

COMPANION WORKSHEET PACK

Supply Chain Risk Mitigation

Disruptions Cannot Always Be Prevented, But Their Impact Can Be Limited

9 Worksheets · 3 Categories · A4 Print-Ready

High-Volume · Niche-Search · Specific-Case

PT Hibrkraft Kreasi Indonesia · hibranwar.com

PART 1

High-Volume Worksheets

Universal worksheets — what most operators reach for daily or weekly. Run these on a regular cadence regardless of business size or stage.

Lead-Time Buffer Check

Compare promised vs actual delivery time for each critical vendor. Takes 15 minutes from existing goods-received records.

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VENDOR	PROMISED LEAD TIME (DAYS)	ACTUAL LEAD TIME LAST ORDER (DAYS)	GAP (+/-)	BUFFER STOCK ON HAND (DAYS OF PRODUCTION)

- For any vendor where actual lead time exceeds promised lead time by more than 2 days: is current buffer stock sufficient to cover that gap? Write the shortfall in production days. That shortfall is the minimum additional safety stock needed for this vendor.

- Which vendor has the largest positive gap (consistently later than promised)? Check their scorecard trend from the last three months. A vendor whose lead time is drifting upward is showing one of the five early warning signals discussed in Chapter 9 — even if individual deliveries have not yet triggered the alert threshold.

Supplier Health Quick-Poll

A five-minute phone call or WhatsApp check with your top five vendors, once per week. Not a formal audit. A warm pulse.

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VENDOR	CONTACT MADE? (Y/N)	SIGNAL HEARD (NORMAL / WATCH / CONCERN)	NOTES	ACTION BEFORE NEXT WEEK

1. Any vendor marked Concern: notify your verified alternative vendor for the same component that their volume may increase in the coming weeks. This costs nothing. If the primary vendor recovers, you cancel the alert. If they do not, you have already prepared the switch.
2. Review the Notes column. Are any explanations for Watch or Concern signals consistent with the tier-2 risk categories from Chapter 2 — a shared upstream source disruption, geopolitical shipping route problem, or currency pressure raising import costs? If yes, the signal may affect more than one vendor simultaneously.

PART 2

Niche-Search Worksheets

Rare-situation worksheets — high value when the situation hits. Run these only when the trigger appears, but keep them findable.

Force Majeure Activation Playbook

A reference document to complete before a force majeure event, not during one. Review and update after every major contract renewal or when geopolitical conditions shift.

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VENDOR	FM CLAUSE SPECIFIC? (Y/N)	NOTIFICATION DEADLINE IN CONTRACT (HOURS)	QUALIFYING EVENTS LISTED (Y/N)	LAST CONTRACT REVIEW DATE	GAP / ACTION NEEDED

1. For each vendor with FM Clause Specific = N: the force majeure clause in that contract may currently allow the vendor to claim FM for internal production problems, scheduling failures, or raw material ordering delays — none of which should qualify. Note this as a contract gap. Prioritize renegotiation by vendor purchase share: highest share first.

2. Rank vendors by Notification Deadline from shortest to longest. The vendor with the shortest notification requirement gives you the most response time. If your highest-share vendor has the longest notification window (or no defined window), that is inverted — the vendor with the most impact on your production has the least obligation to warn you. Flag for contract revision.

PART 3

Specific-Case Worksheets

Pre-framed scenarios — each worksheet walks you through a single, concrete situation. Read the scenario, then fill in your version of it.

Regional Flooding Closes Primary Supplier Route for 4–6 Weeks

Scenario: Severe flooding closes road and rail access to your primary supplier’s warehouse or factory for an estimated 4 to 6 weeks. The supplier can confirm goods are available but cannot ship. Air freight is technically possible but costs 4 to 6 times the normal rate. Your current stock covers 9 production days.

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DECISION	OPTION A	OPTION B	OPTION C	YOUR CHOICE	RATIONALE
Immediate procurement	Emergency air freight from primary vendor	Activate verified alternative vendor	Halt production, negotiate customer delays		
Customer communication timing	Wait until delay is certain (day 7+)	Communicate within 48 hours with revised timeline	Communicate only to largest accounts		
Secondary vendor volume	100% to secondary for duration	Split: 60% secondary, 40% reduced primary if partial delivery resumes	Reduce production run and hold		
Stock rebuild target	Return to normal safety stock on day 1 of route reopening	Increase safety stock 25% above normal for 8 weeks post-disruption	No change to safety stock policy		
BCP documentation update	Log cost and timeline after resolution	Update BCP during disruption with live data	Schedule post-mortem within 2 weeks of resolution		

1. Write the actual contact name and mobile number for your verified alternative vendor for each critical component affected. If you cannot write it without looking it up, the information is not accessible enough to be useful in an emergency. The BCP contact list needs updating.

2. Calculate your actual runway: $\text{current stock} \div \text{daily production requirement} = \text{days of coverage}$. If your runway is below 5 working days, emergency procurement (even at premium cost) is the correct first action regardless of which option you chose above. Premium freight cost is almost always smaller than idle staff cost over the same period.

Sole-Source Supplier Files for Bankruptcy

Scenario: Your sole verified supplier for a critical component — currently providing 80% of your monthly volume for that item — files for court protection from creditors. Operations are suspended immediately. Existing purchase orders are frozen. No delivery timeline can be confirmed. Current stock covers 6 production days.

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ACTION	TIMELINE (WITHIN X DAYS)	OWNER (ROLE)	STATUS (TO DO / IN PROGRESS / DONE)	NOTES
Confirm bankruptcy filing and suspension scope in writing	24 hours	Owner / Procurement manager		
Calculate stock runway per affected component	24 hours	Operations		
Contact all identified alternative candidates for affected component	48 hours	Procurement manager		
Place emergency PO with fastest-lead-time alternative that can fulfill to spec	48–72 hours	Owner (authorized above threshold)		
Notify customers whose orders are at risk of delay	Before day 5 or before their deadline — whichever is sooner	Owner / Sales		
Check contract: does FM or insolvency clause allow PO cancellation without penalty?	72 hours	Owner + legal review		
Initiate formal supplier qualification for at least one additional alternative	Within 2 weeks	Procurement manager		
Document total cost of disruption (direct + indirect)	Within 30 days of resolution	Finance		

1. If your verified alternative vendor can only supply 40% of your normal volume for this component, calculate: how many production days can you sustain at 40% supply? What is the reduced-output contribution margin per day? Is that margin positive enough to justify running at partial capacity, or is a temporary halt less costly? Write the numbers.

2. This scenario exposes the same gap the Central Java plastics company faced in year four: one distributor's liquidity problem became a three-week stoppage because no alternative had ever been verified. If this worksheet reveals that your answer to the emergency PO row is 'no verified alternative exists,' that is the single highest-priority action in your entire supply chain risk program.

Geopolitical Event Blocks One of Three Sourcing Regions

Scenario: A geopolitical escalation disrupts shipping lanes from a region supplying approximately 35% of your imported raw material volume. Your two other sourcing regions are unaffected. Your primary vendor sources 60% of their supply from the affected region. Current estimates suggest the disruption will last 6 to 12 weeks. Prices from unaffected sources are already rising as demand concentrates.

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COMPONENT	% OF VOLUME FROM AFFECTED REGION (VIA PRIMARY VENDOR)	UNAFFECTED ALTERNATIVE SOURCE AVAILABLE? (Y/N)	PRICE PREMIUM FROM UNAFFECTED SOURCE (EST. %)	VOLUME GAP IF PRIMARY VENDOR REDUCES (UNITS/MONTH)	WEEKS OF BUFFER STOCK

1. Sum the Volume Gap column. That is the total monthly shortfall if your primary vendor operates at reduced capacity for the duration. Compare it to: (a) what your verified alternatives can cover, and (b) what production reduction customers can absorb without switching to competitors. The difference between these figures is the exposure that requires immediate action — either accelerated alternative-vendor qualification or customer renegotiation.

2. For any component where Unaffected Alternative Source = N: this is a geographic concentration risk of the type described in Chapter 2. Two vendor names, one failure point. Write down one concrete step to identify a non-overlapping supply source before the current disruption resolves. Emergency diversification during a crisis costs more than diversification that already existed — but diversification started now still costs less than the next crisis without it.

Companion to:

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by Ibrahim Anwar

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