

How well prepared are you for unexpected shortages?

This checklist helps you assess and optimise your company's **warehousing, process security, ability to respond and supplier strategy**. Answer all the questions honestly – the more boxes you tick, the better prepared is your business for unexpected shortages. **Unchecked boxes** highlight areas where you need to **improve the way they operate**.



1. Warehousing

- Are vital spare parts available at all times?
- Do you stockpile vital parts in larger numbers?
- Did you set up critical stock levels for material you use often?
- Do you check and update your inventory on a regular basis?
- Do you use digital stock monitoring?



2. Process security

- Did you put clear processes in place that cover sourcing at short notice?
- Did you agree and communicate all decision-making processes involved?
- Do you reassess above emergency procedures regularly?
- Did you standardise communication between manufacturing, purchasing and warehousing?
- Did you put an escalation process in place that covers emergencies?



3. Ability to respond

- In the case of design changes, are you able to source parts at short notice?
- Does your ordering policy allow for purchases at short notice?
- Are there alternative suppliers in the event of a bottleneck?
- Did you put a clear approval process in place that covers express orders?
- In the case of an emergency, how fast and transparent is your way of communication?



4. Supplier strategy

- Do you use suppliers who are able to ship at short notice?
- Did you sign framework agreements that give you quick access to vital material?
- Does your procurement service provider allow you to use different suppliers?
- Are your suppliers able to fulfil bulk orders at short notice?
- Did you agree on terms that cover emergencies and express orders?



Act now

Come up with an emergency plan, put clear processes in place and strengthen your supplier relations – these are ways that will keep you going in the event of unexpected shortages. More information available [here](#).