



# 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

## Average Lead Time for Critical Spares (Days)

## Number of Critical Spares Stockouts in Reporting Period

## 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...