✅ ChecklistGuro

MRP Bill of Materials (BOM) Validation Checklist

BOM Structure & Hierarchy

Verify the overall structure of the BOM, including levels, components, and subassemblies.

Overall BOM Structure Description

Write something...

Number of BOM Levels

Enter a number...

BOM Type (e.g., Engineering, Sales)

- [ ] Engineering
- [ ] Sales
- [ ] Assembly

Last BOM Structure Review Date

Enter date...

Notes on BOM Structure Complexity

Write something...

Part Number Accuracy

Confirm the accuracy of part numbers associated with each component in the BOM.

Component Part Number

Write something...

Quantity per Assembly

Enter a number...

Notes/Discrepancies Found

Write something...

Part Number Status (Active/Obsolete)

☐ Active

☐ Obsolete

Supporting Documentation (e.g., Engineering Drawings)

⤒ Upload File

Engineering Approval Status

☐ Approved

☐ Pending

☐ Rejected

Quantity & Usage Rates

Validate the quantities and usage rates specified for each component against engineering specifications and historical data.

Quantity Required per Assembly

Enter a number...

Scrap Rate (%)

Enter a number...

Lead Time (Days)

Enter a number...

Notes on Usage Rate Variations (e.g., by product variant)

Write something...

Usage Rate Source (Engineering, Historical, Supplier)

☐ Engineering

☐ Historical

☐ Supplier

Date of Last Usage Rate Review

Enter date...

Unit of Measure Consistency

Ensure consistency in the units of measure used throughout the BOM.

Unit of Measure Standard

Write something...

Explanation of Unit of Measure Standards

Write something...

Quantity Deviation Threshold

Enter a number...

Verify Unit Consistency Across BOM Levels

☐ Yes

☐ No

☐ N/A

Potential Unit Conflicts Identified?

☐ EA

☐ IN

☐ KG

☐ M

☐ None

Observed Inconsistencies (if any)

Write something...

Effective Dates & Revision Control

Review effective dates and revision levels to ensure the correct BOM version is in use.

Current Effective Date

Enter date...

Previous Effective Date

Enter date...

Revision Level

Enter a number...

Revision Description

Write something...

Reason for Revision

Write something...

Revision Type

☐ Major

☐ Minor

☐ Emergency

Supporting Documentation (e.g., ECO)

⬆ Upload File

Alternate Items & Substitutions

Validate the configuration and availability of alternate items or approved substitutions.

Reason for Alternate Item/Substitution

Write something...

Approved Substitution Status

☐ Approved

☐ Pending Approval

☐ Not Approved

Maximum Substitution Quantity

Enter a number...

Substitution Priority

☐ Primary

☐ Secondary

☐ Tertiary

Supporting Documentation (e.g., CoO, Test Results)

⬆ Upload File

Phantom Items & Processing Instructions

Verify the accuracy of phantom items and any associated processing instructions.

Phantom Item Description

Write something...

Processing Instructions (Detailed)

Write something...

Phantom Item Lead Time (Days)

Enter a number...

Processing Time per Unit (Minutes)

Enter a number...

Processing Location

☐ Location A
☐ Location B
☐ Location C

Last Processing Instruction Review Date

Enter date...

Notes/Comments Regarding Phantom Item/Processing

Write something...

Cost Rollup & Accuracy

Assess the accuracy of cost rollups based on the BOM data.

Standard Cost of Raw Material 1

Enter a number...

Labor Rate per Unit

Enter a number...

Variable Overhead Rate

Enter a number...

Fixed Overhead Rate

Enter a number...

Calculated Unit Cost (System)

Enter a number...

Calculated Unit Cost (Manual)

Enter a number...

Costing Method

☐ Standard Costing
☐ Actual Costing
☐ Activity-Based Costing

Engineering Change Order (ECO) Tracking

Confirm that all BOM changes are properly documented and linked to ECOs.

ECO Creation Date

Enter date...

ECO Number

Write something...

Reason for Change Description

Write something...

Change Requestor

- [ ] Engineering
- [ ] Manufacturing
- [ ] Procurement
- [ ] Quality

ECO Approval Date

Enter date...

Approval Status

- [ ] Pending
- [ ] Approved
- [ ] Rejected
- [ ] In Review

Approval Comments

Write something...

Revision Level Affected

Enter a number...

System Integration & Data Flow

Validate data flow between the BOM system and other related systems (e.g., MRP, ERP).

Integration Frequency (e.g., hourly, daily)

Enter a number...

Description of Data Synchronization Process

Write something...

Data Transmission Method (API, Flat File, etc.)

- ☐ API
- ☐ Flat File

Last Data Synchronization Date

Enter date...

Error Log Summary (last synchronization)

Write something...

System Used for Integration

- ☐ ERP System
- ☐ CRM System
- ☐ WMS System