[organization logo]

[organization name]

SCOPE OF THE INTEGRATED MANAGEMENT SYSTEM

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Signature:	

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Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

Commented [9A2]: If you want to find out more about determining the scope of the Integrated Management System, see these articles:

- How to define the scope of the QMS according to ISO 9001:2015
http://advisera.com/9001academy/blog/2015/10/13/how-to-define-the-scope-of-the-qms-according-to-iso-90012015/

- Certifying different legal entities under one certification scope in ISO 9001
https://advisera.com/9001academy/blog/2018/03/27/certifying-different-legal-entities-under-one-certification-scope-in-iso-9001/

- How to determine the scope of the EMS according to ISO 14001:2015
http://advisera.com/14001academy/blog/2016/02/01/how-to-determine-the-scope-of-the-ems-according-to-iso-140012015/

Commented [9A3]: To handle documents in an ISO-compliant Document Management System, use Conformio:
http://advisera.com/conformio

Commented [9A4]: You can attend these free on-line training courses to learn more about ISO 9001:2015 & ISO 14001:2015 implementation:

- ISO 9001:2015 Foundations Course
https://training.advisera.com/course/iso-90012015-foundations-course/

- ISO 14001:2015 Foundations Course
https://training.advisera.com/course/iso-14001-foundations-course/

Commented [9A5]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

Commented [9A6]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

Table of contents

1. PURPOSE, SCOPE AND USERS 3

2. REFERENCE DOCUMENTS 3

3. DEFINITION OF IMS SCOPE 3

3.1. PROCESSES AND ACTIVITIES 3
3.2. PRODUCTS AND SERVICES 3
3.3. ORGANIZATIONAL UNITS AND FUNCTIONS 3
3.4. LOCATIONS 3
3.5. EXCLUSIONS FROM THE SCOPE 4
3.6. EXCLUSIONS OF ISO 9001:2015 REQUIREMENTS 4

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1. Purpose, scope and users

The purpose of this document is to clearly define the boundaries of the Integrated Management System (IMS) in [organization name].

This document is applied to all documentation and activities within the IMS.

Users of this document are members of [organization name] management, members of the project team implementing the IMS, and .

Commented [9A7]: Provide names of all other employees who must have access to this document.

2. Reference documents

- ISO 9001:2015 standard, clause 4.3
- ISO 14001:2015 standard, clause 4.3
- ISO 45001 standard, clause 4.3
- [Project Plan document for IMS implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

Commented [9A8]: Include this item if a Project Plan exists.

3. Definition of IMS scope

The scope of the environmental management system defines the physical and organizational boundaries to which the IMS applies. The organization considers context of the organization, needs and expectations of interested parties and the extent of control and influence that can exerts over activities, products and services. The scope is a factual and representative statement of the organization's operations included within the IMS boundaries and it is available to interested parties. Considering the organization's ability or responsibility to ensure the conformity of its products and services, the enhancement of customer satisfaction and the compliance obligations, the IMS scope is defined as specified in the following items:

3.1. Processes and activities

[Specify the activities and processes which are included in the scope]

3.2. Products and services

[Specify the products and/or services which are included in the scope]

3.3. Organizational units and functions

[Specify the organizational units and functions which are included in the scope, and how they are separated from the organizational units and functions that are not included in the scope]

Commented [9A9]: E.g., walls, doors, etc.

3.4. Locations

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[Specify the locations which are included in the scope, and how they are separated from the locations that are not included in the scope]

Commented [9A10]: E.g., walls, doors, separate building, etc.

3.5. Exclusions from the scope

The following is not included in the scope: [specify individual organizational elements/resources which are to be specifically excluded from the scope].

Commented [9A11]: Scoping should not be used to exclude activities, processes, products, services, or facilities that have significant environmental aspects, that have significant occupational health and safety hazards and risks, or to evade the organization's compliance obligations.

3.6. Exclusions of ISO 9001:2015 requirements

The following clauses and requirements of ISO 9001:2015 are not applicable to [organization name] business:

- [clause number and clause title] – [justification for exclusion]

Commented [9A12]: If you want to find out more about exclusion of ISO 9001:2015 requirements, see:

What clauses can be excluded in ISO 9001:2015? http://advisera.com/9001academy/blog/2015/07/07/what-clauses-can-be-excluded-in-iso-90012015/

Commented [9A13]: E.g., 8.3 Design and development of products and services.

Commented [9A14]: E.g., [organization name] doesn't perform design and development process.

[job title]
[name]

_____
[signature]

Commented [9A15]: Only necessary if the Procedure for Document Control prescribes that paper documents must be signed.

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