

ECO file naming convention

All energy suppliers can accept documentation saved in this format. Installers should contact suppliers if they would prefer to use an alternative format.

January 2017 - Version 5.0

Standard file name format for all documents:

[Unique Job Reference]_[Document reference]
All documents relating to measures submitted in one batch should be saved in a folder, where the folder name is the batch number¹.

Field descriptions

	Description	Generated by	Example 1	Example 2	Example 3
[Batch number]¹	All measures submitted in one batch to a supplier	Installer	Jan14a	XX0005	010214
[Unique job reference]	Reference that is unique to the measure	Installer	123456789123C	1BoxStreetA	CWI000123
[Document reference]	Standard four character reference code for document type PLUS single character to show version number (if multiple versions of document)	From list		AWHH_a	

Completed examples			
Folder name¹	Jan14a	XX0005	010214
File name	123456789123C_AWHH_a	1BoxStreetA_AWHH_a	CWI000123_AWHH_a

Naming convention rules

To ensure that file names are not excessively long and can be read by software they must adhere to the following rules:

[Batch number]¹	<p>Must be a maximum of 7 characters</p> <p>Must be generated by the installer and should be consistent with the installer's system</p> <p>Examples: (1) date: Jan14; (2) installer reference and batch number; or (3) date: 010214. For (1), if multiple batches submitted in one month, a lower case character should be used after the date to distinguish between each batch</p> <p>Each batch submitted by an installer must have a unique batch number</p> <p>All measures submitted in a batch should be in the same folder, where the folder name is the batch number. This number should not change when measures are re-submitted for correction</p>
[Unique job reference]	<p>Must be a maximum of 13 characters</p> <p>Examples: (1) UPRN; (2) First line of address, including flat number (if applicable), building name/number and street name; or (3) Must be unique to the job, not just the property. For examples (2) and (3), where more than one job is done at a property these should be distinguished using a capital letter after the reference</p> <p>Must be generated by the installer and should be consistent with the installer's system and paperwork</p> <p>Each job submitted by an installer must have a unique job number</p> <p>Use 'MULTIPLE' as job reference for multiple measure spreadsheets, where every measure in the batch is included in the spreadsheet</p>
[Document reference]	<p>Four character document reference from list of document codes.</p> <p>If multiple versions of the document are submitted for a single measure, a lower case character should be used with an underscore after the four character document reference in order to distinguish between versions of the document</p>
All fields	Should not contain spaces, additional underscores or special characters
File extension	Must be included so that suppliers can open the document. Acceptable options include: .pdf .xml .jpg .tif .htm .xls

Notes:

- The batch number instructions are not relevant where files are not uploaded in batches, for example where suppliers require installers to upload each supporting document separately using an automatic upload form.

ECO Reporting Working Group document. Always check with funding partner before use.

	Document name (non exhaustive list)	Document code
01	Boiler Assessment Checklist	BACL
02	Electric Storage Heater Assessment Checklist	ESCL
03	Virgin loft declaration	VRG
04	Declaration of Conformity and Completed Installation	DOCC
04a	Declaration of Conformity and Completed Installation - multiple premises spreadsheet	DOM
05	Green Deal Advice Report/GDIP or Chartered Surveyor Recommended Measure Report	GDAR CSR
06	Evidence of Carbon/Cost Score Calculation (including lodgement file)	CCSC
06a	Where applicable, evidence supporting RdSAP inputs used to overwrite default values	UDEC
06b	For CWI measures where the RdSAP default U-value has been overwritten a completed cavity wall U-value checklist with supporting evidence and the calculation	CWCL
07	Suppliers' notification template (and/or data required to complete the template)	NTSS
08	ECO Appropriate Guarantee (evidence of)	EAGT
09	Evidence of Affordable Warmth Group	AWGE
10	Evidence of private domestic premises (HHCRG)	HHEV
11	Evidence of Building Regulations	BREG
12	Qualifying Boiler Repair Warranty	QBRW
13	Electric Storage Heater Warranty	ESHW
14	Qualifying Warranty and occupier declaration (all boiler installations)	QWOD
15	District heating: evidence of installation	DHSE
16	District heating: evidence that pre-conditions are met (CERO and CSCO)	DHSP
16a	Where applicable, district heating preconditions (insulation): technical report	DHTR
17	ECO Funding, Consent and Privacy Statement	PRIV
18	AWG and Householder checklist	AWGC
19	Landlord or Management Company Permission	LMGP
19a	Landlord or Management Company Permission - Multiple Premises spreadsheet	LLPM
20	Asbestos risk assessment	ASBR
21	Timeline of Activity	TLOA
22	Pre-Installation lodged EPC	PREE
23	Post-Installation lodged EPC	PSTE
24	Gas Safe safety certificate	GASC
25	Part P electrical safety certificate	PPEP
26	Boiler commissioning form	BCOM
27	Customer Guarantee/Warranty	CUSG
28	Pre-Installation Survey	PRIS
29	Evidence of supplier promotion of measure	ESPM
30	Contract between supplier and installer	CBSI
31	Technical monitoring evidence	TREV
32	U-value assessor certificate	UVAC
33	U-value calculation report	UCAL
34	U-value construction details and specifications	UCDS
35	U-value laboratory construction materials	ULCM
36	U-value building control approval	UBCA
37	Miscellaneous documents	MISC
38	Technical monitoring questions	TMQA
39	Pre installation log	XMLS
40	Post installation log	XHPO
41	Site notes	STNS
42	Photos	PICS
43	Evidence of operative competence	EOOC
44	Evidence of Gas Safe Accreditation	GASE
45	Proof of address	UBIL
46	No access to the loft	NLAD
47	Oil boiler commissioning forms	CD10
48	Oil boiler commissioning forms	CD11
49	RIRI installation survey	RIRI
50	Screenshot of older boilers from SEDBUK	PCDB
51	Technical monitoring confirmation	TMCO
52	Social Landlord Privacy Notice	SLPN

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