



MRP Scrap and Waste Management Checklist

Identification & Tracking

Procedures for identifying, documenting, and tracking scrap and waste materials throughout the MRP process.

Brief Description of Scrap/Waste Material

Write something...

Quantity of Scrap/Waste (Units)

Enter a number...

Material Type (e.g., Metal, Plastic, Fabric)

- ☐ Metal
- ☐ Plastic
- ☐ Fabric
- ☐ Wood
- ☐ Other

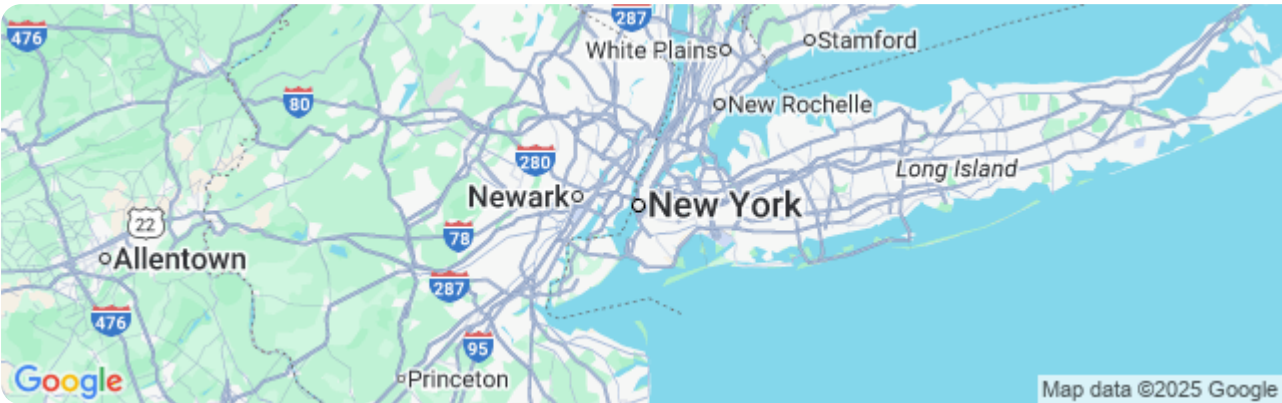
Date of Scrap/Waste Generation

Enter date...

Time of Scrap/Waste Generation

Location of Scrap/Waste Generation (e.g., Workstation, Machine)

 [Set My Current Location](#)



Reason Code (e.g., Rework, Defect, Overproduction)

- ☐ Rework
- ☐ Defect
- ☐ Overproduction
- ☐ Spoilage
- ☐ Damaged

Segregation & Storage

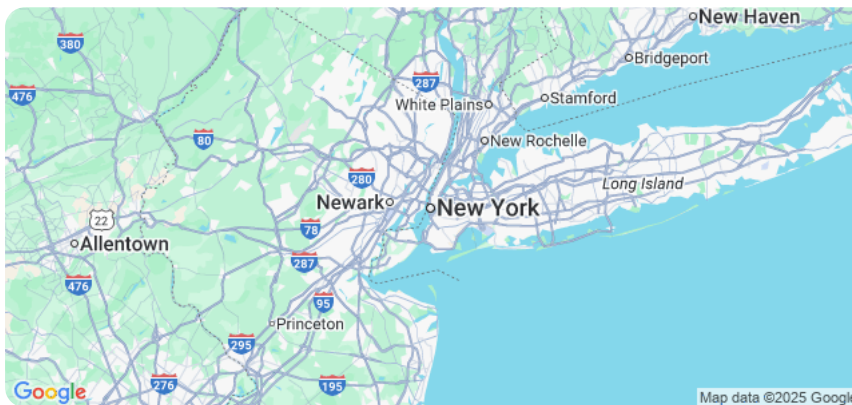
Guidelines for properly segregating and storing different types of scrap and waste, adhering to regulatory requirements.

Waste Stream Category

- ☐ Metal Scrap
- ☐ Plastic Scrap
- ☐ Paper/Cardboard
- ☐ Chemical Waste
- ☐ Organic Waste

Designated Storage Area

 [Set My Current Location](#)



Quantity (Weight/Volume)

Enter a number...

Date of Segregation

Enter date...

Notes Regarding Segregation (e.g., contamination concerns)

Write something...

Hazardous Material Indicators (check all that apply)

- ☐ Flammable
- ☐ Corrosive
- ☐ Toxic
- ☐ Reactive

Disposal & Recycling


Protocols for responsible disposal or recycling of scrap and waste, including vendor selection and documentation.

Preferred Disposal Method

- ☐ Recycling
- ☐ Landfill
- ☐ Waste-to-Energy

Estimated Scrap Volume (Cubic Meters)

Supporting Documentation (e.g., Vendor Contracts)

 Upload File

Detailed Disposal Description (e.g., specific recycling process)

Recycling Vendor Selected

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C

Disposal/Recycling Date

Enter date...

Costing & Reporting

Methods for accurately costing and reporting scrap and waste as part of overall material costs and production analysis.

Standard Scrap Rate (%)

Enter a number...

Actual Scrap Cost per Unit

Enter a number...

Total Scrap Value (USD)

Enter a number...

Explanation of Significant Scrap Value Fluctuations

Write something...


Scrap Costing Method

- ☐ Standard Costing
- ☐ Actual Costing
- ☐ Hybrid Costing

Reporting Period End Date

Enter date...

Supporting Documentation (e.g., vendor invoices, cost analysis)

 Upload File

Root Cause Analysis

Processes for investigating and addressing the underlying causes of scrap and waste generation within the MRP system.

Describe the Scrap/Waste Event

Write something...

Which Stage of MRP Process?

- ☐ Demand Planning
- ☐ Material Planning
- ☐ Production Planning
- ☐ Shop Floor Execution
- ☐ Shipping & Logistics

Possible Contributing Factors (Select All That Apply)

- ☐ Incorrect Bill of Materials
- ☐ Inaccurate Lead Times
- ☐ Poor Machine Maintenance
- ☐ Operator Error
- ☐ Material Quality Issues
- ☐ Process Variation

Details of Investigation Findings

Write something...

Estimated Scrap/Waste Volume (Units)

Enter a number...

Date of Investigation Completion

Enter date...

Process Improvement

Actions taken to reduce waste generation and improve material utilization within the production planning and execution processes.

Describe proposed improvements to reduce scrap/waste.

Write something...

Estimated % reduction in scrap/waste after implementation.

Enter a number...

Which areas will be affected by these changes? (Select all that apply)

- ☐ Bill of Materials (BOM)
- ☐ Routing/Work Instructions
- ☐ Lead Times
- ☐ Vendor Selection
- ☐ Production Scheduling

Proposed implementation date

Enter date...

Potential challenges in implementing the changes and mitigation strategies.

Write something...

Which department will be responsible for implementing these changes?

- ☐ Production
- ☐ Engineering
- ☐ Procurement
- ☐ Quality

Regulatory Compliance

Verification that scrap and waste management activities comply with all applicable environmental regulations and internal policies.

Summary of Applicable Environmental Regulations

Write something...


Relevant Permits & Licenses

- ☐ Air Emission Permit
- ☐ Waste Discharge Permit
- ☐ Hazardous Waste Generator Permit
- ☐ Other (Specify)

Last Compliance Audit Date

Enter date...

Compliance Audit Report

 Upload File

Waste Discharge Quantity (Units)

Enter a number...

Current Compliance Status

- ☐ Compliant
- ☐ Minor Deviation
- ☐ Major Deviation

Details of any deviations from regulatory requirements

Write something...

Training & Awareness

Confirmation that personnel involved in MRP processes receive adequate training on scrap and waste management procedures.

Number of Personnel Trained

Enter a number...

Last Training Date

Enter date...

Topics Covered in Training

- ☐ Scrap Identification
- ☐ Segregation Procedures
- ☐ Waste Disposal Guidelines
- ☐ Costing & Reporting
- ☐ Regulatory Compliance

Summary of Training Content

Write something...

Trainer Signature

Training Method

- ☐ Online
- ☐ In-Person
- ☐ Hybrid