

# Spare Part Checklist

Subsystems:

Requestor:

Assets Numbers:

Name of Part: (Modifiers, commodity, size, capacity, rating, material)

Unit of Part: (Each, foot, piece, gallon, weight, etc.)

Manufacturers Name:

Manufacturers Part Number:

Original Manufacturer

Original Manufacturer Part Number

Is this part to be added to the Bill of Material?

(yes or no)

How many parts are to be replaced simultaneously?

Asset Number

Quantity of parts

Capital spare or Expensed Spare

The highest risk factor for the part being stocked ( Critical (A), Standard (B) or Commodity(C) ).

What is the expected annual usage?

How was it determined?

What safety stock is required to meet the expected customer service level?

Who is the Primary Vendor?

What is the lead time of the primary vendor?

What is the price of from the primary vendor?

Who is the Secondary Vendor?

What is the lead time of the secondary vendor?

What is the price of the secondary vendor?

If a "B" part, what is the economic order quantity?

Comments and Justification:

Approvals (Stocking Steering Committee):

Maintenance Manager:

Storeroom Manager:

Start Up Manager:

Others: