

ECO 3 file naming convention

April 2021 Version 3.2

This page provides details of the file naming convention developed by the ECO Reporting Working Group in order to simplify the reporting process for members of the supply chain. All energy suppliers can accept documentation saved in this format. Installers should contact suppliers if they would prefer to use an alternative format.

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	Oct18a	XXX0005	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 name ¹	Example 1	Example 2	Example 3
	Oct18a	XXX0005	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	Must be a maximum of 7 characters
	Must be generated by the installer and should be consistent with the installer's system
	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
	Each batch submitted by an installer must have a unique batch number
	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
[Unique job reference]	Must be a maximum of 13 characters
	Examples: (1) UPRN; (2) First line of address, including flat number (if applicable), building name/number and street name; or (3) measure code and job number.
	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
	Must be generated by the installer and should be consistent with the installer's system and paperwork
	Each job submitted by an installer must have a unique job number
[Document reference]	Four character document reference from list of document codes.
	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
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:

1. 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.

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Nu mb	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	Solid fuel (Biomass) Commissioning	BIOC
05	Evidence of Building Regulations (where applicable)	BREG
06	Boiler Repair Warranty	BRPW
07	Boiler Repair Quote	BREQ
08	Boiler Replacement Quote	BRPQ
09	Warranty and occupier declaration (all boiler installations)	BWOD
10	Child benefit award notice	CBAN
11	Child benefit self-declaration	CBSD
12	Contract between supplier and installer	CBSI
13	Evidence of Carbon/Cost Score Calculation (including lodgement file) (DHS measures only)	CCSC
14	Oil boiler commissioning forms	CD10
15	Oil boiler commissioning forms	CD11
16	Condensation Damp Ventilation Assessment	CDVA
17	Chartered Surveyors Report	CSRR
18	Customer Guarantee/Warranty	CUSG
19	Cavity wall surveillance assessment	CWSA
20	District heating: evidence of installation (including before-and-after system details + heat loads)	DHSE
21	District heating: evidence that pre-conditions are met (HHCR0 Social Housing EFG)	DHSP
22	(where applicable, district heating preconditions (insulation): technical report)	DHTR
23	Declaration of Conformity and Completed Installation	DOCC
24	Declaration of Conformity and Completed Installation - multiple premises spreadsheet	DOCM
25	Deemed Score Survey	DSSY
26	ECO Appropriate Guarantee (evidence of)	EAGT
27	Social E, F & G Declaration	EFGD
28	Social E, F & G Declaration (Multiple Premises)	EFGM
29	Evidence of No Existing Guarantee (Extractions)	ENEG
30	Evidence of operative competence	EOOC
31	External Photo of property	EPOP
32	Electric Storage Heater Assessment Checklist	ESCL
33	Electric Storage Heater Warranty	ESHW
34	Evidence of supplier promotion of measure	ESPM
35	First Time Central Heating Checklist	FTCL
36	Evidence of Gas Safe Accreditation	GASE
37	Gas safe screenshot of gas safe operative for both gas and LPG	GASS
38	Heat calculation report for heating measures to demonstrate 100% POPT	HCAL
39	Evidence of private domestic premises (HHCR0)	HHEV
40	Evidence of Help to Heat Group	HTHE
41	Heat Trust or Equivalent evidence	HTOE
42	Gas Safe safety certificate (or equivalent for other fuel types) (where applicable)	HTSC
43	Innovation Pre-Approval Document	INOV
44	Flex 'LA Declaration' (where applicable)	LAFD
45	LA Declaration template for "in-fill"	LAFI
46	Flex 'LA Declaration' Multiple (where applicable)	LAFM
47	Flex 'Statement of Intent' (where applicable)	LASI
48	≤100mm pre-existing loft declaration (to be secured in the loft)	LDEC
49	Landlord or Management Company Permission Form	LMCP
50	Less than 100% installed Approval Form (where applicable)	LTOH
51	Microgeneration Warranty of Measure	MCGW
52	Microgeneration Certificate	MCSC
53	Miscellaneous documents	MISC
54	New build or new extension - evidence to confirm date of completion (where applicable)	NEWC
55	New build or new extension - evidence to confirm occupancy (where applicable)	NEWO
56	No access to the loft	NLAD
57	Supplier's notification template (and/or data required to complete the template)	NTSS
58	PAS2030 Certification	PASC
59	Screenshot of older boilers from SEDBUK	PCDB
60	Party Cavity Wall Declaration	PCWD
61	Photo of electric supply meter	PESM
62	Private housing FTCH declaration & private rented sector landlord permission	PHFD
63	Pre-Installation Survey (Pre-Installation Building Inspection)	PIBI
64	Post-install Photographic evidence	PICA
65	Mid-install photographic evidence	PICM
66	Pre-install photographic evidence (borescope, RIRI elements)	PICP
67	Other photographic evidence	PICS
68	Photo of main pre-heating source	PMHS
69	Part P electrical safety certificate (when needed - otherwise, evidence that it isn't necessary)	PPES
70	Contract Manager Pre-approval email	PRAP
71	Pre-Installation lodged EPC (DHS & HHCR0 Social EFG measures only)	PREE
72	Proof of Residence	PRES
73	ECO Funding and Privacy Statement	PRIV
74	Post-Installation lodged EPC (DHS & HHCR0 Social EFG measures only)	PSTE
75	RIRI Checklist	RIRI
76	Special categories of personal data - consent statement	SCCS
77	Structural Engineer Report	SENG
78	Social housing let at or above Market rate	SHMR
79	Social Landlord Privacy Notice	SLPN
80	Site notes	STNS
81	Workmanship Warranty	TFPW
82	Timeline of Activity	TLOA
83	Technical monitoring confirmation	TMCO
84	Technical monitoring evidence	TMEV
85	Technical monitoring questions	TMQA
86	TrustMark Evidence	TMRK
87	U-value building control approval	UBCA
88	Proof of address	UBIL
89	U-value calculation report	UCAL
90	U-value construction details and specifications	UCDS
91	(Where applicable, evidence for RdSAP inputs used to overwrite default U-values) (4) (DHS only)	UDEC
92	Unmatched DWP	UDWP
93	U-value laboratory construction materials	ULCM
94	U-value assessor certificate	UVAC
95	Pre installation lig	XMLS
96	Post installation lig	XMPO

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