Q.Factorial

ISO Gap Analysis

What it is and what it isn't.

Initial enquiries about our ISO consultancy services often revolve around these questions:

Q. How much will it cost?

A. As much as it needs to.

Q. How long will it take?

A. As long as a piece of string.

Q. Can you do all the work for us?

A. Dream on...

We are ourselves certified to ISO 9001, so we know what we are talking about!

bsi ISO 9001 Quality Management Systems CERTIFIED

FS 782414

This might not seem positive or sales-savvy, but let's consider what we don't know about your organisation:

1. Size, complexity, and geographic spread.
2. Extent of remote or hybrid work.
3. Products and services.
4. Sector and supply chain position.
5. Reliance on suppliers, contractors, and outsourced services.
6. Experience with the ISO process.
7. Current and future standards you aim to meet.
8. Existing systems, processes, and documents.
9. Other ongoing improvement projects.
10. Motivation for seeking ISO certification, UKAS accreditation, or other approvals.

Where Quality meets Science, Technology & Sustainability

A gap analysis is about finding the gaps and deciding how to close them.

Q. Factorial

It is an essential input to the design of your management system. Without a gap analysis, you are working in the dark and unlikely to achieve compliance.

What it is: A clause by clause assessment of whether or not your existing arrangements comply with the relevant standard(s). Our tool for this activity is our customised Gap & Synergy Assessment with Action Plan (GSAAP).

What it isn't: The documents, templates, forms, audits or other tools and evidence that you will need to close the gaps. This all comes later, driven by the Action Plan.

Conversation
Critical for establishing rapport and transferring knowledge. It requires ongoing dialogue over several months.

Observation
Best conducted on-site to understand your operations and integrate them into the management system.

Documentation
We review and request documents to understand your processes and help design your management system.

Data
Relevant data supports compliance and improvement, even if you think you have none.

GSAAP outcome and deliverable

The GSAAP identifies gaps and synergies against specific requirements in the relevant standards. The deliverable is an Excel worksheet listing the gaps, synergies, and recommended actions, with a consolidated action plan and timeline on a second sheet. We'll discuss the GSAAP results with you to allocate tasks and decide on further consultancy needs.

Back to the original questions

How much will it cost?
The gap analysis (GSAAP) cost is typically 2-3 days of consultant time for a single site and standard. The full project cost including gap closure is likely to be 15-20 days, depending on the amount of work you want to handle in-house.

How long will it take?
The GSAAP is typically delivered within a week for a single site and standard. A full project, including GSAAP, gap closure and external audits is usually spread over 6-9 months or a single site and standard.

Can you do all the work for us?
No. The GSAAP is like every other step along the road to compliance - the stronger your contribution, the more useful our report will be. In the long run, a detailed GSAAP saves time and money by focusing the design, documentation and implementation where it matters most.

WANT TO FIND OUT MORE?

QFactorial is an independent consultancy with experts in many schemes and standards. Our role is to bring you to a state of compliance in the most efficient way, then help you to pass official third party audits to gain accredited certification.

Visit qfactorial.co.uk, call 01256 814111 or email info@qfactorial.co.uk

Hampshire Chamber of Commerce · Woodland Trust · fsb · the trussell trust Stop UK Hunger · Bumblebee Conservation Trust · University of Portsmouth