



Reduction of Certification Scope

What is Reduction of Certification Scope?

Scope reduction means:

Removing certain products, services, processes, sites, or activities from the organization's certified management system scope.

This occurs when the organization no longer maintains the capability or intention to continue certain parts of its certified activities.

When Does Scope Reduction Occur?

Scope reduction may be needed if:

- The organization closes a site previously covered by certification.
- A product line or service is discontinued.
- Processes are outsourced and are no longer part of the management system.
- Significant nonconformities in a specific area result in its exclusion.
- Regulatory or customer requirements change, making certain scope elements irrelevant.

Step-by-Step Reduction of Certification Scope Process

Step 1: Initiation of Scope Reduction

The client requests scope reduction formally, explaining:

- The parts of the scope to be removed.
- Reasons for discontinuation (closure, strategic change, etc.).
- Relevant supporting documents (updated org chart, process map, records).

Or

The **Certification Body (CB)** may initiate scope reduction if:

- The organization fails to maintain the required management system in a specific area.
- Persistent nonconformities remain unresolved in that part of the scope.

Step 2: Documentation Review

The CB reviews:

- Updated scope statement.
- Implications of scope reduction on the overall management system.
- Customer or regulatory implications.

Step 3: Planning Evaluation

The CB plans whether:

- An on-site verification is required.
- A desk review suffices for minor reductions.

Step 4: Conducting the Evaluation

CB auditors verify:

- The organization has discontinued the relevant products/services/processes/sites.
- The management system has been updated to reflect the removal.
- No claims are made for the removed scope areas in marketing or documentation.

Step 5: Certification Review and Decision

The CB's technical reviewer assesses:

- The adequacy of the reduction process.
- Compliance with ISO requirements for the remaining scope.

The CB then **decides on scope reduction**.

Step 6: Issuance of Updated Certificate

Once approved:

- A revised certificate is issued with the updated (reduced) scope.
- The certification register is updated.
- The client may only claim certification within the reduced scope.

Key Considerations

- Scope reduction should not affect the validity of certification for the remaining scope if the management system continues to meet requirements.
- Marketing materials, websites, and communications must reflect the new reduced scope.
- Reduction may also occur during surveillance/recertification audits if persistent NCs remain undressed.

Benefits of Proper Scope Reduction

- Keeps certification aligned with the current state of the business.
- Prevents misrepresentation of capabilities to customers.
- Maintains credibility of certification.
- Reduces unnecessary audit coverage, saving costs.

Example of Before and After Scope Statement:

Before:

"Manufacture and distribution of plastic components and metal parts for the automotive and aerospace industries."

After:

*"Manufacture and distribution of metal parts for the aerospace industry."
(Plastic component production discontinued, reducing scope.)*