ISO 9001:2000 SAMPLE GAP ANALYSIS AND PLAN FOR IMPLEMENTATION ©

Create a spreadsheet

Standard Section	Standard Requirement (NOTE: See the official standard for exact wording)	How Addressed in your Current Management System	What's Missing?	Priority /effort	% Complete
4.1	establish, document, implement, and maintain quality management system and continually improve it's effectiveness	We do have clearly defined processes. Our current processes are informal and are not documented. There are monitoring components that are not addressed. Continual improvement is what we strive for at all times but not in a systematic approach.	Process documentation, continual improvement formal process	Hi/Hi	20%
4.1a)	identify processes	Research Process, Design Process, Procurement Process, Pre-Assembly, Assembly, Testing, …..	Auditing, Monitoring, Maintenance, Continual Improvement, …		
	……				

The spreadsheet will grow with time. As you accomplish tasks you can update the Gap Analysis/ Plan and determine where you need to go next. By prioritizing you can start the implementation in the areas where your organization needs the most improvement. You can add other columns to assign the tasks and responsibilities to your employees. The benefit of doing a detailed Gap Analysis in this format is a resulting Master Plan for your implementation.

Good Luck!

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