

BRADFORD WATTS

DOCUMENT NAMING CONVENTION POLICY

This Document Naming Convention Policy defines the standardised file naming and document control structure for all Bradford Watts Ltd projects. It ensures compliance with BS EN ISO 19650 and the Building Safety Act 2022, supporting the Golden Thread of Information through accurate and consistent document management.

Purpose:

To establish a consistent approach for naming, storing, and controlling digital and hard-copy documents across all Bradford Watts Ltd projects. This policy ensures that documents are uniquely identifiable, traceable, and accessible throughout the building lifecycle.

Scope:

This policy applies to all staff, subcontractors, consultants, and suppliers involved in the creation, review, or submission of documents for Bradford Watts Ltd projects, including design information, safety records, O&M data, reports, correspondence, and compliance documentation.

Standard Naming Format:

[ProjectCode]_[Discipline]_[DocType]_[Description]_[Revision]_[Date]

Example: BWL2304-CC_PC_MS_FeltRoofReplacement_R02_2025-10-27.docx

Version:	02
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Field Definitions:

Field	Description	Format	Example
Project Code	Unique code identifying the project	3–8 characters	BWL: O2304
Discipline	Department or trade discipline responsible.	2–3 characters	HS
Document Type	Document classification code.	2–4 characters	MS
Description	Brief description of the document.	Text (≤50 chars)	Cladding Replacement
Revision	Document version number.	Version - 02	V02
Date	Date of issue.	DD-MM-YYYY	29-03-2025

Supporting Rules:

- No spaces or special characters – use Hyphens (-) between fields.
- Draft versions use D01, D02; approved versions use V01, V02.
- Superseded versions are archived, not deleted.
- Final approved documents labelled “-FINAL” or “-ASBUILT”.
- “-AFC-” indicates “Approved for Construction” documents.
- Emails and transmittals must retain the original document name.

6. File Path & Folder Structure (Example)

/Projects/

- BWL -O2304-Corinthian House/
- 01-Design/
- 02-H&S/
- 03-QA/
- 04-Site_Records/
- 05-AsBuilt/
- 06-Handover/

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Common Discipline Codes:

Code	Discipline	Example
AD	Administration	AD-CORRESPONDENCE
CC	Construction	CC-ITP-Cladding
DS	Design	DS-DRAWING-SECTIONA
HS	Health & Safety	HS-RA-WAH
QA	Quality Assurance	QA-CHECKLIST-Inspections
QS	Quantity Surveying	QS-VALUATION-3
FM	Facilities Management	FM-ASBUILT-Manual

Common Document Type Codes:

Code	Document Type	Example
MS	Method Statement	HS-MS-Cladding Replacement
RA	Risk Assessment	HS-RA-WAH
REP	Report	QA-REP-Site Audit
DRW	Drawing	DS-DRW-External Walls
ITP	Inspection & Test Plan	QA-ITP-VulcaTuf
OMM	O&M Manual	QA-OMM-Vulcan Cladding Systems
SUB	Submittal	CC-SUB-Product Data Sheet
CERT	Certificate	QA-CERT-WAH Training
INSP	Inspection Record	QA-INSP- VulcaTuf Jointing
SAF	Safety Case File	HS-SAF-HRB-Overview

File Naming Examples:

- BWL-O2304-HS-RA-WAH -R01-29-03-2025.docx
- BWL-O2304-DS-DRW-Cladding Plan-R03-29-03-2025.pdf
- BWL-O2304-QA-ITP-Cladding Supports -R01-29-03-2025.xlsx
- BWL-O2304-CC-SUB-Cladding Sample Approval-D01-29-03-2025.pdf
- BWL-O2304-HS-MS-FeltRoofReplacement-R02-29-03-2025.docx

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Control and Governance:

Activity	Responsible	Reviewed By	Frequency
Issue of new document codes	QA Coordinator	Managing Director	As required
Verification of file naming	QA Coordinator	Project Manager	Weekly
Review of naming compliance	QA Coordinator	H&S Manager	Quarterly
Archiving and backup	IT / QA	Managing Director	Annually

11. References

- BS EN ISO 19650-1 & 2 – Information Management for the Built Environment
- Building Safety Act 2022
- Building (Higher-Risk Buildings Procedures) Regulations 2023
- DLUHC Golden Thread of Information Guidance
- Bradford Watts Ltd Quality Management System (QMS)

Policy review:

F. Pimley: SHEQ Manager

Date: 11/02/2026



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