

Weekly Line & Area Inspection Sheet

Meminger Metal Finishing
(MMF)

Form ID: QF-0174 (Rev D 09/17/25)

Month Of: _____

Inspector: _____

Line / Area: ☐ Barrel ☐ SQD ☐ Auto 1 ☐ Auto 3 ☐ Flake/Paint

Instructions: Check the box for the line being inspected. Use one column per week. Mark status with a check (✓) for compliant, an (X) for non-compliant (record in log), or N/A for not applicable. Inspector enters date and initials at the top of the appropriate week's column.

Inspection Item	Week 1	Week 2	Week 3	Week 4
Date of Inspection				
Inspector's Initials				
SECTION 1: GENERAL SAFETY & HOUSEKEEPING (All Lines)				
Safety Lights operational				
Building & Control Panel Lights operational				
Fire Extinguisher - In place, charged, unobstructed				
Safety Shower/Eye Wash				
Clear of obstructions & clearly identified				
Dust caps/covers in place				
Weekly water test performed until clear				
Harness Inspection (ID #: _____)				
Strapping - No cuts, burns, frays, chemical damage				
Stitching - No pulled or cut stitches				
Hardware (buckles, D-rings) - No cracks, distortion, corrosion				
Personal Protective Equipment (PPE)				
Required PPE (glasses, gloves, etc.) available & in good condition				

Inspection Item	Week 1	Week 2	Week 3	Week 4
Personnel in area are wearing required PPE correctly				
Work Area & Housekeeping				
Floors/walkways clear of obstructions, spills, trip hazards				
Area free of trash, food, and unnecessary debris				
Tools and equipment stored properly				
Racking stored in proper place				
Carts / Wheels in good condition				
Cart wheels greased weekly (if applicable)				
SECTION 2: EQUIPMENT & AREA INTEGRITY (All Lines)				
Tank Integrity - No visible leaks, cracks, or damage				
Tank Solution Levels - Within operational range (2"-6" from top)				
Rectifiers - Operational (fans clear, no alarms)				
VFDs - Clean and operational (fans clear)				
Lock-out / Tag-out (LOTO) devices available & procedures posted				
Ventilation / Air Make-up Systems operational				
Air Lines / Agitation - No leaks, proper function				
Drain Lines - Clear, no blockages or leaks				
Pit Pump(s) - Operational, clear of debris				
SECTION 3: HOIST INSPECTION (Complete Applicable Section)				
Hoist Inspection (Barrel, Auto 3, SQD & Auto 1 - East Hoist)				
Lift Cable / Strap / Chain condition OK				
Hoist Motor - operational, no unusual noise/vibration				
Festoon Trolleys & Guides - move freely, no damage				
Lift Guides - secure and aligned				
Upper & Lower Auto Stops functional				
Pendant - operational, no damage				
Brake - operational, holds load, does not slip				
Hook & Latch - no damage, latch functional				
Hoist Inspection (SQD & Auto 1 - West Hoist)				
Lift Cable / Strap / Chain condition OK				

Inspection Item	Week 1	Week 2	Week 3	Week 4
Hoist Motor - operational, no unusual noise/vibration				
Festoon Trolleys & Guides - move freely, no damage				
Lift Guides - secure and aligned				
Upper & Lower Auto Stops functional				
Pendant - operational, no damage				
Brake - operational, holds load, does not slip				
Hook & Latch - no damage, latch functional				
SECTION 4: LINE-SPECIFIC CHECKS (Complete Applicable Section)				
BARREL LINE				
Temperature Probes working per CP				
Plater Filter On & Pressure OK / Filter Change Logged				
Flow Meters > 1-2 GPM (All applicable tanks)				
Chemical Injectors / Amp Hour Feeder operational				
Injection Drums > 1/2 full				
Spin Dryer				
Temperature OK				
Hinges greased/oiled				
Proxy Switch operational				
SQD LINE				
Flow Meters > 1-2 GPM (All applicable tanks)				
Filter Change Logged				
Chemical Injectors / Amp Hour Feeder operational				
Injection Drums > 1/2 full				
Dryer Temperature OK				
Electro Magnet operational				
AUTO LINE 1				
Temperature Probes working per CP				
Plater Filter On & Pressure OK / Filter Change Logged				
Flow Meters > 1-2 GPM (All applicable tanks)				
Chemical Injectors / Amp Hour Feeder operational				
Injection Drums > 1/2 full				

Inspection Item	Week 1	Week 2	Week 3	Week 4
Dryer Temperature OK				
Electro Magnet operational				
AUTO LINE 3				
Temperature Probes working per CP				
Plater Filter On & Pressure OK / Filter Change Logged				
Flow Meters > 1-2 GPM (All applicable tanks)				
Chemical Injectors / Amp Hour Feeder operational				
Injection Drums > 1/2 full				
Spin Dryer				
Temperature OK				
Hinges greased/oiled				
Proxy Switch operational				
FLAKE / PAINT LINE				
Paint Booth Lights - operational, covers clean				
Paint/Flake Storage Area - Drums sealed, grounded				
Spray Booth Ventilation / Filters operational & clean				
Spray Guns / Hoses / Pots - No leaks, good condition				
Curing Oven Temperature / Timer - Accurate				
Work Area free of ignition sources				
Process Settings & Logs (Record Value)				
Regulator Settings (psi)				
Gauge Settings A/B/C/D (psi)				
Paint Viscosity (seconds)				
Paint Batch Number				
Air Line Filter Pressure (inches H ₂ O)				
SECTION 5: HEATER TEMPERATURE LOG (Record Value)				
Presoak Heater (Temp)				
Electro Heater (Temp)				
Acid #1 Heater (Temp)				
SECTION 6: RECTIFIER VOLTAGE LOG (Record Value)				
Rectifier setting Electro (Volts)				
Rectifier setting PI1 (Volts)				
Rectifier setting PI2 (Volts)				

Inspection Item	Week 1	Week 2	Week 3	Week 4
Rectifier setting PI3 (Volts)				
Rectifier setting PI4 (Volts)				
Rectifier setting PI5 (Volts)				
Rectifier setting PI6 (Volts)				
SECTION 7: PAPERWORK & LOGS (All Lines)				
Logs Checked (QF 1, 2, 3, 26, 223, 56, 38)				

Corrective Action Log

Date	Item / Issue Description	Corrective Action Taken	Resolved By (Initials)

Inspector's Signature:

Meminger Metal Finishing (MMF), Commitment to Quality:

"We are committed to provide a quality plating processes to our customers, while listening to the voice of our stakeholders. Driven by this voice we will strive for continuous improvement in all aspects of our business."