



SPARE PARTS & VFD PLANNING CHECKLIST

Prevent Downtime from Obsolete VFDs & Long Lead Times

Unplanned downtime often comes down to one thing: not having the right part when you need it. This checklist helps you identify gaps in your spare parts strategy—especially for VFDs and critical automation components—so you can reduce delays, avoid disruptions, and keep your systems running.

How to Use This Checklist

- Review each section during a maintenance or reliability check
- Check off items as you confirm coverage
- Flag risks like obsolete parts or long lead times
- Prioritize actions based on impact to your operation
- Revisit quarterly or during equipment updates

1. Identify Critical Equipment & Drives

- Equipment that would stop operations if it failed is identified
- All critical VFDs and drive-controlled systems are documented
- High-risk components (VFDs, PLCs, HMIs, power supplies) are listed
- Part numbers, manufacturers, and system details are recorded
- Failure history or recurring issues are tracked

2. Assess Availability & Lead Times

- Replacement VFDs or spare drives are available for critical systems
- Lead times for key components are known and documented
- On-site spare inventory aligns with system risk
- Gaps in availability are identified before failures occur
- Alternative sourcing options are considered for critical parts

3. Plan for Obsolete & Hard-to-Find Components

- VFDs and automation components nearing end-of-life are identified
- Obsolete or discontinued parts are flagged and tracked
- Compatible replacements or cross-references are documented
- Surplus inventory is identified for hard-to-find components
- A plan is in place for components no longer supported by OEMs

4. Evaluate Repair, Replacement & Cost

- Repair options are evaluated before replacing failed components
- Cost comparison between repair and replacement is considered
- Repairs are considered when lead times are too long
- Warranty coverage and long-term performance are reviewed
- Cost-saving opportunities are identified across spare part strategies

5. Strengthen Sourcing & Downtime Response

- Trusted suppliers for surplus and non-OEM sourcing are identified
- Factory-sealed and remanufactured options are evaluated
- Emergency response plans are in place for critical failures
- Internal teams know how to source or replace failed parts quickly
- Exposure to long OEM lead times is minimized

