

## eMRO Action Plan Module 1

Ready to apply what you have learned?

**Step 1:** Consider your current storeroom operations and answer each question with a “none”, “informal” or “formal” response. Formal processes have documented tasks, responsibilities and external process interactions. Complete scoring.

Phase	Process	Question	None	Informal	Formal
Buy	New Item Set-up	Is there a documented process to justify adding parts to the storeroom inventory?			
	Planned Purchasing	Is there a process that documents how repair parts are purchased and transactions tracked?			
	Expedited Purchasing	Is there a process that documents how purchases are executed for emergency and off- shift repair parts requirements?			
	Inventory Receiving	Is there a process that describes how to receive materials/spare parts/assemblies, update the CMMS/eAM (Enterprise Asset Management) system to either stock the storeroom or deliver to a direct user (maintenance/capital projects/other location)?			
Store	Inventory Stocking	Is there a documented process to identify the task required to place storeroom stock items in a designated shelf location?			
	Satellite Stores Stocking	Is there a procedure in place to justify and stock secondary storage locations?			
	Inventory Cycle Count	Is there a process that describes how cycle counts will be performed?			
	Add-Revise-Delete	Is there a process that describes the management and maintenance of parts Master Data in the CMMS/eAM system?			
Use	Inventory Issue	Is there a process that describes how inventory is issued?			
	Planned Work Kitting	Is there a process that describes how the Planner, Scheduler and Storeroom kit and verify the parts for planned jobs?			
	Storeroom Delivery	Is there a process that establishes guidelines for delivery of planned work kits and other material required for equipment repairs?			
	Repairable Component	Is there a process that describes how repairable parts/assemblies will be managed?			
Dispose	Obsolete Inventory Identification	Is there a process that describes how obsolete parts will be identified and removed from inventory?			
	Return to Inventory	Is there a process that describes how parts are returned to the storeroom inventory when issued to a work order but not used for the intended job?			
	Return to Vendor	Is there a process that describes how parts are returned to the Vendor?			
Response count (sum for each column)					
Subtotal (divide # above by 15)					
Total % Fulfillment (multiply # above by 100)					

**Step 2:** Highlight processes that are “none” or “informal”. Throughout eMRO you will explore each Buy, Store, Use and Dispose process and be asked to build action plans for your storeroom. The processes you highlight can indicate areas of opportunity.”