# Control Design Document Analysis Report

Control Owner: demo

Designation: demo1

## 1. How is a new user access requested? (web form, email request, user access ticket etc.)

Answer: New User Access Request Form, NUARF

## 2. How is a request made for change in user access to their existing access? (web form, email request, user access ticket etc.)

Answer: User Access Change Request Form (UACRF), Change Access Request Form (CARF)

## 3. Who can approve a new user access request? Is there a list of approvers?

Answer: designated manager, approved list, Line Managers, Department Managers, Manager, Head, VP, C-Level

## 4. Who can approve an access change request? Is there a list of approvers?

Answer: designated manager, CRCO, Line Managers, Department Managers, personnel holding a Manager, Head, VP, C-Level title

## 5. Are there any access expiry dates mentioned on the new access request for vendors/contractors (non-employees)

Answer: 12 months, defined, non-employees

## 6. Whether terms of contract or the project have been extended for contractors for continued access. Any variation to the scope of work or contract which requires modification of access for contractors.

Answer: NotFound

## 7. Where is the new user approval details saved or logged?

Answer: Access Register, Emergency Access Register

## 8. Where is the change access approval saved or logged?

Answer: Access Register, Emergency Access Register, system logs

## 9. How is new user access requested and approved in an emergency. Can new user access be created without an approval in an emergency?

Answer: Emergency access must be pre-approved, no access may be created without explicit approval.

## 10. How is modified user access requested and approved in an emergency. Can user access be modified in an emergency without an approval?

Answer: Emergency access must be pre-approved, no access may be created without explicit approval.

## 11. Does the new user access request mentions exact role(s)/permission(s) requested?

Answer: specific roles, privileges

## 12. Does the change access request mentions exact role(s)/permission(s) requested?

Answer: Yes, specific roles, permissions

## 13. Does the emergency access request mentions exact role(s)/permission(s) requested?

Answer: specific roles, privileges

## 14. Does the document mentions anything regarding created/provisioned access must match the approved new user access request?

Answer: Final verification, access matches approved request

## 15. Does the document mentions anything regarding created/provisioned access must match the approved change access request?

Answer: Final check, confirm changes match approved modifications

## 16. Who creates (provisions) the new account access request in the system?

Answer: Line Manager, Access Administration Team

## 17. Who modifies the access change request in the system?

Answer: Access Administration Team, Line Manager

## 18. Who creates the new account request for emergency access request access?

Answer: Line Manager, CRCO

## 19. Segregation check: Are the approver for change access request and the modifier different people/roles?

Answer: Yes, different people/roles.

## 20. Segregation check: Are the new user access approver and the account creator different?

Answer: NotFound

## 21. Does the system log who created the new account?

Answer: Yes, system logs changes, provisioner’s name

## 22. Does the system log who modified the account?

Answer: Yes, logged in Access Register, recorded who made the modification, system logs all changes

## 23. Is there a final check that created access equals new user access approved request?

Answer: Final check, confirm changes match approved modifications

## 24. Is there a final check that modified access equals approved access change request?

Answer: Final check conducted, confirm changes match approved modifications

## 25. Does the document explains that granted access aligns with job responsibilities/roles?

Answer: Access granted must align, job responsibilities

## 26. Is there a segregation of duties conflict assessed while granting/modifying access?

Answer: Yes, SoD matrix, no individual may approve and provision the same access.