Materials Management
Process Overview

LIFE CYCLE INSTITUTE

Add-Revise-Inactive ARI

This process is to provide a pathway to add information to an item master, revise the information that is incorrect or inactivate an item in the current inventory so it will not be reordered or issued accidentally. Inactive item status indicates the item is potentially obsolete has been superseded by another part that provides the same function.

Basic Trigger

- An issue has been identified that requires the status or description of an existing part to be changed

Key Steps

1. A status change is identified in a stock or non-stock item
2. The change is executed by the gatekeeper to correct the information in the CMMS
3. The Equipment Bill of Material (EBOM) is corrected with the accurate information or status change
4. Items that are moved to the inactive status are put on the pathway to removal and disposal from the spare parts inventory

Final Output

- Corrections, adjustments and status changes are made by the inventory gatekeeper

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What's Different?

- Items that are incorrectly identified in the CMMS are corrected
- Potential obsolete items are put on the pathway for removal and disposal from the spare parts inventory
- All parts in the inventory are tied to an operating equipment asset in the CMMS

Benefits

- Misidentified spare parts are identified and errors corrected to prevent allocation of the incorrect part for an equipment repair
- Obsolete spare parts are tagged in the CMMS and have a pathway to be removed from the inventory

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