

Q2 2026 Access Review Register

Who has access to what — customer-entered governance evidence

Prepared for: Example Ltd (Demo Workspace)

Generated date: 11 June 2026

SAMPLE REPORT — ALL DATA IS FICTIONAL DEMO DATA

This register lists customer-entered access review records grouped by system: who has access, at what level, who reviewed it, when the next review is due, and what action is required. It is access governance evidence for audits and management reviews — it is not employee monitoring, does not track activity, and does not read any email, document, or chat content. Every person, email, and system entry below is fictional demo data.

Summary

Counts based on customer-entered access review entries as of report generation.

Total entries 14	Active 6	Reviewed 5
Action required 2	Revoked 1	Overdue reviews 2

Overdue Reviews

Entries whose next review date has passed. Revoked entries are excluded.

Person	System	Owner / Reviewer	Review due	Status
Maria Stan	Email	Dana Marin (IT lead)	2 Jun 2026	Active
Radu Vasile	Jira	Dana Marin (IT lead)	7 Jun 2026	Active

Register by System

All access review entries grouped by system name.

Claude — 2 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Alex Dumitru	alex.dumitru@example.com	W	Dana Marin (IT lead)	4 Jun 2026	4 Sept 2026	Active

Elena Toma	elena.toma@example.com	R/W	Dana Marin (IT lead)	4 Jun 2026	4 Sept 2026	Active
------------	------------------------	-----	----------------------	------------	-------------	--------

Confluence — 2 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Dan Petrescu	dan.petrescu@example.com	W	Dana Marin (IT lead)	1 Jun 2026	1 Sept 2026	Action required
Maria Stan	maria.stan@example.com	R	Dana Marin (IT lead)	1 Jun 2026	1 Sept 2026	Active

Email — 3 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Ana Ionescu	ana.ionescu@example.com	R/W	Dana Marin (IT lead)	22 May 2026	22 Aug 2026	Reviewed
Dan Petrescu	dan.petrescu@example.com	Admin	Dana Marin (IT lead)	22 May 2026	22 Aug 2026	Reviewed
Maria Stan	maria.stan@example.com	R/W	Dana Marin (IT lead)	—	2 Jun 2026	Active

Jira — 3 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Elena Toma	elena.toma@example.com	R/W/A	Dana Marin (IT lead)	28 May 2026	28 Aug 2026	Reviewed
Radu Vasile	radu.vasile@example.com	Admin	Dana Marin (IT lead)	—	7 Jun 2026	Active
Ioana Marin	ioana.marin@example.com	R/W	Dana Marin (IT lead)	28 May 2026	28 Aug 2026	Reviewed

Tableau — 2 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Maria Stan	maria.stan@example.com	R/W/A	Dana Marin (IT lead)	12 May 2026	12 Aug 2026	Active
Former contractor	contractor.demo@example.com	R	Dana Marin (IT lead)	12 May 2026	12 Aug 2026	Revoked

Teams — 2 entries

Person	Account email	Access level	Owner / Reviewer	Last reviewed	Next due	Status
Ana Ionescu	ana.ionescu@example.com	R/W	Dana Marin (IT lead)	22 May 2026	22 Aug 2026	Reviewed
Alex Dumitru	alex.dumitru@example.com	A	Dana Marin (IT lead)	27 May 2026	27 Aug 2026	Action required

Action Required

Entries flagged with a follow-up action during review.

Person	System	Review result	Action required
Alex Dumitru	Teams	Role broader than needed	Downgrade to R/W — guest project ended

Methodology

- Every record in this register was entered or imported by the customer. CertPilot does not connect to Google Workspace, Microsoft 365, or any directory in this version.
- Overdue means the entry's next review date is in the past and the entry is not revoked.
- CertPilot does not read emails, documents, or chat content.
- This is a static sample document. Every person, email address, system, and review entry is fictional demo data.
- Customer-entered records. Access governance evidence — not employee monitoring, not a compliance certification.