Access Control Policy Control Implementation Checklist

To ensure that all security policies requirements are consistently implemented, monitored, and maintained, the following checklist has been developed. It translates specific policy controls into actionable tasks, assigns clear ownership, and establishes tracking mechanisms to support ongoing compliance and operational effectiveness.

Policy Reference	Control Description	Frequency	Evidence Required	Status	Note
Access Control	Approve or deny access requests based on the Role-Based Access Control and Least Privilege philosophy.	As needed	Review and manage access during onboarding or offboarding or quarterly		
Access Control	Ensure Multifactor authentication (MFA) is implemented by all users.	As needed	Assessment report		
Access Control	Investigate and respond to unauthorised access incidents	As needed	Assessment report		
Access Control	Perform regular access reviews, audits, and updates to system configurations.	As needed and quarterly for reassessment	Access Status Report		
Access Control	Monitor logs for suspected unauthorised access or security concerns.	Regularly	Evidence of activity being carried out		
Access Control	Ensure the use of unique passwords as per the password policy	Onboarding / As needed			
Access Control	Ensure the segregation of duties to reduce risk.	As needed	Assessment Report		

Access Control	Ensure third-party and vendor account access is reviewed regularly.	Quarterly	Assessment report		
Access Control	Ensure cloud service accounts are isolated to prevent unauthorised access to other systems.	As needed	Assessment report		