Ashford Business Services Ltd

System Access Request Form

One request for access, justified by business need, approved separately from the person who grants it.

1. Person requesting access

Full name of the person requesting access	Sarah Mitchell
Job title of the person requesting access	Office Manager
Department of the person requesting access	Operations
Manager of the person requesting access	James Patel
Start date for this access	9 November 2026
End date for this access, if temporary	9 November 2026
Date of this request	9 November 2026

2. Type of request

Type of access request: new access, change to existing access, or removal of access.

Description of any existing access that should change or be removed as part of this request.

3. Systems and access requested

List one system per row, with the lowest level of access that meets the business need. Add or remove rows as needed.

System or application requested	Access level requested	Business reason for access to this system	Duration of access to this system
Sarah Mitchell	Access level requested for the first system	Business reason for access to the first system as agreed at the meeting.	Duration of access to the first system
Sarah Mitchell	Access level requested for the second system	Business reason for access to the second system as agreed at the meeting.	Duration of access to the second system
Sarah Mitchell	Access level requested for the third system	Business reason for access to the third system as agreed at the meeting.	Duration of access to the third system

4. Business justification

Business justification for this access, explaining the work that cannot be done without it.

Explanation of why the lowest access level requested is sufficient, and why a higher level is not needed.

5. Sensitive access and security review

Confirmation of whether this request includes privileged access, access to sensitive data, or access to a regulated system.

£45.00

6. Manager approval

Ashford Business Services Ltd

Approval step	Approver name	Decision	Date of the decision
Manager approval	James Patel	Decision of the manager on this request as agreed at the meeting.	9 November 2026
System owner approval	Helen Morris	Decision of the system owner on this request as agreed at the meeting.	9 November 2026
Security review	Sarah Mitchell	Outcome of the security review as agreed at the meeting.	9 November 2027

Conditions attached to this approval, or confirmation that there are none.

7. Provisioning record

Person who granted this access	Sarah Mitchell
Date this access was granted	9 November 2026
Ticket or request reference	JOB-1042
Access confirmed by the requester	Confirmation that the requester has tested and confirmed this access

8. Review and removal

9 November 2027

Sarah Mitchell