Critical Spares

The parts that would stop a line if they failed, how many to keep, where they are, and who reorders them.

SITE OR AREA	OWNER	REVISION	DATE	NEXT REVIEW	APPROVED BY

How to use this template

1. Type straight into the boxes on screen, or print it for the maintenance area.
2. List each machine and test station, then the parts whose failure would stop it. Use the guide below to decide what's critical.
3. For each part, record the supplier, lead time, minimum stock, where it's kept and who reorders it.
4. Check stock every month and after every breakdown, and put a copy of the service contacts (section 2) in the shift file.

Is it critical?

A spare is critical if its failure stops a line or a test, and you'd wait longer for a replacement than you can afford to be down.

Where to look

Machines with no backup, parts that have failed before, and anything with a long lead time: for example placement nozzles and feeders, reflow fans and thermocouples, test fixture probes.

Set the minimum

Enough to cover the lead time, based on how often it has failed. When stock reaches the minimum, the named person reorders.

1 Critical spares list

One row per part. Check stock against the minimum every month.

MACHINE OR EQUIPMENT	PART	PART NUMBER	SUPPLIER	LEAD TIME	MIN STOCK	ON HAND	LOCATION	WHO REORDERS	LAST CHECKED

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1 Critical spares list, continued

MACHINE OR EQUIPMENT	PART	PART NUMBER	SUPPLIER	LEAD TIME	MIN STOCK	ON HAND	LOCATION	WHO REORDERS	LAST CHECKED

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2 Service contacts

Keep a copy in the shift file, so the night shift can find them

MACHINE OR EQUIPMENT	SUPPLIER OR CONTRACTOR	CONTRACT OR ACCOUNT NO.	PHONE (WORKING HOURS)	PHONE (OUT OF HOURS)	RESPONSE AGREED

Want help cutting downtime?

Grindstone works with your team on maintenance planning, critical spares and first-response guides, on your site or remotely. Every job has a fixed price, agreed before we start.

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