

IATF 16949:2016 Gap Analysis Tool

Supplemental information for conducting a workshop to complete the Gap Tool.

Overview

The Gap Tool provides your organization with a framework for completing an initial evaluation to determine the level of complexity of transitioning from ISO/TS 16949:2009 to ISO 9001:2015 and IATF 16949:2016.

The tool is intended to be completed in a workshop environment. The workshop must be carried out using a multidisciplinary approach where every process of the QMS is represented, including a representative of top management.

The published standards for **ISO 9000:2015**, **ISO 9001:2015** and **IATF 16949:2016** must be available during this workshop. It will be most beneficial if all participants read all three standards before the workshop.

The output of this workshop will become the input for building an implementation plan.

Initial Activities

- › It is highly recommended to start with an analysis of **Annex A of ISO 9001:2015**, which provides context and an understanding of the new features of ISO 9001:2015. A discussion should take place to ensure a common understanding is achieved by all participants.
- › The next activity should be focused on understanding the fundamentals of a QMS by reviewing **Section 2 of ISO 9000:2015**. Special attention should be given to the new **Quality Management Principles**. There should be a discussion regarding the comparison of the guidance provided in Section 2 against the current status of your QMS.

Recommendations

- › When completing the Gap Tool during the workshop, the first activity should be to review the **Introduction of ISO 9001:2015**.
- › As well, an organization should review and assess their understanding of the new definitions in the **Terms and Definitions section of ISO 9001:2015 and IATF 16949:2016**.
- › It is highly recommended that the Gap Tool be completed by clause (i.e. complete all of clause 4, then complete the following clause).

Completing the Gap Tool

- › **Column A:** Clauses of ISO 9001:2015 and IATF 16949:2016 are listed.

Note: Cells with a white background represent clauses from ISO 9001:2015, and cells with a blue background represent clauses from IATF 16949:2016.

- › **Column B:** Indicate whether the clause is a new requirement.
- › **Column C:** List applicable processes. Each process owner should indicate if the requirements are applicable to her/his process. This is a very important part of the Gap Tool and requires that every process owner carefully review the requirements in each clause.

Completing the Gap Tool

- › **Column D:** Each process owner is to assess the current level of implementation of the affected process on a scale of 1-5 with 1 representing *fully implemented* and 5 representing *nothing in place*. Not every process will have the same values.
- › **Column E:** Indicate the rationale behind the assigned value in the previous column, *level of current implementation*.
- › **Column F:** Each process owner is to assess the level of difficulty associated with implementation of the affected process on a scale of 1-5 with 1 representing *not difficult* and 5 representing *very difficult*. Again, not every process will have the same values.
- › **Column G:** Indicate the rationale behind the assigned value in the previous column, *level of difficulty to implement*.

Completing the Gap Tool

- › **Column H:** Indicates the level of complexity to implement each process. The value for the level of complexity is the result of multiplying the values listed in columns D and F for each process. This value is automatically generated by tool. Level of complexity can range from 1-25 with 1 being the lowest level of complexity to implement and 25 being the highest level of complexity to implement. Green, yellow and red colors are used to provide a visual understanding of the level of complexity. This value can be used to identify in which processes the implementation project should focus and will also assist in the determination of the resources needed.
- › **Column I:** Identify what activities need to be performed to close the gap.
- › **Column J:** Identify what resources are needed to perform the activities.

Complexity Matrix

Level of Implementation	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Level of Difficulty				

Conclusion

- › The Gap Tool allows your organization to identify the differences that need to be addressed between your organization's current QMS and ISO 9001:2015 and IATF 16949:2016. As well, the Gap Tool can be utilized as a key input in the planning process for the implementation of ISO 9001:2015 and IATF 16949:2016.
- › By completing the Gap Tool you will learn how processes are interrelated through all the requirements of ISO 9001:2015 and IATF 16949:2016.
- › The Gap Tool can be utilized by organizations currently certified to ISO/TS 16949:2016 and organizations seeking certification to the automotive standard for the first time.

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