✅ ChecklistGuro

MRP Material Requirements Planning Checklist Template

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)

Enter a number...

Historical Lead Time Variability (Days)

Enter a number...

Reason for Lead Time Variation (if applicable)

Write something...

Date of Last Lead Time Assessment

Enter date...

Projected Lead Time (Days) - New Assessment

Enter a number...

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 (%)

Enter a number...

Date of Last Safety Stock Review

Enter date...

Master Data Management

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

Item Master Record Count

Enter a number...

Supplier Master Record Count

Enter a number...

Work Center Master Record Count

Enter a number...

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

Enter a number...

PO Date

Enter date...

Supplier

☐ Supplier A

☐ Supplier B

☐ Supplier C

Quantity Ordered

Enter a number...

Unit Price

Enter a number...

Total Amount

Enter a number...

Delivery Date

Enter date...

Notes/Special Instructions

Write something...

Approver Signature

Shop Floor Control Integration

Verifies seamless data flow between MRP and shop floor systems.

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

Enter a number...

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