ChecklistGuro

MRP Safety Stock Calculation Checklist

Demand Analysis

Review historical demand data and forecast accuracy for each item.

Average Daily Demand (Units)

Enter a number...

Standard Deviation of Demand (Units)

Enter a number...

Start Date of Demand History

Enter date...

End Date of Demand History

Enter date...

Forecast Method Used

- [ ] Moving Average
- [ ] Exponential Smoothing
- [ ] Statistical Forecast
- [ ] Manual Forecast

Forecast Error (MAPE or MAD)

Enter a number...

Notes on Demand Patterns or Unusual Events

Write something...

Seasonality Considerations

- [ ] None
- [ ] Monthly
- [ ] Quarterly
- [ ] Yearly

Lead Time Assessment

Determine lead time components and variability.

Procurement Lead Time (Days)

Enter a number...

Manufacturing Lead Time (Days)

Enter a number...

Inspection Lead Time (Days)

Enter a number...

Total Lead Time (Days)

Enter a number...

Description of Procurement Process

Write something...

Description of Manufacturing Process

Write something...

Last Lead Time Review Date

Enter date...

Lead Time Units

- [ ] Days
- [ ] Weeks
- [ ] Months

Service Level Goal Definition

Define desired service levels based on business priorities.

Target Service Level (%)

Enter a number...

Acceptable Stockout Rate (%)

Enter a number...

Justification for Service Level Goal

Write something...

Criticality of Item (Impact of Stockout)

- [ ] High
- [ ] Medium
- [ ] Low

Date Service Level Goal Reviewed

Enter date...

Customer Impact Assessment (Stockout Scenario)

Write something...

Business Priority (e.g., Cost vs. Customer Satisfaction)

- [ ] Cost Minimization
- [ ] Customer Satisfaction

Safety Stock Formula Selection

Choose an appropriate safety stock calculation method.

Description of Selected Formula

Write something...

Primary Safety Stock Formula

- [ ] Normal Distribution (Z-score)
- [ ] Average Method
- [ ] Fixed Percentage of Demand
- [ ] Vendor Managed Inventory (VMI) – Based on Vendor Guidance

Assumed Service Factor (Z-score)

Enter a number...

Demand Variability (Standard Deviation)

Enter a number...

Formula Justification

Write something...

Formula Assumptions Verified?

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Parameter Calculation

Calculate safety stock parameters.

Average Daily Demand

Enter a number...

Lead Time (Days)

Enter a number...

Standard Deviation of Demand

Enter a number...

Desired Service Level (Z-score)

Enter a number...

Lead Time Standard Deviation

Enter a number...

Safety Stock Factor

Enter a number...

Review and Adjustment

Review calculated safety stock levels and make adjustments as needed.

Deviation from Calculated Safety Stock Level

Enter a number...

Reason for Deviation

Write something...

Impact on Service Level

- [ ] Increased
- [ ] Decreased
- [ ] No Impact

Date of Adjustment

Enter date...

New Safety Stock Level

Enter a number...

Notes/Comments

Write something...

System Implementation & Monitoring

Implement safety stock levels in the MRP system and monitor performance.

Initial Safety Stock Quantity (Units)

Enter a number...

Safety Stock Implementation Date

Enter date...

Stockout Rate (Post Implementation)

Enter a number...

Inventory Turnover (Post Implementation)

Enter a number...

Notes on System Setup and Configuration

Write something...

Next Review Date

Enter date...

Metrics to Track

- [ ] Stockout Rate
- [ ] Inventory Turnover
- [ ] Forecast Accuracy
- [ ] Order Fill Rate