✅ ChecklistGuro

MRP System Audit Checklist

Master Data Accuracy

Verification of accuracy and completeness of BOMs, routings, part lists, and vendor information.

Number of BOM Revisions Reviewed

Enter a number...

Summary of BOM Accuracy Issues Found

Write something...

Routing Status - Accurate?

☐ Yes

☐ No

☐ N/A

Sample Routing Document

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Number of Part Records Validated

Enter a number...

Description of Part Record Discrepancies

Write something...

Vendor Information – Complete?

☐ Yes
☐ No
☐ N/A

Planning Parameter Validation

Review of lead times, lot sizes, safety stock levels, and planning horizons.

Planning Horizon (Weeks)

Enter a number...

Lot Size Method

Enter a number...

Safety Stock Level (Units)

Enter a number...

Lead Time (Days)

Enter a number...

Lot Sizing Strategy

☐ Period

☐ Fixed

Last Parameter Review Date

Enter date...

Reorder Point (Units)

Enter a number...

Planning Method

☐ MRP

☐ DRP

Data Integrity Checks

Assessment of data consistency across modules and systems. Includes transaction history review.

Inventory Quantity Discrepancy Count

Enter a number...

Description of Major Data Anomalies Found

Write something...

Date of Last Data Synchronization

Enter date...

Number of Unresolved Data Errors

Enter a number...

Modules with Identified Data Integrity Issues

☐ Inventory Management

☐ Production Planning

☐ Purchasing

☐ Sales Order Management

☐ Finance

Root Cause Analysis of Identified Data Errors

Write something...

User Access and Security

Evaluation of user roles, permissions, and system security protocols.

User Roles Assigned

- ☐ Planner
- ☐ Buyer
- ☐ Production Manager
- ☐ Administrator
- ☐ Viewer

Password Complexity Requirements

- ☐ Met
- ☐ Not Met
- ☐ N/A

Number of Active User Accounts

Enter a number...

Last Password Reset Date (for all users)

Enter date...

Multi-Factor Authentication Status

- ☐ Enabled
- ☐ Disabled
- ☐ Partial

Description of User Access Control Policies

Write something...

System Configuration Review

Assessment of system settings, customizations, and integrations.

Planning Horizon (Weeks)

Enter a number...

Lot Sizing Method (1-Fixed, 2-Period, 3-Dynamic)

Enter a number...

Default Currency

☐ USD

☐ EUR

☐ GBP

Active MRP Modules

☐ Production Planning

☐ Inventory Management

☐ Shop Floor Control

Last System Configuration Change Date

Enter date...

Description of System Customizations

Write something...

System Configuration Backup File

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Planning and Execution Alignment

Verification of alignment between planned schedules and actual production execution.

Planned Start Date

Enter date...

Actual Start Date

Enter date...

Planned Production Quantity

Enter a number...

Actual Production Quantity

Enter a number...

Planned Downtime (Hours)

Enter a number...

Actual Downtime (Hours)

Enter a number...

Reasons for Variance (if any)

Write something...

Production Status

☐ On Schedule

☐ Delayed

☐ Completed Early

Reporting and Analytics

Review of key performance indicators (KPIs) and reporting capabilities.

Forecast Accuracy (%)

Enter a number...

Inventory Turnover Rate

Enter a number...

On-Time Delivery Performance (%)

Enter a number...

Work-in-Progress (WIP) Days

Enter a number...

Standard Report Used?

☐ Yes
☐ No

Last Report Generation Date

Enter date...

Report Analysis Summary

Write something...

Change Management Process

Evaluation of procedures for managing changes to MRP systems.

Describe the change request process.

Write something...

Change Request ID

Enter a number...

Date of Change Request Submission

Enter date...

Change Category (e.g., System Update, User Access, Data Modification)

- ☐ System Update
- ☐ User Access
- ☐ Data Modification
- ☐ Parameter Change
- ☐ Other

Impacted Modules (Check all that apply)

- ☐ Inventory
- ☐ Production Planning
- ☐ Purchasing
- ☐ Sales
- ☐ Finance

Describe the impact assessment performed.

Write something...

Scheduled Implementation Date

Enter date...

Change Authorizer Signature

Documentation Completeness

Assessment of the availability and accuracy of system documentation.

Summary of System Configuration Documentation

Write something...

Bill of Materials (BOM) Documentation

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Routing Documentation

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Version Number of System Documentation

Enter a number...

Last Updated Date of Key Procedures

Enter date...

Description of Training Materials for New Users

Write something...

Types of Documentation Available (select all that apply)

☐ User Manuals

☐ Training Guides

☐ System Design Documents

☐ Release Notes

☐ Process Flow Diagrams

Compliance and Regulatory Adherence

Verification of compliance with relevant industry regulations and standards.

Applicable Regulatory Standards?

☐ ISO 9001

☐ FDA (Food and Drug Administration)

☐ REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals)

☐ ITAR (International Traffic in Arms Regulations)

☐ Other (Specify in LONG_TEXT)

Specify other regulatory standards (if applicable)

Write something...

Last Regulatory Audit Date

Enter date...

Audit Score/Rating (if applicable)

Enter a number...

Supporting Documentation (Audit Reports, Certifications)

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Is there a documented process for maintaining regulatory compliance?

☐ Yes
☐ No

Description of compliance process (if yes)

Write something...