

Step 4 – Implementation Checklist

Insert your company's name or logo.

Gap Analysis and Action Plan

Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Conduct a gap analysis of your current management system	<p>A gap analysis is a technique to clearly identify which clauses of ISO 9001 or ISO 14001 are currently not being fully addressed (or not addressed at all) and to develop remedial actions.</p> <p>Try to understand each business process in the context of each of the requirements of the standards by comparing different activities and processes with what the standards require.</p> <p>Prepare the results and draft the action plan detailing the tasks/actions, deliverables, owners and timeframes. Submit to the Management Representative for approval before proceeding to Step 5.</p>	<p>All Managers Heads of Dept Top Management Management Representative Process owners EQMS Implementation Team</p>	<ul style="list-style-type: none"> Completed gap analysis checklists (Part A) Findings list (Part B) Approved list of actions, deliverables, owners and timeframes (Part B)

Implementation Checklist

Description	Evidence
Check that the gap analysis has been carried out and study the outcome. With this analysis, it should be possible to identify the gaps when it is compared with the ISO 9001 and ISO 14001.	
Ensure that the gap analysis is conducted by members of the EQMS Implementation Team.	
Ensure that the gap analysis is conducted with small groups of staff, including the owner of each process.	
Review all existing management system practices, controls and documentation using the requirements of ISO 9001 and ISO 14001 as the criteria.	
Check that an action plan has been developed to bridge the gaps found. Make sure that the action plan includes realistic timeframes.	
Check that the plan is complete, including the actions to bridge the gaps, a time schedule and the allocation of the resources such as manpower, money and time.	
Check that the results of the gap analysis and the actions to bridge the gaps have been approved by the Management Representative.	
Check that the results of the gap analysis and the actions to bridge the gaps have been reported to Top management and that management is also committed.	

NOTES:

APPROVAL FOR NEXT STEP: