

MVM Delivery Plan (Lorry Loader Checking Form)

1	Project	Issue Date	
2	Project Manager	Issue Time:	
3	Lorry Loader Company	Expiry Date:	
4	Lorry Loader Driver Name	Driver Competence Checked (contact Employer if necessary - CPCS preferred)	
		YES	NO
5	Lorry Loader Registration Number	Lorry Loader 12 monthly thorough examination certificate ok	
		Yes	No
6	Does the driver have a risk assessment or loading/unloading plan provided by the Lorry Loader Company	Yes	No
7	Is the risk assessment or loading/unloading plan appropriate for the load or conditions	Yes	No
8	Confirm with driver that the load will be secure once securing straps are removed (if answer to 6,7, 8 are No do not allow off loading, keep people clear and contact haulage company)	Yes it will	No, it may not
9	Confirm with driver if assistance with off loading is needed.	Yes will	No will not
10	If answer to 9 is yes, ensure the driver understand our people will not be allowed to climb on to the vehicle.	Yes driver informed and accepts	
11a	Does the driver require assistance with banking/slinging?	Yes	No
11b	If yes ensure person holds an appropriate CPCS card and does not climb on to the lorry.	Yes person informed	No banking needed
12	Confirm with the driver that no one other than authorised persons may assist with the loading/unloading	Yes driver advised	
13	Has the driver been clearly instructed where to load or unload?	Yes	No
14	Confirm with the driver that unloading/loading location is suitable, (no over heads cables, soft ground, ground sloping too much or material too far to reach etc)	Yes it is	No it's not
15	Confirm with the driver that the outriggers can be fully extended. (do not permit operation if answer is no)	Yes can	No can't
16	Confirm with the driver that suitable spreader pads will be used under all outriggers. (do not permit operation if answer is no)	Yes has	No has not
17	Confirm with the driver that sufficient load spacer timbers, wedges, blocking timbers or strapping to secure the load both for loading & unloading, security, and for transportation are available and used. (do not permit operation if answer is no)	Yes	No
18	Confirm with the driver that he/she understands they are responsible for the load until fully off loaded and once loaded on the vehicle.	Yes	No
19	Has an Alarm been fitted in the Cab of the vehicle, to provide visual and audible warning to the Driver, if the Hydraulic Arm of the vehicle's Lorry Mounted Crane (abbr. HIAB) is not in a Stowed position when the vehicle is in motion	Yes	No
20	If the answer to 19 is No. The vehicle's HIAB must not be used or raised	Yes	No
21	Other site specific instructions to driver		
Sign Driver		Sign MVM	