



Gap Analysis Survey

What is a Gap Analysis Survey, and why have EAA perform one?

A "Gap Analysis" is a way of identifying areas where compliance programs may be lacking. The survey identifies where improvements can be made that will lower your overall risk, or in some cases "fine-tune" your programs, by removing unnecessary elements that can set you up to fail during a regulatory audit. Topics are Worker's Compensation, Safety, Environment, Business Interruption, and Sustainability.

What does a Gap Analysis entail?

Typically, we would visit with a potential client, to get an idea of the size and scope of your operations, which tells us how much time to budget for the survey. A "nickel tour" certainly helps us understand your operations. This initial visit is of course done at no charge to a client. And it goes without saying that if we were to see something critical during the visit, we would tell you!

We would then provide you a firm written proposal, describing what would be done as part of the survey, with a "not to exceed" price. The proposal would give the amount of time necessary, as well as the files or documents that should be made available to our staff.

The site survey would include a review of the facility's processes, procedures, and practices. All files requested would also be part of the survey, to ensure all relevant topics are covered.

What will the Gap Analysis Report look like?

We collect data using a custom App, which enhances the level of detail and allows us to get the report to you sooner. The report has two main sections. The first part is a narrative providing an executive summary, as well as an enumeration of the more critical items. The second part provides all observations. These are sorted by rubric (e.g. Safety), and also by department.

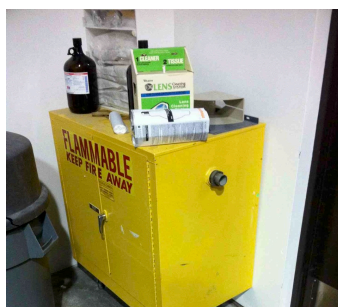
A spreadsheet is also provided to aid in tracking your progress on these identified gaps.

Once we receive the Gap Analysis Report, what do we do?

The general advice - following the old adage - is "eat the elephant one bite at a time". A Gap Analysis Report can be lengthy; it is not uncommon to identify several dozen program deficiencies. Fortunately, the narrative section of the report provides guidance on what should be prioritized. And a general rule of thumb is take care of the low cost, easy to do items first.

Can EAA assist with items identified in the Gap Analysis Report?

Of course! Whether it's program development, training, permitting, ventilation testing, or wastewater system design, EAA has the personnel and expertise to help you.



A	B	C	D	E	F	
1	Topic	Sub-Topic	Item	Details	Notes	Process
14	2.0 - Safety	2.01 - Signs, labeling, marking, surfaces	Handrail missing from upper floor	*Recommendation - Install a handrail on upper floor. Reference - OSHA 180.231(c)(1), states: Every open-sided floor or platform 4 feet (122 cm) or more above adjacent floor or ground level shall be guarded by a standard railing on all open sides except where there is entrance to an open doorway, or head door.		Mechanical Storage
15	2.0 - Safety	2.01 - Safety / Signs / Labeling	Handrails for different heights	*Recommendation - Have a way to differentiate (e.g. bars and/or pattern) signs for just basic fire evacuation. If a specialized requirement such as a handrail under OSHA 1910 or similar. Reference(s): The employer's best management practice.		Overhead
16	2.0 - Safety	2.01 - Safety / Signs / Labeling	Exit signs must be illuminated	*Recommendation - Ensure all exit signs are illuminated. Reference - OSHA regulation 1910.370(b)(2). Every exit sign shall be readily illuminated... not less than 5 foot-candles.		Position Quality Control
17	2.0 - Safety	2.01 - Safety / Signs / Labeling	Exit width	*Recommendation - Ensure exits are wide enough. Reference - OSHA 1910.370(b)(2)(ii). The minimum width of any way of exit access shall in no case be less than 28 inches. Related Comment - Check with local or regional building codes.		Storage reduces overall exit width.
18	2.0 - Safety	2.01 - Safety / Signs / Labeling	Exit / Open re-entrances	*Recommendation - Keep padlocks or similar locks from being on escape routes or re-entrances. Reference(s) - OSHA Means of Egress rules, 1910.363(a)(2). No lock or fastening to prevent free egress from the inside of any building shall be installed except on normal, partial, or complete installations where supervisory personnel is continuously on duty. Related Comment - In a jurisdiction of 001888.0000, it is		There should be a way to remove the lock from the inside.

