

# 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 statement of the scope statement 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 organizational context for management system risks, and for the development, testing and maintenance of management system plans.

3.2 The Manager/Executive (generic/line) 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 Identify legal and regulatory requirements to the successful implementation and maintenance of the management system.

"List the legal and regulatory authorities that have been identified or link to the register"

4.6 Identify any services and products of the interested parties (mentioned in 4.4) that are critical to the activities, functions, services and products identified in 4.3 (e.g. suppliers, partners, public authorities, utilities, etc.).

Include their activities, functions, services, products, suppliers and partners if known:

"list those identified"

4.7 Identify the requirements of those third parties mentioned in 4.4, 4.5 and products and services outlined in 4.5:

"list those identified"

"4.8 Identify the contribution of the management system policy towards:

- The overall organizational policies and objectives; and
- The overall risk management strategy (e.g. as described to the board and shareholders)."

## 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

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