SCOPE OF THE QUALITY MANAGEMENT SYSTEM

Code: ____________________________

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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 [organisation name].

Comment [944]: Provide names of all other employees who must have access to this document.

Comment [945]: Include this item if a Project Plan exists.

2. Reference documents

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

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 ensure over 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 achievement 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]

Comment [946]: 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]

Comment [947]: E.g., walls, doors, separate building, etc.

3.5. Exclusions from the scope
The following is not included in the scope: [description]

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] - [relevance or justification for exclusion]

[job title]
[name]

[signature]

Comment [9A8]: Scoping should not be used to scope out requirements that are not intended to be applicable outside the organization or to evade the organization's compliance obligations.


Comment [9A10]: E.g., 8.3 Design and development of products and services

Comment [9A11]:...