

# MRP Material Requirements Planning Checklist Template

 Show only Checklist

Display Style  
Default 

## MRP System Setup & Configuration

Ensures the MRP system is properly configured for accurate planning.

### System Version & Patch Level

Write something...

### Number of Users Licensed

Enter a number...



### Integration with ERP System?

- Yes
- No
- Partial

### Last System Configuration Review Date

Enter date...

### Modules Implemented (e.g., Planning, Purchasing, Inventory)

- Planning
- Purchasing
- Inventory
- Production Scheduling
- Capacity Planning

### Customizations & Modifications

Write something...

## Bill of Materials (BOM) Verification

Confirms accuracy and completeness of BOMs for all products.

### BOM Revision Number

Enter a number...

### Product Code

Write something...

### Description of BOM Review

Write something...

### Uploaded BOM Document

 Upload File

### Quantity of Component 1

Enter a number...

### Quantity of Component 2

Enter a number...

### Unit of Measure for Component 1

- Each
- Kilogram
- Meter
- Liter

### Notes on Component Substitution (if any)

Write something...

### Last BOM Review Date

Enter date...

## Inventory Data Accuracy

Validates current inventory levels and attributes (lot numbers, expiration dates, etc.).

### Current On-Hand Quantity for Item A

Enter a number...

**System Recorded Quantity for Item A**

Enter a number...

**Discrepancy Notes (if any)**

Write something...

**Date of Last Physical Inventory Count**

Enter date...

**Lot Status Verification (Select all that apply)**

- Expiration Date Verified
- Quality Inspection Passed
- Quarantine Status Verified

**Quantity in Quarantine for Item B**

Enter a number...

**Explanation for any significant discrepancies**

Write something...

# Lead Time Assessment & Updates

Reviews and updates lead times for all materials and suppliers.

## Current Lead Time (Days)

## Historical Lead Time Variability (Days)

## Reason for Lead Time Variation (if applicable)

## Date of Last Lead Time Assessment

## Projected Lead Time (Days) - New Assessment

### Rationale for Projected Lead Time Change

Write something...

### Lead Time Source

- Supplier Quote
- Historical Data
- Internal Analysis
- Engineering Estimate

### Supporting Documentation (e.g., Supplier Quote)

 Upload File

## Demand Forecasting & Planning

Checks the methodology and accuracy of demand forecasts.

### Forecast Accuracy Metric (e.g., MAPE)

Enter a number...

### Description of Forecasting Methodology

Write something...

### Last Forecast Review Date

Enter date...

### Forecasting Technique Used

- Historical Data Analysis
- Statistical Modeling
- Sales Team Input
- Market Research
- Combination of Methods


### Forecast Horizon (in days/weeks/months)

Enter a number...

### Notes/Assumptions for Current Forecast

Write something...

### Forecast Spreadsheet/Model

 Upload File

# Safety Stock Levels

Evaluates the adequacy of safety stock quantities to mitigate risks.

## Safety Stock Level - Item A

Enter a number...

## Safety Stock Level - Item B

Enter a number...

## Safety Stock Level - Item C

Enter a number...

## Rationale for Safety Stock Levels

Write something...

## Safety Stock Calculation Method

- Statistical
- Rule of Thumb
- Supplier Recommendation

### **Service Level Target (%)**

### **Date of Last Safety Stock Review**

## **Master Data Management**

Reviews and ensures consistency of master data (suppliers, items, work centers).

### **Item Master Record Count**

### **Supplier Master Record Count**

### **Work Center Master Record Count**

### Data Governance Policy Review Status

- Completed
- In Progress
- Not Started

### Last Data Cleansing Date

Enter date...

### Description of Data Standardization Methods

Write something...

### Data Validation Checks Performed

- Accuracy
- Completeness
- Duplication
- Consistency

## MRP Run & Analysis

Confirms proper execution and analysis of MRP runs.

### MRP Run Date

Enter date...

### Planning Horizon (Days)

Enter a number...

### MRP Run Execution Time (Minutes)

Enter a number...

### Summary of MRP Run Results

Write something...

### Number of Purchase Orders Generated

Enter a number...

### Issues Encountered During Run

- Data Errors
- System Performance
- Integration Problems
- User Errors
- None

### Detailed Description of Issues (if any)

Write something...

# Purchase Order (PO) Review & Approval

Ensures accurate and timely PO generation and approval.

## PO Number

## PO Date

## Supplier

- Supplier A
- Supplier B
- Supplier C

## Quantity Ordered

## Unit Price

### Total Amount

### Delivery Date

### Notes/Special Instructions

### Approver Signature

## Shop Floor Control Integration

Verifies seamless data flow between MRP and shop floor systems.

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

**Data Transmission Method (e.g., API, File Transfer, Direct Database Link)**

- API
- File Transfer
- Direct Database Link

**Description of Data Transferred from Shop Floor to MRP**

Write something...

**Percentage of Shop Floor Data Automatically Integrated**

Enter a number...

**Last Synchronization Test Date**

Enter date...

**Error Handling Process (e.g., Automated Alerts, Manual Review)**

- Automated Alerts
- Manual Review

# Supplier Collaboration & Communication

Assesses the effectiveness of supplier communication regarding delivery schedules and lead times.

**Describe current communication methods with key suppliers.**

Write something...

**Supplier communication frequency (per supplier)**

- Daily
- Weekly
- Bi-weekly
- Monthly
- As Needed

**Average lead time variance (days) due to supplier issues.**

Enter a number...

**Upload latest supplier communication log/records (optional).**

 Upload File

### Communication Channels Used

- Email
- Phone
- EDI
- Supplier Portal
- Regular Meetings

### Date of last supplier performance review

Enter date...

## Performance Monitoring & Reporting

Reviews key performance indicators (KPIs) related to MRP performance.

### MRP Plan Accuracy (%)

Enter a number...

### Inventory Turnover Rate

Enter a number...

### Percentage of On-Time Deliveries (Suppliers)

Enter a number...

### Obsolescence/Waste Rate (%)

Enter a number...

### Last Performance Review Date

Enter date...

### Summary of Performance Trends

Write something...

### Overall Performance Rating

- Excellent
- Good
- Fair
- Needs Improvement