

## SECTION 2: ISMS SCOPE

---

### 2.1 Purpose and Scope

#### 2.1.1 Purpose

The purpose of this document is to clearly define the boundaries of the Information Security Management System (ISMS) at Smooth Sailing Solutions.

#### 2.1.2 Scope

Users of this document are members of Smooth Sailing Solutions management, members of the project team implementing the ISMS, and members of INFOSEC and IT DEPARTMENT whose duties require knowledge of this document. Any policy requirements of this document apply to all employees, contractors, consultants, temporary and other workers at Smooth Sailing Solutions and its subsidiaries.

This document applies to all documentation and activities within the ISMS.

### 2.2 Definition of ISMS scope

Smooth Sailing Solutions must define the boundaries of its ISMS in order to decide which information it wants to protect. Such information must be protected no matter whether it is additionally stored, processed, or transferred in or out of the ISMS scope. The fact that some information is available outside of the scope does not mean the security measures won't apply to it; it only means that the responsibility for applying the security measures are transferred to the third party that manages that information.

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

**Document Name**

### 2.2.1 Processes and Services

[Specify the services and/or business processes which are included in the scope. When doing so, take into account the interfaces and dependencies.]

### 2.2.2 Organizational Units

[Specify the organizational units which are included in the scope, and how they are separated from the organizational units that are not included in the scope (e.g., walls, doors, separate buildings, etc.)].

### 2.2.3 Locations

[Specify the locations which are included in the scope, and how they are separated from the locations that are not included in the scope (e.g., walls, doors, separate buildings, etc.)]

### 2.2.4 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 (e.g., firewall).]

### 2.2.5 Exclusions from the Scope

The following is not included in the scope:

- [Specify individual organizational elements/resources which are to be specifically excluded from the scope].
- [etc.]

## 2.3 Compliance and Control

INFOSEC will verify compliance with this scope. No exceptions are permitted unless documented in Section 2.2.5: *Exclusions from the Scope* above.

Section 2: *ISMS Scope* is a controlled document. While this document may be printed, the electronic version maintained on the Smooth Sailing Solutions POLICY DOCS LOCATION is the controlled copy. Any printed copies of this document are not controlled.

**Document Section Classification:** Internal Only

**Document Name**

**2.3.1 Reference Documents**

- *ISO/IEC 27001 standard, clause 4.3*
- *List of Legal, Regulatory, and Contractual Obligations*

**2.3.2 Change Control**

**Table 2-1: Amendment History**

| Version | Date         | Person  | Description of Change        |
|---------|--------------|---------|------------------------------|
| 0.1     | June 20 2019 | T. Ryng | Initialization per template. |

**2.3.3 Review and Approval**

This document is valid as of [date].

The owner of this document is indicated in Table 2-2. This person must review and, if necessary, update the document at least annually. When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- number of incidents arising from unclear definition of the ISMS scope,
- number of corrective actions taken due to an inadequately defined ISMS scope, and
- time put in by employees implementing the ISMS to resolve dilemmas concerning the unclear scope.

**Table 2-2: Approval**

| Name | Title                 | Signature | Date |
|------|-----------------------|-----------|------|
|      | EXECUTIVE-TYPE PERSON |           |      |

