# ✔ ChecklistGuro

# Electronics BOM Accuracy Checklist

## Part Number Verification

Ensures all part numbers are accurate and linked to approved supplier catalogs.

**Part Number**

Write something...

**Manufacturer Description**

Write something...

**UPC/EAN Code**

Enter a number...

**Part Status (Active/Obsolete)**

☐ Active

☐ Obsolete

**Supplier Datasheet (Optional)**

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**Supplier Part Number Consistency**

☐ Consistent

☐ Inconsistent

☐ N/A

# Quantity and Unit of Measure Validation

Confirms correct quantities and units of measure for each component.

## Component Quantity

Enter a number...

## Unit of Measure

☐ Each

☐ Feet

☐ Meters

☐ Kilograms

☐ Pounds

☐ Liters

## Minimum Order Quantity (MOQ)

Enter a number...

## Packaging Type

☐ Reel

☐ Tube

☐ Bag

☐ Bulk

**Pieces Per Package**

Enter a number...

# Supplier Information Accuracy

Verifies supplier names, contact details, and part availability.

**Supplier Name**

Write something...

**Contact Person**

Write something...

**Phone Number**

Write something...

**Email Address**

Write something...

**Lead Time (Days)**

Enter a number...

## Preferred Supplier?

☐ Yes

☐ No

## Supplier Quote/Agreement (Optional)

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# Component Lifecycle Status

Checks the lifecycle status of components (e.g., active, obsolete, NRND).

## Component Lifecycle Stage

☐ Active

☐ NRND (Not Recommended for New Designs)

☐ Obsolete

☐ End-of-Life

☐ Phase-Out

## Lifecycle Start Date

Enter date...

## Lifecycle End Date (if applicable)

Enter date...

**Lifecycle Notes**

Write something...

**Remaining Quantity (if applicable)**

Enter a number...

**Obsolescence Risk Level**

☐ Low

☐ Medium

☐ High

# Designator Consistency

Ensures designators (e.g., R1, C2) are consistent across BOM and schematic.

**Component Designator (e.g., R1, C2)**

Write something...

**Schematic Designator Notes (if different)**

Write something...

**Pin Number Consistency Check (if applicable)**

Enter a number...

**Designator Type (e.g., Reference Designator, Part ID)**

- ☐ Reference Designator
- ☐ Part ID
- ☐ Other

**Potential Designator Conflicts?**

- ☐ Yes
- ☐ No

**Conflict Description (if applicable)**

Write something...

# BOM Revision Control

Confirms BOM revision matches the design revision.

**BOM Creation Date**

Enter date...

**BOM Revision Number**

Enter a number...

**Date of Last Revision**

Enter date...

**Revision Description (Reason for Change)**

Write something...

**Revision Type**

☐ Minor

☐ Major

☐ Engineering

☐ Supplier

☐ Regulatory

**Approved By (Name)**

Write something...

**Approval Date**

Enter date...

# Cost & Pricing Verification

Validates component costs against purchase agreements and market rates.

**Standard Component Cost (USD)**

Enter a number...

**Negotiated Component Cost (USD)**

Enter a number...

**Total BOM Cost (USD)**

Enter a number...

**Cost Source**

☐ Supplier Quote

☐ Internal Database

☐ Market Research

**Cost Quote Date**

Enter date...

**Cost Justification/Notes**

Write something...

# Material Classification (RoHS, REACH)

Confirms compliance with relevant material restriction regulations.

## RoHS Compliance Status

☐ Compliant

☐ Not Compliant

☐ Pending Review

## REACH Compliance Status

☐ Compliant

☐ Not Compliant

☐ Pending Review

## Restricted Substances Present (if not compliant)

☐ Lead

☐ Mercury

☐ Cadmium

☐ Hexavalent Chromium

☐ PolyBrominated Biphenyls (PBBs)

☐ PolyChlorinated Biphenyls (PCBs)

☐ Other

## Explanation of Non-Compliance (if applicable)

Write something...

## Supporting Documentation (e.g., Compliance Reports)

⬆ Upload File

# Engineering Change Order (ECO) Alignment

Checks that the BOM reflects all approved ECOs.

**ECO Number**

Enter a number...

**ECO Implementation Date**

Enter date...

**BOM Impacted?**

☐ Yes

☐ No

**ECO Description & Changes**

Write something...

**BOM Revision Updated?**

☐ Yes

☐ No

**New BOM Revision Number**

Enter a number...

**Supporting ECO Documentation**

⬆ Upload File

# BOM Header Information

Verifies BOM header details like project name, description, and creation date.

### Project Name

Write something...

### BOM Description

Write something...

### Creation Date

Enter date...

### Last Modified Date

Enter date...

### Revision Number

Enter a number...

## Department/Team Responsible

☐ Engineering

☐ Procurement

☐ Manufacturing

## Approved By (Name)

Write something...

## Approval Date

Enter date...