

Context of the Organisation Procedure

Reference: MSS DOC 4.1

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1. Purpose

The purpose of this document is to set out the activities required by the management system to determine the external and internal issues relevant to Organisation Name's purpose and that affect its ability to achieve the intended outcome(s) of the management system. This procedure feeds into the documented scope of the management system.

2. Scope

This procedure provides the context of Organisation Name for - and applies to - all management system planning in Organisation Name, determining issues that may impact on the objectives set for the management system implementation.

3. Responsibilities

3.1 The Management System Owner (MSO) is responsible for identifying the organisational context for management system risks, and for the development, testing and maintenance of management system plans.

3.2 The Manager/Executive (genericline) is responsible for ensuring that management system issues are considered in understanding organisational context.

4. Procedure

4.1 Identify external issues that may help or hinder the ability to build an effective management system.

"Enter the external issues that have been identified."

4.2 Identify internal issues that may help or hinder the ability to build an effective management system.

"Enter the internal issues that have been identified."

4.3 List Organisation Name's key products and services that will affect or be affected by the implementation of the management system.

"List the products and services identified"

4.4 Identify interested parties that are relevant to the successful implementation of the management system.

"List the parties that have been identified or link to the register"

<<4.5-4.8 removed for sample purposes>>

5. Determining the scope of the management system

Organisation Name shall determine the external and internal issues outlined in 4.1 and 4.2 above, as well as the requirements mentioned in 4.7.

Based on the boundaries set out in this scope and the applicability of the management system, Organisation Name shall establish, implement, maintain and continually improve the management system, and further processes needed, in accordance with the Standard.

The outputs from this procedure are subject to management review as part of the formal management review process described in the Management Review Procedure.

Document owner and approval

The Management System Owner (MSO)%] is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) – electronic and physical – where this document is available"

Its approval status can be viewed in the Master List of Document Approval.