



MRP Master Data Maintenance Checklist

Item Master Verification

Ensures accuracy and completeness of item records including descriptions, classifications, and unit of measure.

Item Code

Item Description

Reorder Point

Safety Stock Level

Unit of Measure

- ☐ Each
- ☐ Inch
- ☐ Foot
- ☐ Meter
- ☐ Kilogram
- ☐ Pound

Notes/Comments

Write something...

Last Updated Date

Enter date...

Item Status

- ☐ Active
- ☐ Inactive
- ☐ Obsolete

BOM (Bill of Materials) Review

Confirms BOM accuracy, including components, quantities, and alternates.

Component Quantity

Enter a number...

Unit of Measure

- ☐ Each
- ☐ Inch
- ☐ Foot
- ☐ Meter
- ☐ Kilogram
- ☐ Pound

Notes/Comments on Component

Write something...

Last BOM Revision Date

Enter date...

BOM Status

- ☐ Active
- ☐ Inactive
- ☐ Draft

Scrap Percentage

Enter a number...

Routing Validation

Checks routing steps, lead times, and labor standards.

Operation Sequence Number

Enter a number...

Operation Description

Write something...

Setup Time (Minutes)

Enter a number...

Run Time (Minutes)

Enter a number...

Move Time (Minutes)

Enter a number...

Labor Rate (per hour)

Enter a number...

Work Center

- ☐ Work Center A
- ☐ Work Center B
- ☐ Work Center C

Last Routing Review Date

Vendor Master Data Accuracy

Verifies vendor details such as contact information, payment terms, and lead times.

Vendor Name

Vendor Code

Payment Terms (Days)

Primary Contact Name


Primary Contact Email

Lead Time (Days)

Vendor Type

- ☐ Raw Material
- ☐ Component
- ☐ Finished Good

Vendor Certificate (e.g., ISO)

 Upload File

Lead Time Updates

Reviews and updates lead times for materials and finished goods based on current vendor data and internal processes.

Material Lead Time (Days)

Vendor Lead Time (Days)

Transit Time (Days)

Date of Lead Time Update

Enter date...

Reason for Lead Time Change

Write something...

Reason Category

- ☐ Vendor Communication
- ☐ Shipping Delays
- ☐ Internal Process Changes
- ☐ Increased Demand

Supporting Documentation (e.g., vendor quote, shipping notification)

 Upload File

Safety Stock Adjustment (Days)

Enter a number...

Safety Stock Levels

Evaluates safety stock levels to ensure adequate buffer against demand fluctuations and supply disruptions.

Current Safety Stock Level

Enter a number...

Historical Average Demand (Past 3 Months)

Enter a number...

Lead Time (in days)

Enter a number...

Service Level Target (%)

Enter a number...

Calculated Safety Stock Level

Enter a number...

Review Justification Required?

☐ Yes

☐ No

Comments/Justification for Safety Stock Adjustment

Write something...

Unit of Measure Consistency

Confirms consistent usage of units of measure across all master data records.

Material Item Number

Enter a number...

Current Unit of Measure

- ☐ Each
- ☐ Box
- ☐ Pallet
- ☐ Roll
- ☐ Meter
- ☐ Kilogram
- ☐ Liter

Standard Unit of Measure

- ☐ Each
- ☐ Box
- ☐ Pallet
- ☐ Roll
- ☐ Meter
- ☐ Kilogram
- ☐ Liter

Consistency Notes/Justification

Write something...

Unit of Measure Consistency Status

- ☐ Consistent
- ☐ Inconsistent
- ☐ Needs Review

Cost Data Verification

Checks material costs and labor rates for accuracy.

Standard Material Cost

Enter a number...

Actual Material Cost (Last Transaction)

Enter a number...

Labor Rate per Hour

Enter a number...

Overhead Rate

Enter a number...

Notes/Justification for Cost Changes

Write something...

Date of Last Cost Update

Enter date...

Costing Method

- ☐ Standard
- ☐ Actual
- ☐ Average

Obsolete Data Review

Identifies and archives/deletes obsolete materials and BOMs.

Last Review Date

Enter date...

Quantity on Hand

Enter a number...

Current Usage Status

- ☐ Active
- ☐ Inactive
- ☐ Under Review
- ☐ Obsolete

Reason for Obsolescence

Write something...

Date of Last Use

Enter date...

Estimated Disposal Cost

Enter a number...

Disposal Method

- ☐ Scrap
- ☐ Recycle
- ☐ Donation
- ☐ Sale

Notes/Comments

Write something...

Change Log Audit

Reviews recent changes to master data to ensure proper authorization and documentation.

Date of Change

Enter date...

User Initiating Change

Write something...

Description of Change

Write something...

Record ID Affected

Write something...

Record Type Changed (e.g., Item, BOM, Routing)

- ☐ Item
- ☐ BOM
- ☐ Routing
- ☐ Vendor
- ☐ Other

Previous Value (if applicable)

Enter a number...

New Value (if applicable)

Enter a number...

Authorized by