

ECO 3 file naming convention

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

Completed examples			
Folder name¹	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	<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</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 it is not necessary)	ASBR
02	Boiler Assessment Checklist	BACL
03	Boiler commissioning form (where applicable)	BCDF
04	Solid fuel (Biomass) Commissioning	BIOC
05	Evidence of Building Regulations (where applicable)	BREG
06	Boiler repair	BREQ
07	Boiler repair warranty	BRPW
08	Boiler Replacement Quote	BRQP
09	Warranty and occupier declaration (all boiler installations)	BWDD
10	Child benefit award notice	CBAN
11	Child benefit self-declaration	CBSD
12	Contract between supplier and installer	CBST
13	Evidence of Energy/Cost Score Calculation (including U-value calculations)	CESC
14	DI boiler commissioning forms	CD10
15	DI boiler commissioning forms	CD11
16	Customer Guarantee/Warranty	CUSS
17	Cavity wall surveillance assessment	CWSA
18	District heating: evidence of installation (including before and after system details and heat loads)	DHSE
19	District heating: evidence that pre-conditions are met (HHKCO Social EFG)	DHSP
20	(Where applicable, district heating pre-conditions checklist, technical report)	DHTR
21a	Declaration of Conformity and Completed Installation	DOCC
21b	Declaration of Conformity and Completed Installation - Individual Premises/Individuals	DOCM
22	Deemed Score Survey	DSST
23	ECO Appropriate Guarantee (evidence of)	EAGT
24	Social E, F & G Multiple declaration and landlord permission	EFGM
25	Evidence of operative competence	EOCC
26	External photo of property	EPDP
27	Electric Storage Heater Assessment Checklist	ESCL
28	Electric Storage Heater Warranty	ESHW
29	Evidence of supplier promotion of measure	ESPM
30	Evidence of Gas Safe Accreditation	GASE
31	Gas safe screenshot of gas safe operative for both gas and LPG	GASS
32	Heat calculation report for heating measures to demonstrate 100% DPF	HICAL
33	Evidence of private domestic premises (HHKCO)	HHEV
34	Evidence of Help to Heat Group	HTHE
35	Heat Trust or Equivalent evidence	HTDE
36	Gas Safe safety certificate (or equivalent for other fuel types) (where applicable)	HTSC
37a	'Fix 'LA Declaration' (where applicable)	LARD
37b	'LA Declaration template for 'in-fill'	LART
37c	'Fix 'LA Declaration' Multiple (where applicable)	LAFM
38	'Fix' Statement of Intent (where applicable)	LASIT
39	100mm pre-existing loft declaration (to be secured in the loft)	LODEC
40	Landlord or Management Company Permission	LMCP
41	Less than 100% installed Approval Form (where applicable)	LTOH
42	Microgeneration Warranty of Measure	MCGW
43	Microgeneration Certificate	MCSG
44	Miscellaneous documents	MISC
45a	New build or new extension - evidence to confirm date of completion (where applicable)	NEWC
45b	New build or new extension - evidence to confirm occupancy (where applicable)	NEVO
46	No access to the loft	NIAD
47	Supplier's notification template (and/or data required to complete the template)	NISS
48	PA52030 Certification	PASC
49	Screenshot of older boilers from SEDBUK	PCDB
50	Party Cavity Wall Declaration	PCWD
51	Photo of Electric Supply Meter	PRESM
52	Private housing FTCH declaration & private rented sector landlord permission	PRFD
53	Pre-Installation Survey (Pre-Installation Building Inspection)	PBIB
54	Post-install photographic evidence	PICA
56	Pre-install photographic evidence (telescope, RIRI elements)	PICP
57	Other photographic evidence (telescope, RIRI elements)	PIES
58	Photo of main pre-heating source	PHMS
59	Part P electrical safety certificate (where necessary - otherwise, evidence that it is not necessary)	PPES
60	Contract Manager Pre-approval email	PRAP
61	Pre-Installation lodged EPC (DHS & HHKCO Social EFG measures only)	PREE
62	Proof of Residence	PRES
63	ECO Funding and Privacy Statement	PRLV
64	Post-Installation lodged EPC (DHS & HHKCO Social EFG measures only)	PSTE
65	RIRI Checklist	RIRL
66	Special categories of personal data - consent statement	SCCS
67	Social Housing let at or above Market rate	SHMR
68	Social Landlord Privacy Notice	SILPN
69	Site notes	STNS
70	Timeline of Activity	TLOA
71	Technical monitoring confirmation	TMCD
72	Technical monitoring evidence	TMEV
73	Technical monitoring questions	TMQA
74	U-value building control approval	UBCA
75	Proof of address	UBLP
76	U-value calculation report	UCAL
77	U-value construction details and specifications	UDDS
78	(where applicable, evidence supporting RUSP inputs used to overwrite default U-values) (4) [DHS measures only]	UDECP
79	Unmatched	UDWP
80	U-value laboratory construction materials	ULCM
81	U-value assessor certificate	ULMC
82	Pre installation log	XALS
83	Post installation log	XPHO

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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	Customer Guarantee/Warranty	CUSG
17	Cavity wall surveillance assessment	CWSA
18	District heating: evidence of installation (including before and after system details and heat loads)	DHSE
19	District heating: evidence that pre-conditions are met (HHCRO Social Housing EFG)	DHSP
20	(where applicable, district heating preconditions (insulation): technical report)	DHTR
21a	Declaration of Conformity and Completed Installation	DOCC
21b	Declaration of Conformity and Completed Installation - multiple premises spreadsheet	DOCM
22	Deemed Score Survey	DSSY
23	ECO Appropriate Guarantee (evidence of)	EAGT
24	Social E, F & G declaration & landlord permission	EFGM
25	Evidence of operative competence	EIOC
26	External Photo of property	EPOP
27	Electric Storage Heater Assessment Checklist	ESCL
28	Electric Storage Heater Warranty	ESHW
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37a	Flex 'LA Declaration' (where applicable)	LAFD
37b	LA Declaration template for "in-fill"	LAFI
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38	Flex 'Statement of Intent' (where applicable)	LASI
39	≤100mm pre-existing loft declaration (to be secured in the loft)	LDEC
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45a	New build or new extension - evidence to confirm date of completion (where applicable)	NEWC
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46	No access to the loft	NLAD
47	Supplier's notification template (and/or data required to complete the template)	NTSS
48	PAS2030 Certification	PASC
49	Screenshot of older boilers from SEDBUK	PCDB
50	Party Cavity Wall Declaration	PCWD
51	Photo of electric supply meter	PESM
52	Private housing FTCH declaration & private rented sector landlord permission	PHFD
53	Pre-Installation Survey (Pre-Installation Building Inspection)	PIBI
54	Post-install Photographic evidence	PICA
55	Mid-install photographic evidence	PICM
56	Pre-install photographic evidence (borescope, RIRI elements)	PICP
57	Other photographic evidence	PICS
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74	U-value building control approval	UBCA
75	Proof of address	UBIL
76	U-value calculation report	UCAL
77	U-value construction details and specifications	UCDS
78	(where applicable, evidence supporting RdSAP inputs used to overwrite default U-values) (4) (DHS measures only)	UDEC
79	Unmatched DWP	UDWP
80	U-value laboratory construction materials	ULCM
81	U-value assessor certificate	UVAC
82	Pre installation liq	XMLS
83	Post installation liq	XMPO