Centribolt

Privileged Access Ownership Checklist

Does every privileged account have someone accountable for it, and can that person act?

How to use this checklist

Work through **one account type at a time**: administrator, shared, service, vendor-managed, break-glass (emergency), and automation or application accounts.

Answer **Yes** only if it is true for every account of that type. Answer **Partly** if it is true for some. Answer **No** if it is not true or you cannot show it.

Answer **N/A** (not applicable) only where a line cannot apply to that account type, for example line 7 for administrator accounts. If a line applies and you cannot show it, answer No.

No.	Check	Yes	Partly	No	N/A
1	Every account has a named accountable person, not a team mailbox.				
2	A backup owner is named for when the owner is absent.				
3	The owner knows the account exists and what it is used for.				
4	The owner approves access to the account, and the approval is on record.				
5	The owner reviews the account on a set schedule, and the last review date is recorded.				
6	Ownership has a defined trigger for transfer when the owner leaves or changes role.				
7	For service accounts, the systems that depend on the account are known before any change, rotation or removal.				
8	Each vendor-managed account has an internal owner who answers for the external party.				
9	Shared and break-glass accounts have a custodian, a rule on who may use them and a record of each use.				
10	Accounts with no owner have a defined next step and a deadline.				
11	Ownership is held in one place, and it matches the account register.				

What to do with the answers

An account with no named owner is a finding in itself, whatever else is true of it.

Assign owners first for the account types with the most accounts and the widest access. Then review how each owner is told when their account changes.

Repeat the checklist for each account type, and again after any reorganisation. Lines answered N/A are not findings.

An Excel version of both checklists, with a summary tab, is on the Resources page at centribolt.com/resources.html.

Need an independent view? Request an Identity Security Posture Review at centribolt.com/contact.html. A mutual non-disclosure agreement comes first if you want one.

General guidance for self-assessment. It is not legal, audit or compliance advice, and answering Yes to every line does not mean any standard or regulation is met.