

Receiving area inspection checklist

Date inspected:			Inspected by:	
Item	Yes	No	Comments, deficiencies and action required	Date corrected
Are loading dock and entryway floors free from holes and obstructions?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the loading dock and receiving area free from accumulated trash?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the receiving area sufficiently lighted for night deliveries?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the hand trucks, carts, dollies and other equipment in good repair?	<input type="checkbox"/>	<input type="checkbox"/>		
Is care taken not to load trucks to the point of endangering the handler?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees instructed in the correct operation of hand trucks and dollies?	<input type="checkbox"/>	<input type="checkbox"/>		
Are loaded dollies removed promptly from the receiving point to the storage area?	<input type="checkbox"/>	<input type="checkbox"/>		
Are proper tools provided for opening crates, cartons and barrels?	<input type="checkbox"/>	<input type="checkbox"/>		
Are chocks provided to keep trucks and dollies from rolling during loading and unloading?	<input type="checkbox"/>	<input type="checkbox"/>		