ISO “INSERT STANDARD” GAP REPORT

# (COMPANY NAME) aDMINISTRATOR ID/NAME “insert user name”

Organisational Scope – This is taken from “Organisational details either when registering or via access Organisational details under account section”

No of NCs: 5 (total number of NCs when user selects no in ISO register)

## Report information

|  |  |  |  |
| --- | --- | --- | --- |
| Report Name | ISO “insert standard” Gap Report | Date: | “insert date downloaded” |
| Status: | Annual compliance review | Review date | + “1 year from download date” |

## Requirements list:

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements (show title only) | Evidence | Review date | Compliance status |
| 4.1 Context of the organization | “This is the txt from audit notes/evidence section”  “List of uploaded documentation” | 05.09.19 | Complaint |
| 4.2 needs and expectations of interested parties |  | 06.09.19 | Non compliant |
| 4.3 Scope |  | 06.09.19 | Incomplete |

And so on…….

3 x compliance status

1 = Compliant (if user selects yes in register)

2 = Not compliant (if user selects no in register)

3 = Incomplete – if user hasn’t made any selections

Non conformances are raised when the user selects no – in the ISO Register ( a box appears saying NC description). The data entered is stored here.

## Non conformances

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NC No: | Requirement (same as req in report above – title only) | NC Description | Date raised | Root cause | Corrective action | Assigned to |
| 1 | 4.1 Context of the organization | “Quality Policy is incomplete” | “Date when NC was created in ISO register”  09.11.21 | This data is entered in the Nonconformance section | This data is entered in the Nonconformance section | In the NC section user can assign another user to complete this task. I.e. Joe Bloggs |
| 2 | 5. Risk Assessment | Risk assessments have not been reviewed | 12.12.21 | As above | As above | As above |

(Note there could 100’s of these.