**Table B – Gap Analysis & Implementation Tasks Identification (Format Example)** / SSP Gap Analysis Table B

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GAQ Ref** | **Gap Analysis Question** | **Answer: Yes/ No/ Partial** | **Description of Gap** | **Action/ Task Required to fill Gap** | **Assigned Task Group/ Person** | **SSP Document Ref/** | **Action/ Task Status** (open/ WIP/ closed) |
| 1.1-1 | Has [State] promulgated a national safety legislative framework and specific regulations that define the management of safety in the State? | *Partial* | *There is no clear definition or assignment of safety management roles within existing regulatory organizations* | *Task#1 – Legal department to review legislative framework*  | *Task group A*  | *Chapter 2, Sect 1.* | *WIP* |
| 1.1-2 | Are the legislative framework and specific regulations periodically reviewed to ensure that they remain relevant to the State? | *Partial* | *Adhoc or piecemeal review only. No SOP for periodic review process* | *Task#3 – To develop SOP for periodic review of all operating regulations.* | *Task group B* | *Chapter 2, Sect 3.* | *Open* |
| etc |  |  |  |  |  |  |  |

Note: All gap analysis questions or only questions with “No/ Partial” answers may be addressed in this Table as appropriate.

Table C below >>>

**Table C – Actions/ Tasks Implementation Plan (Format Example)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action/ Task Required to fill Gap** | **GAQ Ref** | **Assigned Task Group/ Person** | **Action/ task Status** | **Schedule/ Timeline (Start – End)** |
| 1Q10 | 2Q10 | 3Q10 | 4Q10 | 1Q11 | 2Q11 | 3Q11 | 4Q11 | 1Q12 | 2Q12 | 3Q12 | 4Q12 | etc |
| *Task#1 – Legal department to review legislative framework*  | *1.1-1* | *Task Group A* | *WIP* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task#2 – To define scope of SMS |  | Group 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note: This Table C can also be consolidated as a continuation of Table B (spread sheet) if preferred. Where prioritization of tasks implementation is necessary, refer to the Phased Approach Section to this Chapter