

Access Data — paste your identity/access export below (starting row 6)

Template Status: OK - column structure correct																																
Identity Name	Email / Identifier	Identity Type	Non-Human Type	Job Title / Purpose	Manager / Business Owner	Department / Team	System / Application	Access Level / Role	Specific Permissions	Account Status	Account Created Date	Last Login / Last Active	Days Since Last Activity	Risk Flag	Review Status	Assigned Reviewer	Assignment Date	Reviewer Decision	Reviewed By	Reviewer Notes	Review Date	Removal Ticket #	Removal Executed Date	Removal Status	Removal Rank	Delegation Check	Self-Review Flag	Additional Field 1	Additional Field 2	Additional Field 3	Additional Field 4	
Jane Doe (EXAMPLE)	jane.doe@example.com	Human	N/A	IT Manager	Alex Chen	IT	Google Workspace Admin	Full admin console access	Inactive		2023-03-01	2026-04-10	115	Access Not Revoked (Inactive)	Pending									N/A		Not yet assigned						
svc-billing-upi (ESAM)	na	Non-Human	API Key	Automated billing sync		Finance Eng	Stripe	Service Account	Read/write - payments API	Active	2024-06-01	2026-03-16	141	No Business Owner Assigned										N/A		Not yet assigned						
Jane Doe	jane.doe@acmestartup.co	Human	N/A	Engineering Manager	Priya Patel	Engineering	Google Workspace User	Standard engineering tool	Active		2022-03-01	2026-07-28	6	OK	N/A - No Risk	Priya Patel	2026-07-18							N/A		N/A - No Risk			CC-ENG	Yes	Standard	US-East
Amy Lee	amy.lee@acmestartup.co	Human	N/A	Accountant	Robert Chen	Finance	Google Workspace Admin	Full billing admin	Inactive		2020-05-01	2026-01-03	212	Access Not Revoked (Inactive)	Completed	Kashif Rahman	2026-07-18	Reviewed	Kashif Rahman	Confirmed departure with HR	2026-07-30	HELPDESK-4471	2026-07-29	Completed	1	Reviewed as assigned						
Bob Kay	bob.kay@acmestartup.co	Human	N/A	Support Agent	Priya Patel	Support	Zendesk	User	Ticket access	Active	2026-05-01		Never used	Never Used (30+ days since cre)	Completed	Priya Patel	2026-07-18	Modified	Priya Patel	New hire, reduced to trial ac	2026-07-30			N/A		Reviewed as assigned						
Sam Kay	sam.kay@acmestartup.co	Human	N/A	Ops Lead (seasonal)	Priya Patel	Operations	Google Workspace Owner	Workspace admin, provision	Active		2023-01-01	2026-04-02	123	Dormant (90+ days no activity)	Completed	Priya Patel	2026-07-18	Certified	Priya Patel	Seasonal ops role, dormancy	2026-07-30			N/A		Reviewed as assigned			CC-OPS	Yes	Standard	US-East
John Smith	john.smith@acmestartup.co	Human	N/A	Sales Rep	Emma Wilson	Sales	Salesforce	User	Read-only CRM	Active	2022-01-10	2026-07-29	5	OK	N/A - No Risk	Emma Wilson	2026-07-18							N/A		N/A - No Risk						
Priya Patel	priya.patel@acmestartup.co	Human	N/A	Engineering Director	Kashif Rahman	Engineering	GitHub	Admin	Org admin, all repos	Active	2021-06-01	2026-07-30	4	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified						N/A		Reviewed as assigned						
Tariq Khan	tariq.khan@acmestartup.co	Human	N/A	Senior Engineer	Priya Patel	Engineering	Google Workspace User	Standard engineering tool	Active		2022-08-01	2026-07-29	5	OK	N/A - No Risk	Priya Patel	2026-07-18							N/A		N/A - No Risk						
Alex Chen	alex.chen@acmestartup.co	Human	N/A	IT Manager	Kashif Rahman	IT	Okta	Admin	Full directory admin	Active	2021-02-01	2026-07-30	4	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified						N/A		Reviewed as assigned						
Kashif Rahman	kashif.rahman@acmestartup.co	Human	N/A	Director of IT (CFO - Founder)	IT	Okta	Admin	Super admin, all systems	Active		2020-01-01	2026-07-30	4	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified	Kashif Rahman	Direct of IT requires dire	2026-07-30			N/A		Reviewed as assigned	Self-Review - Flag for Independence					
Uth Nguyen	uth.nguyen@acmestartup.co	Human	N/A	Former Sales Rep	Emma Wilson	Sales	Salesforce	User	CRM access	Inactive	2023-03-01	2025-11-01	275	Access Not Revoked (Inactive)	Completed	Kashif Rahman	2026-07-18	Reviewed	Kashif Rahman	Terminated employee, offbo	2026-07-30	HELPDESK-4502	2026-07-29	Completed	2	Reviewed as assigned		CC-SALES	No	Basic	US-West	
Maria Garcia	maria.garcia@acmestartup.co	Human	N/A	HR Manager	Kashif Rahman	HR	Google Workspace Admin	HR systems admin	Active		2022-04-01	2026-07-25	9	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified	Kashif Rahman	HR Manager role requires HR	2026-07-30			N/A		Reviewed as assigned						
David Park	david.park@acmestartup.co	Human	N/A	Legal Counsel	Kashif Rahman	Legal	Docusign	Admin	Contract admin access	Active	2023-06-01	2026-07-22	12	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified	Kashif Rahman	Legal Counsel role requires c	2026-07-30			N/A		Reviewed as assigned						
Emma Wilson	emma.wilson@acmestartup.co	Human	N/A	Marketing Lead	Kashif Rahman	Marketing	Google Workspace User	Marketing tools	Active		2022-09-01	2026-07-27	7	OK	N/A - No Risk	Emma Wilson	2026-07-18							N/A		N/A - No Risk						
Robert Chen	robert.chen@acmestartup.co	Human	N/A	CFO	(CFO - Founder)	Finance	NetSuite	Admin	Full financial system admin	Active	2021-01-01	2026-07-29	5	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified						N/A		Reviewed as assigned						
Nina Torres	nina.torres@acmestartup.co	Human	N/A	Product Manager	on Priya Patel	Product	Google Workspace User	Standard product tools	Suspended		2022-11-01	2026-06-15	49	Access Not Revoked (Inactive)	Completed	Priya Patel	2026-07-18	Modified	Priya Patel	Employee on approved leave;	2026-07-30			N/A		Reviewed as assigned						
svc-deploy-bot	svc-deploy-bot@acmestartup.co	Non-Human	Service Account	CI/CD deployment	au Tariq Khan	Engineering	GitHub	Owner	Repo write + deploy keys	Active	2022-01-01	2026-07-30	4	Privileged Access - Confirm Not	Completed	Priya Patel	2026-07-18	Certified	Tariq Khan	CI/CD requires deploy key ac	2026-07-30			N/A		Reviewed by someone other tha						
api-key-legacy-42	api-key-legacy-42@acmestartup.co	Non-Human	API Key	Legacy Stripe billing	s Robert Chen	Finance	Stripe	Service Account	Read/write payments	Active	2019-01-01		Never used	Never Used (30+ days since cre)	Completed	Kashif Rahman	2026-07-18	Reviewed	Kashif Rahman	Deprecated integration, repl	2026-07-30	HELPDESK-4488	2026-07-28	Completed	3	Reviewed as assigned			CC-ENG	N/A	Service	US-East
svc-billing-sync	svc-billing-sync@acmestartup.co	Non-Human	Service Account	Billing data sync to w	Robert Chen	Finance	Google Cloud	Service Account	BigQuery write access	Active	2023-02-01	2026-07-15	19	OK	N/A - No Risk	Kashif Rahman	2026-07-18							N/A		N/A - No Risk						
bot-slack-notify	bot-slack-notify@acmestartup.co	Non-Human	Bot/Agent	Slack deployment notifi	Tariq Khan	Engineering	Slack	User	Post to #devops channel	Active	2022-05-01	2026-07-29	5	OK	N/A - No Risk	Priya Patel	2026-07-18							N/A		N/A - No Risk						
oauth-token-crm-sync	oauth-token-crm-sync@acmestartup.co	Non-Human	OAuth Token	Salesforce-to-warehouse	Emma Wilson	Sales	Salesforce	Service Account	Read CRM records	Active	2023-01-01	2026-07-26	8	OK	N/A - No Risk	Emma Wilson	2026-07-18							N/A		N/A - No Risk						
cert-vpn-gateway	cert-vpn-gateway@acmestartup.co	Non-Human	Certificate	Site-to-site VPN gatewa	Alex Chen	IT	Network Gateway	Admin	Full tunnel admin	Active	2021-03-01	2026-07-30	4	Privileged Access - Confirm Not	Completed	Kashif Rahman	2026-07-18	Certified	Kashif Rahman	VPN gateway requires full tu	2026-07-30			N/A		Reviewed as assigned						
svc-backup-agent	svc-backup-agent@acmestartup.co	Non-Human	Service Account	Nightly backup automates	Chen	IT	AWS	Service Account	S3 read/write backup	Active	2021-07-01	2026-04-01	124	Dormant (90+ days no activity)	Completed	Kashif Rahman	2026-07-18	Certified	Kashif Rahman	Monthly backup job, dorman	2026-07-30			N/A		Reviewed as assigned						
api-key-analytics-old	api-key-analytics-old@acmestartup.co	Non-Human	API Key	Old analytics platform	Integration	Marketing	Mispanel	Service Account	Read/write events	Active	2020-03-01		Never used	No Business Owner Assigned	Completed	Kashif Rahman	2026-07-18	Reviewed	Kashif Rahman	No owner found, deprecated	2026-07-30	HELPDESK-4510		Pending Execution	4	Reviewed as assigned						

Role Matrix — expected access by department/role, for spotting outliers

A reference table, not a formula check: fill this in once per department/role, then use it while reviewing Access Data to ask “does this perso

Department / Role	System / Application	Expected Access Level	Typical Permissions	Notes / Exceptions
Engineering Manager	Google Workspace	User	Standard eng tools, no admin	Requires VP sign-off to grant
Engineering Director	GitHub	Admin	Org admin, all repos	
IT Manager	Okta	Admin	Full directory admin	
Accountant	Google Workspace	User	Finance apps only	Admin access requires CFO approval
CFO	NetSuite	Admin	Full financial system admin	
Ops Lead	Google Workspace	Admin (limited)	Workspace admin for provisioning only	Sales Directors get CRM write access
Sales Rep	Salesforce	User	CRM read-only	
HR Manager	Google Workspace	Admin	HR systems admin	
Legal Counsel	DocuSign	Admin	Contract admin access	
Support Agent	Zendesk	User	Ticket access only	

Removals Log — auto-generated view of every Revoked decision, for auditor sampling

Everything here pulls live from Access Data — do not type into this tab directly. To add or change a removal, edit the Removal Ticket #, Removal Executed Date, or the c

Access Data Row #	#	Identity Name	System / Application	Access Level Removed	Decision Date	Removal Ticket #	Removal Executed Date	Removal Status	Reviewed By
7	1	Amy Lee	Google Workspace	Admin	2026-07-30	HELPDESK-4471	2026-07-29	Completed	Kashif Rahman
15	2	Linh Nguyen	Salesforce	User	2026-07-30	HELPDESK-4502	2026-07-29	Completed	Kashif Rahman
22	3	api-key-legacy-42	Stripe	Service Account	2026-07-30	HELPDESK-4488	2026-07-28	Completed	Kashif Rahman
28	4	api-key-analytics-old	Mixpanel	Service Account	2026-07-30	HELPDESK-4510		Pending Execution	Kashif Rahman

Review Summary

Auto-calculated from the Access Data tab — do not edit

✓ Template Status: OK — numbers below are reliable

Metric	Count	%
Total identities in scope	23	
— Human identities	15	65%
— Non-human identities (API keys, service accounts, bo	8	35%
Total accounts flagged	16	70%
— Access not revoked (inactive but still has access)	3	13%
— No business owner assigned (non-human)	1	4%
— Dormant (90+ days no activity)	2	9%
— Never Used (30+ days since creation)	2	9%
— Privileged access to confirm	8	35%
Reviews completed	16	100%
Reviews still pending	0	0%
— Certified (access confirmed correct)	10	63%
— Revoked (access removed)	4	25%
— Removals pending execution	1	25%
— Removals confirmed executed	3	75%
— Modified (access changed)	2	13%
Identities not yet assigned to a reviewer	0	0%
Identities assigned, awaiting review	0	0%
Reviewed by someone other than assigned	1	6%
Self-review flags identified (independence concern)	1	6%
Reviewed as assigned (no delegation issues)	15	94%
Review completion	100% - Complete	

Quarterly Access Review — Audit Evidence Report

Company Name	Acme Startup Inc.
Review Period (e.g. Q3 2026)	Q3 2026
System(s) Reviewed	Google Workspace, GitHub, Stripe, Okta, Salesforce
Review Coordinator Name	Kashif Rahman
Review Coordinator Title	Director of IT
Review Date	2026-07-30

Summary of Findings

Total identities in scope (human +	23
— Human	15 (65%)
— Non-human (API keys, service ac	8 (35%)
Total risk flags identified	16 (70%)
Reviews completed	16 (100%)
Reviews still pending	0 (0%)
— Certified (access confirmed corre	10 (63%)
— Revoked (access removed)	4 (25%)
Removals pending execution	1 (25%)
Removals confirmed executed	3 (75%)
— Modified (access changed)	2 (13%)
Identities not yet assigned to a rev	0 (0%)
Reviewed by someone other than a	1 (6%)
Self-review flags identified (indep	1 (6%)
Review completion status	100% - Complete

Statement

This access review covered both human user accounts and non-human identities (API keys, service accounts, and automated agents) across the systems listed above. Each identity was evaluated against account status, last activity, ownership, and privilege