



MRP Data Validation Checklist

Bill of Materials (BOM) Accuracy

Verify BOM structure, component usage, and version control.

BOM Revision Number

BOM Description and Purpose

Number of Components Listed

Component Status (Active, Obsolete, Engineering)

- ☐ Active
- ☐ Obsolete
- ☐ Engineering

Scrap Percentage per Component

Date of Last BOM Revision

Enter date...

Notes on Component Substitutions (if applicable)

Write something...

BOM Ownership

- ☐ Engineering
- ☐ Planning
- ☐ Manufacturing

Item Master Data Integrity

Confirm accurate descriptions, classifications, lead times, and costing.

Item Code

Write something...

Item Description

Write something...

Unit of Measure (UOM) Code

Enter a number...

Standard Cost

Enter a number...

Effective Date of Cost

Enter date...

Lead Time (Days)

Enter a number...

Item Category

- ☐ Raw Material
- ☐ Finished Goods
- ☐ Semi-Finished Goods

Notes/Comments

Write something...

Inventory Records Validation

Check on-hand quantities, lot numbers, serial numbers, and location accuracy.

On-Hand Quantity

Enter a number...

Lot Number

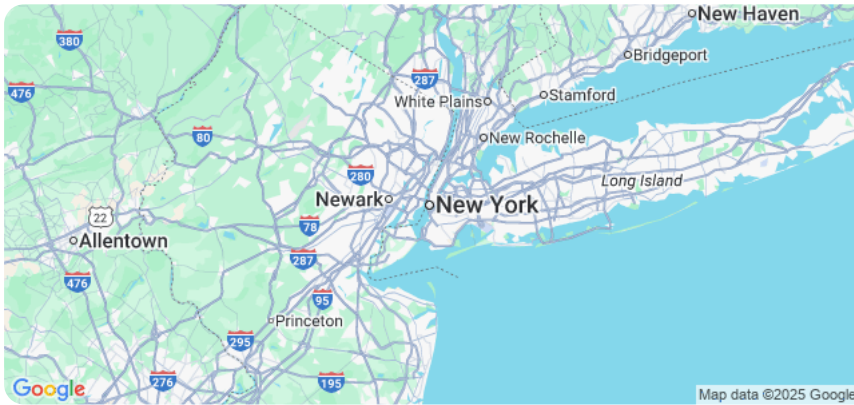
Write something...

Serial Number

Write something...

Storage Location

 [Set My Current Location](#)



Receipt Date (if applicable)

Enter date...

Variance from System Record (if any)

Enter a number...

Notes/Discrepancy Details

Write something...

Lead Time and Routing Verification

Validate manufacturing lead times, routing sequences, and work center capacities.

Current Manufacturing Lead Time (Days)

Enter a number...

Planned Manufacturing Lead Time (Days)

Enter a number...

Last Routing Revision Date

Enter date...

Explanation for Lead Time Variance (if applicable)

Write something...

Work Center Capacity Constraint?

☐ Yes

☐ No

☐ N/A

Work Center Capacity Utilization (%)

Enter a number...

Date of Last Routing Review

Enter date...

Planning Parameters Review

Assess safety stock levels, reorder points, and planning horizons.

Safety Stock Level (Item A)

Enter a number...

Reorder Point (Item B)

Enter a number...

Lot Size Calculation Method

Enter a number...

Planning Horizon (Weeks)

☐ 4

☐ 6

☐ 8

☐ 12

☐ 24

Last Review Date of Planning Parameters

Notes/Comments on Parameter Adjustments

Supplier Data Synchronization

Ensure supplier lead times, pricing, and delivery schedules are current.

Supplier Lead Time (Days)

Supplier Minimum Order Quantity

Supplier Price per Unit

Last Price Update Date

Payment Terms

- ☐ Net 30
- ☐ Net 60
- ☐ Net 90
- ☐ Other

Supplier Notes (e.g., quality concerns, special agreements)

Write something...

Supplier Contact Person

Unit of Measure (UOM) Consistency

Confirm consistent UOM usage across all records.

Review Standard UOM Definitions

- ☐ Verified
- ☐ Needs Review

Number of UOM Discrepancies Found

Enter a number...

Affected Item Categories

- ☐ Raw Materials
- ☐ Work-in-Progress
- ☐ Finished Goods
- ☐ Components

Description of UOM Inconsistencies

Write something...

Action Taken to Resolve Inconsistencies

- ☐ Corrected in System
- ☐ Documentation Updated
- ☐ Requires Further Investigation

Date of UOM Validation Completion

Enter date...

Costing and Pricing Accuracy

Review material costs, labor rates, and overhead allocation.

Material Cost - Raw Material A (per unit)

Enter a number...

Material Cost - Raw Material B (per unit)

Enter a number...

Labor Rate (per hour)

Enter a number...

Machine Setup Cost (one-time)

Enter a number...

Overhead Allocation Rate (%)

Enter a number...

Description of Costing Methodology

Write something...

Costing Method Used (e.g., Standard, Actual)

- ☐ Standard
- ☐ Actual
- ☐ Average

Master Data Governance Controls

Assess change management processes, data ownership, and access controls.

Data Change Approval Authority Level

Enter a number...

Data Ownership Definition

Write something...

Change Request Process Followed?

☐ Yes

☐ No

☐ N/A

Last Data Governance Policy Review Date

Enter date...

Data Access Control Methods Implemented

☐ Role-Based Access

☐ Attribute-Based Access

☐ Least Privilege Principle

☐ None

Contact Person for Data Governance

Write something...

System Integration Checks

Validate data flow between MRP and other systems (e.g., ERP, WMS).

ERP System Version

Enter a number...

Integration Method (e.g., API, Flat File)

- ☐ API
- ☐ Flat File
- ☐ Direct Database Link

Last Integration Synchronization Date

Enter date...

Integration Error Log Review Summary

Write something...


Number of Records Transferred Successfully

Enter a number...

Data Types Integrated (Select all that apply)

- ☐ Inventory Data
- ☐ Sales Orders
- ☐ Purchase Orders
- ☐ BOM Data

Sample Integration Output File

 Upload File