



PAS 99 Gap Analysis Checklist

GUIDELINES FOR USE OF THE PAS 99:2006 GAP ANALYSIS CHECKLIST

This gap analysis checklist is prepared by the Integrated-Standards.com for use in evaluating common management system requirements. It is intended to provide the framework for integrating and implementing two or more management system.

Please note the introduction of the Pas99 Standard:

- Figure 1 illustrates how the common requirements of multiple management system standards/specifications can be integrated into one common system
- Figure 2 illustrates how the PDCA cycle and the common requirements combine to give the outline structure of the management system.

Each question relates to a requirement in the [Pas99:2006 Standard](#). Along with the checklist, you will need to have a copy of the PAS 99:2006 standard so that you can see the exact details of the requirements.

1. Prepare an audit schedule
 2. Assign responsibility to the auditors for different areas to audit
 3. Copy each section of the checklist for the auditors working with that section
 4. As the auditors work through the checklist, they need to note:
 - a. What is in place
 - b. What needs to be developed
- Reference the procedures or other documents that are reviewed and that will provide information for the new integrated system.
 - Take notes on the status of the documents
 - will they need to be revised for the new system
- or
- indicate if they can they be used as is.
 - Also note where processes are in place, but documentation is needed.

Focus on what is in place, and what needs to be developed. While you do want to know if procedures, processes and other activities are being complied with, compliance is not your main focus for this audit.

Remember that the final outcome of this audit should be a list of things that your organization needs to do to draw together the common requirements of the standards that you are implementing