Access Review Worksheet

Prepare and document a scoped review of access against current authorised responsibilities.

How to use these four pages

1. Choose one service or role-change event and define the boundary.

2. Identify the business approver, technical administrator and review evidence.

3. Complete the review record on page 3; keep unknowns and exceptions visible.

4. Use page 4 to track approved actions and verification.

A practical working aid

Use the blank records for your own discussion. Examples are fictional, not client case studies. Print to complete by hand or adapt the prompts in your own document; this PDF is not a fillable form.

Keep completed records confidential. Use references to protected evidence rather than passwords, customer records or sensitive system details.

Online instructions and companion article

Read the guide

Read the article

Source guidance

NIST Cybersecurity Framework (CSF) 2.0

Public guidance checked 10 November 2026. The source material informs the approach; no endorsement is implied. This worksheet supports planning and record-keeping. It does not authorise testing, certify compliance or replace an agreed specialist review.

Free to use and adapt within your business with the GRCPreneur acknowledgement retained.

A fictional worked example

Illustrative entries only. No real client, vendor result or completed implementation is claimed.

Record	Illustrative entry
Trigger and scope	A contractor finishes a website assignment. Review the agreed website and supplier accounts.
Authorised need	Handover is complete. Continuing access requires a separate documented reason.
Evidence	Protected account-review record AR-01, checked by the authorised administrator.
Unresolved item	A shared administration arrangement needs a separate transition plan.
Next action	Administrator proposes the change; owner approves the plan and timing.
Closure check	Reviewer confirms the agreed changes and records remaining exceptions.

Before using the blank pages

Agree who will review the record and what decision it supports. Mark assumptions, proposed actions and unverified claims clearly. Copy pages 3 and 4 when you need more space.

Your working record

Project / record ID: _____ Date: _____

Trigger, date and scope

What changed? Which services, roles and period are included?

Authorised access

What work remains? Who approved the access needed for it?

Current position and evidence

What was checked, by whom and when? Use protected evidence references.

Actions and exceptions

What should change? What needs an approved exception or further evidence?

Owners and verification

Who approves, performs and checks each action? What is the review date?

Use protected evidence references. Do not enter credentials or confidential customer details.

Access actions and verification

Related record / requirement: _____ Review date: _____

Action / exception	Evidence / completion check	Owner / due date	Decision / review

Review before the next decision

- The review scope and effective date are explicit.
- Access changes have appropriate authority and timing.
- Handover and unresolved dependencies are recorded.
- Closure evidence and remaining exceptions are clear.

Decision, authority and next checkpoint

Proceed / revise / defer / stop. State the decision scope, conditions, approver and date.

A completed record documents a review. Approval applies only to the stated scope and does not establish that untested work has succeeded.