✅ ChecklistGuro

Automotive BOM Configuration Checklist

Component Identification & Attributes

Verify accurate part numbers, descriptions, and specifications for each component.

Part Number

Write something...

Component Description

Write something...

Weight (kg)

Enter a number...

Length (mm)

Enter a number...

Material Type

- ☐ Steel
- ☐ Aluminum
- ☐ Plastic
- ☐ Composite

Special Notes / Attributes

Write something...

Datasheet / Specification Sheet

⬆ Upload File

Quantity and Unit of Measure

Confirm the correct quantity and unit of measure for each component in the BOM.

Component Quantity

Enter a number...

Unit of Measure

- ☐ Each
- ☐ Feet
- ☐ Meters
- ☐ Kilograms
- ☐ Pounds

Minimum Order Quantity (MOQ)

Enter a number...

Packaging Type

☐ Bulk

☐ Reel

☐ Spool

Estimated Usage per Assembly

Enter a number...

Material Sourcing & Vendor Information

Validate supplier details, lead times, and material sourcing compliance.

Primary Supplier

☐ Supplier A

☐ Supplier B

☐ Supplier C

Supplier Contact Name

Write something...

Supplier Phone Number

Write something...

Supplier Email Address

Write something...

Lead Time (Days)

Enter a number...

Last Supplier Audit Date

Enter date...

Approved Alternatives

☐ Alternative Supplier 1

☐ Alternative Supplier 1

☐ Alternative Supplier 1

Supplier Notes/Comments

Write something...

BOM Structure & Hierarchy

Ensure the BOM structure accurately reflects the assembly hierarchy and relationships between components.

Level Count Verification

Enter a number...

Parent Assembly Reference

- [ ] NA
- [ ] Assembly 1
- [ ] Assembly 2

Number of Sub-Assemblies

Enter a number...

Description of Structural Relationships

Write something...

Hierarchical Structure Type

- [ ] Modular
- [ ] Linear
- [ ] Matrix

Total Number of Levels

Enter a number...

Engineering Change Order (ECO) Integration

Verify ECO impact on the BOM and proper documentation of changes.

ECO Number

Enter a number...

ECO Initiation Date

Enter date...

ECO Description & Justification

Write something...

Affected BOM(s)

☐ BOM-001
☐ BOM-002
☐ BOM-003

Planned Implementation Date

Enter date...

Impacted Component(s) & Changes

Write something...

Approval Status

☐ Pending

☐ Approved

☐ Rejected

Regulatory Compliance (RoHS, REACH)

Check for compliance with relevant industry regulations and material restrictions.

Applicable Regulations

☐ RoHS 2/3

☐ REACH

☐ Conflict Minerals Reporting

☐ Other (Specify)

Specific Substance Restrictions

Write something...

Compliance Documentation

⬆ Upload File

Restricted Substances Present?

☐ Yes

☐ No

☐ Unknown

Exemptions Applied (if applicable)

Write something...

Substance Concentration (if applicable)

Enter a number...

Cost Analysis & Material Planning

Review material costs and ensure alignment with planning and procurement strategies.

Standard Material Cost per Unit

Enter a number...

Projected Material Cost per Unit

Enter a number...

Total Material Cost for Production Run (Estimate)

Enter a number...

Procurement Strategy (e.g., Blanket Order, Spot Buy)

☐ Blanket Order

☐ Spot Buy

☐ Contract Negotiation

Estimated Material Delivery Date

Enter date...

Notes on Cost Variances or Potential Risks

Write something...

Safety Stock Level (Units)

Enter a number...

Version Control & Approval Workflow

Confirm proper version control and adherence to approval workflows for BOM changes.

BOM Creation Date

Enter date...

BOM Revision Number

Enter a number...

Approval Status

☐ Pending Approval

☐ Approved

☐ Rejected

☐ Released

Approver Name

Write something...

Approval Date

Enter date...

Approval Comments (if rejected)

Write something...

Change Request Associated

Drawing & Documentation Alignment

Ensure the BOM is consistent with engineering drawings and related documentation.

Drawing Revision Level

- [ ] A
- [ ] B
- [ ] C
- [ ] D
- [ ] E

Engineering Drawing File

⬆ Upload File

Notes on Drawing Discrepancies (if any)

Write something...

Drawing Status

☐ Approved

☐ Pending Review

☐ Revised

Date of Last Drawing Update

Enter date...

Error Proofing and Validation

Implement checks to prevent errors and validate BOM accuracy before release.

Number of Independent Verification Checks Performed

Enter a number...

Verification Method Used (e.g., Manual, Automated)

☐ Manual Review

☐ Automated Comparison

☐ Software Validation

Date of Last Validation Review

Enter date...

Summary of Validation Findings & Corrective Actions

Write something...

Areas of BOM Requiring Special Attention (Check all that apply)

☐ Obsolete Parts

☐ High-Cost Components

☐ Critical Safety Items

☐ Components with Long Lead Times

Validation Reviewer Signature