

[organization logo]

[organization name]

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

SCOPE OF THE QUALITY MANAGEMENT SYSTEM

Commented [9A2]: If you want to find out more about control of documents, see:

- article: 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/>

- free online course: ISO 9001 Foundations Course

- <http://training.advisera.com/course/iso-90012015-foundations-course/>

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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 Quality Management System (QMS) in [organization name].

This document is applied to [organization name] and activities within the QMS.

Users of this document are [organization name] management, members of the project team, and other interested parties.

Commented [9A5]: Provide names of [organization name]

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

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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 exert over activities, products and services. The scope is a factual

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]

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3.4. Locations

[specify the locations which are included in the scope]

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3.5. Exclusions from the scope

[organization name]

The following is not included in the scope:

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]

[job title]

[name]

[signature]

Commented [9A9]: Scoping should not be used to exclude

Commented [9A10]: 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 [9A11]: E.g., 8.3 Design and development of products and services

Commented [9A12]: E.g., [organization name] doesn't perform design and development process

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