

File naming convention for reports submitted to CEN TC124 WG2 TG1

With effect from 11 September 2018

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Reason: TG1 works with a large number of reports. A standard file naming convention will help with the administration. The idea is also to capture all important metadata of the report in the file name to make it easier to find items in the archive at a future date.

Please always follow this section – it will help everyone in the meeting

The file name should follow this format

TG1_YYYYMM_NN other information.pdf

Where

YYYY is the year (e.g. 2018)

MM is the month number, including a leading zero if less than 10 (e.g. 04 for April)

NN is the report number, including any revision mark (see below). Use a leading zero if less than 10

Other information (see below)

.pdf is the file extension (e.g. pdf, docx)

Report numbers and revision marks should follow the convention:

NN (if the report is the original version)

NNrev1 (if the report is the first revised version)

NNrev2 (if the report is the second revised version)

And so on

The first part of the name, TG1_YYYYMM_NN, is most important as it allows sorting of the reports alphabetically.

Other information is free text and keywords that are informative of the report contents

Please include these words as appropriate

machine settings assessment visual bending tension green

(assessment is machine assessment, covering also repeatability and equivalence)

You may also want to name the machine

This section is an optional convention for metadata within “other information” – it will help for finding reports at a future time

Where the report is related to a specific grading machine or machines this can be indicated by the machine number used for the ITT tables (see <http://blogs.napier.ac.uk/cwst/grading-machines-speeds/>). These numbers should follow the letter “m” and use leading zeros to make a total of four characters. Multiple machines should be separated by spaces (e.g. m001 m003). You may also name the machine in text for ease of reference.

Where the report is related to a species or species combination this can be indicated by the four letter codes of EN13556 and EN14081 separated by spaces (e.g. WPCS WPNN)

Where the report is related to specific countries these can be indicated by the ISO 3166 two letter codes separated by spaces (e.g. AT DE PL)

Reminder that the report itself should include:

The report number (including revision mark)

Date

An informative title

Author details (name, organisation, contact details)

Any questions, contact secretary: Dan Ridley-Ellis, d.ridleyellis@napier.ac.uk