Parts Reorder Check

WORKSHEET / Type in the shaded boxes or print a fresh copy.

Look at a single truck-stock part. Reserve the units needed for open jobs and compare the balance with the target shelf count.

01 Work through the example

	Example	Your case
Target shelf count	**12**	
Units on hand	**9**	
Units reserved for jobs	**4**	

Calculation: target minus on-hand stock plus reservations, with a minimum of zero

Units to replenish

Free stock is on-hand stock less reservations. Replenish only the shortfall to the target.

02 Make a handoff note

Part or bin reference

Job reservation

Who will place the order?

Parts Reorder Check

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the units to replenish?

- ○ 10
- ○ 15
- ○ 7

2. If "Units on hand" changes from 9 to 10, with the other example values unchanged, what is the new result?

- ○ 7
- ○ 13
- ○ 6

3. Which action makes the most sense for this example?

- ○ Close the record and skip the next review.
- ○ Treat all reserved parts as available for sale.
- ○ Verify the physical count before placing the order.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.