

Supplier Access Review

Who can reach your systems — and do they still need to?

1. List Everyone

- ☐ IT provider and contractors
- ☐ Website and hosting suppliers
- ☐ Accountant / bookkeeper
- ☐ Marketing agency
- ☐ Vendors with remote support
- ☐ Former contractors

2. Record Access

- ☐ System and access level noted
- ☐ Business reason recorded
- ☐ Approver identified
- ☐ Last-used date checked

3. Remove the Unneeded

- ☐ Ex-supplier accounts disabled
- ☐ Project access removed
- ☐ Shared passwords changed
- ☐ Old remote tools uninstalled

4. Protect What Remains

- ☐ Named accounts, not shared logins
- ☐ MFA enforced on supplier accounts
- ☐ Least privilege applied
- ☐ Admin access time-limited

5. Log and Document

- ☐ Supplier activity logged
- ☐ Remote tools documented
- ☐ Incident notification in contracts
- ☐ Exit / handover process known

6. Repeat on Schedule

- ☐ Reviewed at least twice a year
- ☐ Triggered when a supplier leaves
- ☐ Triggered by supplier incidents
- ☐ A named person owns the review

7. Access Register

Supplier	System	Level	Needed?



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Suppliers accumulate access. Take back what they no longer need.

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Technology Intelligence — Plain-English guidance for business owners

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