SFG20
Core

84-12 Dock Leveller

Date: 17 Aug 2021
Version: 6
Unit of Measure: Nr

Summary	
Frequencies	**Tasks**
3M (Months) 10 mins	3
12M (Months) 240 mins	12 4 5 6 7 8 9 10 11
0U (Unspecified)	1 2
Annual Timing	**280 mins**

Introduction

1 Any maintenance carried out on the equipment should be in accordance with the manufacturers' recommendations.
2 Consideration should be given to the discharge of secondary energy - i.e. spring pressure, hydraulic oil, pressurised water, pressurised oil, hot surfaces etc.
3 The method statement and accompanying risk assessment should be read, understood and implemented during this task.
4 Make sure there is a safe system of works in place when undertaking this PPM.
5 ANY ITEM OF EQUIPMENT WHICH IS CONSIDERED TO BE IN A DANGEROUS CONDITION MUST NEVER BE PUT BACK IN SERVICE AND MUST BE SUITABLY ISOLATED TO ENSURE IT CANNOT BE USED.
6 When preparing the content of the maintenance instructions the following elements shall be taken into account:
6.1 the specifications and the intended use of the installation (type of installation, performance, type of goods to be transported, type of users, etc.);
6.2 the environment in which the installation and its components are installed (weather conditions, vandalism, etc.);
6.3 any restriction of use;
6.4 the result of the risk assessment for every working area and for every task to be undertaken;
6.5 the specific maintenance instructions provided by the manufacturer of safety components;
6.6 in case of components other than safety components, where maintenance is necessary, the maintenance instructions provided by the manufacturer of these components.
6.7 In preparation of risk assessments consideration to be given to working at height, edge protection measures, guardrails and protection of persons and equipment/vehicles.
7 Where grease and/or oil is recommended ensure the correct type of lubricant is used in line with the manufacturers instructions and that any bearings are supposed to be lubricated and not sealed for life types.

Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.

Display Order	Tasks
1	**Formal visual inspection of electrical equipment** **Criticality:** Red **Frequency:** 0U **Skill Set:** Electrical **Action:** Before this formal visual inspection is carried out, the test operative should obtain a copy of the previous findings, if available, so that any deterioration can be assessed and advice given accordingly. The formal visual inspection shall be recorded and include the following checks: 1 The equipment is installed and operating in accordance with the manufacturer's instructions including: 1.1 Correct voltage.

1 continued

1.2 Frequency.
1.3 Operating current.
1.4 Electrical protection (fuse, breaker, RCD, etc.).
1.5 Secure terminations, etc.

2 The suitability of the equipment for the environment including:
2.1 Mechanical/heat damage.
2.2 Weather.
2.3 High/low temperatures.
2.4 Water.
2.5 Pressure.
2.6 Dirty conditions.
2.7 Corrosive conditions.
2.8 Flammable/explosive substances, etc.

3 Switching & isolation of equipment including:
3.1 Normal functional use.
3.2 Perform maintenance (lockable).
3.3 Emergency disconnection, etc.

4 Where possible, the user should be consulted if they are aware of any faults and correct operation.

5 Carry out user checks including inspect:
5.1 Equipment casing/housing - check for cracks, warping, discoloration, scorching or burns.
5.2 Flex/cable - Check for damage or splits in the cable, twisting or repairs with adhesive tape.
5.3 Accessories, including extensions and adapters - Check the plug and sockets, length of cable. Reels should be uncoiled when being used.
5.4 A valid label is attached.
5.5 Look for a 'T' or test button on RCD device. Press before use to check RCD trips and disconnects equipment. Reset after test.
5.6 Plugs, sockets, fused connection unit or similar - check for heat damage, loose or bent screws/pins, and broken and loose casings.

6 Plugs, couplers and the like (unless non-rewireable) should be opened and the connections within inspected. Fuses, if fitted, should be checked for correct rating. (See current IET code of practice.)

If equipment is found to be damaged or faulty, it should be immediately removed from use, reported, and labelled. The duty holder must be informed of any equipment failing the formal visual inspection.

Notes:

1 The scope of this inspection includes the electrical equipment and the supply cable from the point of isolation (where available) to the electrical equipment. The point of isolation is usually the demarcation boundary between the electrical equipment covered by this Schedule and the fixed wiring electrical installation.
2 The inspection should be undertaken in accordance with the current IET code of practice.
3 The findings from the inspection are to be recorded, a model form is provided within the current IET code of practice. (Specialised electrical equipment may require further tests necessitating a more detailed form.)

2

Combined inspection and testing of electrical equipment

Criticality: Red **Frequency:** 0U **Skill Set:** Electrical

Action: Before this combined inspection and testing is carried out, the test operative should obtain a copy of the previous findings, if available, so that any deterioration can be assessed and advice given accordingly.

The combined inspection and testing shall be recorded and include the following checks:

1 A preliminary visual inspection.
2 Suitable means of isolation of equipment.
3 Where necessary, identify and disconnect ancillary equipment e.g. control/comms.
4 Undertake user checks from the formal visual inspection and shown below.
5 The suitability of the equipment for the environment including:
5.1 Mechanical/heat damage.
5.2 Weather.
5.3 High/low temperatures.
5.4 Water.

2 continued	5.5 Pressure. 5.6 Dirty conditions. 5.7 Corrosive conditions. 5.8 Flammable/explosive substances, etc. The in-service testing, to be completed, in the order shown: 1 A protective conductor continuity test on Class I equipment. 2 An insulation resistance test. 3 Where required, a protective conductor current/touch current test. 4 Where required, RCD operating time test. 5 A functional check of the equipment. If equipment is found to be damaged or faulty, it should be immediately removed from use, reported and labelled. The duty holder must be informed of any equipment failing the combined inspection and testing. **Notes:** 1 The scope of this inspection includes the electrical equipment and the supply cable from the point of isolation (where available) to the electrical equipment. The point of isolation is usually the demarcation boundary between the electrical equipment covered by this Schedule and the fixed wiring electrical installation. 2 The inspection should be undertaken in accordance with the current IET code of practice. 3 The findings from the inspection are to be recorded, a model form is provided within the current IET code of practice. (Specialised electrical equipment may require further tests necessitating a more detailed form.)
3	**Maintenance** **Criticality:** Not Specified **Frequency:** 3M **Skill Set:** Specialist **Action:** Check operation and carry out routine servicing, operational maintenance and lubricate all moving parts. **Notes:** Should be risk based to ensure compliance with LOLER and Manufacturers Maintenance Instructions and utilising guidance contained within dock levellers current regulations.
4	**Operation - general** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** Check with the operator to confirm that the machine is working correctly and find out if there have been any previous problems with the dock leveller or its operation. Check the physical condition of the equipment. **Notes:** With the electrical supply on, carry out the operational tests.
5	**Switches, controls, safety devices, safety interlocks and contactors** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** 1 Check mechanical operation of all switches, controls, safety devices, safety interlocks, limit switches, fuses, relays and contactors. 2 Check indications and controls for operation on front control panel. 3 Check emergency stop and reset buttons operate correctly. 4 Check Trip Bar operation. 5 Test inter-lock device between leveller and shutter if fitted. **Notes:** With the electrical supply on, carry out the operational tests.
6	**Install safety props** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** Operate controls to position safety props (2-man operation on some machines). Isolate machine and remove fuses if necessary. **Notes:** With the electrical supply on, carry out the operational tests.
7	**Hydraulic hoses and cylinders** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** 1 Check hydraulic hoses and pipework for leaks and tightness of fittings.

7 continued	2 Check hydraulic cylinders for leaks from head seals and piston scoring. 3 Check main and lip hydraulic cylinders securing of pivot pins, lubricate as required. **Notes:** With the safety props fitted and the electrical supply to the equipment isolated and confirmed safe carry out this PPM check.
8	**Hydraulic oil level** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** Check hydraulic oil level and top-up as necessary in accordance with the manufacturer's recommendations using the correct hydraulic oil. **Notes:** With the safety props fitted and the electrical supply to the equipment isolated and confirmed safe carry out this PPM check.
9	**Mechanical - general** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** 1 Remove accumulated debris and sweep out base. 2 Carry out close inspection of pivot pins and bushes for wear and security. 2.1 Inspect bush securing welds and grease as required. 3 Check main frame and structure for defects, damage and wear. 4 Check fixing bolts for security, tighten as required. 5 Check side safety guards for correct operation and secure fixing. 6 Check dock buffers are secure and in good order. 7 Check condition of non-slip surfaces. **Notes:** With the safety props fitted and the electrical supply to the equipment isolated and confirmed safe carry out this PPM check.
10	**Operational test** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** 1 Carry out a full operational test on the dock leveller ensuring it parks correctly below dock. 2 Test the operation of the stop/start circuit. 3 Check all safety devices for correct operation and operate emergency stop buttons. 4 Check for illumination of any operating lamps. 5 During test observe main pivot pin and dock flap pins for signs of wear. 6 Lubricate main hinge assembly and dock flap hinge assembly. **Notes:** With the safety props fitted and the electrical supply to the equipment isolated and confirmed safe carry out the operational tests. All works undertaken during inspection and maintenance must be documented on a Worksheet Report by the engineer.
11	**Final test and report** **Criticality:** Not Specified **Frequency:** 12M **Skill Set:** Specialist **Action:** 1 Final test and report any defects. 2 If the defect is deemed to make the equipment unsafe the equipment should be taken out of commission immediately. 3 In these instances either the plug to the main power cable or the fuses should be removed, or the isolator should be padlocked off. 4 The following actions must then be completed: 4.1 Equipment to be taken out of commission immediately. 4.2 Notify the building manager. 4.3 Equipment to be suitably tagged/labelled as failed. **Notes:**
12	**Thorough examination and inspection** **Criticality:** Red **Frequency:** 12M **Skill Set:** Specialist

12 continued	**Action:**	Carry out a thorough examination of the lifting equipment. The level of examination, and the requirement for testing, is based on an assessment of risk and determined by the competent person.
	Notes:	1 Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. 2 Risk Assessed but 12 month maximum interval in compliance with LOLER. 3 Written scheme of examination Competent Person to determine. 4 Should be risk based to ensure compliance with current regulations.

Legislation, Regulations and Guidance
http://shop.bsigroup.com/ProductDetail?pid=000000000030342613 BS 7671:2018+A1:2020. Requirements for Electrical Installations. IET Wiring Regulations.
http://shop.bsigroup.com/ProductDetail/?pid=000000000030118770 BS EN 1398:2009 Dock Levellers. Safety Requirements
http://shop.theiet.org/code-of-practice-for-in-service-inspection-and-testing-of-electrical-equipment-5th-edition IET Code of Practice for in-service inspection and testing of electrical equipment
http://www.legislation.gov.uk/nisr/1999/304/contents/made Lifting Operations and Lifting Equipment Regulations (Northern Ireland) 1999
http://www.legislation.gov.uk/uksi/1998/2307/contents/made Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
http://www.legislation.gov.uk/uksi/1998/2306/contents/made Provision and Use of Work Equipment Regulations 1998 (PUWER)