

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.

June 2018 Version 1.2

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 number¹	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	CW1000123
[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	CW1000123_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</p> <p>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 Asbestos risk assessment (where necessary - otherwise, evidence that is not necessary)	ASBR
02 Boiler Assessment Checklist	BACL
03 Boiler commissioning form (where applicable)	BCOM
04 Evidence of Building Regulations (where applicable)	BREG
05 Contract between supplier and installer	CBSI
06 Evidence of Carbon/Co2 Score Calculation (including lodgement file)	CSCC
07 Customer Guarantee/Warranty	CUSG
08a Oil boiler commissioning forms	CD10
08b Oil boiler commissioning forms	CD11
09 Cavity Wall Surveillance Assessment	CWSA
10 District heating: evidence of installation (including before and after system details and heat loads)	DHSE
11a District heating: evidence that pre-conditions are met (CERO & HHCR0 Social EFG)	DHSP
11b (where applicable, district heating preconditions (insulation): technical report)	DHTR
12a Declaration of Conformity and Completed Installation	DOCC
12b Declaration of Conformity and Completed Installation - multiple premises spreadsheet	DOCM
13 Deemed Score Survey	DSSY
14 ECO Appropriate Guarantee (evidence of)	EAGT
15 Social EFG Multiple Premises (if applicable)	EFGM
16 Evidence of operative competence	EODC
17 External Photo of property	EPOP
18 Electric Storage Heater Assessment Checklist	ESCL
19 Electric Storage Heater Warranty	ESHW
20 Evidence of supplier promotion of measure	ESPM
21 Energy Saving Trust Consent Form	ESYC
22 Evidence of Gas Safe Accreditation	GASE
23 Evidence of private domestic premises (HHCR0)	HHEV
24 Help to Heat Group Checklist	HTHC
25 Evidence of Help to Heat Group	HTHE
26 Gas Safe safety certificate (or equivalent for other fuel types) (where applicable)	HTSC
27a Flex 'LA Declaration' (where applicable)	LAFD
27b Flex 'LA Declaration' Multiple (where applicable)	LAFM
28 Flex 'Statement of Intent' (where applicable)	LASI
29 ≤1.00mm pre-existing lift declaration (to be secured in the lift)	LDEC
30a Landlord or Management Company Permission - Multiple Premises spreadsheet	LPMI
30b Landlord or Management Company Permission	LKCP
31 Less than 100% installed Approval Form (where applicable)	LTOH
32 Microgeneration Warranty of Measure	MCGW
33 Microgeneration Certificate	MCSG
34 Miscellaneous documents	MISC
35a New build or new extension - evidence to confirm date of completion (where applicable)	NEWC
35b New build or new extension - evidence to confirm occupancy (where applicable)	NEWO
36 No access to the loft	NLAD
37 Supplier's notification template (and/or data required to complete the template)	NTSS
38 PAS2030 Certification	PASC
39 Screenshot of older boilers from SEDBUK	PCDB
40 Party Cavity Wall Declaration	PCWD
41 Pre-Installation Survey (Pre-Installation Building Inspection)	PIBI
42 Post-install Photographic evidence	PICA
43 Mid-install photographic evidence	PICM
44 Pre-install photographic evidence	PICS
45 Other photographic evidence (borescope, RIRI elements)	PICP
46 Photo of main pre-heating source	PHHS
47 Part P electrical safety certificate (where necessary - otherwise, evidence that it is not necessary)	PPES
48 Contract Manager Pre-approval email	PRAP
49 Pre-Installation lodged EPC (DHS & HHCR0 Social EFG measures only)	PREE
50 ECO Privacy Notice	PRIV
51 Post-Installation lodged EPC (DHS & HHCR0 Social EFG measures only)	PSTE
52 Qualifying Boiler Repair Warranty	QBRW
53 Qualifying Warranty and occupier declaration (all boiler installations)	QWOD
54 RIRI Checklist	RIRI
55 Social Landlord Privacy Notice	SULPN
56 Site notes	STNS
57 Timeline of Activity	TLOA
58 Technical monitoring confirmation	TMCO
59 Technical monitoring evidence	TMEV
60 Technical monitoring questions	TMQA
61 U-value building control approval	UBCA
62 Proof of address	UBIL
63 U-value calculation report	UCAL
64 U-value construction details and specifications (where applicable, evidence supporting RIRISAP inputs used to overwrite default U-values)	UCDS
65 U-value laboratory construction materials (3). (DHS measures only)	UDEB
66 U-value laboratory construction materials	ULCM
67 U-value assessor certificate	UVAC
68 Pre installation log	XMLS
69 Post installation log	XRPD

Document name <small>(non exhaustive list)</small>	Document code
01 Asbestos risk assessment (where necessary - otherwise, evidence that is not necessary)	ASBR
02 Boiler Assessment Checklist	BACL
03 Boiler commissioning form (where applicable)	BCOM
04 Evidence of Building Regulations (where applicable)	BREG
05 Contract between supplier and installer	CBSI
06 Evidence of Carbon Cost Score Calculation (including lodgement file) (DHS measures only)	CSSC
07 Customer Guarantee/Warranty	CUSG
08a Oil boiler commissioning forms	CDIO
08b Oil boiler commissioning forms	CD1L
09 Cavity Wall Surveillance Assessment	CWSA
10 District heating: evidence of installation (including before and after system details and heat loads)	DHSE
11a District heating: evidence that pre-conditions are met (CERO only)	DHSP
11b (where applicable, district heating preconditions (insulation): technical report)	DHTR
12a Declaration of Conformity and Completed Installation	DOCC
12b Declaration of Conformity and Completed Installation - multiple premises spreadsheet	DOCM
13 Deemed Score Survey	DSSV
14 ECO Appropriate Guarantee (evidence of)	EAGT
15 Social EFG Multiple Premises (if applicable)	EFMG
16 Evidence of operative competence	EEOC
17 External Photo of property	EPOP
18 Electric Storage Heater Assessment Checklist	ESCL
19 Electric Storage Heater Warranty	ESHW
20 Evidence of supplier promotion of measure	ESPM
21 Energy Saving Trust Consent Form	ESTC
22 Evidence of Gas Safe Accreditation	GASG
23 Evidence of private domestic premises (HHCRO)	HHEV
24 Help to Heat Group Checklist	HTHC
25 Evidence of Help to Heat Group	HTHE
26 Gas Safe safety certificate (or equivalent for other fuel types) (where applicable)	HSGC
27a Flex 'LA Declaration' (where applicable)	LAFD
27b Flex 'LA Declaration' Multiple (where applicable)	LAFM
28 Flex 'Statement of Intent' (where applicable)	LASI
29 £100mm pre-existing loft declaration (to be secured in the loft)	LDEC
30a Landlord or Management Company Permission - Multiple Premises spreadsheet	LLPM
30b Landlord or Management Company Permission	LMCP
31 Less than 100% installed Approval Form (where applicable)	LTOH
32 Microgeneration Warranty of Measure	MCGW
33 Microgeneration Certificate	MCSC
34 Miscellaneous documents	MISC
35a New build or new extension - evidence to confirm date of completion (where applicable)	NEWC
35b New build or new extension - evidence to confirm occupancy (where applicable)	NEWO
36 No access to the loft	NLAD
37 Supplier's notification template (and/or data required to complete the template)	NTSS
38 PAS2030 Certification	PASC
39 Screenshot of older boilers from SEDBUK	PCDB
40 Party Cavity Wall Declaration	PCWD
41 Pre-Installation Survey (Pre-Installation Building Inspection)	PIBI
42 Post-install Photographic evidence	PILA
43 Mid-install photographic evidence	PICM
44 Pre-install photographic evidence (borescope, RIRI elements)	PICP
45 Other photographic evidence	PICS
46 Photo of main pre-heating source	PHHS
47 Part P electrical safety certificate (where necessary - otherwise, evidence that it is not necessary)	PPES
48 Contract Manager Pre-approval email	PRAP
49 Pre-Installation lodged EPC (DHS & HHCRO Social EFG measures only)	PREE
50 ECO Privacy Notice	PRIV
51 Post-Installation lodged EPC (DHS & HHCRO Social EFG measures only)	PSTE
52 Qualifying Boiler Repair Warranty	QBRW
53 Qualifying Warranty and occupier declaration (all boiler installations)	QWOD
54 RIRI Checklist	RIRI
55 Social Landlord Privacy Notice	SLEPN
56 Site notes	STNS
57 Timeline of Activity	TLOA
58 Technical monitoring confirmation	TMCO
59 Technical monitoring evidence	TMEV
60 Technical monitoring questions	TMOA
61 U-value Building control approval	UBCA
62 Proof of address	UBIL
63 U-value calculation report	UCAL
64 U-value construction details and specifications	UCDS
65 (where applicable, evidence supporting RdSAP inputs used to overwrite default U-values) (4) (DHS measures only)	UCDE
66 U-value laboratory construction materials	ULCM
67 U-value assessor certificate	UVAC
68 Pre installation log	XMLS
69 Post installation log	XMPO