# Implementation Summary

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| **Activity** | **Description** | **Responsibilities** | **Deliverables/Outputs** |
| Conduct a gap analysis of your current management system | A gap analysis is a technique to clearly identify which clauses of ISO 9001 are currently not being fully addressed (or not addressed at all) and to develop remedial actions.  Try to understand each business process in context of each of the requirements of the standards by comparing different activities and processes with what the standards requires.  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. | All Managers  Heads of Dept  Top Management  Management Representative  Process owners QMS Implementation Team | * Completed gap analysis checklists (Part A) * Findings list (Part B) * Approved list of actions, deliverables, owners and timeframes (Part B) |

# Implementation Checklist

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| **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 QMS. |  |
| Ensure that the gap analysis is conducted by members of the QMS 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 9001:2015 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:** | |