

# Gap Analysis Guidance

## **ISO 45001:2018 Self-assessment**

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standard against your organization’s existing management system. Each question in the checklist refers to a requirement that must be met in order to comply with ISO 45001:2018.

The gap analysis checklist is divided into seven sections, which reflect the contents of ISO 45001:2018. The requirements of ISO 45001:2018 are paraphrased, and the user must take care to review the ISO 45001:2018 standard to understand all specific requirements.

The ‘Comply’ box should be ticked when the objective evidence demonstrates conformity. The ‘NC’ box should be ticked if the objective evidence demonstrates a nonconformity. An ‘Opportunity for Improvement’ (OFI) may exist in the same question but an OFI may not be issued for an issue which does not conform.

Ref	Gap Analysis Question	Gap Finding			Action Plan (if OFI or NC)		Notes
		Comply	OFI <sup>[1]</sup>	NC <sup>[2]</sup>	Improvements Needed <sup>[OFI 1]</sup>	Corrective Action Needed <sup>[NC 2]</sup>	Objective Evidence & Comments
1	Has your organization determined the external and internal issues (values, culture, knowledge and performance) that affect the ability to achieve intended results?						
2	Has your organization considered international, national, regional or local issues arising from legal, technological, competitive, market, cultural, social and economic environments?						

Each question in the gap analysis checklist should be assessed by auditor for conformance to the requirements of ISO 45001, along with the auditor’s knowledge of your organization’s products, services, processes, and facilities; they will be able to make a judgement on conformity, using the criteria set out in the table below:

Finding	Meaning	Description
Comply	Complies with stated requirements	The organization has objective evidence to support the question, and/or
		The organization has a documented procedure or process
OFI	Improvement actions are needed to comply	The organization has objective evidence, but procedure or process needs improvement, and/or
		The organization has objective evidence, but no documented procedure or process, and/or
		The organization has a documented procedure, but is lacking some objective evidence to support the question
NC	Nonconformance	The organization has no objective evidence to support the question, and/or
		The organization is lacking a documented procedure or process, and/or
		The organization is lacking objective evidence to support compliance

### 1.4.2 Part B - Findings List

**Part B** comprises the gap analysis findings list which details the gaps and proposed remedial actions that are required to close the identified gaps between ISO 45001 and your current management system. It provides a clear description of the resources, tasks and processes required, and an indicative timing and sequencing of key tasks and responsibilities.

