



Sample Gap Analysis Template for ISO 41001:2018

Introduction

A gap analysis is a crucial step in the ISO 41001:2018 implementation process. It helps organizations identify the differences between their current facility management practices and the requirements of the ISO 41001:2018 standard. This template will guide you through conducting a comprehensive gap analysis.

[Company Name]

ISO 41001:2018 Gap Analysis Template

Date: [Insert Date]

Conducted by: [Insert Name]

Section 1: General Information

1. **Organization Name:** [Insert Organization Name]
2. **Address:** [Insert Address]
3. **Contact Person:** [Insert Contact Person]
4. **Position:** [Insert Position]
5. **Email:** [Insert Email]
6. **Phone:** [Insert Phone Number]



Section 2: ISO 41001:2018 Clauses and Requirements

Instructions: For each clause, provide a detailed analysis of the current state of compliance, identify any gaps, and propose actions to close these gaps.

| Clause | Requirement | Current State of Compliance | Identified Gaps | Proposed Actions | Responsible Person | Target Date |
|--------|--|--|---|---------------------------|----------------------|---------------|
| 4.1 | Understanding the organization and its context | [Describe current understanding of organizational context] | [Identify any gaps in understanding] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 4.2 | Understanding the needs and expectations of interested parties | [Describe current stakeholder analysis] | [Identify gaps in stakeholder engagement] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 4.3 | Determining the scope of the FM system | [Describe current scope of FM system] | [Identify gaps in scope definition] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 4.4 | FM system and its processes | [Describe current FM system processes] | [Identify gaps in process integration] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 5.1 | Leadership and commitment | [Describe current leadership involvement] | [Identify gaps in leadership commitment] | [Actions to address gaps] | [Responsible Person] | [Target Date] |



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|------------|---|---|--|---------------------------|----------------------|---------------|
| 5.2 | Policy | [Describe current FM policy] | [Identify gaps in FM policy] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 5.3 | Organizational roles, responsibilities, and authorities | [Describe current roles and responsibilities] | [Identify gaps in role definitions] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 6.1 | Actions to address risks and opportunities | [Describe current risk management practices] | [Identify gaps in risk management] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 6.2 | FM objectives and planning to achieve them | [Describe current FM objectives] | [Identify gaps in FM objective setting] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 7.1 | Resources | [Describe current resource allocation] | [Identify gaps in resource allocation] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 7.2 | Competence | [Describe current competency management] | [Identify gaps in competency management] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 7.3 | Awareness | [Describe current awareness programs] | [Identify gaps in awareness] | [Actions to address gaps] | [Responsible Person] | [Target Date] |



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|-------------|---|---|--|---------------------------|----------------------|---------------|
| 7.4 | Communication | [Describe current communication processes] | [Identify gaps in communication] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 7.5 | Documented information | [Describe current documentation practices] | [Identify gaps in documentation] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 8.1 | Operational planning and control | [Describe current operational planning] | [Identify gaps in operational control] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 9.1 | Monitoring, measurement, analysis, and evaluation | [Describe current monitoring and measurement] | [Identify gaps in performance measurement] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 9.2 | Internal audit | [Describe current internal audit practices] | [Identify gaps in audit process] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 9.3 | Management review | [Describe current management review process] | [Identify gaps in management review] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
| 10.1 | Nonconformity and corrective action | [Describe current corrective action process] | [Identify gaps in corrective actions] | [Actions to address gaps] | [Responsible Person] | [Target Date] |



| | | | | | | |
|-------------|-----------------------|--|--|---------------------------|----------------------|---------------|
| 10.2 | Continual improvement | [Describe current improvement initiatives] | [Identify gaps in continual improvement] | [Actions to address gaps] | [Responsible Person] | [Target Date] |
|-------------|-----------------------|--|--|---------------------------|----------------------|---------------|

Section 3: Summary and Action Plan

Summary of Findings: [Provide a summary of the main findings from the gap analysis, highlighting key areas of non-compliance and required improvements.]

Action Plan: [Detail the overall action plan to address the identified gaps, including major milestones and deadlines.]

| Action Item | Description | Responsible Person | Target Date |
|-----------------|--------------------------------|----------------------|---------------|
| [Action Item 1] | [Description of Action Item 1] | [Responsible Person] | [Target Date] |
| [Action Item 2] | [Description of Action Item 2] | [Responsible Person] | [Target Date] |
| [Action Item 3] | [Description of Action Item 3] | [Responsible Person] | [Target Date] |

Sign-Off: [Signatures of the personnel who conducted the gap analysis and those who approved the action plan.]

- **Conducted by:** [Name] [Signature] [Date]
- **Approved by:** [Name] [Signature] [Date]



This template provides a structured approach to conducting a gap analysis, helping organizations identify and address any deficiencies in their facility management system relative to ISO 41001:2018 requirements. By systematically working through each clause, organizations can ensure comprehensive preparation for certification.