

## PARTS PURCHASING

Who can request parts?	
How are requests submitted?	
Who is allowed to order parts?	
How much is each parts purchaser approved to spend?	
How are requests approved?	
How are orders tracked?	
Is any part of the inventory purchasing process managed by an outside contractor?	
When are purchase orders sent?	
When are vendor invoices paid?	

## PARTS AND WORK ORDERS

Who is responsible for adding parts to work orders?	
How is parts usage on work orders tracked?	
Are parts kitted? Where are kits located and who puts them together?	

## STOREROOM SECURITY

Who has access to the stockroom?	
What device are you using to limit access to the stockroom?	
Are there cameras in the stock room? How are they located?	

# Optimizing MRO inventory checklist

## ORGANIZING AND OPTIMIZING YOUR INVENTORY

How are parts and supplies organized?	
What is the weight capacity of storage racks?	
Which parts are critical?	
Will parts be stored at height? How are they retrieved?	
Are any parts heat-sensitive? How are they stored?	
What is the minimum amount of stock required?	
Is there a standard make and/or model for any parts?	
How often are cycle counts occurring? Who is responsible for cycle counts?	

## RECEIVING PARTS

How are parts stored and accessed after hours?	
Where are deliveries received?	
What are the standard operating procedures when receiving inventory deliveries?	
How are inventory deliveries tracked?	