# How to Use the Gap Analysis Questionnaire

## Structure

* **Part 1 - Clauses 4 to 10:** Covers mandatory ISO/IEC 27001:2022 requirements.
* **Part 2 - Annex A Controls:** Includes discretionary security controls based on risk assessments.

## Answering the Questions

* **Select Your Response:** Use the dropdown to indicate Yes, No, Refer to comments, or Not Applicable for each question.

A screen shot of a computer

Description automatically generated

* **Policy/Documentation:** Provide references or citations to relevant policies or documents.
* **Comments:** Explain your answers for each response, mandatory for "No" or "Not Applicable."

## Clarifications

* If unsure, mark the question for clarification and seek expert advice.