Tools, spare parts and consumables register

Preserve identity, compatibility and movements to find the right item and explain the balance.

Audience: Stores, mold shop and maintenance owners.

INSTRUCTIONS

1. Assign an item ID and record its description, exact reference and revision. Distinguish reusable tooling, spare parts and consumables.

2. Document compatible equipment or applications and the source of compatibility. Similar appearance does not establish interchangeability.

3. Record unit, location, batch and status. Keep available, reserved, under-review and obsolete material distinct.

4. Record every receipt or issue with date, quantity, origin or destination and owner. Link use to an order or intervention when available.

5. Reconcile the balance through an authorized review and record differences without deleting movements. Assign ownership of missing documents and obsolete items.

LIMITS

Does not certify compatibility, service life or condition. A recorded balance does not replace an authorized physical check or manufacturer storage requirements.

ORIGINAL EXAMPLE

FICTIONAL: REP-DEMO-13, seal reference DEMO-J2, unit each. Documented opening balance: 12; three issued to INT-DEMO-04; recorded balance: nine. Two of the nine are under review and remain distinct from the seven available. No purchase or reference substitution is recommended.

RECORD FORM

Complete one copy per record. Attach sheets if more space is needed. Avoid ambiguous blanks: state unavailable or not applicable.

ID / description / reference / revision
Type / application / compatibility / source
Unit / batch / location / status
Date / receipt / issue / quantity
Origin / destination / order / owner
Recorded / reserved / review balance
Count / difference / evidence
Proposed substitution / authorization
Obsolescence / open item / closure

SOURCES AND USE

General guidance and original VYRCO form. Sources support the context; they do not certify this template.

Husky · Maintenance and Refurbishment

Manufacturer example of inspection, intervention and testing; no general intervals are established.

https://campaigns.husky.co/hot-runner-refurbishment-maintenance-program

NASA · Configuration Management

Principles for identifying, reviewing and verifying changes. VYRCO formats are original, not NASA forms.

https://www.nasa.gov/reference/6-5-configuration-management/

Reviewed: 2026-10-10. Version: 1.0. Language: English.

Free to use, including professional work. You may adapt this template for personal or internal use. Retain VYRCO attribution and label modifications. Do not resell or redistribute a modified version as an original VYRCO resource. External sources retain their rights.