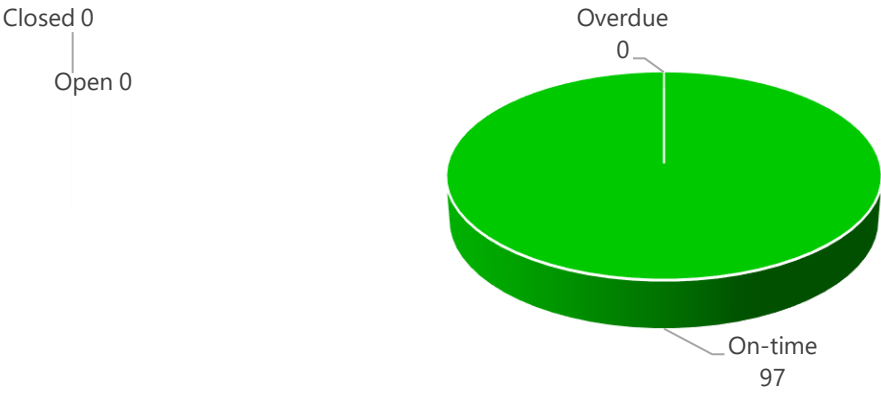


ISO 9001:2026 Gap Analysis Action Plan

Instructions:

- Review the gap analysis findings
- Rows 14 onwards list the ISO 9001:2026 sub-clauses: record each gap against its clause (add rows if needed)
- Enter start date in Cell O13 - Please note: the date must be a Monday!
- Set the 1st planned start date in Cell G14
- Set the planned finish date in the adjacent Cell H14
- The duration (in days) is shown in Cell I14 and duration bars from Column O onwards are shaded based on the dates entered
- Do not enter data in Columns I, K and M, or N onwards (except Cell N14)
- Record the estimated % progress of each activity in Column J, this highlights the indicator in Column K
- Record the actual date the activity is completed in Column M, days overdue are shown in Column N

[illegible]