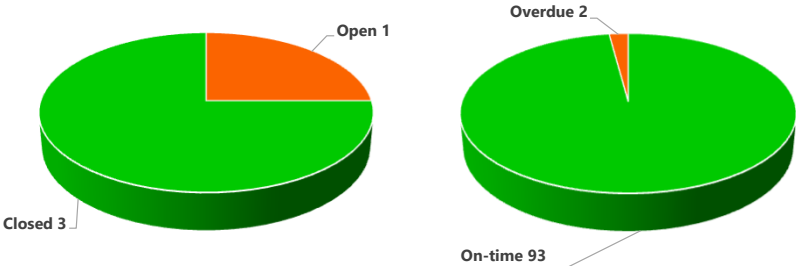


ISO 45001 Gap Analysis Action - Plan Part C

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



Import from the Gap Analysis Findings List						Planned			Actual					Week 1							Week 2						
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	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1						15-Apr-24	03-May-24	15	100%	🚩	Closed	25-Apr-24	-8														
2						03-May-24	10-May-24	6	90%	🚩	Closed	13-May-24	3														
3						10-May-24	17-May-24	6	80%	👉	Open	21-May-24	4														
4						17-May-24	27-May-24	7	70%	👉	Closed	26-May-24	-1														
5								0		⬇️			0														
6								0		⬇️			0														
7								0		⬇️			0														
8								0		⬇️			0														
9								0		⬇️			0														
10								0		⬇️			0														
11								0		⬇️			0														
12								0		⬇️			0														
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