

## Parts, Supplies, and Spares Management Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Plan supply strategy	PEO	Support facility Biomedical Engineers & Clinical Product Review Committees in forecasting demand for parts, supplies, and spares through maintenance of centralized supply chain data analytics	
	PEO	Track demand data on parts & supplies to determine opportunities for future volume purchasing	
	PEO	Establish service and distribution strategy for parts and supplies	
	VISN Logistics	Ensure effective execution against distribution strategy for parts and supplies across VISN	
	VAMC Biomedical Engineers	Support facility Equipment Committee (EC) Clinical Product Review Committees (CPRCs) in forecasting demand for equipment parts and supplies	
	VAMC Biomedical Engineers	Track data on equipment parts & supplies usage to help determine opportunities for volume purchasing	
	VAMC Biomedical Engineers	Communicate need for additional parts & supplies to Network Contracting Office	
	VAMC Logistics	Plan response times across facility supply chain	

	RESPONSIBLE	ACTIVITY	COMPLETE
Plan supply strategy	VAMC Logistics	Ensure effective execution against distribution strategy for parts and supplies across facility	
Determine inventory levels	PEO	Monitor enterprise levels of excess part/supplies stock to help determine opportunities for inventory optimization	
	VAMC Biomedical Engineer	Balance parts/supplies inventory with service level targets	
	VAMC Biomedical Engineer	Coordinate with VAMC Logistics office to determine optimal storage plan for frequently needed parts and supplies	
	VAMC Logistics	Coordinate with VAMC Biomedical Engineering shop to balance parts/supplies inventory with service level targets	
	VAMC Logistics	Weigh carrying costs against impact/cost of stock-outs	