Rail Baltica
Coordinated by RB Rail

PROCEDURE

DOCUMENT NUMBERING AND FILE NAMING

RBGL–DMT–PRC–Z–00001

Revision:	2.0
Author:	Lina Vasiljevaite
Date:	2023-06-13

Co-funded by
the European Union

Rail Baltica

DOCUMENT DEVELOPMENT AND APPROVAL

Ownership	
Document Owner	Document Control Manager

Approved by	Decision No.	Date
Management Board	5/76/2023	2023-09-25

DOCUMENT HISTORY

This document has been issued and amended as follows:

Revision	Issue Date	Author	Issue purpose	Description of changes
1.0	2022-02-10	L. Vasiljevaite	For Approval	First Issue
2.0	2023-06-13	L. Vasiljevaite	For Approval	Updated Sections 4.1.3, 4.1.4 Updated template

CONTENTS

Rail Baltica

ACRONYMS AND ABBREVIATIONS

A full list of acronyms and abbreviations can be found in RBR Glossary of Abbreviations. The following acronyms and abbreviations are used throughout this document:

Abbreviation	Definition
DC	Document Controller
DCM	Document Control Manager
DC Team	Document Control Team
DP	Document Producer
EDMS	Electronic Document Management System (ProjectWise, DocLogix, etc.)
QA	Quality Assurance
RBGP	Rail Baltica Global Project
RBR	RB Rail AS, including its branches
IB(s)	Implementing Body (-ies)

DEFINITIONS

The following terms are used throughout this document:

Term	Definition
Controlled Document	Any document within the scope of description in Section 3.
Document Author	The author of the respective Controlled Document.
Document Control Team	Document Controller(s) and Document Control Manager.
Document Producer	The creator of virtual document on EDMS - who created a placeholder for a document on EDMS, generated its number on EDMS, uploaded the document or created a task on EDMS.
Employee	Employee of RBR as well as Management Board members and Heads of RB Rail AS branches.
Procedure	This Procedure on Document Naming and Numbering.

1   Introduction

1.1   Purpose

1.   The purpose of this Procedure is to establish a clear and standardized methodology for the numbering, organization, and categorization of all documents generated throughout the Rail Baltica Global Project (RBGP) lifecycle. By adhering to this procedure, project stakeholders can ensure that critical project information is consistently identified, tracked, and managed. It will ensure better and more reliable traceability, searchability and retrieval of the documents within RB Rail AS (RBR) and RBGP as well as for other, including future, users of RBGP documents.

1.2   Application

2.   This Procedure applies to all documents created within the Rail Baltica Global Project (RBGP), including those generated by RB Rail AS (RBR) employees, as well as other persons involved in RBGP implementation, such as contractors, consultants, IBs, and external experts under contracts initiated from 2022-06-01. The Procedure is meant to be applied with respect to the Controlled Documents and is not necessarily required to be applied towards any other documents.

3.   This procedure is an indispensable tool throughout the project's various phases, from initial planning and design through construction, testing, and commissioning. Its principles extend to the entire documentation lifecycle, including version control, revision history, and metadata management.

4.   Section 4 (Naming Convention) applies to all documents that fall under the description of the Controlled Documents in Section 3.

5.   Section 5 (File Naming) is meant to apply to all documents created by the Employees in their everyday work. With respect to the documents that do not fall under the description of the Controlled Documents, the Employees may follow other parts of this Procedure, as well.

6.   In summary, this document establishes a robust and universally applicable system for document numbering and management within RBGP, supporting the project's overarching goals of efficiency, transparency, and quality control.

7.   This Procedure shall be reviewed and updated by Document Control Manager prior to implementation of upgraded EMDS system when more technical specifications will be determined. After that, on annual basis or when otherwise necessary.

LIMITED ACCESS

Rail Baltica

2 Roles and Responsibilities

2.1 Document Controller

8. Document Controller (DC) shall be the first point of contact on documented information management. DC provides support in the use of EDMS, including training, document distribution, clarification of this Procedure, quality checking of all issued documentation for any of the purposes listed in section 4.2.4, ensuring document contents are complete and correct, preparing document management reports and informing relevant Employees on misalignments. DC shall also keep track of necessary update to the Procedure and developed templates as well as informing relevant Employees on changes in requirements.

2.2 Document Producer

9. Document Producer (DP) is a person that creates a virtual document, placeholder and/or initiates tasks on Electronic Document Management System (EDMS). DP is not necessarily a Document Author, when produced document is uploaded to EDMS by another person, for instance, Technical Assistant or Document Controller.

10. Responsibilities of DP include the following:

    10.1. Follows the best practice in using EDMS and processes.

    10.2. Ensures that correct templates and forms are used when creating document(s).

    10.3. Generates document reference number in line with document numbering and master coding.

    10.4. Ensures document content (such as number, title, pagination, revision, dates, suitability code and electronic signatures where required etc.) are all complete and correct.

    10.5. Checks documents for quality before uploading.

    10.6. Sends documentation, including attachments (e.g., scanned signed pages) to the Document Management Team (DMT) with clear instructions.

    10.7. Provides any appropriate wet signature originals of hard copy to DMT for processing and record capture if required.

3 Documentation

11. A Controlled Document is a document that is revision and status dependent. This describes internally produced documents and as well as any third-party documents (stakeholders, consultants, contractors, suppliers, etc.) processed internally by RBR and RBGP or otherwise relevant to RBR and RBGP. This control ensures that only the latest approved documentation is used throughout the respective RBGP project or otherwise.

12. Controlled Documents are maintained by EDMS, recording status, history of all revisions, and the transmission and distribution records. Controlled Documents also require the correct classification and securities are applied, and that EDMS be able to report on a documents entire lifecycle including distribution.

13. Within RBGP, a Controlled Document is a document having any of the following characteristics:

    13.1. Describes the way RBGP operates both internally within RBR and/or with respect to any third parties,

    13.2. Records any agreements between RBR and any third parties or is otherwise of contractual significance,

13.3. Is a deliverable under any agreement between RBR and any third party.

13.4. Relates to the performance of RBR, RBGP and relevant third parties.

4 Naming Convention

4.1 Document Number

14. It is fundamental for a Controlled Document to have a unique identification number, revision, status, and purpose of issue. It helps identify documents in a way that important and relevant information can be created, organized, accessed, and stored properly. RBR and RBGL Controlled documents shall be numbered based on BS EN ISO 19650-2:2018 standards and consist of following sections separated by a hyphen "-":

Project Code	Originator	Volume / System	Level	Document Type	_	Document Sub-Type	Role	Sequential Number

15. Volume/System* and Level* are mentioned only where relevant (mainly, in technical documentation), and for other Controlled Documents the document number consists of the following:

Project Code	Originator	Document Type	_	Document Sub-Type	Role	Sequential Number

16. Table below explains the segments/fields to be used in the file naming convention for any Controlled Documents.

Row Number	Section	Characters	Description
1.	Project Code	4-5	RBR assigned Project Code
2.	Originator	3	The company or department responsible for production of the information.
3.	Volume/Area	5-8	Volume/Area are Site ID codes that represent an area of the project and level (if applicable) and are maintained in GIS database.
4.	Level/System	2*	More specific vertical Location of the object or Systems code from RBR PBS code list.
5.	Document Type & Sub-Type	3-5	Defines the type and, if applicable, a sub-type of a document. Separated by underscore "_".
6.	Role	1-2	Role of the originator company/department.
7.	Sequential Number	5	A sequential numerical reference beginning with 00001.
8.	Description	Metadata	Only visible as metadata on EDMS, not part of the Number.
9.	Revision	Metadata	Only visible as metadata on EDMS, not part of the Number.
10.	Suitability/ Status	Metadata	Only visible as metadata on EDMS, not part of the Number.
11.	Purpose of Issue	Metadata	Only visible as metadata on EDMS, not part of the Number.

17.   *Exception: Level/System section for System Interface documentation shall be four alphanumerical characters (##_##) representing two interfacing systems. This ONLY applies to System Interfaces.

18.   The full list of existing codes can be found in Document Numbering and Master Coding (RBGL-DMT-LST-Z-00001). Those that are specified as Metadata (Table rows 8, 9, 10 and 11) shall not be included in the actual naming convention and will be only visible on EDMS and the file itself.

IMPORTANT! ONCE GENERATED, DOCUMENT NUMBERS MUST NOT BE MODIFIED! IN CASE OF ERROR, CONTACT DC.

19.   The project naming convention is to be rigorously followed by all RBGP parties when uploading any items to the shared areas, i.e., information shared between the parties. Items not conforming to the set standards will be rejected by DC (within QA process) and the DP will have to amend and reissue the item within two working days.

20.   RBR holds a centralized and live (regularly updated) code list. New codes can be added to that list by Document Management Team upon request and must be unique from existing codes. Existing codes must not be changed or removed; in case of error, please contact DCM.

4.1.1   Project Code

21.   Project code shows which part of the RBGP the document relates to - corporate support, governance, design, construction sub-project, or specific branch. Project Code configuration is shown in the table below:

Code	Definition
RBGL	RBR Governance Documents, including Internal Governance Documents, Training Materials, Protocols, Procedures, Templates, etc.
RBCR	Rail Baltica Corporate Support Documents (Legal, Financial, HR, IT, etc.)
RB###	Rail Baltica Corporate Documents with assigned project ID number
D####	RBGP Design Documents with assigned Project ID number
RBDN	RBGP Design documents without Project ID
C####	RBGP Construction (Delivery) Documents with assigned Project ID number
RBCN	RBGP Construction (Delivery) documents without a Project ID
RBDL	RBGP Delivery (Design + Construction) documents without a Project ID
RBEE	RBR Estonian Branch Documents (Administrative and/or ONLY Branch related)
RBLV	RBR Latvian Branch Documents (Administrative and/or ONLY Branch related)
RBLT	RBR Lithuanian Branch Documents (Administrative and/or ONLY Branch related)

Table 1 - Project ID configuration

22.   Project Code is assigned by Document Management Team. When such is required, please contact Document Control on DCTeam@railbaltica.org.

4.1.2   Originator

23.   Document Originator is the owner of the document. Since majority of corporate documentation will be produced by RBR, the originator list shall consist of organizations AND internal departments. Originator code of three characters, if internal, will be department code, if external - organization (municipality, stakeholder, contractor, designer, consultant, or other document supplier etc.) code.

4.1.3   Volume/Area

24.   Volume/System code consist of a unique identifier (2 letters and 4 to 6 digits) defining each volume. The codes are RBR GIS Team generated Site ID's and they represent the selection of information: Geographical Location, Design Section, Design Priority Section, Level (if applicable) and Building Permit.

25.   There are always 2 letters in front of the numeric code reflecting the type of the object.

Code	Description	Code	Description
BR	Bridge Structures	SC	System ICT systems
CS	Construction sections	SE	System ETCS
CU	Culverts	SI	System Interlocking/Signaling/TMS
JU	Junction	SL	System locations
LS	Linear Structures (Retaining Walls, Barriers)	SN	System Non-traction power supply
ME	Melioration	SR	System Radio (FRMCS or GSMR)
OL	Open line	SS	System Station systems
OO	Other objects	ST	System Traction
OR	Roads	UD	Urban design
OS	Railway stations, stops, terminals, IMFs	EE	Estonia (for country related submission packages)
OU	Utilities (Interfaces)	LV	Latvia (for country related submission packages)
RW	Railway	LT	Lithuania (for country related submission packages)
SA	System Ancillary systems	*	

Table 2 - Volume Code Prefixes

26.   There can be 4 to 6 digits in the code depending on the maximum number of objects of respective type. For example, there are thousands of culverts but much fewer stations. The first digit gives the approximate location of the object. Reserved Numbers are: 0, 1 and 2 for Estonia, 3, 4 and 5 for Latvia, 6, 7 and 8 for Lithuania, and 9 is reserved for global IDs. In detail:

Code	Approximate Location	Detailed Location
0	EE northern part	Tallinn - Rapla
1	EE central part	Rapla - Pärnu
2	EE southern part	Pärnu - EE/LV border
3	LV northern part	EE/LV border-Vangaži - Salaspils - Misa
4	LV central part	Mainline through Riga
5	LV southern part	Misa - LV/LT border
6	LT northern part	LV/LT border - Ramygala-Kaunas
7	LT central part	Kaunas-Vilnius
8	LT southern part	Kaunas-LT/PL border
9	Global IDs	Currently used for border sections

Table 3 - First Digit Meaning in Volume Code

27. All information about Site ID codification and what it represents can be found in the Document Numbering and Master Coding (RBGL-DMT-LST-Z-00001). Site IDs are maintained in GIS database and updated during the project lifecycle by RB Rail AS.

4.1.4   Level/System

28. This section represents a more specific vertical location of the object - ground level, basement level, top of the rail, 1 level above ground, etc. Standard level codes from BS EN ISO 196502:2018 and additional Project specific levels are listed in the tables below:

Code	Standard Level
LL	Level coincident with the ground surface, Land Level
01	Level 1 above LL
02	Level 2 above LL
M1	Mezzanine above Level 1
M2	Mezzanine above Level 2
RF	Roof Level
TR	Top of Rail
S1	Level 1 Below Ground Level
S2	Level 2 Below Ground Level
XX	Without Reference
ZZ	Multiple Levels

Table 4 - Standard Level Codes

29. This Document number section shall be also used to represent Systems in two alphanumerical codes for Systems and Operations and System Interfaces documentation.

Code		System	Code		System
CC	1	CCS - Command Controls and Signaling	OC	2.1	Overhead Contact Line System (OCS)
ET	1.1	ETCS L2 - European Train Control System - Level 2	TP	2.2	TPS - Traction Power Supply
RS	1.2	FRMCS - Future Railway Mobile Communication System	EC	2.3	ECCS - Energy Control Command System
IX	1.3	IXL - Interlocking	HV	2.4	TSO-HVFL
TN	1.4	Turnout integrated system (CCS part)	IF	3	INFRA (Track and Civil Works)
TM	1.5	TMS - Traffic Management System	DR	3.1	Drainage
TC	1.6	ICT - Information and Communications Technology	EW	3.2	Earthworks
CY	1.7	Cybersecurity system	LO	3.3	Local Facilities (from subsystem 3.3 to 3.3.06)
AN	1.8	Ancillary Systems	LF	3.3	Local Facilities (from subsystem 3.3.07 to 3.3.13)
SC	1.9	CCS Scada	SR	3.4	Structures
PG	1.10	Platform gates	FE	3.5	Fences
ST	1.11	Station Systems	NB	3.6	Noise Barriers
AF	1.12	AFC - Automatic Fare Collection	RO	3.7	Roads
SS	1.13	Safety & Security Systems	LS	3.8	Landscaping

MM	1.14	AMS - Asset Management System	RW	3.9	Railway track (from subsystem 3.9 to 3.9.08)
NT	1.15	Non-Traction Power Supply	RC	3.9	Railway track (from subsystem 3.9.09 to 3.9.11)
CW	1.16	Cableway system	UT	3.10	External utilities (outside of buildings)
TB	1.17	CCS Technical Buildings and related MEP	ME	3.11	Track maintenance equipment
EE	2	ENE	RL	4	Rolling Stock

Table 5 - System Codes

30. For more detailed system list including discipline codes for document numbering - see Rail Baltica Product Breakdown Structure (RBDL-DMT-LST-Z-00001).

31. Level/System section for System Interface documents shall be four alphanumerical characters (##_##) representing the two interfacing systems (i.e., TM_IX shall stand for Traffic Management System and Interlocking Interface Requirements). Such Level/System section structure may ONLY be used for System Interface documents. If such Level/System structure is required for any other documentation, please contact RBR Document Control at DCTeam@railbaltica.org.

4.1.5   Document Type and Sub-Type

32. Document Type shall be a three-character code for each type of document. This will sort documents by agreements, schedules, lists, reports, registers, meeting records, etc. Additional sub-type will be available to clarify type of document (Section 4.1.6). Examples of Document Types:

Document Type	Example
Legal Agreement	RBCR-LGL-AGR-
External Application	RBCR-EXT-APL-
HR Meeting Records	RBCR-HRM-MRC-
Administration Media	RBCR-ADM-MDA-

Table 6 - Examples of Document Types

33. Document Sub-Type specifies the Type of document. It is a two-character code (different from Document Type code), added to document numbers only if applicable. It is separated from Document Type by an underscore "_". Where sub-type is not applicable, it will be excluded from document number. Example use of Sub-Type codes:

Document Type	Example
Purchase agreement	RBCR-ADM-AGR_PA-
Non-disclosure agreement	RBCR-LGL-AGR_ND-
Lending Agreement	RBCR-ACC-AGR_LS-
Document Numbering and File Naming Procedure (Sub-Type not applicable)	RBGL-DMT-PRC-
IG Document Template (Word) (Sub-Type not applicable)	RBGL-CRS-TPL-

Table 7 - Examples of Document Sub-Types

4.1.6   Role

34.   Role represents the document owner role in RBGP. Roles are aligned to the standard BS EN ISO 19650-2:2018 roles, which are listed in Table below. There can be project specific roles added to this table upon request.

Code	Standard Roles	Code	Standard Roles
A	Architect	O	Systems Engineering
B	Building Surveyor	P	Public Health Engineer
C	Civil Engineer	Q	Quantity Surveyor
D	Drainage, Highways Engineer	R	RB Rail Project related
E	Electrical Engineer	S	Structural Engineer
F	Facilities Manager	T	Town & Country Planner
G	Geographical & Land Surveyor	U	Supervisor
H	Heating & Ventilation Designer	W	Contractor
I	Interior Designer	X	Subcontractor
K	Stakeholders & Implementing Bodies (Client)	Y	Specialist Designers
L	Landscape Architect	Z	General RB Rail Corporate related
M	Mechanical Engineer		

Table 8 - List of Roles

4.1.7   Sequential Number

35.   The final field is a numerical reference of the document. Sequential Numbers starts with 00001. When any of the previously described number parts changes, sequential number restarts with 00001. To allow for correct sorting, numbers must include leading zeros, as in Table 10.

36.   To ensure all EDMS' can sort items in numerical order, the unique reference number itself must be consistent. For that, the number created MUST NOT be modified. In case of error please contact RBR Document Control at DCTeam@railbaltica.org.

✓ Sorting with zero suffixes	✗ Sorting without zero suffixes
00001	1
00002	10
00010	100
00011	101
00050	11
00100	2
00101	50

Table 9 - Number Sorting

37.   If a bulk number creation is needed (for example when adding a new work package of multiple documents), please contact RBR Document Control at DCTeam@railbaltica.org for assistance.

4.2   Metadata

38. Each Controlled Document shall be stored with profile information, called Metadata, which categorizes the document and allows it to be managed and located, allows for specific search and the filtering of search results. This information is stored with the document in the EDMS. Metadata is initially set by the Document Producer. RBR Document Control Team will be responsible for policing the integrity of metadata.

4.2.1   Document Title and Description

39. A document title is a short, concise phrase or sentence that summarizes the main topic or purpose of a document. The document title is to help readers quickly identify the content of a document. The same document title is to be used on the items uploaded to EDMS metadata as in the system "Doc. Description" (on ProjectWise) field. No abbreviations should be used, and this field should include searchable words and document types. Examples of the Document Title below:

39.1. "Document Numbering and File Naming Procedure" – searchable words in this title would be: "Document", "Numbering", "Naming", "Procedure".

39.2. "CTO Transmittal on ProjectWise Guide" – searchable words in this title would be: "CTO Transmittal", "ProjectWise", "Guide".

40. A good title is brief, clear, informative, and unique. A more expanded description can be added to the introduction, purpose, and scope.

4.2.2   Suitability Status

41. The suitability status of a document shows its stage within the lifecycle. It defines the authorization of usability by the Project. At key stages of the lifecycle, suitability status shall be entered in the document's EDMS metadata. This will ensure the expedition of documents throughout the lifecycle. These codes define where on the Review/Acceptance lifecycle a document is. Table below shows how revision changes through lifecycle of the document.

Code	Description	Designation
S0	Work in Progress	Hidden preliminary Revision, visible only to the producer
D0	Issued / Submitted	Non-Contractual: Use at risk
D1	Suitable for Costing	
D2	Suitable for Tender	
D3	Suitable for Contractor Design	
D4	Suitable for manufacture/procurement	
S1	Suitable for Co-ordination *	Shared (Non-Contractual). Default status for uploads before authorization and acceptance and Stage Complete
S2	Suitable for Information **	
S3	Suitable for Review and Comment	
S4	Suitable for Stage Approval (Gate Review)	
S5	Suitable for Manufacture	
S6	Suitable for PIM authorization	
S7	Suitable for AIM authorization	
A1	Approved - Value Engineering	Contractual revision
A2	Approved - Master Design	

Code	Description	Designation
A3	Approved - Detail Technical Design	
A4	Approved - Fit for Construction	
B	Partially signed-off comment is resolved, then resubmitted for full authorization	For design / construction with minor comments from RB Rail. All minor comments should be indicated by the insertion of a cloud and a statement of "in abeyance" until the comments are resolved, then resubmitted for full authorization - Use at risk
C	Rejected	Document Rejected. Not to be used.
AB	As Built	Handover documentation
AI	Asset Information Model	Documentation and Information for AIM implementation. As Built + additional AM data

Table 50 - Suitability Codes

* Generally used for models. The file is available to be 'shared' and used by other disciplines as a background for their information. Any file with this suitability code should be in a changeable format (i.e., not PDF).

** Used only for non-graphical data, e.g., Reports, Meeting Records, Certificates, etc., not to be used for drawings and models.

4.2.3   Revisions

42.   All non-graphical Controlled Documents (excludes drawings, models, visualizations, etc.) shall start with revision 1.0. The revision numbers shall increment by one full number to the next revision as the document progresses through the various review/approval stages.

43.   To enable a full audit trail, the revision notes field must be used to give the background as to why the revision has been made/what changes have been made. The Revision field on the EDMS where Controlled Document is stored must match which is on the Controlled Document itself.

44.   Items with S0 Work-in-Progress and Unauthorized statuses should be numbered using decimals, e.g., 1.01, 1.02, 1.03, etc. This should be changed to integer with full number when signed off by the originator for sharing (e.g., uploaded for approval or review). Thereafter, the next work-in-progress version within the work-in-progress area (SharePoint drives, for example) should become 2.01. Using a decimal also gives the reader another indication that the information is not checked or authorized.

45.   For example, first revision of a Procedure uploaded to EDMS shall have revision 1.0. Once the update of that procedure is needed, it will become 1.01 Work in Progress document (with Suitability Status S0) and grow to as many versions as needed 1.*n*. When the update is ready for an approval process, it is then assigned revision 2.0 and issued via EDMS:

Revision	Description	Location	Activity	Access
0.01	First Draft	personal drive	document created	Author access
0.02	Second Draft	team access area (i.e., SharePoint)	document shared within own team for internal review	Team access
0.03	Third Draft	team access area	internal review comments incorporated	Team access
1.0	Finalized First Revision	EDMS	Published via EDMS on a workflow	EDMS system permissions settings
Document Update Required				
1.01	First Draft of Second Revision	personal drive/team access area	document new revision created	Author access
1.02	Second Draft	team access area	internal review	Team access

Revision	Description	Location	Activity	Access
2.0	Finalized Second Revision	EDMS	Document new revision uploaded to EDMS	EDMS system permissions settings

Table 11 - Non-graphical Documentation Revision Examples

46. Graphical documents (drawings, models, visualizations, etc) revisions will vary in accordance with status and stage - Tender, Preliminary, Construction, As Built Record, etc. Preliminary revisions of information containers should be two integers, prefixed with the letter 'P', e.g., P01. Contractual revisions of information containers should be two integers, prefixed with the letter 'C', e.g., C01. Preliminary revisions of information containers in the 'Work in Progress' state should also have a two-integer suffix to identify the version of the preliminary revision. For example:

Revision	Description	Location	Activity	Access
P00.01	First Draft of Preliminary Revision	personal drive	document created	Author access
P00.02	Second Draft	team access area (i.e., SharePoint)	document shared within own team for internal review	Team access
P00.03	Third Draft	team access area	internal review comments incorporated	Team access
P01	Finalized First Preliminary Revision	EDMS	Published on EDMS for Review and Comment	EDMS system permissions settings
Document accepted with no comments, to be issued for Detail Technical Design to Contractual Revision status				
C01	Finalized Second Contractual Revision	EDMS	Document new revision uploaded to EDMS for DTD	EDMS system permissions settings
Document accepted with no comments, to be issued for Construction				
C02	Finalized Contractual Revision	EDMS	Document new revision uploaded to EDMS for Construction	EDMS system permissions settings
Document issued as Construction Record (As-Built)				
AB	Construction Record	EDMS	Construction Record uploaded for Handover	EDMS system permissions settings

Table 62 - Graphical Documentation Revision Examples

47. For each change in the purpose of issue, as an item passes through its 'lifecycle', a new revision must be made, even if the content is unchanged. Similarly, whenever a drawing is amended, for any reason, the revision designation must be updated. The "revision status" field on EDMS must match that which is on the item.

48. To ensure revised documents are recorded as the latest issue, the latest version of an existing item must be issued using the same Document Number as the original publication. For this reason, the Document Number must not include the revision details. For clarity, if a revised drawing Document Number has even one digit different to the previous version, all computer systems will pick them both up as the latest version with the obvious on-site implications.

49. Graphical documents revisions configuration:

Revision Configuration	Preliminary / Construction	Applicable Status Code
P00.01 etc. to P0n.01 etc.	Preliminary	S0
P01 to P0n	Preliminary	D0, D1, D2, D3, D4, S1, S2, S3, S4, S5, S6, S7, AM
C01 to C0n	Contractual / Construction	A1, A2, A3, A4, AB, AI

Table 73 - Graphical Documentation Revision Configuration

4.2.4   Purpose for Issue

50. Purpose of Issue indicates why the document is Issued - to be Reviewed, Approved, Distributed, etc. When the Status Code does not sufficiently convey the use of the information, the Purpose of Issue will. Note that Purpose of Issue and Suitability Status are not the same thing.

51. Some examples of this are: For planning submission, For costing, For Information, For Review & Comment, For Approval.

52. It is important that the purpose of issue for each item is clearly indicated on the item itself. In this regard, all drawn or written information being prepared by a designer must be designated a purpose of issue.

5   File Naming

53. Descriptive file names are an important part of organizing, sharing, and keeping track of data files. File names must be short, but descriptive. The description field must only be used as part of the item name where metadata is not possible (i.e., on a network drive, it can be included, but not on EDMS, where there is a separate field for the description). The description should be separated from the name with an underscore "_". The description should be CamelCase to eliminate spaces.

54. Special Characters are not allowed in file naming:

&	ampersand	:	colon	<	left angle bracket	?	question mark
*	asterisk	$	dollar sign	{	left curly bracket	>	right angle bracket
@	at sign	"	double quotes	%	percent	}	right curly bracket
\	back slash	=	equal sign	|	pipe	'	single quotes
`	backtick	!	exclamation point	+	plus sign	€	euro sign
	blank spaces	/	forward slash	#	hashtag sign		

Table 84 - Characters Not to Be Used in File Naming

55. File naming best practices:

    55.1. Files should be named consistently,

    55.2. File names should be short but descriptive (<31 characters),

    55.3. Instead of periods, spaces, or slashes, use CamelCase to separate words,

    55.4. Include a revision/version number separated by underscore "_"

    55.5. When the Controlled Document has been assigned with Document Number, the file should be named as its Number and revision, separating them by underscore "_" (for example, Document Numbering and Master Coding List first approved revision file shall be named "RBGL-DMT-LST-Z-00001_1.0").

    55.6. Use date format ISO 8601: YYYY-MM-DD for work-in-progress document that doesn't have a Revision and/or Document Number.

6   Quality Control

6.1   Review and process

56. All Controlled Documents shall be reviewed by Document Control Team (Document Controllers and/or Document Control Manager) during EDMS workflows established for Review, Approval, Information, and other

Rail Baltica

Issue Purposes on DocLogix and ProjectWise. Each system has its own workflows and they differ depending on the document type, purpose and classification.

57. Documents with assigned number that is not system generated shall be registered in Master Document Register in Document Management Intranet page. Document Producer is responsible for registering document on Master Document Register by either adding an item in the register or contacting RBR DC Team for assistance.

6.2 QC Rejections

58. Document Controllers shall be responsible for overlooking general compliance of documentation - naming convention, metadata on EDMS, and other mandatory attributes. Misalignments will not be approved and allowed into further lifecycle; the document will be returned to the Document Producer to edit found errors. When checking Document Number as part of full compliance review, items can be rejected for any reasons listed in the table below.

Element	Description
Document Number	Check the Document Number against Section 4.1 Document Number must be added on Document cover sheet and in the headers of all other pages
Revision	Check the Revision Section 4.2.3 Document Revision must be added on Document cover sheet and in the headers of all other pages.
Title	Check the Document title and Description section 4.2.1 Document Title must be added on Document cover sheet and in the headers of all other pages.
Suitability Status	Check the Suitability Status code against section 4.2.2 Suitability Status is not to be added to Document itself, but is part of Metadata on EDMS,
Issue Purpose	Check the Issue Purpose against section 4.2.4 Issue Purpose must not contradict the Suitability Status, Issue Purpose must be added to Revision History.

PROCESS CONTROL

59. Application of the Procedure is controlled by Document Control Team in accordance with Chapter 6 of the Procedure.

REVIEW AND UPDATE OF THE DOCUMENT

60. This Procedure shall be updated upon implementation of new EDMS and later reviewed on annual or ad-hoc basis.

61. This Procedure shall be reviewed as per RB Rail Management Document Development, Approval, and Implementation Procedure and submitted for review to Technical Review Group to be added as a part of Design Guidelines.

REFERENCES

Ref:	Document Number:	Document Title:
1.	RBGL-DMT-LST-Z-00001	Document Numbering and Master Coding
2.	RBGL-CRS-MAN-Z-00001	Internal Governance Document Template User Manual
3.	RBGL-CRS-TPL-Z-00001	Internal Governance Document Template - Word
4.	RBGL-CGC-PRC-Z-00001	RB Rail Management Documentation Development, Approval, and Implementation Procedure