# **Access Review Form**

# **Introducation**

This report encompasses all necessary elements for access review of system, including scope, methodology, findings, recommendations, and action items, ensuring that access permissions are appropriate, compliant with security policies, and aligned with the principle of least privilege.

# **1. Scope**

This section defines the boundaries of the access review, including:  
System:

* User groups and roles under review:
* Owner:
* Custodian:

# **2. Methodology**

The following approach outlines the methodology for conducting the access review, ensuring a comprehensive review of user access rights:

* Data Collection:
* Evaluation Criteria:  
  Assess access permissions based on defined roles and responsibilities within the organization. Ensure compliance with the principle of least privilege by evaluating whether users have the minimum necessary access to perform their job functions. Review any roles that may require elevated access and evaluate their necessity.

# **3. Findings**

Summarize the key findings from the access review, including:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Findings | Recommendations | Actions |
| 1 | Users with excessive permissions that do not align with their job functions. |  |  |

# **4. Recommendations**

Provide general recommendations based on the findings, such as:

* Access Control Enhancements: implementing multi-factor authentication (MFA)
* etc

# **5. Review & Approval**

|  |  |
| --- | --- |
| Report Date |  |
| Reviewed by |  |
| Approved by | Abdulmohsen AlKherayef |
| Signature |  |