

[organization logo]

[organization name]

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

## SCOPE OF THE INTEGRATED MANAGEMENT SYSTEM

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

**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.

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## Change history

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

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[organization name]

## 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 [redacted].

**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 EMS applies. The organization considers context of the organization, needs and requirements of interested parties and the nature of activities and influences that are within and outside the organization, products and services. The scope is defined 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 nature of activities, conditions and the compliance obligations, the EMS scope is defined as specified in the following table:

### 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 those excluded from the organizational units and functions that are not included in the scope]

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

### 3.4. Locations

[organization name]

Specify the locations which are included in the scope, and ~~list those not included~~ 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 clause and requirements of ISO 9001:2015 are not applicable to [organization name] because:

**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/>

- 1. [Specify clause and requirements that are excluded]

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

[job title]

[name]

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

[signature]

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