



# Manufacturing BOM Compliance Checklist

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## BOM Creation & Accuracy

Ensures the initial BOM is complete, accurate, and aligns with engineering specifications.

### Project Name

Write something...

### BOM Version Number

Enter a number...



### Date of BOM Creation

Enter date...

### Description of Product / Assembly

Write something...

### Engineering Approved?

Yes

No

### Engineering Drawing/Specification File

 Upload File

### Number of Components Listed

Enter a number...

## Part Number Validation

Verifies all part numbers are valid, active, and linked to approved vendors.

### Part Number

Write something...

### Part Number Description

Write something...

### Part Status (Active/Inactive)

Active

Inactive

### Unit Cost

Enter a number...

### Approved Vendor

### Vendor Specification Sheet

 Upload File

## Quantity & Unit of Measure

Confirms correct quantities and units of measure for each component are specified.

### Component Quantity

Enter a number...

### Unit of Measure

- Each
- Feet
- Pound
- Kilogram
- Meter
- Liter

### Quantity Notes/Special Instructions

Write something...

### Safety Stock Quantity

Enter a number...

### Scrap Rate (%)

- 0.00
- 0.50
- 1.00
- 2.00

# Material Sourcing & Vendor Management

Validates supplier information, lead times, and material availability.

## Vendor Approved Status

- Approved
- Pending Approval
- Not Approved

## Lead Time (Days)

Enter a number...

## Vendor Contact Information

Write something...

## Material Certification Required?

- Yes
- No

### Vendor Quote/Agreement (if applicable)

 Upload File

### Material Certifications Received

- RoHS Compliance
- REACH Compliance
- Conflict Minerals Report
- Other

### Vendor Agreement Expiration Date

Enter date...

## Engineering Change Order (ECO) Integration

Ensures BOM updates reflect the latest ECOs and design revisions.

### ECO Issue Date

Enter date...

### ECO Number

### Affected BOM(s)

- Select BOM
- BOM-001
- BOM-002
- All BOMs

### ECO Description & Rationale

### Supporting Documentation (Drawings, Specs)

 Upload File

### BOM Revision Impacted

- Select Revision
- Rev A
- Rev B
- Rev C

### Effective Date of Change

# BOM Revision Control

Maintains proper versioning and tracks changes to the BOM over time.

## BOM Creation Date

## Revision Number

## Revision Description (Brief)

## Detailed Revision Notes

## Revision Effective Date

### Revision Type

- Major
- Minor
- Engineering Change
- Corrective Action

### Prepared By (Signature)

### Prepared Date

## Cost & Pricing Accuracy

Confirms component costs are accurate and up-to-date for cost analysis.

### Standard Component Cost (USD)

### Vendor Quote Cost (USD)

### Freight & Handling Costs (USD)

Enter a number...

### Currency Exchange Rate (if applicable)

Enter a number...

### Cost Validation Method

- Vendor Quote
- Internal Database
- Market Research

### Date of Cost Validation

Enter date...

### Notes on Cost Validation (e.g., volume discounts, special agreements)

Write something...

# Regulatory Compliance

Verifies adherence to relevant industry regulations (e.g., RoHS, REACH).


## Applicable Regulations (Select all that apply)

- RoHS
- REACH
- UL Certification
- Conflict Minerals Reporting
- Other (Specify)

## Specific Compliance Requirements for Selected Regulations

Write something...

## Compliance Certificates/Documentation

 Upload File

## Date of Last Compliance Review

Enter date...

### Summary of Compliance Review Findings

Write something...

### Compliance Review Score (if applicable)

Enter a number...

## Data Security & Access Control

Confirms appropriate security measures are in place to protect BOM data.

### Access Control Method

- Role-Based Access
- User-Specific Permissions
- Hybrid Approach

### Number of Users with BOM Access

Enter a number...

### Data Encryption at Rest

- Yes
- No

### Data Encryption in Transit

- Yes
- No

### Last Security Audit Date

Enter date...

### Description of Security Measures

Write something...

## BOM Distribution & Communication

Ensures the correct BOM version is distributed to relevant departments (e.g., purchasing, production).

### BOM Distribution Method

- Email
- Shared Drive
- BPM Platform
- Other

### Recipient Departments

- Purchasing
- Production Planning
- Engineering
- Quality Control

### Date of Last Distribution

Enter date...

### Distribution Notes (e.g., specific instructions)

Write something...

### BOM Version Shared

- Current
- Previous

### Contact Person for BOM Inquiries

Write something...