

For which **location**, has this copy of form been completed?

- Headoffice**  
 **Branch /Sites**

**KINDLY COMPLETE THAT FORM INDIVIDUALLY, MULTIPLYING THAT FORM FOR HEAD OFFICE AND EACH BRANCH / SITE IF THERE IS ANY BRANCH / SITE WITHIN THE SCOPE, EXCEPT HEAD OFFICE.**

**The branches / sites which are requested to be covered within ISO 27001 scope, need to have the characteristics stated below. If it does not have, branch / site can not be covered within scope. (However, it can be a subject of different certification with different scope.)**

- a) All branches / sites perform the same activities within the scope of ISMS, (All branches need to be managed and audited by headoffice, and need to be subjected to Assessment of head office)  
 b) All branches of client need be included at internal ISMS audit programme (internal audit),  
 c) All branches of client need be included at ISMS management review meeting

<b>Name / Address of Location:</b> <i>If the form is completed for head office, please ignore that clause.</i>
<b>Full Time Personnel Number for this Location: Bu Lokasyon için Tam Zamanlı Çalışan Sayısı:</b>
<b>Weekly Working Hours:</b> <i>(Exp: 45 hours/week)</i>
<b>Total weekly working hours of Part Time Employees for This Location:</b> <i>(Exp: If one of the part-time employees work for 5 hours / week and the other works for 10 hours / week. in that case; it will be obtained as 15 hours / week. Total working hours / week of all part-time employees, need to be written to that clause.)</i>

<b>Activities performed at that location :</b>

<b>Business Type(s) and regulative requirements</b> (Critical business sectors: health, security, economy, güvenlik, state affairs are the services contains risks and can have significant negative effect on country.)			
ISMS complexity	<input type="checkbox"/> Less confidential or sensitive information is available.	<input type="checkbox"/> Certain confidential or sensitive information is available.	<input type="checkbox"/> High quantity of confidential or sensitive information is available or high amount (health, personal information, insurance, bank)
Explain with the examples.			
Information security requirements (confidentiality, integrity and availability)	<input type="checkbox"/> Availability (Usability) requirements are low.	<input type="checkbox"/> Availability requirements are available.	<input type="checkbox"/> Availability requirements are high
Explain with the examples.			
<b>Confidential or sensitive information which can not be shared with audit team , during the scope of ISMS audit</b>	<input type="checkbox"/> Less confidential or sensitive information is available.	<input type="checkbox"/> Certain confidential or sensitive information is available.	<input type="checkbox"/> High quantity of confidential or sensitive information is available or high amount (health, personal information, insurance, bank)
Explain with the examples.			

Critical assets quantity	<input type="checkbox"/> Less critical asset are available.	<input type="checkbox"/> Certain critical assets are available.	<input type="checkbox"/> Several critical assets are available.
Kindly explain. Exp: Customer commercial data, citizenship information, health information			
Business type(s) performed within the scope of ISMS	<input type="checkbox"/> Business type(s) containing low risks. Regulatory requirements has not been applicable.	<input type="checkbox"/> High regulatory requirements are available.	<input type="checkbox"/> Business types containing high risk and limited regulatory requirements are available.
Kindly explain.			
<b>Processes and Tasks</b>			
Quantity of Process and Services	<input type="checkbox"/> At most 2 processes are available with few number of interface. At most 2 product range.	<input type="checkbox"/> 3-4 simple processes, are available with less interface. 3-4 product range.	<input type="checkbox"/> More than 4 complicated processes and interface are available. Product range more than 4.
Status of Tasks	<input type="checkbox"/> Several number of employees within the organisation, perform the same task.	<input type="checkbox"/> Personnels within the body organisation, generally perform the similar tasks.	<input type="checkbox"/> Personnels within the body of organisation, perform lots of tasks in different fields and various expertising are available.
Kindly explain.			
Multilanguage requirement.	<input type="checkbox"/> Monolingual assessment with documentation and employees, can be performed.		<input type="checkbox"/> Existence of personnel who can speak more than one language or presentation of documentation in more than one language. Is it at the level requires Free Translation Service?
<b>Management System Setup Level</b>			
<b>A – This section is only completed at the stage of Surveillance and Re-certification audits.</b>			
For surveillance and re-certification audits: Scope and quantity of amendment within the context of ISMS ISO/IEC 17021-1, 8.5.3 clause	<input type="checkbox"/> There is no amendment following last re-certification audit	<input type="checkbox"/> Minor amendments within scope is available. Certain policies, documents etc.	<input type="checkbox"/> There is significant amendments within scope. New processes, new business units, fields, risk assessment management methodologies, policies, documentation, risk application.  <input type="checkbox"/> Amendments in relation with the ones counted above.
Kindly explain.			
<b>B – This section is completed at Initial, Surveillance and Re-certification / transfer audits.</b>			
Past performance information of ISMS	<input type="checkbox"/> Recently certified.	<input type="checkbox"/> Recently surveillance audit has been conducted.	<input type="checkbox"/> There is no certification or audit recently..

Statement of Applicability	<input type="checkbox"/> ISMS has been implemented completely, several audit and improvement cycle, documented internal audits, MR and effective continuous improvement activities has been performed but it is not certified.	<input type="checkbox"/> ISMS has been implemented partially. Certain management system tools are available and being applied. Some continuous improvement processes are available but partially applied.	<input type="checkbox"/> ISMS has been newly established and have not come into operation (management system specific control mechanisms are deficient, continuous improvement activities are insufficient, private process studies are not available etc.)
Kindly explain. <b>SOA (Statement of Applicability) Date:</b> <b>Internal Audit Date:</b> <b>MR Date:</b>			
<b>Outsourcing and dependence to external supplier (including cloud services)</b>			
Outsourcing within ISMS scope and level of 3 <sup>rd</sup> Party contracts	<input type="checkbox"/> There is not outsourcing and have very few suppliers <input type="checkbox"/> Outsourcing is well defined and their contract is being observed, <input type="checkbox"/> External suppliers, have ISMS Certification <input type="checkbox"/> Independent assessment reports are available.	<input type="checkbox"/> Several outsourcing usage application is available.	<input type="checkbox"/> Outsourcing usage is at high level and it significantly affects to business activities, <input type="checkbox"/> Outsourcing at the level of unknown quantity or scope, or several uncontrollable outsourcing contract is available.
Kindly explain.			
<b>Improvement activities in Information system</b>			
Information system improvement scope	<input type="checkbox"/> There is not internal system improvement <input type="checkbox"/> Standardised software platforms is being used.	<input type="checkbox"/> Standardised software platforms are used with complex configuration and parametrization <input type="checkbox"/> (At high level) personalised softwares  <input type="checkbox"/> Some internal or external improvement activities	<input type="checkbox"/> Internal software improvement activities with a various scope for significant business purposes
Kindly explain.			
<b>IT Infrastructure Complexity</b>			
Branches and Disaster Recovery Center / branches number	<input type="checkbox"/> Low accessibility requirements and 1 or any disaster recovery center	<input type="checkbox"/> Intermediate and high accessibility requirements and zero or 1 alternative disaster recovery center	<input type="checkbox"/> High accessibility requirements (7/24 service),  <input type="checkbox"/> Several alternative recovery center  <input type="checkbox"/> Several data center
Kindly explain.			

Scope and variety of components used in realisation of different components of ISMS (different IT platform number, individual network number)	<input type="checkbox"/> High standardised environmental and low variety (Less IT platform, servers, operating systems, databases, networks etc.)	<input type="checkbox"/> Standardised but various IT platforms, servers, operating systems, databases, networks.	<input type="checkbox"/> High variety or complex IT (several different server segments, server and database types, number of application number etc.)
Kindy explain <b>IT platform number:</b> <b>Server number:</b> <b>Operating System number:</b> <b>Remote access network number:</b>			

I confirm the accuracy of all information provided herein.

<b>Company Executive Signature:</b> <b>Company Seal:</b> <b>Date:</b>
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