# 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 |  |  |