

Daily Equipment & Safety Inspection

Meminger Metal Finishing
(MMF)

Form ID: QF-184 (Rev B 09/17/25)

Week Of:

Inspector(s):

Instructions

- Inspect all equipment at the start of your shift.
- Mark status: **✓** for OK, **X** for Not OK, or **N/A** if not applicable.
- **For any "X" items:** Do not use the equipment. Record the issue in the Corrective Action Log, noting the specific equipment ID.
- **On Monday:** Record the current hour meter reading for all forklifts and lifts in the log section below.

Inspection Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments
SECTION 1: POWERED INDUSTRIAL TRUCK (FORKLIFT) INSPECTION (ID # (s):_____)								
Visual Check (Engine Off)								
No fluid leaks; general condition clean								
Hoses - no cracks or leaks								
Tires, Forks, Mast, Chains, Overhead Guard secure & free of damage								
Fluid levels adequate (Oil, Fuel, Hydraulic)								
Battery is secure, connections tight, no corrosion								
Safety equipment present (seatbelt, decals, manual)								

Inspection Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments
Operational Check (Engine On)								
Brakes (Service & Parking) are functional								
Steering is smooth and responsive								
Horn, Lights, Alarms are functional								
Lift/Tilt mechanism operates smoothly, no leaks								
Chains are properly oiled								
General grease points lubricated								
Forklift Safe to Operate? (Y/N)								
SECTION 2: AERIAL & SCISSOR LIFT INSPECTION								
Scissor Lift #1								
Controls, safety devices, structure OK. No leaks.								
Lift #1 Safe to Operate? (Y/N)								
Scissor Lift #2								
Controls, safety devices, structure OK. No leaks.								
Lift #2 Safe to Operate? (Y/N)								
Boom Lift #3								
Controls, safety devices, structure OK. No leaks.								
Lift #3 Safe to Operate? (Y/N)								
SECTION 3: PORTABLE LADDER INSPECTION								
Step Ladder #1								
Steps, Rails, Top, Labels, Bracing, Shoes, & Hardware free of damage.								
Step Ladder #2								
Steps, Rails, Top, Labels, Bracing, Shoes, & Hardware free of damage.								

Inspection Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Comments
Step Ladder #3								
Steps, Rails, Top, Labels, Bracing, Shoes, & Hardware free of damage.								
Extension Ladder #4								
Rungs, Rails, Labels, Shoes, Hardware, Rope/Pulley free of damage.								
SECTION 4: SAFETY HARNESS INSPECTION (PRE-USE)								
Harness #1 (specify ID): Webbing, stitching, hardware OK.								
Harness #2 (Lance's): Webbing, stitching, hardware OK.								
Harness #3 (Jon's): Webbing, stitching, hardware OK.								
SECTION 5: WEEKLY VEHICLE INSPECTION (Nissan Pick-up Truck)								
Fluid Levels (Oil, Coolant, Washer) OK								
Tires (Condition & Pressure) OK								
Lights, Horn, Wipers functional								
Brakes operational								
SECTION 6: GENERAL SAFETY CHECKS (Daily)								
Lock-out procedures posted & legible								
Lock-out equipment available (locks, hasps, tags)								
Inspector's Daily Initials								

Monday Hour Meter & Daily Corrective Action Logs

Monday Hour Meter Log

Equipment ID #	Hours
Forklifts	
Lifts	
Scissor Lift #1	
Scissor Lift #2	
Boom Lift #3	

Daily Notes / Corrective Action Log

Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

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."