

How we write documentation

Neurai Labs — Trust today. Life tomorrow.

Document	NRL-MAN-001
Version	1.0.0
Status	published
Date	2026-11-07
Audience	everyone
Owner	Documentation agent / founders
Classification	PUBLIC

How we write documentation

`NRL-MAN-001` · version 1.0.0 · Public

Our documents are written for the person who has to act on them, often for the first time, sometimes under pressure.

Every procedure has the same parts

1. **Purpose** — one sentence: what this does and why.
2. **Who** — the role (Operator or Administrator) and the access it needs.
3. **When** — the trigger or schedule.
4. **Before you start** — prerequisites, time needed, risk, what is affected, backups to take.
5. **Steps** — numbered, one action each, the exact command copy-pasteable. After each step, the **expected result**; if it can go wrong, what to do **if not**.
6. **Verify** — how to prove it worked.
7. **Roll back** — how to undo it, or **cannot be undone**.
8. **Escalate** — who to contact and what to send them.

Rules

- Plain verbs: open, type, wait. Never "simply" or "just".
- Every term defined the first time it is used.
- A procedure is tested on a clean system before it is published; until then it carries an **UNTESTED** banner.

Every document is controlled

Field	Meaning
ID	`NRL-<TYPE>-<NNN>`, for example `NRL-RB-004` for a runbook
Version	semantic versioning; a new version supersedes, never overwrites
Status	draft, in review, approved, published, superseded, retired
Classification	Public, Internal, Confidential, Restricted
Review	runbooks after every change or yearly; policies yearly

Only approved documents are published. The full list is in the document register.