

[Organization logo]

[Organization name]

ISMS SCOPE DOCUMENT

Code:	
Version:	
Date of version:	
Created by:	
Approved by:	
Confidentiality level:	

Commented [270012]: All fields in this document marked by square brackets [] must be filled in.

Commented [270013]: To learn how to define the scope, read these articles:

- How to define the ISMS scope
<https://advisera.com/27001academy/knowledgebase/how-to-define-the-isms-scope/>
- Problems with defining the scope in ISO 27001
<https://advisera.com/27001academy/blog/2010/06/29/problems-with-defining-the-scope-in-iso-27001/>
- Defining the ISMS scope if the servers are in the cloud
<https://advisera.com/27001academy/blog/2017/05/22/defining-the-isms-scope-if-the-servers-are-in-the-cloud/>

Use this tool "Tool for defining the ISO 27001 ISMS scope" to help you define the ISMS scope:
<https://advisera.com/insight/chatbot-tool-iso-27001-scope/>

Commented [270014]: 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.

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	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 Information Security Management System (ISMS) in [organization name].

Commented [270015]: Include the name of your organization.

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

Users of this document are members of [organization name] management, members of the project team implementing the ISMS, and [employees' job titles].

Commented [270016]: Include the name of your organization.

Commented [270017]: Provide job titles of all other employees who must have access to this document.

2. Reference documents

- ISO/IEC 27001 standard, clause 4.3
- [Project Plan document for ISO 27001 implementation]
- List of Legal, Regulatory, Contractual and Other Requirements

Commented [270018]: Include this item if a Project Plan exists.

Commented [27A9]: You can find a template for this document in the ISO 27001 & ISO 22301 Premium Documentation Toolkit folder "03_Identification_of_Requirements".

3. Definition of ISMS scope

[Redacted text]

manages that information.

Taking into account the legal, regulatory, contractual and other requirements, the ISMS scope is defined as specified in the following items:

3.1. Processes and services

[Redacted text]

Commented [2700110]: When doing this, you have to take into account the interfaces and dependencies, as explained in these articles:

- How to define the ISMS scope <https://advisera.com/27001academy/knowledgebase/how-to-define-the-isms-scope/>
- Defining the ISMS scope if the servers are in the cloud <https://advisera.com/27001academy/blog/2017/05/22/defining-the-isms-scope-if-the-servers-are-in-the-cloud/>

the organizational units that are not included in the scope]

Commented [2700111]: E.g., HR department, Sales department, IT department, etc.

Commented [2700112]: E.g. walls, doors, etc.

Commented [2700113]: E.g., Headquarters at xyz street, Subsidiary A at abc street, HR department at Headquarters building, second floor, etc.

Commented [2700114]: E.g. walls, doors, separate building, etc.

3.4. Networks and IT infrastructure

[Specify the networks and related IT infrastructure that are included in the scope, and how they are separated from the networks not included in the scope]

Commented [2700115]: E.g., HR Intranet, Applications sub-net, etc.

Commented [2700116]: Servers cluster 123, Communications cabinet ABC, etc.

Commented [2700117]: E.g. firewall

[redacted]
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which are to be specifically excluded from the scope].

4. Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

Commented [2700118]: This is only a recommendation; adjust frequency as appropriate.

[redacted]
considered:

- [redacted]
- [redacted]
- [redacted]

[job title]
[name]

[redacted]
[signature]

Commented [2700119]: Only necessary if the Procedure for Document Control prescribes that paper documents must be signed.