



Bill Of Materials (BOM) Checklist Template

 Show only Checklist

Display Style
Default 

BOM Creation & Structure

Ensures the BOM is properly structured and contains all necessary components for accurate manufacturing.

BOM Number

Write something...

Product Name

Write something...



Revision Level

Enter a number...

Effective Date

Enter date...

Description of Product/Assembly

Write something...

CAD File (Optional)

 Upload File

BOM Type (e.g., Engineering, Planning)

- Engineering
- Planning
- Sales

Part Number Validation

Verifies part numbers for accuracy and consistency across the BOM and other systems.

Part Number

Write something...

Description

Write something...

Revision Level

Enter a number...

Part Status

- Active
- Obsolete
- Phase-Out

Material Type

- Raw Material
- Component
- Sub-Assembly

Notes/Comments

Write something...

Supporting Documentation (e.g., Datasheet)

 Upload File

Quantity & Usage Definition

Confirms correct quantities and usage levels are defined for each component.

Base Quantity per Assembly

Enter a number...

Scrap Rate (%)

Enter a number...

Over/Under Quantity Tolerance

Enter a number...

Notes on Quantity/Usage

Write something...

Unit of Measure (UOM)

- Each
- Set
- Foot
- Kilogram
- Pound

Minimum Order Quantity (MOQ)

Enter a number...

Supplier Information

Validates supplier details (name, contact, lead time) are accurate and up-to-date.

Supplier Name

Write something...

Contact Person

Write something...

Contact Email

Write something...

Lead Time (Days)

Enter a number...

Supplier Tier

Tier 1

Tier 2

Tier 3

Last Contact Date

Enter date...

Supplier Notes (e.g., Payment Terms, Quality Concerns)

Write something...

Cost & Pricing Accuracy

Confirms component costs and pricing are current and aligned with procurement records.

Unit Cost (Current)

Enter a number...

Unit Cost (Previous)

Enter a number...

Currency

Write something...

Cost Effective Date

Enter date...

Cost Variance Notes (If Applicable)

Write something...

Cost Source

- ERP System
- Supplier Quote
- Market Research
- Internal Calculation

Supporting Documentation (Quote, Contract)

 Upload File

Engineering Change Order (ECO) Integration

Ensures the BOM reflects the latest ECOs and engineering revisions.

ECO Creation Date

Enter date...

ECO Description/Reason for Change

Write something...

ECO Number

Enter a number...

Impacted BOM Version

- Version 1.0
- Version 1.1
- Version 1.2
- Latest Version

Supporting ECO Documentation

 Upload File

Summary of Changes Made to BOM

Write something...

ECO Implementation Date

Enter date...

Version Control & History

Verifies proper versioning and tracking of BOM changes.

BOM Creation Date

Last Modified Date

BOM Version Number

Summary of Changes (Version History)

Reason for Change

- Engineering Revision
- Cost Reduction
- Supplier Change
- Material Substitution
- Correction

Author/Creator

Write something...

Author Signature

Approval Status

- Pending
- Approved
- Rejected

Classification & Categorization

Confirms components are correctly classified and categorized for reporting and analysis.

Primary Commodity Type

- Metal
- Plastic
- Electronic Component
- Mechanical Part
- Chemical
- Fabric

Material Sub-Category

MSDS Number (if applicable)

Regulatory Classification (e.g., RoHS, REACH)

- RoHS Compliant
- REACH Compliant
- Not Applicable
- Other

Additional Classification Notes

Regulatory Compliance & Documentation

Ensures compliance with relevant regulations and includes necessary documentation.


Applicable Regulatory Standards

- RoHS
- REACH
- UL Certification
- ISO 13485 (Medical Devices)
- Other (Specify)

Regulatory Compliance Notes

Write something...

Compliance Certificates

 Upload File

Last Compliance Review Date

Enter date...

Material Declaration (MoM) Status

Write something...

Restricted Substances

- Lead
- Mercury
- Cadmium
- Hexavalent Chromium
- Brominated Flame Retardants

Documentation Summary

Write something...

BOM Approval Workflow

Validates adherence to the defined BOM approval process and designates approvers.

BOM Creator

- Engineering
- Procurement
- Manufacturing

Creation Date

Enter date...

Reviewer Role

- Engineering Lead
- Procurement Manager
- Manufacturing Supervisor

Review Date

Enter date...

Reviewer Comments

Write something...

Approval Status

- Pending Approval
- Approved
- Rejected
- Returned for Revision

Approval Date

Enter date...

Approver Signature