

<b>Gap Analysis</b>	<b>Lead Auditor:</b> John Doe	
<b>Date:</b> October 8-10		
<b>Area(s) to be audited:</b> Manufacturing Sales Administration Quality Control Engineering	<b>Audit Teams:</b> Team 1: John Doe, Jane Smith Team 2: Mary Moore, Sam Johnson	
<b>Comments:</b> Example schedule, modify to be appropriate to your facility and audit teams.		<b>Standard:</b> <b>ISO 9001:2008</b>

**Proposed Schedule**

<b>Time</b>	<b>Area:</b>	<b>Elements:</b>	<b>Team</b>	
<b>Day 1</b>				
8:00	Manufacturing	Infrastructure	Team 1	
9:00		Planning Product Realization	“	
10:00		Control of Production and Service	“	
11:30		ID and Traceability	“	
1:00		Customer Property	“	
2:00		Preservation	“	
2:30		Control of Measuring Devices	“	
			<b>Team 2</b>	
8:00	Administration	Management Responsibility	“	
9:30		Training	“	
10:30		Infrastructure	“	
11:00		Planning of Product Realization Processes	“	
11:30		Customer Related Processes	“	
1:00		Purchasing	“	
2:00		Monitoring of Customer Satisfaction	“	
3:00		Monitoring of Product Realization Processes	“	

**Gap Analysis Schedule**

<b>Day 2</b>				
8:00	Manufacturing	Monitoring and Measuring of Product Realization Processes	Team 1	
10:00		Control of Nonconforming Product	“	
<b>Day 2</b>				
11:00	Engineering	Document Control	Team 1	
1:00		Infrastructure	“	
1:30		Planning of Realization/ Design and Development	“	
8:00	Administration and Quality Assurance	Corrective and Preventive Action	Team 2	
9:30	Quality Assurance	Document Control	“	
10:30		Control of Quality Records	“	
1:00		Measurement of Customer Satisfaction	“	
2:00		Internal Audits	“	
3:00	Sales	Customer Related Processes	“	
Additional information:				
Signature of Lead Auditor:			Date	