

## Step 6 – Implementation Checklist

Begin Closing the Gaps

### Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Commence work on rectifying identified gaps	<p>The outcomes of Step 4 (gap analysis) and actions resulting from Step 5 (Management Review Meeting) set the priority for rectifying the identified gaps.</p> <p>It is important to monitor progress and to document the actions and results; using the gap analysis action plan, as these will need to be considered at the next Management Review Meeting in Step 11.</p>	<p>Top Management</p> <p>Management Representative</p> <p>Process owners</p> <p>EMS Implementation Team</p>	<ul style="list-style-type: none"><li>• Prioritized gap analysis action plan</li><li>• Number of actions open/closed</li><li>• Number of actions late/on-time/at-risk</li></ul>

### Implementation Checklist

Description	Evidence
Check that the EMS Implementation Team has received a copy of the approved gap analysis action plan and are using the latest, most recent revision of the document.	
Check that the results of the gap analysis and the actions to bridge the gaps have been reviewed by the process owners.	
Check that EMS Implementation Team are documenting their progress.	
Check that EMS Implementation Team are monitoring and reporting the number of actions open/closed.	
Check that EMS Implementation Team are monitoring and reporting the number of actions that are late/on-time/at risk.	
Using the Requirement Process Matrix from Step 2, check that the required processes and procedures are being developed for the correct functions and departments.	
Check that the results of monitoring the gap closures are reported to the Management Representative.	
<b>Notes:</b>	

### Approval for next step:

<b>Actioned By:</b>	Signature:	Position:	Date:
<b>Verification By:</b>	Signature:	Position:	Date: