



MRP Material Shortage Risk Assessment Checklist 2026

Critical Component Identification

Identify high-value, long-lead-time, or single-source components that pose the highest risk to production continuity.

Component Part Number/SKU

Write something...

Component Description

Write something...

Criticality Level

- ☐ High (Production Stopper)
- ☐ Medium (Impacts Schedule)
- ☐ Low (Non-critical)

Current Safety Stock Level

Enter a number...

Last Inspection Date

Enter date...

Risk Justification

Write something...

Supplier Vulnerability Assessment

Evaluate supplier stability, geographic risks, geopolitical factors, and historical reliability of key vendors.

Supplier Name

Write something...

Supplier Risk Level

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

Identified Risk Factors

- ☐ Geopolitical Instability
- ☐ Financial Instability
- ☐ Logistics/Transportation Delays
- ☐ Natural Disaster/Climate Risk
- ☐ Raw Material Scarcity
- ☐ Labor Shortage

Risk Mitigation Strategy Details

Write something...

Last Supplier Audit Date

Enter date...

Supplier Certification/Audit Report

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Lead Time and Buffer Analysis

Review current vs. actual lead times and verify if existing safety stock levels can absorb potential delays.

Current Recorded Lead Time (Days)

Enter a number...

Observed Average Lead Time (Days)

Enter a number...

Lead Time Variance Status

- ☐ Stable
- ☐ Increasing Trend
- ☐ Decreasing Trend
- ☐ Unpredictable/Erratic

Current Safety Stock Level

Enter a number...

Risk Drivers for Lead Time Delay

- ☐ Raw Material Shortage
- ☐ Logistics/Freight Delays
- ☐ Supplier Production Backlog
- ☐ Customs/Regulatory Issues
- ☐ Inaccurate MRP Parameters

Lead Time Gap Analysis Notes

Write something...

Next Buffer Review Date

Enter date...

Inventory Level Verification

Audit current On-Hand, Allocated, and In-Transit quantities against upcoming production requirements.

Inventory Audit Date

Enter date...

SKU/Part Number

Write something...

Current On-Hand Quantity

Enter a number...

Safety Stock Threshold

Enter a number...

Quantity In-Transit

Enter a number...

Inventory Status

- ☐ Sufficient
- ☐ At Risk
- ☐ Critical Shortage

Discrepancy Notes

Write something...

Warehouse Cycle Count Sheet

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Supply Chain Disruption Indicators

Monitor external logistics bottlenecks, port congestion, raw material scarcity, and transportation availability.

Identified Disruption Sources

- ☐ Logistics/Port Delays
- ☐ Raw Material Scarcity
- ☐ Geopolitical Instability
- ☐ Supplier Labor Strikes
- ☐ Extreme Weather Events
- ☐ Regulatory/Customs Issues

Detailed Impact Description

Write something...

Estimated Delay Duration (Days)

Enter a number...

Disruption Start Date

Enter date...

Risk Severity Level

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

Supporting Documentation/News Alerts

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Alternative Sourcing Readiness

Assess the availability and qualification status of secondary and tertiary suppliers for critical items.

Secondary Supplier Name

Write something...

Supplier Qualification Status

- ☐ Fully Certified
- ☐ Pre-Qualified/Pending Audit
- ☐ Emergency/Trial Supplier Only
- ☐ Not Available

Backup Supplier Lead Time (Days)

Enter a number...

Risk Mitigation Strategies Available

- ☐ Dual Sourcing Established
- ☐ Safety Stock Buffer Exists
- ☐ Substitute Part Approved
- ☐ Local Supplier Identified

Supplier Audit Documentation

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Sourcing Gap Analysis Notes

Write something...

Demand Surge Impact Analysis

Evaluate the impact of unforecasted demand spikes or urgent order changes on current material availability.

Projected Demand Increase (%)

Enter a number...

Identified Demand Driver

Write something...

Impact Description on Existing Production Schedule

Write something...

Expected Peak Demand Date

Enter date...

Affected Product Lines

- ☐ Standard Production
- ☐ Special Orders
- ☐ Promotional Campaigns
- ☐ Seasonal Peaks

Risk Severity Level

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

Mitigation and Contingency Planning

Define actionable steps, such as expedited shipping, safety stock increases, or production rescheduling, to address identified risks.

Primary Mitigation Strategies Identified

- ☐ Increase Safety Stock Levels
- ☐ Activate Secondary Supplier
- ☐ Expedite Existing Purchase Orders
- ☐ Reschedule Production Orders
- ☐ Substitute Alternative Materials
- ☐ Request Partial Shipments

Detailed Action Plan Description

Write something...

Mitigation Implementation Deadline

Enter date...

Updated Contingency Documentation

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Risk Severity Level

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

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 Generate Sample Report