[organization logo]

[organization name]

SCOPE OF THE QUALITY MANAGEMENT SYSTEM

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
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[organization name]

Change history

Date	Version	Created by	Description of change
	0.1	9100Academy	Basic document outline

Table of contents

1. Purpose, scope and users

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

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

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

> **Commented [AS91004]:** Provide names of all other employees who must have access to this document.

2. Reference documents

- AS9100 Rev D standard, clause 4.3
- [Project Plan document for AS9100 implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

> **Commented [AS91005]:** Include this item if a Project Plan exists.

3. Definition of QMS scope

The scope of the environmental management system defines the physical and organizational boundaries to which the QMS applies. The organization considers context of the organization, needs and expectations of interested parties and the extent of control and influence that can exerts user activities, products and services. The scope is a factual and representative statement of the organization's operations included within the QMS boundaries and it is available to interested parties. Taking into account the organization's ability or responsibility to ensure the conformity of its products and services and the enhancement of customer satisfaction, the QMS 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 [AS91006]:** E.g., walls, doors, etc.

3.4. Locations

[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 [AS91007]:** 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 [AS91008]:** Scoping should not be used to

3.6. Exclusions of AS9100 Rev D requirements

The following clauses and requirements of AS9100 Rev D are not applicable to [organization name] business:

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

> **Commented [AS91009]:** E.g., 8.3 Design and development of products and services.

> **Commented [AS910010]:** E.g., [organization name] doesn't perform design and development process.

[job title]
[name]

_____
[signature]

> **Commented [AS910011]:** Only necessary if the Procedure for Document Control prescribes that paper documents must be signed.