



Mine Supply Chain & Inventory Management Checklist 2026

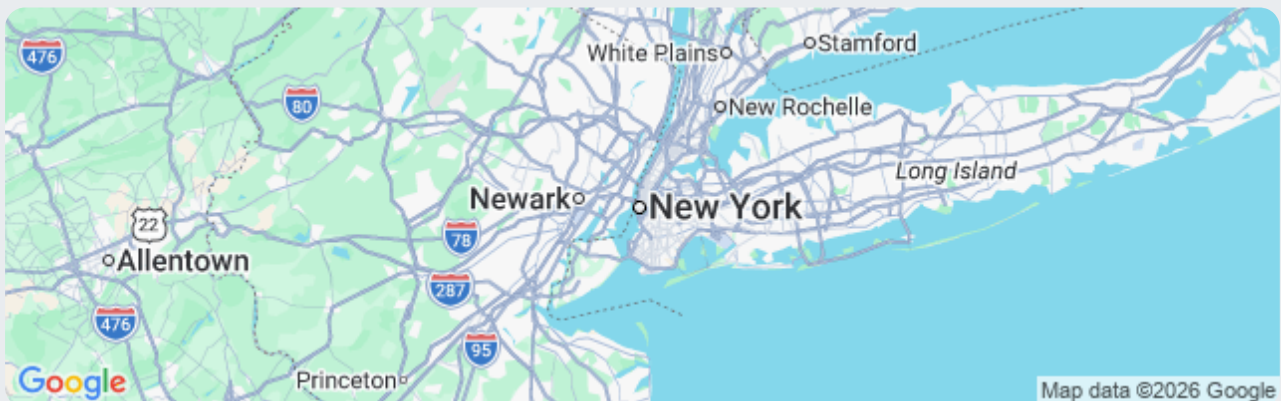
Critical Spare Parts Inventory Audit

Verification of stock levels for high-priority machinery components, including bearings, hydraulic hoses, and engine parts to prevent unplanned downtime.

Audit Date

Warehouse/Storage Zone

 [Set My Current Location](#)



Part Number/SKU

Physical Count Quantity

Enter a number...

System/ERP Recorded Quantity

Enter a number...

Stock Status

- ☐ In Stock
- ☐ Low Stock
- ☐ Out of Stock
- ☐ Reorder Triggered

Discrepancy Notes & Observations

Write something...

Auditor Signature

Procurement & Vendor Management

Review of active supplier contracts, lead time accuracy, vendor performance metrics, and upcoming contract renewal dates.

Last Vendor Contract Audit Date

Enter date...

Primary Supplier Risk Level

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

Number of Active Critical Vendors

Enter a number...

Procurement Compliance Checks Completed

- ☐ Certificate of Insurance Verified
- ☐ Quality Standard Compliance Checked
- ☐ Delivery Lead Time Validated
- ☐ Price Agreement Confirmed

Vendor Performance Discrepancy Notes

Write something...

Upload Updated Vendor Service Level Agreement (SLA)

 Upload File

Procurement Manager Approval

Consumables & Reagent Stock Control

Monitoring levels of essential mining consumables such as drill bits, lubricants, chemical reagents, and grinding media.

Current Stock Level (Units/kg/L)

Enter a number...

Reagent/Consumable Category

- ☐ Chemical Reagents
- ☐ Drilling Consumables
- ☐ Lubricants & Oils
- ☐ Personal Protective Equipment (PPE)
- ☐ Explosives Accessories

Last Inspection Date

Enter date...

Expiry/Expiration Date

Enter date...

Storage Condition Compliance

- ☐ Temperature Controlled
- ☐ Dry/Moisture Free
- ☐ Ventilated
- ☐ Hazardous Segregation Met

Material Safety Data Sheet (MSDS) Upload

 **Upload File**

Inventory Controller Verification

Warehouse & Storage Integrity

Inspection of storage facilities, climate control for sensitive components, shelving stability, and hazardous material segregation compliance.

Storage Area Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Inspected Storage Zones

- ☐ Dry Warehouse
- ☐ Hazardous Material Store
- ☐ Cold Storage
- ☐ External Yard
- ☐ Bulk Chemical Bunker

Ambient Temperature Reading (°C)

Enter a number...

Identified Storage Hazards

Write something...

Warehouse Inspection Photo Evidence

 Upload File

Warehouse Supervisor Verification

Inbound Logistics & Receiving Protocol

Validation of incoming shipments against purchase orders, quality inspection of received goods, and accuracy of packing slips.

Delivery Date

Enter date...

Purchase Order (PO) Number

Write something...

Supplier Name

- ☐ Global Mining Supplies Ltd
- ☐ Titan Industrial Parts
- ☐ Northern Heavy Equipment Co.
- ☐ Other

Quantity Received

Enter a number...

Condition of Goods Upon Arrival

- ☐ Intact/Undamaged
- ☐ Packaging Compromised
- ☐ Leaks/Spills Detected
- ☐ Items Missing

Upload Delivery Note/Packing Slip

 Upload File

Discrepancy Notes & Observations

Write something...

Receiving Officer Signature

Inventory Accuracy & Cycle Counting

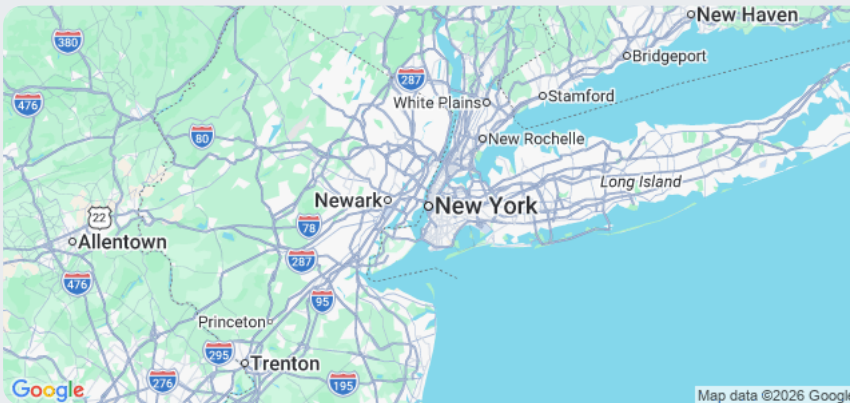
Execution of scheduled cycle counts, reconciliation of physical stock against ERP/WMS records, and investigation of variances.

Cycle Count Execution Date

Enter date...

Warehouse Bin/Aisle Location

 [Set My Current Location](#)



Part Number / SKU

Write something...

Physical Count Quantity

Enter a number...

System Recorded Quantity (ERP)

Enter a number...

Variance Quantity

Enter a number...

Discrepancy Reason

- ☐ Data Entry Error
- ☐ Theft/Shrinkage
- ☐ Unrecorded Movement
- ☐ Damage
- ☐ Unit of Measure Error

Discrepancy Investigation Notes

Write something...

Inventory Auditor Signature

Logistics & Distribution Efficiency

Assessment of internal transport schedules, ore/material movement workflows, and delivery timelines from supply depots to the mine site.

Last Logistics Audit Date

Enter date...

Primary Delivery Method

- ☐ Road Transport
- ☐ Rail
- ☐ Conveyor System
- ☐ Air Freight

Average Lead Time (Days)

Enter a number...

Distribution Bottlenecks Identified

- ☐ Vehicle Availability
- ☐ Driver Shortage
- ☐ Road/Track Blockage
- ☐ Documentation Delays
- ☐ Fuel Supply Issues

Logistics Disruption Notes

Write something...

Logistics Manager Approval

Emergency & Buffer Stock Readiness

Evaluation of 'safety stock' levels for mission-critical items and emergency replenishment procedures for supply chain disruptions.

Critical Items Currently Below Safety Stock Level

- ☐ Drill Bit Sets
- ☐ Hydraulic Fluids
- ☐ Explosive Detonators
- ☐ Heavy Equipment Filters
- ☐ Safety PPE Bundles

Current Days of Autonomy (Days of Supply Remaining)

Enter a number...

Emergency Replenishment Plan Status

Write something...

Last Buffer Stock Level Audit Date

Enter date...

Warehouse Manager Verification

Digital Record Keeping & Documentation

Audit of digital manifests, updated SDS (Safety Data Sheets) for all stored materials, and traceability of batch/lot numbers.

Last Audit Completion Date

Enter date...

Inventory Management System Status

- ☐ Fully Updated
- ☐ Pending Updates
- ☐ Sync Error Detected

Documents Verified

- ☐ Purchase Orders
- ☐ Safety Data Sheets (SDS)
- ☐ Delivery Manifests
- ☐ Certificate of Conformance
- ☐ Quality Inspection Reports

Upload Scanned Discrepancy Reports

 **Upload File**

Notes on Documentation Discrepancies

Write something...

Inventory Controller Verification

Waste & Obsolescence Management

Identification of obsolete, expired, or damaged inventory and protocols for the disposal or return of unusable materials.

Type of Obsolete Material Identified

- ☐ Expired Chemicals/Reagents
- ☐ Damaged Mechanical Parts
- ☐ Technologically Obsolete Electronics
- ☐ Degraded Consumables
- ☐ Surplus/Excess Stock

Estimated Value of Obsolete Inventory (USD)

Enter a number...

Disposal Method

- ☐ Recycle
- ☐ Hazardous Waste Disposal
- ☐ Return to Vendor
- ☐ Scrap/Landfill
- ☐ Relocate to Secondary Warehouse

Disposal Justification & Root Cause Analysis

Write something...

Scheduled Disposal Date

Enter date...

Inventory Manager Approval

< Previous

> Next

✔ Finish

🔧 Generate Sample Report