



# Critical Spares Management Checklist

## 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

Enter a number...

### Minimum Stock Level (Reorder Point)

Enter a number...

### Maximum Stock Level

Enter a number...

### Last Stock Level Update Date

Enter 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)

## Preferred Supplier Selection Method

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

## Supplier Performance Metrics & Review Process

## Last Supplier Performance Review 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)

Enter a number...

### Humidity Level (%)

Enter a number...

### 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...