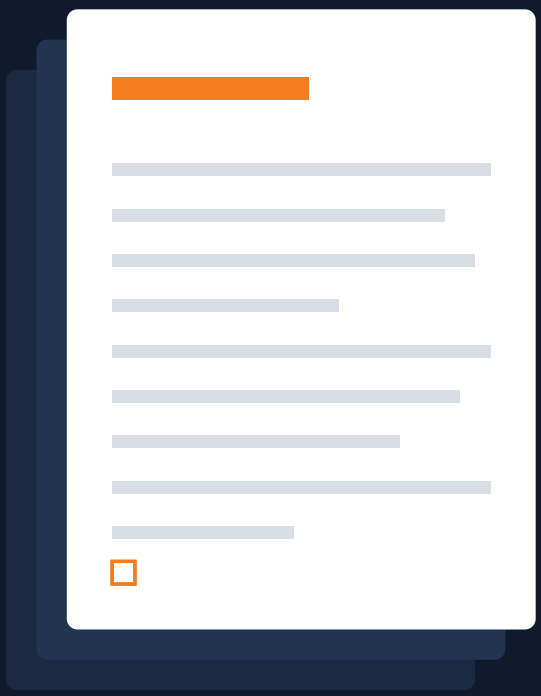
Documentation
Services Lab



FREE TEMPLATE

TECHNICAL DOCUMENTATION

# System Documentation

An infrastructure map and system record for compliance audits and operational continuity.

INTENDED USERS

DevOps, SysAdmins, SREs

TYPICAL USE CASE

Compliance audits, infrastructure mapping

# About this template

System Documentation records what a system is made of and how it runs: environments, infrastructure, network, access, data flows, monitoring and recovery. Auditors use it as evidence of control; engineers use it during incidents and handovers.

| Detail | |
|---|---|
| Intended users | DevOps, SysAdmins, SREs |
| Typical use case | Compliance audits, infrastructure mapping |

## How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

## Document Control

| | | | |
|---|---|---|---|
| **Document title** | | **Document ID** | |
| **Version** | | **Owner** | |
| **Approved by** | | **Effective date** | |
| **Next review date** | | | |

| Version | Date | Author | Summary of changes |
|---|---|---|---|
| *[1.0]* | *[DD/MM/YYYY]* | *[Name]* | *[Initial release]* |
| | | | |
| | | | |

# 01 System Overview

| | | | |
|---|---|---|---|
| **System name** | | **Business purpose** | |
| **Criticality tier** | | **Business owner** | |
| **Technical owner** | | **Data classification** | |

# 02 Environments

*GUIDANCE* *List each environment and where it runs.*

| Environment | Purpose | Hosting / region | URL | Access |
|---|---|---|---|---|
| Production | | | | |
| Staging | | | | |
| Development | | | | |

# 03 Infrastructure Inventory

*GUIDANCE* *List every server, service and managed resource. Keep this in sync with your IaC.*

| Resource | Type | Spec / size | Environment | Managed by |
|---|---|---|---|---|
| *[Name]* | *[VM / DB / bucket]* | *[Size]* | *[Env]* | *[Terraform / manual]* |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# 04 Network & Data Flows

*GUIDANCE* *Add a network diagram and list data flows, especially those crossing trust boundaries.*

| Network diagram |
|---|
| [Insert network / data-flow diagram] |

| Source | Destination | Protocol / port | Data | Encrypted? |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## 05 Access Control

*GUIDANCE* *Show who can access what, and how access is granted and reviewed.*

| Role / group | Access level | Granted via | Review frequency |
|---|---|---|---|
| *[Group]* | *[Read / admin]* | *[SSO / IAM]* | *[Quarterly]* |
| | | | |
| | | | |
| | | | |

## 06 Monitoring & Alerting

| What is monitored | Tool | Threshold | Alert goes to |
|---|---|---|---|
| *[Metric]* | *[Tool]* | *[Threshold]* | *[Team / channel]* |
| | | | |
| | | | |
| | | | |

## 07 Backup & Disaster Recovery

| | | | |
|---|---|---|---|
| **Backup method** | | **Frequency** | |
| **Retention** | | **RPO** | |
| **RTO** | | **Last DR test date** | |

## 08 Compliance Controls

*GUIDANCE* *Map the system to the controls it supports.*

| Framework | Control | How the system meets it | Evidence |
|---|---|---|---|
| *[SOC 2]* | *[CC6.1]* | *[Description]* | *[Record]* |
| | | | |
| | | | |
| | | | |

## 09 Change Log

| Date | Change | Ticket | By |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Documentation**
Services Lab

YOUR TEMPLATE IS READY. YOUR TIME IS LIMITED.

# Need this document written, reviewed or formatted for you?

Documentation Services Lab turns your processes, systems and know-how into clear, audit-ready documents your team will actually use. Hand us your notes, recordings or rough drafts and we deliver a finished, on-brand **System Documentation** and anything else you need.

### SOPs & process docs

Standard, checklist, visual and compliance SOPs, process maps, operations manuals.

### Technical & API docs

API references, integration guides, manuals, specs and knowledge bases.

### Quality & compliance

ISO-ready QMS documents, registers, audit checklists, training records.

### Project & construction

Charters, plans, RFIs, submittals, daily reports, closeout packages.

**Book a free consultation >**

cal.com/documentationservices/inquiry

**Visit our website >**

documentationserviceslab.com

Free to use and adapt for your own organisation. Remove the orange guidance boxes before publishing.

© Documentation Services Lab