



# MRP Production Planning Checklist

## Demand Forecasting & Review

Assess the accuracy and methods used for forecasting future demand.

### Forecast Accuracy (MAPE)

Enter a number...

### Description of Forecasting Methodology

Write something...

### Last Forecast Review Date

Enter date...

### Forecasting Method Used

- ☐ Statistical
- ☐ Sales Team Input
- ☐ Market Research

### Key Assumptions Driving Forecast

Write something...

### Forecast Bias (Average Error)

Enter a number...

## Bill of Materials (BOM) Verification

Confirm BOM accuracy and completeness for all manufactured items.

### Item Number

Enter a number...

### Item Description

Write something...

### BOM Version

Enter a number...

### Notes/Comments (e.g., changes, concerns)

Write something...

### Quantity per Assembly

Enter a number...

### Last BOM Update Date

Enter date...

### BOM Status (Active/Inactive)

☐ Active

☐ Inactive

### Attach Updated BOM Document (if applicable)

 Upload File

## Inventory Levels & Safety Stock

Evaluate current inventory levels and adequacy of safety stock calculations.

### Current Raw Material Inventory Level (Units)

Enter a number...

### Safety Stock Level for Key Material A (Units)

Enter a number...

### Safety Stock Calculation Method (e.g., Statistical, Rule-Based)

Enter a number...

### Justification for Current Safety Stock Levels

Write something...

### Inventory Valuation Method (e.g., FIFO, Weighted Average)

☐ FIFO

☐ Weighted Average

### Obsolescence Rate for Material B (%)

Enter a number...

### Last Safety Stock Review Date

Enter date...

## Lead Time Management

Verify accuracy and consistency of lead times for all materials and operations.

### Supplier Lead Time (Days)

Enter a number...

### Internal Processing Time (Hours)

Enter a number...

### Material Handling Time (Hours)

Enter a number...

### Last Lead Time Review Date

Enter date...

### Notes on Lead Time Fluctuations

Write something...

### Lead Time Source (e.g., Supplier Quote, Historical Data)

- ☐ Supplier Quote
- ☐ Historical Data
- ☐ Engineering Estimate

### Transportation Lead Time (Days)

Enter a number...

## Capacity Planning

Analyze available capacity and potential bottlenecks in production processes.

### Maximum Machine Capacity (Units/Hour)

Enter a number...

### Current Machine Utilization (%)

Enter a number...

### Planned Production Volume (Units)

Enter a number...

### Date of Capacity Assessment

Enter date...

### Notes on Potential Bottlenecks

Write something...

### Resources Requiring Additional Capacity?

- ☐ Labor
- ☐ Equipment
- ☐ Materials
- ☐ Space

### Available Labor Hours per Week

Enter a number...

## Material Requirements Planning (MRP) Run & Review

Execute MRP and review the generated planned orders.

### MRP Run Date

Enter date...

### MRP Run Duration (minutes)

Enter a number...

### MRP Planning Horizon (Days)

- ☐ 30 Days
- ☐ 60 Days
- ☐ 90 Days
- ☐ Custom

### Total Planned Purchase Orders

Enter a number...

### Total Planned Production Orders

Enter a number...

### Summary of Planned Order Changes (vs. previous run)

Write something...

### MRP Exception Types Encountered

- ☐ Insufficient Capacity
- ☐ Material Shortage
- ☐ BOM Discrepancy
- ☐ Routing Issue
- ☐ None

### Comments/Notes Regarding MRP Run

Write something...

## Shop Floor Control Integration

Check integration and data flow between MRP and shop floor control systems.

### Real-Time Data Sync Frequency (minutes)

Enter a number...

### Shop Floor System Used

- ☐ MES
- ☐ ERP Integrated
- ☐ Manual Data Entry
- ☐ Custom System



### **Describe Data Exchange Methods**

Write something...

### **Last Data Integration Validation Date**

Enter date...

### **Data Points Integrated (Select all that apply)**

- ☐ Work Order Status
- ☐ Material Consumption
- ☐ Labor Hours
- ☐ Machine Status
- ☐ Production Quantity

### **Contact Person for Integration Support**

Write something...

## **Exception Handling & Reporting**

Review procedures for handling MRP exceptions and generating relevant reports.

### **Description of Exception**

Write something...

### Exception Quantity Variance

Enter a number...

### Date of Exception Occurrence

Enter date...

### Exception Type (e.g., Material Shortage, Capacity Overload)

- ☐ Material Shortage
- ☐ Capacity Overload
- ☐ BOM Discrepancy
- ☐ Routing Issue
- ☐ Data Error

### Impacted Areas (Check all that apply)

- ☐ Production
- ☐ Inventory
- ☐ Delivery
- ☐ Sales

### Corrective Actions Taken

Write something...

### Date Corrective Action Completed

Enter date...

### Authorized Sign-Off

## Data Accuracy & Validation

Confirm data accuracy throughout the MRP planning process.

### BOM Accuracy Percentage

### Lead Time Accuracy Percentage

### Inventory Record Accuracy (%)

### Description of Data Validation Methods Used

### Data Sources Verified

- ☐ ERP System
- ☐ Supplier Data
- ☐ Customer Orders
- ☐ Engineering Drawings

### Date of Last Data Validation Audit

Enter date...

### Summary of Data Validation Findings & Corrective Actions

Write something...

## System Configuration & Maintenance

Assess system configuration and scheduled maintenance activities.

### MRP System Version

Enter a number...

### Last System Backup Date

Enter date...

### Description of Recent System Updates

Write something...

### Scheduled Backup Frequency (Days)

Enter a number...

**Modules Currently Active**

- ☐ Inventory Management
- ☐ Production Planning
- ☐ Sales & Order Management
- ☐ Purchasing

**Next Scheduled System Maintenance Date**

Enter date...