

Classify storeroom items by consequence of stock-out, audit parts delays, and set the scheduling gate for confirmed parts.

Plant: _____ Date: _____ Completed by: _____

Pull all WOs from the last 8 weeks that ran more than 2x their estimated duration. Code each delay. Tally codes at the bottom before doing anything else.

- **SYS** — System inaccuracy (system showed in stock, bin empty or wrong quantity)
- **SPEC** — Wrong specification pulled or substituted
- **STAGE** — Parts existed but not staged at job site before shift
- **PROC** — Emergency procurement, waiting on lead time

Delay Code Tally:

Code	Count	% of Delayed WOs
SYS — System inaccuracy		
SPEC — Wrong specification		
STAGE — Not staged		
PROC — Emergency procurement		

Total delayed WOs	100%
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Dominant cause (highest count): _____

Fix this cause first. Do not address all four simultaneously.

PART 2 — Bin Accuracy Spot Check

Cycle-count your top 100 parts by usage frequency. Compare system quantity to physical count.

[illegible]

				Yes No		
				Yes No		
				Yes No		
				Yes No		
				Yes No		
				Yes No		
				Yes No		
				Yes No		

Accuracy Summary:

- Items counted: _____
- Items matching system: _____ (____%)
- Items with gap: _____ (____%)

Benchmarks:

- Below 90%: Critical — process failure driving stockouts. Investigate before continuing.
- 90-94%: Needs attention — identify top 3 process gaps.
- 95-97%: Target range — maintain with ongoing cycle counts.
- 97%+: World-class — sustain with 10-20 counts/week.

Top 3 process failures identified: 1. _____ 2. _____

_____ 3. _____

PART 3 — ABC Classification

Classify each storeroom item by consequence of stock-out, not purchase price. Complete one row per part family or high-usage item.

Classification Rules:

- **A — Critical spare:** High consequence of stock-out (single-point failure, long lead time, no substitute). Must never reach zero. Requires formal reorder point with safety stock.
- **B — Important spare:** Significant consequence, but substitutable or short lead time. Reorder point with minimal safety stock.
- **C — Consumable/low consequence:** Low cost, readily available, bulk replenishment acceptable.

[illegible]

				Yes						
				No						
				Yes						
				No						
				Yes						
				No						

Reorder Point Formula:

$$ROP = (Average\ daily\ usage \times Supplier\ lead\ time\ in\ days) + Safety\ stock$$

Safety stock guidance:

- A-items: safety stock = 1 full lead time cycle at normal usage minimum
- B-items: safety stock = 50% of lead time cycle
- C-items: no formal safety stock — set bulk replenishment trigger (e.g., reorder when bin is half empty)

PART 4 — Scheduling Gate Checklist

Apply before any WO goes onto the weekly schedule. Planner or storeroom tech must complete.

WO #	Asset / Task	Parts Re-quired	System Qty	Physical Confirmed?	Confirmed By	Date	OK to Schedule?
				Yes			Yes
				No			Hold
				Yes			Yes
				No			Hold
				Yes			Yes
				No			Hold
				Yes			Yes
				No			Hold
				Yes			Yes
				No			Hold

				Yes No			Yes Hold
				Yes No			Yes Hold
				Yes No			Yes Hold

Rule: A WO held for unconfirmed parts does not go on the schedule. It goes on the parts-pending list. Rescheduled once confirmation is received.

*From Fix the System by Ivan Getov. Companion to Chapter 21: Playbook 7 — Spare Parts Management.
getov.xyz/toolkit/fix-the-system/ch21/spare-parts-abc-classification. Free. No email required.*