
Warehouse Receiving Dock Inspection And Trailer Chocking Standard Operating Procedure

1.0 Objective & Scope

The objective of this procedure is to ensure that every trailer entering a warehouse receiving dock is properly inspected and securely chocked before any loading or unloading activity begins. This prevents trailer creep, dock separation, and worker injury. The scope applies to all warehouse receiving dock personnel, including receivers, forklift operators, and logistics coordinators.

The Lead Receiver or designated dock supervisor is responsible for performing the dock inspection and verifying that chocks are correctly placed. This procedure must be completed before any trailer door is opened or any material handling equipment (MHE) enters the trailer.

2.0 Required Equipment & Tools

- Mobile tablet or smartphone with SiteQueue application installed for digital inspection and sign-off
- Two heavy-duty rubber or polyurethane wheel chocks (minimum 6-inch height, rated for trailer weight)
- High-visibility safety vest (Class 2 or higher)
- Steel-toed boots with slip-resistant soles
- Hard hat (if required by site policy)
- Safety glasses
- Dock leveler control panel key or access tool (if applicable)
- Flashlight for inspecting trailer undercarriage and wheel area
- Trailer inspection checklist (digital in SiteQueue or paper backup)
- Communication radio or hand signals for coordinating with driver

3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots are mandatory for all personnel on the receiving dock.
- Conduct a 360-degree visual sweep of the dock area before any trailer approaches. Look for spills, debris, or damaged dock levelers.
- Ensure the dock area is well-lit and free of trip hazards such as loose hoses, cords, or pallets.
- Never approach a moving trailer. Wait for the driver to signal that the vehicle is fully stopped and the parking brake is engaged.
- Be aware of pinch points between the trailer and dock edge. Keep hands and feet clear when the trailer is being positioned.
- If the dock leveler is not functioning properly, do not proceed. Tag it out and report to maintenance immediately.
- In wet or icy conditions, apply traction mats or salt to the dock area to prevent slips.

4.0 Step-by-Step Execution Procedure

1. Verify that the receiving dock is clear of obstructions and that the dock leveler is in the neutral (stored) position.
2. Instruct the driver to back the trailer into the dock slowly. Use hand signals or a two-way radio to guide them until the trailer contacts the dock bumpers.
3. Once the trailer is fully against the bumpers, signal the driver to stop and engage the parking brake. Confirm verbally or via radio that the brake is set.
4. Approach the trailer from the side (never directly behind) and perform a visual inspection of the rear wheels, tires, and undercarriage. Look for cracks, bulges, or foreign objects.
5. Place the first wheel chock firmly against the rear of the trailer's left rear wheel (driver's side). Ensure the chock is snug against the tire and the ground surface is stable.
6. Place the second wheel chock against the rear of the trailer's right rear wheel (passenger side). Both chocks must be positioned to prevent forward movement.
7. Test the chocks by applying gentle forward pressure with your foot. If the chock moves or the trailer shifts, reposition the chocks and re-test.
8. Inspect the dock leveler for proper operation. Activate the control panel to raise the leveler and extend the lip onto the trailer floor. Ensure the lip rests securely on the trailer bed.
9. Open the trailer doors only after the dock leveler is fully engaged and the chocks are verified. Use caution when opening roll-up doors to avoid sudden release of cargo.
10. Perform a final walk-around of the dock area to confirm no hazards have developed during the setup process.

5.0 Verification, Sign-off & Reporting

1. Open the SiteQueue application on your mobile device and navigate to the receiving dock inspection form.
2. Complete the digital checklist, confirming that the trailer inspection, chock placement, and dock leveler engagement were all performed correctly.
3. Take a clear photo of the chocks in place against both rear wheels, showing the trailer and dock leveler in the frame.
4. Have the driver sign the digital form in SiteQueue to acknowledge that the chocking procedure was completed and that the trailer is safe to load/unload.
5. If any defects or safety issues were identified (e.g., damaged chocks, leaking trailer, faulty dock leveler), document them in the notes section and flag the ticket for supervisor review.
6. Submit the completed inspection form in SiteQueue. The system will automatically timestamp and log the record for compliance and audit purposes.
7. Notify the warehouse team that the dock is ready for loading or unloading operations to begin.

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