



MRP Supply Chain Disruption Contingency Checklist 2026

Risk Identification & Vulnerability Assessment

Identify potential disruption points within the supply chain, including geopolitical instability, natural disasters, and single-source supplier vulnerabilities.

Identified Risk Categories

- ☐ Geopolitical Instability
- ☐ Natural Disasters / Weather
- ☐ Supplier Financial Instability
- ☐ Logistics & Port Congestion
- ☐ Raw Material Scarcity
- ☐ Labor Strikes/Shortages

Specific Risk Description

Write something...

Risk Impact Severity

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

Risk Assessment Date

Enter date...

Probability Score (1-10)

Enter a number...

Supporting Risk Documentation

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Critical Material & Component Mapping

Review and categorize all high-value and long-lead-time items to determine which components pose the highest risk to production continuity.

Criticality Tier Classification

- ☐ Tier 1: Critical (No Substitutes)
- ☐ Tier 2: High Risk (Limited Substitutes)
- ☐ Tier 3: Medium Risk (Easily Replaceable)
- ☐ Tier 4: Low Risk (Commodity)

Part/SKU Identifier

Write something...

Description of Single-Source Dependency Risks

Write something...

Current Safety Stock Level (Units)

Enter a number...

Last Risk Assessment Date

Enter date...

Bill of Materials (BOM) Vulnerability Report



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Supply Chain Manager Approval

Supplier Diversification & Backup Verification

Evaluate the readiness of pre-qualified secondary suppliers and verify their capacity to scale production during a primary supplier failure.

Secondary Supplier Readiness Status

- ☐ Fully Audited & Approved
- ☐ Pending Quality Audit
- ☐ Under Contract Review
- ☐ Identified but Not Vetted

Primary Supplier Name

Write something...

Backup Supplier Name

Write something...

Lead Time Variance Margin (%)

Enter a number...

Last Supplier Audit Date

Enter date...

Supplier Quality Certification (ISO/IATF)

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Risk Mitigation Notes for Secondary Sourcing

Write something...

Procurement Manager Approval

Safety Stock & Buffer Inventory Audit

Validate that safety stock levels for critical items align with current lead time volatility and projected demand surges for 2026.

Audit Execution Date

Enter date...

Critical Part Number/SKU

Write something...

Current Safety Stock Level

Enter a number...

Required Safety Stock Level (Target)

Enter a number...

Inventory Status

- ☐ Adequate
- ☐ At Risk
- ☐ Critical Shortage

Discrepancy Notes & Risk Mitigation Plan

Write something...

Inventory Controller Approval

Logistics & Distribution Redundancy Planning

Assess alternative transportation modes and shipping routes to ensure material flow remains uninterrupted during port strikes or freight delays.

Identified Alternative Transport Modes

- ☐ Air Freight
- ☐
- ☐ Road/Trucking
- ☐ Rail
- ☐ Courier/Express

Primary Alternate Route Description

Write something...

Last Route Feasibility Review Date

Enter date...

Maximum Allowable Lead Time Deviation (Days)

Enter a number...

Logistics Contingency Plan Document

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Logistics Manager Approval

Communication & Escalation Protocols

Define the internal and external communication hierarchy and automated alert triggers for notifying stakeholders of supply chain disruptions.

Disruption Severity Level

- ☐ Low (Minor delay, no production impact)
- ☐ Medium (Potential for stockout, requires monitoring)
- ☐ High (Imminent production stoppage)
- ☐ Critical (Supply chain failure, immediate action required)

Primary Communication Channel

Write something...

Stakeholders to be Notified

- ☐ Procurement Manager
- ☐ Production Supervisor
- ☐ Logistics Lead
- ☐ Quality Assurance Team
- ☐ Executive Leadership
- ☐ External Suppliers

Escalation Instructions

Write something...

Notification Timestamp

Enter date...

Incident Coordinator Approval

MRP System Data Integrity & Real-time Monitoring

Ensure MRP parameters, such as lead times and order quantities, are updated to reflect real-world logistics delays and global market shifts.

Data Integrity Check Performed On

- ☐ Lead Time Accuracy
- ☐ Safety Stock Levels
- ☐ Minimum Order Quantities (MOQ)
- ☐ Supplier Delivery Dates
- ☐ Bill of Materials (BOM) Accuracy

Last MRP Data Validation Date

Enter date...

Discrepancy Rate (%)

Enter a number...

Detected Data Anomalies and Root Cause Analysis

Write something...

Data Audit Log or Error Report

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Data Integrity Officer Approval

Contingency Execution & Recovery Testing

Outline the step-by-step procedures for activating emergency procurement processes and conducting periodic tabletop simulations.

Last Simulation Conducted Date

Enter date...

Contingency Plan Status

- ☐ Active
- ☐ Under Review
- ☐ Draft/Pending Approval
- ☐ Inactive

Disruption Scenarios Tested

- ☐ Supplier Bankruptcy
- ☐ Logistics/Freight Delay
- ☐ Natural Disaster
- ☐ Raw Material Shortage
- ☐ Labor Strike

Simulation Findings & Gap Analysis

Write something...

Post-Simulation Report/Audit Log

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Supply Chain Manager Approval

< Previous

> Next

✓ Finish

 Generate Sample Report