Weekly Governance Report

Checks · Renewals · Access Reviews · Registers — this week

Prepared for: Example Ltd (Demo Workspace)

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SAMPLE REPORT — ALL DATA IS FICTIONAL DEMO DATA

This sample shows the on-demand weekly governance snapshot: what needs attention this week across domains, certificates, DNS, renewals, email authentication, and the customer-maintained registers, with a short action list. CertPilot generates this report on demand from the dashboard; it is not an automated weekly email. Every domain, date, and count below is fictional demo data.

Executive Verdict

1 critical SSL issue and 1 overdue renewal need attention this week. 2 access reviews are overdue. The new alerts and DNS drift below still need review.

Monitored domains	New alerts (7 days)	Overdue renewals	Access review records
8	2	1	14

This Week

A short operational story for the last 7 days.

- CertPilot monitored 8 domains and 7 renewal assets over the last 7 days.
- 1 domain needs immediate review, 1 renewal is overdue, 2 SSL certificates are in the renewal window, 1 DNS drift signal was raised.
- Use Actions for This Week to resolve urgent items before the next governance review.

This Week's Risk Snapshot

Counts based on the latest check per domain and renewal records as of report generation.

Critical domains	Warnings	Stale / not checked
1	2	0

Renewals overdue	Renewals due in 30 days	SSL in renewal window
1	2	2

SSL Renewal Window

Domains with an SSL certificate expiring within 30 days or with an SSL status that needs review.

Client	Domain	SSL status	Expires
Example Retail	**retail-demo.example**	**Expired**	24 Sept 2026
Internal	example.net	**Expiring**	5 Oct 2026

Domain Expiry Watch

Domains where the registration expiry is within 60 days or registration status is not healthy.

Client	Domain	Domain status	Expires
Example Studio	studio-demo.example	**Expiring**	17 Oct 2026

DNS Review Signals

DNS drift alerts raised in the last 7 days. Review whether each change was intentional.

Domain	Raised	Signal
clinic-demo.example	24 Sept 2026	A and TXT records changed between checks

Renewal Ledger Risks

Non-cancelled renewal assets grouped by overdue, due this week, due in 8–30 days, and records with missing fields.

Overdue

Adobe — Creative Cloud Teams (5 seats), due 20 Sept 2026, no contact assigned.

Due in 8–30 days

Cloudflare Pro plan (18d) · Wildcard certificate *.retail-demo.example (25d).

Incomplete records

Adobe Creative Cloud Teams — missing contact / owner · Tableau Creator — missing renewal date and invoice email.

Email Authentication

DNS-based email authentication posture (SPF, DMARC, MTA-STS) from the latest check per domain. Configuration state only — not a deliverability or compliance guarantee.

Domains checked	Healthy	Needs attention	Critical
3	2	1	0

Domain	Grade	Status	Priority fix
retail-demo.example	C	Warning	Publish a DMARC record

Registers Snapshot

Counts only, from the People & Accounts and Assets registers. Names, emails, serial numbers, and license details never appear in this report.

People	Account records	Hardware assets	Software assets
9	14	12	7

Access Reviews

Counts only, based on customer-entered access review records. Individual names and emails appear only in the dedicated Access Review Register report.

Total entries	Reviewed this quarter	Overdue	Action required
14	5	2	2

Actions for This Week

1. Review critical domain retail-demo.example: SSL, DNS, or registration needs immediate action.
2. Confirm overdue renewal Adobe — Creative Cloud Teams (5 seats) with the responsible owner.
3. Renew SSL for example.net before 5 Oct 2026.
4. Review 1 DNS drift alert from this week — confirm whether each change was intentional.
5. Confirm domain registration renewal for studio-demo.example before 17 Oct 2026.
6. Complete missing renewal fields (owner, date, vendor, billing entity, or invoice email) on 2 records.

Methodology

— Domain, SSL, and DNS status are based on the latest public check per domain. CertPilot checks public TLS, RDAP, and DNS data only.
— Email authentication posture is based on public DNS records (SPF, DMARC, MTA-STS). It reports configuration state, not deliverability, and is not a compliance certification.
— Renewal status is based on each renewal asset's renewal date compared to today. Cancelled assets are excluded from active renewal risk.
— DNS drift signals come from alerts raised when a DNS record set changes between checks. This report lists the alerts; the full record diff is shown in the Domain Health report.
— This report is operational governance evidence for lean IT teams, MSPs, and agencies. It is not legal advice, not compliance certification, not a vulnerability scan or penetration test, and not an uptime guarantee.
— CertPilot uses only public domain, DNS, and certificate metadata together with customer-entered register records. It does not read customer emails, documents, or chat content.
— Access review figures are counts of customer-entered access review records. Individual names and emails appear only in the dedicated Access Review Register report.
— People & Accounts and Assets Register figures are counts of customer-entered register records. Record-level details are not included in this report.
— This report is generated on demand. This is a static sample document — all domains, dates, and counts are fictional demo data.