



Material Requirements Planning (MRP) Accuracy Checklist 2026

Master Data Integrity Verification

Ensuring all foundational data elements, including Bill of Materials (BOM) accuracy, lead times, and part numbers, are up-to-date and error-free.

Bill of Materials (BOM) Accuracy Status

- ☐ Verified & Accurate
- ☐ Requires Update
- ☐ Critical Discrepancies Found

Last BOM Audit Date

Percentage of Parts with Valid Lead Times

Identified Discrepancies in Part Master Data

Upload Updated BOM Documentation

 Upload File

Data Steward Approval

Inventory Accuracy & Availability Audit

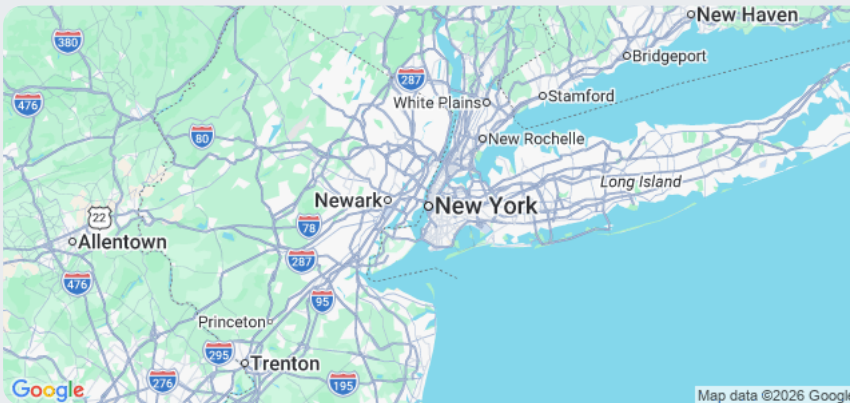
Verifying physical stock levels against system records, including safety stock thresholds, work-in-progress (WIP), and on-hand quantities.

Audit Execution Date

Enter date...

Warehouse/Site Location Audited

 [Set My Current Location](#)



Physical Count vs. System Quantity Variance (%)

Enter a number...

Inventory Discrepancy Root Causes

- ☐ Data Entry Error
- ☐ Damaged Goods
- ☐ Unrecorded Movements
- ☐ Unit of Measure Mismatch
- ☐ Receiving Error

Discrepancy Investigation Notes

Write something...

Supporting Cycle Count Documentation

 Upload File

Inventory Auditor Signature

Supplier Lead Time & Reliability Assessment

Reviewing actual vs. promised delivery dates and verifying that supplier lead time parameters in the MRP system reflect current market realities.

Supplier Name

Write something...

Last Audit Date

Enter date...

Average Lead Time Variance (Days)

Enter a number...

Supplier Reliability Rating

- ☐ High
- ☐ Medium
- ☐ Low
- ☐ Critical/At Risk

Common Delay Factors Identified

- ☐ Logistics/Transit Delays
- ☐ Raw Material Shortages
- ☐ Production Bottlenecks
- ☐ Customs/Regulatory Issues
- ☐ Inaccurate Documentation

Corrective Action Notes

Write something...

Supplier Performance Report

 Upload File

Auditor Verification

Demand Forecast & Input Validation

Checking the accuracy of demand signals, sales forecasts, and promotional inputs to ensure the MRP engine is processing valid demand data.

Forecast Period Start Date

Enter date...

Forecast Period End Date

Enter date...

Demand Source Type

- ☐ Historical Sales Data
- ☐ Sales Team Projections
- ☐ Marketing/Promotional Forecast
- ☐ Customer Specific Agreements

Forecasted Units Quantity

Enter a number...

Expected Forecast Error Margin (%)

Enter a number...

External Risk Factors Identified

- ☐ Seasonal Fluctuations
- ☐ Market Competitor Activity
- ☐ Supply Chain Disruptions
- ☐ Economic/Inflationary Trends

Forecast Assumptions & Logic Notes

Write something...

Supporting Historical Data Spreadsheet

 Upload File

Production Schedule Alignment

Ensuring the Master Production Schedule (MPS) is synchronized with available capacity, machine availability, and labor constraints.

Production Schedule Review Date

Enter date...

Current Production Cycle Phase

- ☐ Planning
- ☐ Execution
- ☐ Monitoring
- ☐ Completion

Resource Constraints Identified

- ☐ Labor Shortage
- ☐ Machine Downtime
- ☐ Material Shortage
- ☐ Tooling Availability
- ☐ Energy/Utility Constraints

Planned Production Capacity (%)

Enter a number...

Discrepancy Notes & Mitigation Strategy

Write something...

Production Manager Approval

Procurement & Purchase Order Review

Auditing open purchase orders, pending receipts, and replenishment triggers to prevent overstocking or stockouts.

Date of Procurement Review

Total Number of Open Purchase Orders Reviewed

Review Status

- ☐ Completed
- ☐ Pending Clarification
- ☐ Requires Immediate Action

Discrepancies Identified

- ☐ Incorrect Quantity
- ☐ Mismatched Delivery Date
- ☐ Price Variance
- ☐ Incorrect Unit of Measure
- ☐ Missing Documentation

Notes on Discrepancies and Corrective Actions

Write something...

Upload Supporting Audit Documentation

 Upload File

Procurement Manager Approval

System Processing & Error Log Monitoring

Reviewing MRP run logs for processing errors, exceptions, or logic conflicts that could result in inaccurate replenishment suggestions.

MRP Execution Date

Enter date...

MRP Run Status

- ☐ Success
- ☐ Completed with Warnings
- ☐ Failed

Number of Exception Messages Found

Enter a number...

Summary of Identified Logic Errors

Write something...

Upload Error Log Export (.csv or .pdf)

 Upload File

Error Categories Identified

- ☐ Data Mismatch
- ☐ Insufficient Safety Stock
- ☐ Lead Time Violation
- ☐ Unbalanced BOM
- ☐ Capacity Constraint

System Administrator Verification

Exception Management & Action Plan

Defining protocols for handling shortages, delayed shipments, and urgent order changes identified during the MRP review process.

Exception Description

Exception Priority Level

- ☐ Critical - Immediate Action Required
- ☐ High - Resolve within 24 hours
- ☐ Medium - Monitor and adjust
- ☐ Low - Routine adjustment

Target Resolution Date

Root Cause Category

- ☐ Data Entry Error
- ☐ Supplier Delay
- ☐ Unforeseen Demand Spike
- ☐ Logistics/Transit Issue
- ☐ Inventory Discrepancy

Mitigation Action Plan

Write something...

Supporting Documentation

 Upload File

Planner Approval

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✓ Finish

 Generate Sample Report