

[organization logo]

[organization name]

**Commented [14A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## SCOPE OF THE ENVIRONMENTAL MANAGEMENT SYSTEM

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| Code:            |  |
| Version:         |  |
| Date of version: |  |
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**Commented [14A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

### Change history

| Date | Version | Created by   | Description of change  |
|------|---------|--------------|------------------------|
|      | 0.1     | 14001Academy | Basic document outline |
|      |         |              |                        |
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### 1. Purpose, scope and users

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

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

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

**Commented [14A4]:** Provide names of all other employees who must have access to this document.

### 2. Reference documents

- ISO 14001 standard, clause 4.3
- [Project Plan document for ISO 14001 implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

**Commented [14A5]:** Include this item if a Project Plan exists.

### 3. Definition of EMS 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 compliance obligations. The scope is defined and is available to interested parties. Taking into account the compliance obligations, the EMS 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

[redacted]

**Commented [14A6]:** [redacted]

#### 3.4. Locations

[specify the locations which are included in the scope, [redacted] locations that are not included in the scope]

**Commented [14A7]:** [redacted]

#### 3.5. Exclusions from the scope

[organization name]

[confidentiality level]

The following is not included in the scope: [redacted]

**Commented [14A8]:** Scoping should not be used to exclude [redacted]

[job title]

[name]

[redacted]

[signature]

**Commented [14A9]:** Only necessary if the Procedure for Document Control prescribes that paper documents must be signed.