

Scope template for a security test

To be filled in with the client before starting. It is a ready-made template: adapt it to each job. Tick what you need and write the details on the line.

1. Who

☐ Client: company name, VAT number, who signs and in what role

☐ Assigned professional: name, certifications

☐ Emergency contact reachable for the whole window: name and phone

2. What is tested

☐ Domains and subdomains

☐ IP addresses or networks

☐ Applications: address and environment (test or production)

☐ Test accounts provided by the client

3. What stays out

☐ Excluded systems

☐ Third-party services (payments, mail, hosting, management software), unless their provider gives written permission

☐ People: no social engineering unless written here

4. When

☐ Start and end dates

☐ Time window, 24-hour format with time zone

☐ Forbidden windows: closures, sales peaks, maintenance

5. How

☐ Remote or on site

☐ Type of test: vulnerability assessment, penetration test

☐ What is forbidden beyond the rules of engagement

6. Permissions

☐ Statement by the owner of the systems

- ☐ Permission from the third-party provider, if the systems are hosted there

7. Delivery

- ☐ Report format

- ☐ Who receives it

- ☐ By when

8. Signatures

- ☐ Client: name, role, date, signature

- ☐ Professional: name, date, signature

The template is provided as is: filling it in correctly and adapting it to each job is the sole responsibility of the member and the client.
