

# Spare Parts & Inventory Management Checklist

## Automobile Dealership & Workshop Industry

### CRITICAL - LABELING & IDENTIFICATION

All parts labeled with part number, description, and vendor code.

☐ Yes☐ No☐ NA

Shelves and bins labeled with part category and bin number.

☐ Yes☐ No☐ NA

Batch/lot numbers visible on packaging for traceability.

☐ Yes☐ No☐ NA

Color-coded labels used to identify new, returned, or defective parts.

☐ Yes☐ No☐ NA

Barcode or digital scanning system implemented for inventory tracking.

☐ Yes☐ No☐ NA

### RECEIVING & INSPECTION PROCESS

Incoming parts inspected for quantity, part number, and packaging condition.

☐ Yes☐ No☐ NA

Damaged or incorrect parts segregated immediately and marked "HOLD."

☐ Yes☐ No☐ NA

Parts received logged in inward register or DMS system.

Yes

No

NA

All parts received accompanied by vendor invoice and COA (if applicable).

Yes

No

NA

Vendor delivery vehicle inspected for cleanliness and packaging condition.

Yes

No

NA

## RETURN & WARRANTY PARTS

Warranty-returned parts stored separately and tagged with job card number.

Yes

No

NA

Warranty parts dispatch records maintained with pickup receipts.

Yes

No

NA

Rejected or scrapped parts authorized by workshop manager before disposal.

Yes

No

NA

Defective parts stored in secure cage or bin to prevent reuse.

Yes

No

NA

Vendor feedback maintained for warranty claim rejections or delays.

Yes

No

NA

## SAFETY & HOUSEKEEPING

No clutter, oil spillage, or packaging waste in parts store.

Yes

No

NA

Material handling equipment (trolleys, forklifts) maintained and available.

Yes

No

NA

Fire extinguishers available and accessible near parts storage.

Yes

No

NA

No smoking or open flames in or near parts store.

Yes

No

NA

Periodic audit conducted for parts store condition and stock control accuracy.

Yes

No

NA

## STOCK CONTROL – FIFO/FEFO MANAGEMENT

FIFO (First In, First Out) or FEFO (First Expiry, First Out) strictly followed.

Yes

No

NA

Old stock verified and rotated regularly to prevent expiry.

Yes

No

NA

Obsolete or non-moving stock identified and reported to management.

Yes

No

NA

Stock reconciliation conducted monthly between physical and system stock.

Yes

No

NA

System-based inventory updated in real time for all receipts and issues.

Yes

No

NA

## STORAGE CONDITIONS – MECHANICAL & ELECTRICAL PARTS

Batteries stored upright and terminals covered with rubber caps.

Yes

No

NA

Rubber and plastic parts stored away from direct sunlight.

Yes

No

NA

Lubricants and fluids stored in closed, leakproof containers.

Yes

No

NA

Paints, chemicals, and adhesives stored separately in ventilated area.

Yes

No

NA

Air filters and cabin filters stored in sealed cartons.

Yes

No

NA

## SUPER CRITICAL – PARTS STORAGE & HANDLING

Spare parts storage area is clean, dry, and protected from dust and moisture.

Yes

No

NA

Parts are stored on racks and pallets — not directly on the floor.

Yes

No

NA

Segregation maintained between mechanical, electrical, and body parts.

Yes

No

NA

Heavy components (engines, axles) stored in low racks with lifting support.

Yes

No

NA

Sensitive parts (ECUs, sensors, airbag modules) stored in anti-static packaging.

Yes

No

NA

## VENDOR MANAGEMENT & COMPLIANCE

All spare part vendors approved as per OEM/vendor qualification process.

Yes

No

NA

Vendors maintain delivery schedule and quality performance rating.

Yes

No

NA

Purchase orders issued only to authorized and active vendors.

Yes

No

NA

COA or conformity certificates attached for critical parts (engine, brake, safety).

Yes

No

NA

Spare part pricing and discount structure as per OEM policy.

Yes

No

NA