

## Gap Analysis Audit as per IATF 16949

Organization -		Audit Date -
Clause	Requirements	Planned Actions
4.1	4.1 Understanding the organization and its context	List of Internal & External Issue's - SWOT to be made
4.2	4.2 Understanding the needs and expectations of interested parties	Interested Parties - Needs & Expectation's to be made
4.4.1.1	4.4.1.1 Conformance of products and processes	List of Process with interaction matrix to be made
4.4.1.2	4.4.1.2 Product safety	New Procedure to be made for Product Safety Identification of product safety & control matrix to be made
5.1.1.1	5.1.1.1 Corporate responsibility	Corporate Responsibility Manual to be made
5.1.1.3	5.1.1.3 Process owners	Master list of procedure with responsibility
5.3.1	5.3.1 Organizational roles, responsibilities, and authorities – supplemental	Roles & Responsibility should also access to customer portal (only billing) and customer score card receiving, etc
5.3.2	5.3.2 Responsibility and authority for product requirements and corrective actions	Roles & Responsibility to include stop the shipment
6.1	6.1 Actions to address risks and opportunities	Risk Analysis to be done for each process
6.1.2.2	6.1.2.2 Preventive action	Preventive action procedure to be made with relevant formats
6.1.2.3	6.1.2.3 Contingency plans	Contingency Plan to be modified to include testing /simulation
6.2	6.2 Quality objectives and planning to achieve them	MIS should cover all levels in the organization with action plan
6.2.2.1	6.2.2.1 Quality objectives and planning to achieve them – supplemental	Training plan should include CSR Matrix and customer goals
7.1.6	7.1.6 Organizational knowledge	Procedure for Organization Knowledge to be made Master List of Organization Knowledge Library to be made
7.2.3	7.2.3 Internal auditor competency	List of Internal Auditors with competency to be made
7.2.4	7.2.4 Second-party auditor competency	List of Second Party Auditors with competency to be made

# Iso Ts 16949 Audit Gap Analysis Checklist

**BM King**



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