ISO 45001:2018 Gap Analysis Action Plan - Part C

Instructions:

1 Review the gap analysis findings
2 Transfer the identified gaps into single rows below, from Row 14 onwards
3 Enter start date in Cell N13 - Please note: the date must be a Monday!
4 Set the 1st planned start date in Cell G14
5 Set the planned finish date in the adjacent Cell H14
6 The duration (in days) is shown in Cell I14 and duration bars from Column N onwards are shaded based on the dates entered
7 Do not enter data in Columns I, K and M, or N onwards (except Cell N14)
8 Record the estimated % progress of each activity in Column J, this highlights the indicator in Column K
9 Record the actual date the activity is completed in Column L, days overdue are shown in Column M

Activity	ISO 45001 Clause Ref.	Description of Gap Identified	Proposed Remedial Action	Responsibilities & Resources	Deliverables & Outputs	Planned Start Date	Planned Finish Date	Duration (Days)	Activity Progress %	Indicator	Actual Date Completed	Days Overdue
1						03-May-23	03-Jul-23	44	100		04-Jul-23	1
2						11-May-23	10-Jul-23	43	75		09-Jul-23	-1
3						17-May-23	17-Jul-23	44	50		20-Jul-23	3
4						23-May-23	24-Jul-23	45	25		17-Jul-23	-7
5						30-May-23	30-Jul-23	44	5		05-Aug-23	6
6								0				0
7								0				0
8								0				0
9								0				0
10								0				0
11								0				0
12								0				0
13								0				0
14								0				0
15								0				0
16								0				0
17								0				0
18								0				0
19								0				0
20								0				0
21								0				0
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23								0				0
24								0				0
25								0				0
26								0				0
27								0				0
28								0				0
29								0				0
30								0				0
31								0				0
32								0				0
33								0				0
34								0				0
35								0				0
36								0				0
37								0				0
38								0				0
39								0				0
40								0				0
41								0				0
42								0				0
43								0				0
44								0				0
45								0				0
46								0				0
47								0				0
48								0				0
49								0				0
50								0				0
51								0				0
52								0				0
53								0				0
54								0				0
55								0				0
56								0				0

Week 1							Week 2							Week 3							Week 4							Week 5					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
24-Apr-23	25-Apr-23	26-Apr-23	27-Apr-23	28-Apr-23	29-Apr-23	30-Apr-23	01-May-23	02-May-23	03-May-23	04-May-23	05-May-23	06-May-23	07-May-23	08-May-23	09-May-23	10-May-23	11-May-23	12-May-23	13-May-23	14-May-23	15-May-23	16-May-23	17-May-23	18-May-23	19-May-23	20-May-23	21-May-23	22-May-23	23-May-23	24-May-23	25-May-23	26-May-23	27-May-23