



MRP Component Obsolescence Management Checklist 2026

Component Lifecycle Identification

Procedures for monitoring manufacturer end-of-life (EOL) announcements and identifying components approaching the 'End of Support' phase.

Component Part Number

Current Lifecycle Stage

- ☐ Active
- ☐ Near End-of-Life (EOL)
- ☐ Not Recommended for New Designs (NRND)
- ☐ Obsolete

Manufacturer EOL Announcement Date

Last-Time Buy (LTB) Deadline

Manufacturer Notice Summary

Write something...

Manufacturer PCN/EOL Documentation

 Upload File

Lifecycle Analyst Verification

Risk Assessment and Impact Analysis

Evaluating the impact of obsolete parts on existing Bill of Materials (BOM), active production runs, and long-term product roadmaps.

Criticality Level

- ☐ Low - Minor impact on non-critical assemblies
- ☐ Medium - Requires engineering review
- ☐ High - Critical component, immediate production risk
- ☐ Extreme - Single-source component, total production stoppage risk

Affected Part Numbers

Write something...

Detailed Impact Description

Write something...

Impacted Production Areas

- ☐ Current Work-in-Progress (WIP)
- ☐ Future Product Roadmap
- ☐ Existing Finished Goods Inventory
- ☐ Spare Parts/Aftermarket Support

Estimated Risk Realization Date

Enter date...

Supporting Engineering Analysis/Datasheets

 Upload File

Risk Assessment Approval

Sourcing and Alternative Part Validation

Steps for identifying, testing, and approving drop-in replacements, functional equivalents, or redesigned components.

Alternative Part Number

Write something...

Substitution Type

- ☐ Direct Drop-in Replacement
- ☐ Functional Equivalent (Requires Engineering Review)
- ☐ Redesign Required

Validation Requirements Completed

- ☐ Electrical/Mechanical Compatibility Check
- ☐ Form-Fit-Function Verification
- ☐ Lead Time Verification
- ☐ Cost Impact Analysis

Validation Completion Date

Enter date...

Datasheet or Compliance Documentation

 Upload File

Engineering Approval Signature

Inventory Buffer and Last-Time Buy (LTB) Strategy

Calculating required safety stock levels and executing procurement workflows for final bulk purchases before component unavailability.

Last-Time Buy (LTB) Deadline Date

Required Buffer Quantity (Units)

Procurement Priority Level

- ☐ Critical
- ☐ High
- ☐ Medium
- ☐ Low

LTB Strategy Justification

Supplier LTB Notification Document

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Inventory Manager Approval

Supplier Communication and Lifecycle Tracking

Standardized protocols for notifying key vendors and updating the Master Data records regarding component status changes.

Primary Supplier Contact Name

Date of EOL Notification Receipt

Notification Urgency Level

- ☐ Low (Planned Obsolescence)
- ☐ Medium (Imminent Discontinuation)
- ☐ High (Immediate Supply Risk)

Communication Channels Used

- ☐ Email
- ☐ Supplier Portal
- ☐ Direct Phone Call
- ☐ Official Manufacturer Bulletin

Supplier Notice/Notice of Discontinuation (NOD) Document

 **Upload File**

Procurement Manager Approval

Cost and Engineering Change Order (ECO) Integration

Managing the budgetary implications and formalizing the engineering documentation required for part substitutions.

Associated ECO Reference Number

Write something...

Estimated Cost Impact (USD)

Enter a number...

Cost Impact Severity

- ☐ Low (Negligible)
- ☐ Medium (Requires Budget Re-approval)
- ☐ High (Requires Executive Approval)

Affected Cost Categories

- ☐ Unit Material Cost
- ☐ Tooling/Setup Cost
- ☐ R&D/Re-engineering Labor
- ☐ Logistics/Shipping

Updated BOM/ECO Documentation

 **Upload File**

Engineering Manager Approval

Post-Obsolescence Audit and Record Keeping

Final verification of updated BOMs in the MRP system and archiving of all lifecycle decision-making documentation.

Audit Completion Date

Enter date...

BOM Update Status

- ☐ Pending Update
- ☐ Update in Progress
- ☐ Fully Updated

Verified Documentation Checklist

- ☐ Revised Bill of Materials (BOM)
- ☐ Engineering Change Notice (ECN)
- ☐ Supplier EOL Notice
- ☐ Last-Time Buy Invoice

Discrepancy Notes and Resolution Summary

Write something...

Final Audit Approval Report

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Quality Assurance Auditor Signature

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✓ Finish

 Generate Sample Report