www.iso-9001-checklist.co.uk

ISO 9001 & ISO 45001 Gap Analysis Action Plan

Instructions:

1 Review the gap analysis findings

2 Transfer the identified gaps into single rows below, from Cell C15 onwards

3 Enter start date in Cell O14 - Please note: the date must be a Monday!

4 Set the 1st planned start date in Cell G15

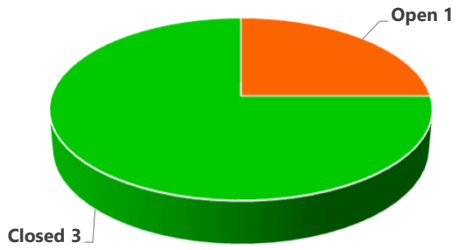
5 Set the planned finish date in the adjacent Cell H15

6 The duration (in days) is shown in Cell I15 and duration bars from Column O onwards are shaded based on the dates entered

7 Do not enter data in Columns I, K and N onwards (except Cell O14)

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



														Week 1							Week 2							Week
Import from the Gap Analysis Findings List						Planned			Actual					M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
Activity	Clause Ref.	Description of Gap Identified	Proposed Remedial Action	Responsibilities & Resources	Deliverables & Outputs	Task Start	Task End	Task Duration	Task Progress	Not Complete	Status	Actual Date Completed	Days Overdue	04-Dec-23	05-Dec-23	06-Dec-23	07-Dec-23	08-Dec-23	09-Dec-23	10-Dec-23	11-Dec-23	12-Dec-23	13-Dec-23	14-Dec-23	15-Dec-23	16-Dec-23	17-Dec-23	18-Dec-23	19-Dec-23	20-Dec-23	21-Dec-23
1								0	100%		Closed		0																		
2								0	90%		Closed		0																		
3								0	80%		Open		0																		
4								0	70%		Closed		0																		
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