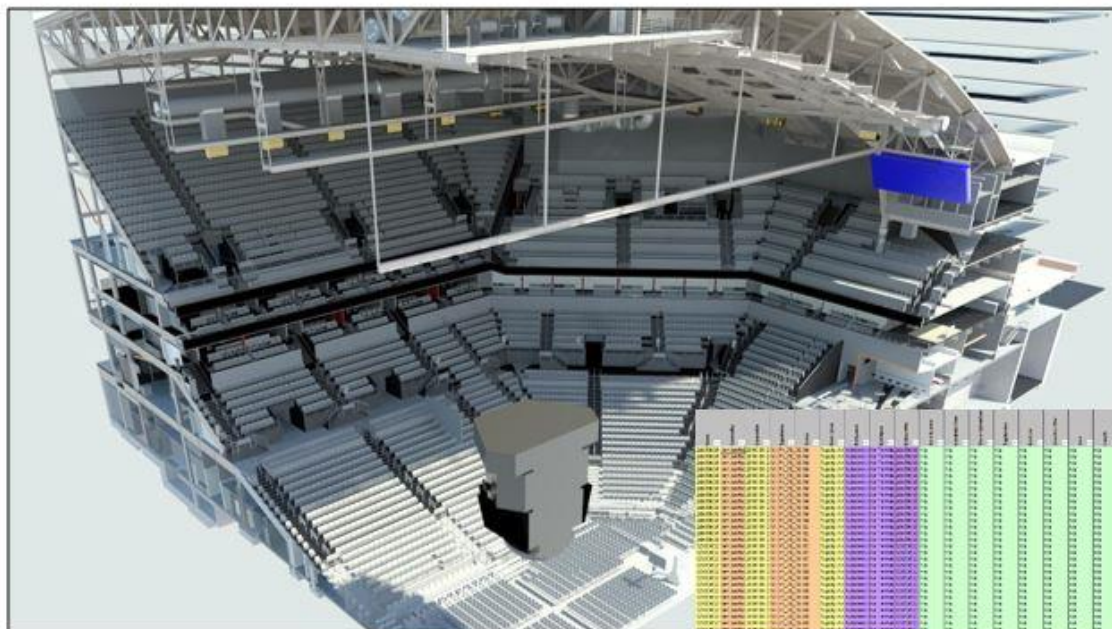


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HIGHLAND  
COUNCIL

## FILE NAMING CONVENTION FOR PROJECT DOCUMENTATION



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## BS 1192:2007 + A2:2016: Collaborative production of architectural, engineering and construction information – Background

This standard helps ensure better information management and establishes the methodology for managing the production, distribution and quality of construction information, including that generated by CAD systems, using a disciplined process for collaboration and a specified naming policy.

BS 1192:2007 helps in the implementation of a structured collaborated environment and a standard structured compliant configuration.

The standard highlights that the following elements should be in place:

- Roles and responsibilities should be agreed
- Naming conventions should be adopted
- Arrangements should be in place to create and maintain the project specific codes and project spatial co-ordination
- A "Common Data Environment" (CDE) approach should be adopted to allow information to be shared between all members of the project team, for example a project extranet or electronic document management system.
- A suitable information hierarchy should be agreed that supports the concepts of the CDE and the document repository

The establishment and effective management of the CDE is key to this standard. The standard advocates a standard folder structure to define 'WIP', 'SHARED', 'CLIENT SHARED AREA' and 'PUBLISHED' as illustrated in figure 1 from the BS below.

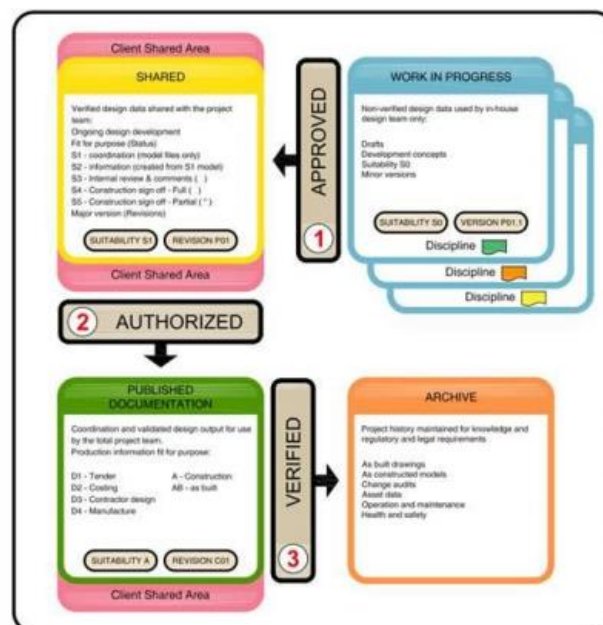


Fig 1. Document and Data management repository

The CDE facilitates the exchange of information by creating a standard process for:

- File sharing
- File Management Procedure
- Recording Input / Output

As more and more information is shared digitally, the use of structured, consistent and understandable naming conventions for information becomes vital.

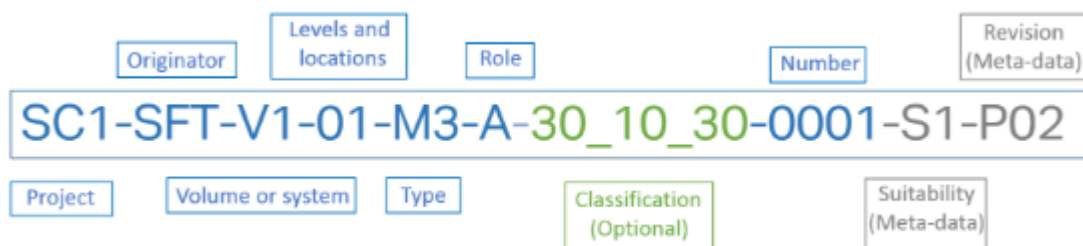
## BS 1192 – The Naming Convention

As per BS 1192, the naming convention for files is broken down into the following code:

Field	Obligation	Description
Project	Required	Code for project
Originator	Required	Code for organisation creating information.
Volume or system	Required	Code for system reference.
Levels and location	Required	Code to locate info (Floor 1 etc)
Type	Required	Code for type of file Cost Plan, method statement etc)
Role	Required	Code for role of organisation ( A - Architect etc)
Classification	Optional	Code to reference asset (Uniclass or equivalent)
Number	Required	Sequential file number
Suitability	Meta-data	Code for status of data (WIP, Shared, published etc)
Revision	Meta-data	Code for revision of data.

Table 1: Summary of Naming Convention

For example:-



The first part of the naming convention is the **Project** code; this needs to be from between two to six characters in length, in letters or numbers. The project code should already have been established in the Employers Information Requirements. All parties on the project must use the same project code and not adapt it for their own organisations.

The second part of the naming refers to the **Originator** of the information explicitly the organisation producing it. These codes will be controlled by the Property Support Team. Within the Highland Council, different sections will have their own unique number; for the Property Section, the code will be THCPR. For the Project Design Unit the code will be THCPU. External consultants / contractors will be notified of their unique code when appointed, based on the unique database ID's that Property store for them.

The next two parts relate to spatial sub-division of the project starting with **Volume** or **System** with the use of 1 or 2 characters; ZZ is applied when all volumes are referred to.

The fourth part refers to **Levels and Locations** and is made up of two characters as follows:

<b>Levels &amp; Locations</b>	
ZZ	Multiple Levels
XX	No Level Applicable
GF	Ground Floor
00	Base Level of Building or linear Asset
<b>Floor Levels</b>	
01	Floor 1
02	Floor 2, etc
<b>Mezzanine Levels</b>	
M1	Mezzanine above Level 1
M2	Mezzanine above Level 2
<b>Below Ground Floors</b>	
B1	Floor -1
B2	Floor -2

Table 2: Summary of Levels & Locations

The fifth part of the code is **Type** which aids recognition; every container should contain a single type of information e.g. a drawing, location model, typical assembly or detail information. Standards codes for drawings, models and documents are shown below:

<b>Codes for Drawings &amp; Models</b>	
AF	Animation File
CM	Combined Model
CR	Specific for the clash process
DR	2d Drawing
M2	2D Model file
M3	3D Model file
MR	Model rendition file for other renditions (thermal analysis)
VS	Visualisation
<b>Codes for Documents</b>	
AI*	Architect Instruction
BQ	Bills of Quantities
CA	Calculations
CO	Correspondence
CP	Cost Plan
DB	Database
GE*	General document (for when other codes are not appropriate)
FN	File Note
HS	Health & Safety
IC*	Interim Certificate
IE	Information Exchange
MI	Minutes/Action Notes
MS	Method Statements
PH*	Photo
PI*	Purchase Invoice
PP	Presentation
RD	Programme
RI	Request for information
RP	Report
SA	Schedule of accommodation
SH	Schedule
SN	Snagging List
SP	Specification
SR*	Stage Review
SU	Survey

Table 3: Summary codes for document types

\* Additional codes for Highland Council (controlled by Property Support Team)

The sixth part of the name relates to the **Role**, explicitly what the organisation does. On larger projects there might be several different companies working on the same discipline for example architect or engineer however the second portion of the naming convention, the company designation provides differentiation. The standard codes for roles are illustrated below.

Codes for disciplines & roles	
A	Architect
B	Building Surveyor
C	Civil Engineer
D	Drainage, Highways Engineer
E	Electrical Engineer
F	Facilities Manager
G	Geographical and Land Surveyor
H	Heating & Ventilation Designer
I	Interior Designer
J*	Project Manager
K	Client
L	Landscape Architect
M	Mechanical Engineer
N*	Clerk of Works
P	Public Health Engineer
Q	Quantity Surveyor
S	Structural Engineer
T	Town and County Planner
W	Contractor
X	Sub-Contractor
Y	Specialist Designer
Z	General

Table 4: Codes for Roles & Discipline

\* Additional codes for Highland Council (controlled by the Property Support Team)

The seventh part of the naming is **Classification** however this is an optional field. The classification field helps describe the asset represented using the chosen reference dictionary, for example the latest version of Uniclass. For the Highland Council the decision on whether or not to use the Classification code within the file name will be made by the Project Manager. More information on Uniclass can be found at:

<https://toolkit.thenbs.com/articles/classification>



The eighth part of the code is the sequential **Number** of the file. In simplistic terms, this should be seen as the version number of a file. The numbering code should be exactly four integer numeric digits, used sequentially. Leading zeros should be used.

The next part (part nine) of the naming convention is the **Suitability** code which should be one or two characters given in Table 5 below.

Status	Description	Graphical	Non-Graphical	Document
<b><u>Work in Progress</u></b>				
SO	Initial Status of WIP	Yes	Yes	Yes
<b><u>Shared (Non-Contractual)</u></b>				
S1	Suitable for co-ordination	Yes	Yes	Yes
S2	Suitable for Information	Yes	Yes	Yes
S3	Suitable for review	No	Yes	Yes
S4	Suitable for approval	No	Yes	Yes
<b><u>WIP to Publish</u></b>				
D1	Suitable for costing	Yes	Yes	Yes
D2	Suitable for tender	Yes	Yes	Yes
D3	Suitable for design	Yes	Yes	Yes
D4	Suitable for manufacture	Yes	Yes	Yes
<b><u>Published Docs</u></b>				
A1,A2,A3	Approved/Accepted	Yes	Yes	No
B1,B2,B3	Partial sign off	Yes	Yes	No

Table 5: Summary of codes for suitability

The final part of the naming convention is the **Revision** code. This shows how many times the document / drawing / model has been revised.

## Examples

### Example 1

I am an architect, working in the Highland Council's Design Consultancy section. I have a 2D drawing for the Wick High School project. What should it be called?

Part of Code	Name	Reason
Project	ECSA0236	This is the Highland Council designated project number for Wick High School
Originator	THCPR	This stands for 'The Highland Council', with PR referring to the Property Section.
Volume or System	ZZ	Refers to all / Not specific
Levels and Locations	XX	No Level Applicable
Type	DR	The drawing is a 2D drawing, so the code for that is DR
Role	A	The document was created by an Architect, so the code for that role is A
Classification (optional)	-	The Classification code has not been used, as it is optional
Number	0001	As this is the first drawing, the number is 0001
Suitability (Meta-data)	S0 (Work in progress)	The drawing is a work in progress, so the code is S0
Revision (Meta-data)	01	As this is the first iteration / revision, the number is 01

Full File Name = ECSA0236-THCPR-ZZ-XX-DR-A-0001 (S0-01)\*

\* the Suitability and Revision meta-data are updated against the document when uploaded / amended on Viewpoint for Projects.

## Example 2

I am a Clerk of Works, working in the Highland Council's Capital Clerk of Works Team. I have photograph taken for the Portree Gaelic Primary School project. What should it be called?

Part of Code	Name	Reason
Project	ECSB0342	This is the Highland Council designated project number for the Portree Gaelic Primary School
Originator	THCPR	This stands for 'The Highland Council', with PR referring to the Property Section.
Volume or System	ZZ	Refers to all / Not specific
Levels and Locations	XX	No Level Applicable
Type	PH	As it as a photograph, the code for that is PH
Role	N	The photo was created by a Clerk of Works, so the code for that role is N
Classification (optional)	-	The Classification code has not been used, as it is optional
Number	0001	As this is the first drawing, the number is 0001
Suitability (Meta-data)	S2 (Suitable for Information)	The photo is for information purposes, so the code is S2
Revision (Meta-data)	01	As this is the first iteration / revision, the number is 01

Full File Name = ECSB0342-THCPR-ZZ-XX-PH-N-0001 (S2-01)\*

\* the Suitability and Revision meta-data are updated against the document when uploaded / amended on Viewpoint for Projects.