Logiqc Platform Scope Template

Instructions on how to use this template:

This template provides valuable information for new staff and managers joining your organisation to gain a clear understanding of the purpose and importance of Logiqc.

To use this template, expand the content on the first page to truly align with your organisations scope and purpose for using Logiqc.

As an example, if you intend on using Logiqc for Contract Management, however Human Resource contracts are managed in another system, update the statement in this template to reflect the specific contracts that are expected to be managed in Logiqc.

This template i­­­s intended to live in your Logiqc document register, and should be reviewed regularly to reflect your use of Logiqc as it evolves.

To begin, copy the following page of this document to a template with your organisations branding.

Logiqc – Quality Management System - Scope

The Company name Quality Management System relates to the management and provision of services delivered from the following service locations:

* Insert the details of the services delivered by the organisation

Services provided from these locations include:

* Insert the addresses the organisation operates from

<Remove this section if the company does not have ISO9001 standard>

**Not Applicable ISO 9001 Requirements**ISO 9001 QMS Requirements clauses not applicable to the scope: 8.3 Design and Development of Products and Services (incorporating subclauses 8.3.1 to 8.3.6), as Company Name does not develop products or services.

**Scope**The following outlines the scope of the Logiqc Quality Management System (LogiqcQMS) for each register activated in the system. Its purpose is to:

* Ensure compliance with industry standards (accreditation register)
* Centralise and manage the lifecycle of assets (assets register)
* Centralise and control documents
* Centralise and strengthen contract management (contract register, compliance register)
* Identify and control risks (risk register)
* Manage supplier performance (supplier register)
* Centralise internal audit program (audit register)
* Strengthen the reporting culture (all reporting registers)
* Ensure staff have the required qualifications and skills (licensing register and training register)
* Centralise and control compliance requirements (compliance register)
* Create a learning culture, whereby the organisation learns from everything, adverse or otherwise
* Strengthening the work health and safety culture

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