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ISO 22000:2018 Gap Analysis Template

Food Safety Management Systems

Food Safety Management Systems

Website Download Resource

Use this gap analysis template to review current food safety management arrangements and identify priorities before certification assessment.

Independent Third-Party Certification Resource

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How to Use This Downloadable Template

Review each requirement area against your current food safety management system. Select a status, record supporting evidence, describe any gap or food safety risk, and assign an action owner and target date. The template is suitable for initial implementation planning, internal readiness reviews and periodic system improvement.

Field	Purpose	Suggested Use	Output
Clause / Area	Maps the review to ISO 22000:2018	Use for traceability and reporting	Clear clause coverage
Evidence	Records what was examined	Reference documents, records and observations	Objective evidence trail
Status	Shows implementation maturity	C / PC / NC / N/A or Ready / Partial / Gap	Prioritized readiness view
Action	Captures follow-up needs	Assign owner and target date	Actionable improvement plan

Suggested status codes: C = Conforming, PC = Partially Conforming, NC = Not Conforming, N/A = Not Applicable.

ISO 22000:2018 Gap Analysis Matrix

Compare current arrangements with the expected ISO 22000:2018 system outcomes. Consider applicable legal and customer requirements, prerequisite programmes, HACCP-based hazard control and the organization's position in the food chain.

Clause 4 - Context of the Organization

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
4.1	Context and relevant internal/external issues	Context analysis covering food safety, regulatory, market, technology, climate and supply-chain issues			
4.2	Needs and expectations of interested parties	Interested-party register, customer and statutory requirements, competent-authority expectations			
4.3	Scope of the FSMS	Documented scope covering products, processes, sites, outsourced activities and food-chain role			
4.4	Food safety management system	Defined processes, interactions, controls and maintained system documentation			

Clause 5 - Leadership

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
5.1	Leadership and commitment	Evidence of accountability, resources, integration, communication and support for food safety			
5.2	Food safety policy	Approved, communicated and suitable food safety policy with commitments to requirements and improvement			
5.3	Roles, responsibilities and authorities	Defined responsibilities including food safety team leader, reporting and escalation authorities			

Clause 6 - Planning

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
6.1	Risks and opportunities	Method and records for addressing FSMS-level risks and opportunities			
6.2	FSMS objectives and planning	Measurable food safety objectives,			

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Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
		responsibilities, resources, timeframes and evaluation methods			
6.3	Planning of changes	Controlled approach to planned changes affecting the FSMS			

Clause 7 - Support

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
7.1	Resources	Adequate people, infrastructure, work environment, externally developed elements and external providers			
7.2	Competence	Competency criteria, training, qualification and effectiveness records for relevant personnel			
7.3	Awareness	Awareness of policy, objectives, hazards, controls, contribution and consequences of nonconformity			
7.4	Communication	Internal and external communication process covering authorities, suppliers, customers and emergencies			
7.5	Documented information	Document control, approval, revision, access, retention, protection and disposition controls			

Clause 8 - Operation

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
8.1	Operational planning and control	Defined criteria, controlled processes, change control and outsourced-process oversight			
8.2	Prerequisite programmes (PRPs)	Applicable PRPs selected, implemented, monitored and verified for the operating environment			
8.3	Traceability system	Product, material, processing and distribution traceability with test results			

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Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
8.4	Emergency preparedness and response	Plans for food safety incidents and emergencies, including communication and testing			
8.5.1	Preliminary steps for hazard analysis	Food safety team, product characteristics, intended use, flow diagrams and process descriptions			
8.5.2	Hazard analysis	Hazard identification, acceptable levels, assessment and selection/categorization of control measures			
8.5.3	Validation of control measures	Evidence that control measures and combinations can achieve intended hazard control			
8.5.4	Hazard control plan	Operational PRP and CCP plan with limits/action criteria, monitoring, responsibilities and corrections			
8.6	Updating PRP and hazard-control information	Systematic updates following changes in products, processes, hazards or information			
8.7	Control of monitoring and measuring	Calibration/verification and fitness of monitoring and measuring methods and equipment			
8.8	Verification related to PRPs and hazard control	Planned verification, analysis of results and independent responsibility where appropriate			
8.9	Control of product and process nonconformities	Corrections, corrective actions, potentially unsafe product evaluation, withdrawal/recall and disposition			

Clause 9 - Performance Evaluation

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
9.1	Monitoring, measurement, analysis and evaluation	Defined indicators, methods, responsibilities and analysis of FSMS performance			
9.2	Internal audit	Risk-based internal audit programme, competent impartial reviewers, reporting and follow-up			

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Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
9.3	Management review	Planned reviews covering changes, performance, incidents, resources, opportunities and decisions			

Clause 10 - Improvement

Clause	Requirement Area	Expected Evidence	Current Status	Gap / Risk	Action Owner / Date
10.1	Nonconformity and corrective action	Reaction, correction, cause analysis, action, effectiveness review and system updates			
10.2	Continual improvement	Evidence of continuing improvement in suitability, adequacy and effectiveness			
10.3	Update of the FSMS	Planned updating using communication, verification, review and new information			

Summary and Action Plan

Consolidated Improvement Plan

Priority	Key Gap / Food Safety Risk	Required Action	Owner	Target Date	Status

Overall Readiness Conclusion

Overall readiness	
Critical food safety issues requiring immediate attention	
Recommended next review date	
Reviewed by / Date	

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