

Sample export only. Organisation “Acme Demo Co.” and all data below are fictional, for illustration. Not a real customer record.

Access Register – sample audit pack

Summary

Demonstration generated: 15/01/2026 10:30 (AEST)
Organisation (fictional): Acme Demo Co. Pty Ltd
Systems in scope: 3
Active access rows shown: 4
Recent reviews listed: 2

Systems overview

System name	Category	Owner	Last reviewed	Next review due	Status
Microsoft 365	Productivity	it@acmedemo.example	15/10/2025	15/01/2026	Current
Xero	Finance	finance@acmedemo.example	01/11/2025	01/02/2026	Due soon
VPN / Remote access	Infrastructure	it@acmedemo.example	Never	10/01/2026	Overdue

Active access register (excerpt)

System	Person	Role	Granted	Notes
Microsoft 365	Alex Chen (a.chen@acmedemo.example)	User	12/03/2024	—
Microsoft 365	Samira Patel (s.patel@acmedemo.example)	Administrator	02/01/2023	IT admin
Xero	Jordan Lee (j.lee@acmedemo.example)	Advisor	18/06/2025	—
VPN / Remote access	Shared – contractors (vpn-shared@acmedemo.example)	Shared account	01/01/2024	Review quarterly

Recent reviews (excerpt)

System	Reviewed by	Reviewed at	Notes
Microsoft 365	Alex Chen (a.chen@acmedemo.example)	15/10/2025 16:20	Q4 review - no changes
Xero	Jordan Lee (j.lee@acmedemo.example)	01/11/2025 11:05	Finance sign-off

Access Register - sample document. Layout is representative only.

Do not use this file as evidence for a real audit or insurance submission.