[organization logo]

[organization name]

Commented [16A1]: All fields in this document marked by square brackets [ ] must be filled in.

SCOPE OF THE QUALITY MANAGEMENT SYSTEM

Commented [16A2]: Customer specific requirements are included in the Scope of the Quality Management System by being evaluated and listed in Appendix 1 – List of Interested Parties and Customer Specific Requirements.

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

Commented [16A3]: 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.

Distribution list

Commented [16A4]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change history

Date	Version	Created by	Description of change
	0.1	16949Academy	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 [16A5]: Provide names of all other employees who must have access to this document.

2. Reference documents

- IATF 16949:2016, clauses 4.3, 4.3.1, and 4.3.2.
- [Project Plan document for IATF 16949:2016 implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

Commented [16A6]: 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 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 enhancement of customer satisfaction, as well as customer-specific requirements for the QMS, 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]

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 [16A7]: Remote locations that perform supporting functions (e.g., design centers, corporate headquarters, and distribution centers) also must be included in the QMS scope.

Commented [16A8]: 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

3.6. Exclusions of IATF 16949:2016 requirements

The following clauses and requirements of IATF 16949:2016 are not applicable to [organization name]'s business:

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

[job title]
[name]

[signature]

Commented [16A9]: The only permitted exclusion is related to

Commented [16A10]: If you want to find out more about the exclusion of IATF 16949:2016 requirements, see:

How to define scope of the QMS according to IATF 16949:2016 https://advisera.com/16949academy/blog/2017/06/28/how-to-define-scope-of-the-qms-according-to-iatf-16949/

Commented [16A11]: E.g., 8.3 Design and development of product

Commented [16A12]: E.g., [organization name] doesn't perform design and development process.

Commented [16A13]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.