CERTPILOT · ACCESS REVIEW REGISTER

Q3 2026 Access Review Register

Who has access to what — customer-entered governance evidence

Prepared for: Example Ltd (Demo Workspace)

Generated date: 26 September 2026

SAMPLE REPORT — ALL DATA IS FICTIONAL DEMO DATA

This register is operational evidence of the access review process, based on customer-entered records. It lists who has access to each system, at what level, who reviewed it, when the next review is due, and what action is required. When a review has been signed off, the Latest completed review section shows who completed it and when. It is not a compliance certification or audit guarantee, and it is not employee monitoring: CertPilot does not track activity or read any email, document, or chat content. Every person, email, and system entry below is fictional demo data.

Register Verdict

2 access reviews are overdue. Complete the overdue reviews before the next governance review.

Total entries	Active	Action required	Overdue reviews
14	6	2	2

Status Breakdown

Distribution of customer-entered access review entries by status, as of report generation. Total entries and overdue reviews are shown above.

Active	Reviewed	Action required	Revoked
6	5	2	1

Latest completed review — sign-off evidence

Completed: 23 Sept 2026
Completed by: Dana Marin (IT lead)
Review period: Q3 2026
Cadence: Quarterly
Next review due: 22 Dec 2026
Snapshot at completion: 8 people - 6 systems - 14 access records - 2 action required - 2 overdue
Note: Quarterly review of all six systems. Two follow-ups assigned to system owners.

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)	**17 Sept 2026**	Active
Radu Vasile	Jira	Dana Marin (IT lead)	**22 Sept 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)	19 Sept 2026	20 Dec 2026	**Active**
Elena Toma	elena.toma@example.com	R/W	Dana Marin (IT lead)	19 Sept 2026	20 Dec 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)	16 Sept 2026	17 Dec 2026	**Action required**
Maria Stan	maria.stan@example.com	R	Dana Marin (IT lead)	16 Sept 2026	17 Dec 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)	6 Sept 2026	7 Dec 2026	**Reviewed**
Dan Petrescu	dan.petrescu@example.com	Admin	Dana Marin (IT lead)	6 Sept 2026	7 Dec 2026	**Reviewed**
Maria Stan	maria.stan@example.com	R/W	Dana Marin (IT lead)	—	**17 Sept 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)	12 Sept 2026	13 Dec 2026	**Reviewed**
Radu Vasile	radu.vasile@example.com	Admin	Dana Marin (IT lead)	—	**22 Sept 2026**	**Active**
Ioana Marin	ioana.marin@example.com	R/W	Dana Marin (IT lead)	12 Sept 2026	13 Dec 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)	27 Aug 2026	27 Nov 2026	**Active**
Former contractor	contractor@example.com	R	Dana Marin (IT lead)	27 Aug 2026	27 Nov 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)	6 Sept 2026	7 Dec 2026	**Reviewed**
Alex Dumitru	alex.dumitru@example.com	A	Dana Marin (IT lead)	11 Sept 2026	12 Dec 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
Dan Petrescu	Confluence	Left the documentation project	Remove write access — keep R

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.
— When a review is completed in CertPilot, the person who signed off and the date are recorded. The Latest completed review section reproduces that sign-off as dated evidence that the review was performed.
— Overdue means the entry's next review date is in the past and the entry is not revoked.
— This report is operational evidence of the access review process, based on customer-entered records. It is not a compliance certification, legal opinion, or audit guarantee, and not employee monitoring, activity tracking, or productivity scoring.
— 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.