



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

Enter a number...

Affected BOM(s)

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

ECO Description & Rationale

Write something...

Supporting Documentation (Drawings, Specs)

 Upload File

BOM Revision Impacted

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

Effective Date of Change

Enter date...

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...