Dock Leveler Weather Seal Replacement

1.0 Objective & Scope

The objective of this procedure is to ensure the safe and effective replacement of weather seals on dock levelers, maintaining thermal efficiency, preventing pest and moisture ingress, and extending the lifespan of the loading dock equipment. This SOP applies to all field service technicians and logistics personnel performing weather seal replacements at customer sites across Canada.

The Lead Installer is responsible for executing the replacement in accordance with manufacturer specifications and site safety protocols. The Site Supervisor or customer representative must verify completion and sign off on the work order.

2.0 Required Equipment & Tools

- Mobile tablet with SiteQueue application installed for digital work orders and sign-offs
- Replacement weather seal kit (specific to dock leveler model and size)
- Utility knife with spare blades
- Measuring tape (25 ft minimum)
- Cordless drill/driver with appropriate bits (Phillips, flathead, hex)
- Socket set and wrenches (metric and imperial)
- Pry bar or flathead screwdriver
- Rubber mallet
- Safety glasses and cut-resistant gloves
- High-visibility vest and steel-toed boots
- Hard hat (if required by site)
- Dust mask or respirator (if debris or mold present)
- Shop vacuum or broom and dustpan
- Ladder or step stool (if seal is above shoulder height)
- Touch-up paint (if mounting hardware or frame is scratched)
- Disposal bags for old seal material

3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots are mandatory on all active loading dock sites.
- Conduct a 360-degree walk-around of the dock area to identify trip hazards, oil spills, or uneven surfaces.
- Ensure the dock leveler is fully lowered and locked out/tagged out (LOTO) before beginning any work. Verify with the site supervisor.
- Be aware of overhead obstructions such as dock lights, exhaust systems, or building structures.
- If working near a dock edge, use fall protection equipment (harness and lanyard) if required by site policy.
- Keep the work area clear of unnecessary personnel and equipment. Use cones or barriers to mark the zone.

- Inspect the existing seal for sharp edges, rust, or embedded debris before handling.
- Wear cut-resistant gloves when removing old seal material and handling fasteners.
- If mold or rodent droppings are present, wear a dust mask or respirator and follow biohazard cleanup procedures.
- Ensure adequate lighting in the work area; use portable work lights if necessary.
- Do not operate any dock equipment (leveler, lift, door) while work is in progress.

4.0 Step-by-Step Execution Procedure

1. Arrive at the site and check in with the site supervisor or customer contact. Confirm the work order and scope of work in SiteQueue.

2. Perform a hazard assessment of the loading dock area and document any findings in SiteQueue. Set up safety cones or barriers around the work zone.

3. Ensure the dock leveler is fully lowered and locked out/tagged out. Verify with the site supervisor that no power or hydraulic energy is present.

4. Inspect the existing weather seal to determine the type of attachment (screws, rivets, adhesive, or channel mount). Measure the length and width of the seal and compare with the replacement kit.

5. Using the utility knife, carefully cut the old seal away from the mounting surface. Remove all fasteners with the appropriate tool (drill, screwdriver, or wrench). If the seal is adhered, use a pry bar to gently separate it from the frame.

6. Clean the mounting surface thoroughly using a shop vacuum or broom. Remove any adhesive residue, rust, or debris. If necessary, sand down rough spots and apply touch-up paint to prevent corrosion.

7. Dry-fit the new weather seal along the mounting surface to ensure proper alignment and length. Trim any excess material with the utility knife, ensuring a clean, straight cut.

8. Attach the new seal using the provided fasteners or adhesive, following the manufacturer's instructions. Start at one end and work your way across, ensuring the seal is straight and evenly tensioned. For screw-mounted seals, pre-drill pilot holes if needed to avoid splitting the seal material.

9. Check the seal's compression against the dock leveler or trailer bumper. The seal should make full contact without being overly compressed or leaving gaps. Adjust as necessary by repositioning or adding shims.

10. Test the operation of the dock leveler (if safe to do so) by raising and lowering it slightly to ensure the seal does not bind or interfere. If the leveler cannot be operated, visually confirm clearance.

11. Clean up the work area, removing all old seal material, fasteners, and debris. Dispose of waste in accordance with site environmental policies.

12. Remove lockout/tagout and restore the dock leveler to normal operation. Inform the site supervisor that the work is complete.

5.0 Verification, Sign-off & Reporting

1. Perform a final visual inspection of the new seal, checking for proper alignment, full contact, and secure fastening. Take clear photos of the completed installation from multiple angles.

2. Upload all completion photos to the work order in SiteQueue, including a photo of the seal in place and any relevant measurements or adjustments.

3. Walk the site supervisor or customer representative through the completed work, explaining any adjustments made and the expected lifespan of the new seal.

4. Obtain the customer's digital signature in SiteQueue to confirm acceptance of the work. Ensure the sign-off includes the date and time.

5. Complete the work order in SiteQueue, adding any notes about site conditions, challenges encountered, or recommendations for future maintenance.

6. Submit the work order for supervisor review if required by company policy. Close the ticket only after all approvals are received.

7. If any issues remain (e.g., parts backordered, additional repairs needed), create a follow-up task in SiteQueue and notify the dispatcher.