

Critical Spares Management Checklist

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Identification & Prioritization

Focuses on identifying critical spares and assigning appropriate priority levels based on impact of failure.

Define 'Critical Spare' Criteria

Write something...

Prioritization Method

- ☐ RCM (Reliability Centered Maintenance)
- ☐ Risk Assessment
- ☐ Manufacturer Recommendation
- ☐ Usage History



Estimated Downtime Cost per Hour (if spare fails)

Enter a number...

Repair/Replacement Labor Cost (approximate)

Enter a number...

Priority Level (e.g., High, Medium, Low)

- ☐ High
- ☐ Medium
- ☐ Low

Failure Impact Areas (select all that apply)

- ☐ Production Halt
- ☐ Safety Hazard
- ☐ Environmental Impact
- ☐ Quality Degradation
- ☐ Regulatory Non-Compliance

Date of Last Prioritization Review

Enter date...

Inventory Management & Tracking

Covers processes for maintaining accurate inventory levels, location tracking, and usage monitoring.

Current Stock Level

Minimum Stock Level (Reorder Point)

Maximum Stock Level

Last Stock Level Update Date

Location of Spare Part

- ☐ Main Warehouse
- ☐ Secondary Warehouse
- ☐ Machine Bay 1
- ☐ Machine Bay 2

Notes on Stock Condition (e.g., Packaging, Inspection Results)

Write something...

Tracking Method

- ☐ Manual Spreadsheet
- ☐ CMMS
- ☐ ERP System
- ☐ Barcode Scanning

Inventory Record Screenshot (if applicable)

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Procurement & Lead Time Management

Addresses sourcing strategies, supplier relationships, and minimizing lead times for critical spares.

Safety Stock Level (Days of Operation)

Enter a number...

Preferred Supplier Selection Method

- ☐ Cost Only
- ☐ Cost & Lead Time
- ☐ Cost, Lead Time & Quality
- ☐ Supplier Relationship

Supplier Performance Metrics & Review Process

Write something...

Last Supplier Performance Review Date

Enter date...

Supplier Contract Status

- ☐ Active
- ☐ Expiring
- ☐ Expired

Average Lead Time (Days)

Enter a number...

Contingency Plan for Lead Time Disruptions (e.g., Second Source)

Write something...

Storage & Handling

Ensures proper storage conditions and handling procedures to prevent damage or degradation of critical spares.

Storage Environment Type

- ☐ Climate Controlled
- ☐ Standard Warehouse
- ☐ Outdoor Protected
- ☐ Other (Specify)

Temperature (in Celsius)

Humidity Level (%)

Material Handling Equipment Used

- ☐ Forklift
- ☐ Pallet Jack
- ☐ Crane
- ☐ Manual Handling
- ☐ Other

Specific Handling Instructions (if any)

Write something...

Storage Container Type

- ☐ Original Packaging
- ☐ Dedicated Crate
- ☐ Pallet
- ☐ Shelving
- ☐ Other

Photograph of Storage Area (optional)

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Obsolescence Management

Deals with identifying and mitigating risks associated with obsolete or soon-to-be-obsolete parts.

Last Obsolescence Risk Assessment Date

Enter date...

Summary of Obsolescence Risk Assessment Findings

Write something...

Obsolescence Mitigation Strategies Implemented (select all that apply)

- ☐ Dual Sourcing
- ☐ Stockpiling
- ☐ Engineering Change (Redesign)
- ☐ Supplier Collaboration
- ☐ Reverse Engineering
- ☐ None

Stock Level for Parts Identified as Obsolete/At Risk (minimum)

Enter a number...

Obsolescence Monitoring Frequency

- ☐ Monthly
- ☐ Quarterly
- ☐ Semi-Annually
- ☐ Annually

Obsolescence Risk Assessment Report (latest)

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Details of any current or planned engineering changes to mitigate obsolescence risks.

Write something...

Method for tracking obsolescence events.

- ☐ Spreadsheet
- ☐ CMMS
- ☐ Dedicated Software
- ☐ Other

Documentation & Procedures

Covers the documentation required to support the critical spares management program.

Critical Spares Management Procedure Document Exists?

Write something...

Copy of Critical Spares Management Procedure Document

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Describe the process for documenting changes to critical spares requirements.

Write something...

Document Control System Used?

- ☐ Electronic Document Management System (EDMS)
- ☐ Paper-based System
- ☐ Other

Document Revision Number

Enter a number...

Date of Last Procedure Review

Enter date...

Documented escalation procedures for critical spares shortages or delays?

Write something...

Performance Monitoring & Review

Focuses on tracking key performance indicators (KPIs) and regularly reviewing the effectiveness of the program.

Percentage of Critical Spares in Stock

Enter a number...

Average Lead Time for Critical Spares (Days)

Enter a number...

Number of Critical Spares Stockouts in Reporting Period

Enter a number...

Overall Health of Critical Spares Program (Assessment)

☐ Excellent

☐ Good

☐ Fair

☐ Needs Improvement

☐ Unacceptable

Summary of Findings & Recommendations from Recent Review

Write something...

Date of Last Program Review

Enter date...

Were Corrective Actions Implemented Following Previous Review?

- ☐ Yes
- ☐ No
- ☐ Partially

Notes on any significant trends observed in critical spares performance.

Write something...