

# RBGP DOCUMENT NUMBERING AND FILE NAMING

RBGL-RBR-STN-Z-00028

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## DOCUMENT HISTORY

This document has been issued and amended as follows:

Revision	Effective from	Author	Description of changes
1.0	2022-02-10	Lina Vasiljevaite	First Issue
2.0	2023-06-13	Lina Vasiljevaite	Updated Sections 4.1.3, 4.1.4 Updated template
3.0	2025-08-08	Sabīne Ābrama	Changes of the document title and number. Document type changed from Procedure to Standard.  Document number changed from RBGL-DMT-PRC-Z-00001 to RBGL-RBR-STN-Z-00028  Updated Sections: 5 (project ID), 9 (Document type), 10 (Role changed to Discipline).  Paragraph "Roles and Responsibilities" excluded.  Paragraph 14 under Section 4.1. amended, paragraph 15 under section 4.1. excluded.

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## 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
AIM	Asset Information Management
DC	Document Controller
DCM	Document Control Manager
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	<p>Within RBGP, a Controlled Document is a document having any of the following characteristics:</p> <ul style="list-style-type: none"> <li>- Describes the way RBGP is being operated,</li> <li>- Records of any agreements between RBGP Stakeholders and any third parties,</li> <li>- A deliverable under any agreement between RBGP Stakeholders and any third party,</li> <li>- Any record which serves as evidence of RBGP delivery (i.e., construction records, as builds, audit records, reports, etc.)</li> </ul>
Document Author	The author of the respective Controlled Document.
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.
Entity	Any organization, company, or institution participating in the Rail Baltica Global Project. This can include Implementing Bodies (IBs), contractors, consultants, subcontractors, and any other legal or corporate bodies that have agreements, contracts, or other obligations related to the project's documentation management and delivery.
Form	Pre-designed type of document for data entry, capturing specific information in EDMS to collect, process, or present information in a structured format.
Standard	This Document Numbering and File Naming Standard.
Recipient	Person or entity that receives the information.

## 1. OBJECTIVE

1.1. The purpose of this Standard is:

- 1.1.1. to establish a clear and standardized methodology for the numbering of documents generated throughout the Rail Baltica Global Project (hereinafter-RBGP) lifecycle.
- 1.1.2. to ensure traceability, searchability and retrieval of the documents within RBGP.

## 2. SCOPE

- 2.1. This Standard applies to all individuals and entities involved in the RBGP who are responsible for generating, reviewing, or managing project documentation within the RBGP Electronic Document Management System (EDMS).
- 2.2. It is applicable to all types of Controlled Documents, including but not limited to technical specifications, design plans, reports, correspondence and all files delivered by the third parties (such as consultants, contractors and subcontractors) related to Contracts started from 2022-06-01.

## 3. GENERAL INFORMATION

- 3.1. RB Rail is responsible for the development and ongoing updates of the Document Numbering and File Naming Standard, ensuring consistency and compliance across all project documentation.
- 3.2. Document numbering rules are established in alignment with BS EN ISO 19650-2:2018, supporting structured and standardized information management practices.
- 3.3. All RBGP parties are required to strictly follow the project naming convention when uploading items to designated RBGP data environment/system, where information is exchanged between stakeholders.
- 3.4. Once a document number is generated, it is considered final and must not be altered under any circumstances.

## 4. DOCUMENT NUMBER

- 4.1. The uniqueness of a Document is identified by a Document number and revision number. Document number consists of following sections separated by a hyphen "-" as reflected in Table 1:

*Table 1. Document Number Structure*

Project Code	Originator	Volume	Level / System	Document Type	Discipline	Sequential Number
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- 4.2. Table below explains the segments/fields to be used in the file naming convention for any Controlled Documents.

*Table 2. Document Number Segments*

Section Number	Section	Characters	Description	Section in the document
1.	Project ID	4-6	RBR assigned Project Code	Subsection 4.4.
2.	Originator	3	The company responsible for production of the information.	Subsection 4.5.
3.	Volume	5-8	Volume are Site ID codes that represent an area of the project and level (if applicable) and are maintained in GIS database.	Subsection 4.6.
4.	Level/System	2*	More specific vertical Location of the object or Systems code from RBR PBS code list.	Subsection 4.7.
5.	Document Type	3	Defines the type of a document.	Subsection 4.8.
6.	Discipline	1-2	Defines the discipline that document relates to.	Subsection 4.9.
7.	Sequential Number	5	A sequential numerical reference beginning with 00001.	Subsection 4.10.

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

- 4.3. The complete list of attribute codes for each section is maintained by RB Rail and is available in the most recent version of "Document Numbering and Master Coding" list (RBGL-DMT-LST-Z-00001) [1.3]. This applies until the Common Data Environment (CDE) in EDMS is fully implemented, at which point the management of such information may be transitioned accordingly.

### 4.4. PROJECT ID

- 4.4.1. The Project Code provides a unique identifier for documents, reflecting the specific program section and sequence of the project. The Project codes are maintained in the RBGP Programs & Projects Breakdown [1.1].

- 4.4.2. For documents not related to a specific program or project, Generic Project Code shall be used [1.3]. In accordance with their relevance to Global project.

### 4.5. ORIGINATOR

The Document Originator is a legal entity responsible for the creation and maintenance of the document. Each Originator will be assigned a unique three-character code.

### 4.6. VOLUME

- 4.6.1. The Volume section of the document number represents the scope of the document. This can include a specific geographical location (i.e., a bridge or site), a broader geographical area (i.e., a whole

submission package), or the scope for a particular document (i.e., a building permit). The Volume code is used:

- 4.6.1.1. For specific Volumes - used for documents related to precise geographical locations;
- 4.6.1.2. For broader area codes which represents larger geographical areas;
- 4.6.1.3. Document scopes, or sections of the project, such as building permits and other contractual packages.
- 4.6.2. For documents related to specific locations (such as drawings, models, or reports tied to a geographical site), use Volumes` from the GIS database. These codes ensure consistency and clarity in identifying specific project locations. The structure of Volume is a Prefix (2 letters) + Numeric Code (4-6 digits), please see Annex 1 – Volume Structure for more detailed overview of Volume coding.
- 4.6.3. For documents related to broader scopes, such as contract packages or building permits, Volume codes structured with a two-letter prefix indicating the country (EE for Estonia, LV for Latvia, LT for Lithuania, and RB for global documents) followed by 6-10 alphanumeric characters. These codes cover larger areas and overarching project sections.
- 4.6.4. For documents not related to any site or location, use the code "XX". In cases where multiple volumes or areas apply, the code "ZZ" should be used. This ensures flexibility in numbering when a document doesn't fit within a single location or covers multiple areas. None of the graphical documents (drawings or models) are allowed to have "XX" as Volume code, a relevant location must be indicated.

#### 4.7. LEVEL/SYSTEM

- 4.7.1. 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.

Table 3. Examples of Level Codes

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

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

Table 4. Examples of Systems Codes

System			System		
Code			Code		
CC	1	CCS - Command Controls and Signalling	EC	2.03	ECCS - Energy Control Command System

Code	System		Code	System	
ET	1.01	ETCS L2 - European Train Control System - Level 2	HV	2.04	TSO-HVFL
RS	1.02	FRMCS - Future Railway Mobile Communication System	CA	2.05	ENE cableway system
IX	1.03	IXL - Interlocking	IF	3	INFRA (Track and Civil Works)
TN	1.04	Turnout integrated system (CCS part)	DR	3.01	Drainage
TM	1.05	TMS - Traffic Management System	EW	3.02	Earthworks
TC	1.06	ICT - Information and Communications Technology	LO	3.03	Local Facilities (from subsystem 3.03 to 3.03.06)
CY	1.07	Cybersecurity system	LF	3.03	Local Facilities (from subsystem 3.03.07 to 3.03.13)
AN	1.08	Ancillary Systems	SR	3.04	Structures
SC	1.09	CCS Scada	FE	3.05	Fences
PG	1.10	Platform gates	NB	3.06	Noise Barriers
ST	1.11	Station Systems	RO	3.07	Roads
AF	1.12	AFC - Automatic Fare Collection	LS	3.08	Landscaping
SS	1.13	Safety & Security Systems	RW	3.09	Railway track (from subsystem 3.09 to 3.09.08)
MM	1.14	AMS - Asset Management System	RC	3.09	Railway track (from subsystem 3.09.09 to 3.09.11)
NT	1.15	Non-Traction Power Supply	UT	3.10	External utilities (outside of buildings)
CW	1.16	Cableway system	ME	3.11	Track maintenance equipment
TB	1.17	CCS Technical Buildings and related MEP	CS	3.12	Backbone Cableway system
EE	2	ENE	EP	3.13	Enrailment Platforms
OC	2.01	Overhead Contact Line System (OCS)	RL	4	Rolling Stock
TP	2.02	TPS - Traction Power Supply			

- 4.7.3. For more detailed system list including discipline codes for document numbering - see Rail Baltica Product Breakdown Structure (RBGL-RBR-LST-Z-00010) [1.5].
- 4.7.4. Level/System section for System Interface documents shall be four alphanumerical characters – two system codes separated by underscore ##\_## (i.e., TM\_IX shall stand for an interface between Traffic Management System and Interlocking Interface). Such Level/System section structure may ONLY be used for System Interface documents. If such a Level/System structure is required for any other documentation, please contact RBR Document Control at [DCTeam@railbaltica.org](mailto:DCTeam@railbaltica.org).
- 4.7.5. For documents not related to any vertical level or system, use the code "XX". In cases where multiple levels or systems apply, the code "ZZ" should be used. None of the graphical documents (drawings or models) is allowed to have "XX" as Level/System code; a relevant level or system, or "ZZ" for multiple applicability must be indicated.



#### 4.8. DOCUMENT TYPE

Document Type shall be represented by a three-character code assigned to each type of document. This classification helps sort documents into categories such as agreements, reports, registers, meeting records, etc.

#### 4.9. DISCIPLINE

- 4.9.1. The Discipline code represents the specific area of expertise or field of work related to the document. It helps categorize and identify documents according to the professional discipline involved in their creation or relevance. The codes are aligned with the standard practices and ensure consistency across the project. Each discipline is represented by a unique letter code, which can be further specified with an additional number to indicate a sub-discipline.

*Table 5. List of Discipline Codes*

Code	Discipline	Description
A	Architecture	Architectural design, planning, and aesthetic aspects of building projects.
B	Building Surveying, Construction and Site Management	Building surveys, construction management, and oversight of building projects.
C	Civil Engineering	Civil engineering tasks including infrastructure design, construction, and maintenance.
D	Drainage, Roads and Highways Engineering	Design and engineering of drainage systems, roadways, and highways.
E	Electrical Engineering	Electrical systems design, installation, and maintenance within projects.
F	Facilities and Asset Management	Management of facilities, including operation, maintenance, and asset management.
G	Geographical & Land Surveying (+GIS)	Geographical surveying, land surveying, and GIS (Geographic Information Systems) management.
H	Heating, Ventilation and Air Conditioning Design	Design and installation of HVAC (Heating, Ventilation, and Air Conditioning) systems.
I	Interior Design and Art	Interior design, decoration, and integration of art within building projects.
J	System Engineering and Assurance	Project management tasks, coordination among teams, and overall project oversight.
K	Client, Stakeholder, IBs and BENs	Client relations, stakeholder engagement, and managing requirements from implementing bodies (IBs) and Beneficiaries (BENs).
L	Landscape Design and Architecture	Design and planning of outdoor spaces, including parks, gardens, and urban landscapes.
M	Mechanical Engineering	Mechanical systems design, installation, and maintenance within projects.
N	Health and Safety, Environmental Engineering and Sustainability	Health and safety protocols, environmental impact assessments, sustainable design practices, and environmental compliance.
O	Energy (ENE) and Control-Command Systems (CCS)	Energy systems, including electrical power supply, as well as control-command and signalling systems used in railway operations.

Code	Discipline	Description
P	Public Health (and Safety) Engineering	Design and management of public health systems, safety protocols, and ensuring compliance with health and safety regulations.
Q	Quantity Surveying	Cost estimation, cost control, and financial management of construction projects.
R	Project Management and Coordination	Rail-specific engineering, signalling, communications, and other railway technologies.
S	Structural Engineering	Design, analysis, and construction of structural components within projects.
T	Town & Country Planning (Land and Property)	Urban planning, land use planning, and management of land and property development.
U	Utilities and Services Engineering	Design and management of utilities such as water, gas, and electrical services.
V	Vehicle and Rolling Stock Engineering	Design, manufacturing, and maintenance of vehicles and rolling stock used in the rail system.
W	Contracting (Consulting)	Consulting services provided by contractors and external experts, including advisory and management roles.
X	Non-disciplinary / General Part	Covers disciplines that do not fall under any specific categories, encompassing various general tasks and roles.
Y	Specialist Design	Involves specialized design tasks that require unique expertise, often outside the standard engineering disciplines.
Z	General RB Rail (Corporate Part)	Pertains to corporate activities, administrative tasks, and general functions within RB Rail.

4.9.2. For more detailed categorization, discipline codes can be extended with numbers to represent specific sub-disciplines. For example:

4.9.2.1. C: Civil Engineering

4.9.2.2. C1: Earthworks

4.9.2.3. C2: Fencing

4.9.2.4. C3: Geotechnical

4.9.2.5. C4: Overhead Contact System (OCS) Civil Engineering

#### 4.10. SEQUENTIAL NUMBER

4.10.1. The final field is a numerical reference of the document. Sequential Numbers start with 00001. When any of the previously defined number components are modified, sequential numbering resets to 00001. To allow for correct sorting, numbers must include leading zeros, as in Table 6.

4.10.2. To ensure all EDMS' can sort items in numerical order, the unique reference number itself must be consistent.

*Table 6. Sequential Number Sorting*

✓ Sorting with zero suffixes	✗ Sorting without zero suffixes
00001	1
00002	10

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

*\*Exception: RBR Systems and Operations and Systems Engineering Consultants shall be using a five-digit number field, comprised of a discipline number (2-3 digits) followed by a sequential number, which includes leading zeros.*

#### 4.11. FILE NAME

The preferred file name format is: DocNumber\_Revision.Extension. For documents that require a date in the file name, the date format must be: YYYY-MM-DD. Examples of File Names:

4.11.1. **Standard File Name:** RBDL-RBR-XX-XX-MRC-Z-00001\_1.0.docx;

4.11.2. **File Name with Date:** RBDL-RBR-XX-XX-MRC-Z-00001\_1.0\_2024-06-10.docx.

Table 6. File Naming Best Practices

Position	Description
Character Limit	Recommended maximum of 50 characters (excluding the file extension) to ensure compatibility with various systems and ease of use.
Use of Underscores	Use underscores ( _ ) to separate different elements within the file name (e.g., document number, revision, date).
Dates	Include dates in the file name for documents that are time-sensitive or require periodic updates (e.g., reports, schedules).
Date Format	Use the ISO 8601 date format (YYYY-MM-DD) to ensure clarity and avoid confusion, especially in international contexts.
Case Sensitivity	Use UPPERCASE for Document Number and CamelCase for all the rest of the file names to ensure readability and consistency and avoid spaces.
Clear and Descriptive	Ensure that the file name is clear and descriptive, reflecting the content and purpose of the document.
Storing Additional Information	All additional information that does not fit into the file naming structure should be stored as metadata within the EDMS. This includes details such as document author, creation date, project phase, and other relevant data.
Files Without Document Numbers	For documents that do not yet have an assigned document number, use a short yet descriptive title as the file name. Once a document number is assigned, the file name should be updated to reflect the standardized naming convention.

Table 7. Prohibited Characters

Character	Description	Character	Description	Character	Description	Character	Description
&	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		

## 5. CLOSING PROVISIONS

- 5.1. Documents numbered under previous conventions prior to this Standard's effective date will continue to be considered valid. However, where feasible, existing documents shall be reissued using the updated numbering system to ensure consistency.
- 5.2. For ongoing projects or documents that are in progress at the time this Standard is implemented, the new numbering system must be applied to all new documents. Reissued versions of existing documents must also adhere to the new guidelines.
- 5.3. Upon the transition to the new EDMS, all legacy documents using previous numbering conventions will be assigned new numbers in accordance with this Standard. These documents will remain searchable within the system using both their new and previous numbers to ensure continuity and traceability.
- 5.4. The full application of the new numbering Standard for legacy documents and those still using the old numbering will occur with the transition to the new EDMS. However, changes to Section 4.5 (Originator), 4.8 (Document Type) and Section 4.10 (Discipline) will take effect immediately upon approval of this revision for those already using the new numbering system.
- 5.5. All parties are responsible for ensuring a smooth transition to the new document numbering system. For support during this process or questions about reissuing documents, please contact the RBR Document Control.
- 5.6. Upon approval this Standard replaces Document Numbering and File Naming Procedure RBGL-DMT-PRC-Z-00001, insofar as it concerns RBGP documentation.

## REFERENCES

Ref:	Document Number:	Document Title:
<b>1. Internal Referenced Documents</b>		
1.1.	RBPM-RBR-LST-Z-00001	RBGP Programs & Projects Breakdown List
1.2.	RBGL-DMT-LST-Z-00001	Document Numbering and Master Coding
1.3.	RBGL-PMD-GDL-R-00001	Program Management Guidelines
1.4.	RBDL-RBR-XX-XX-MTX-Z-00001	Rail Baltica Global Project Document Management Responsibilities Matrix (RACI)
1.5.	RBGL-RBR-LST-Z-00010	Rail Baltica Product Breakdown Structure
<b>2. External Referenced Documents</b>		
2.1.	BS EN ISO 19650	Organization and digitization of information about buildings and civil engineering works, including building information modelling (BIM) – Information management using building information modelling

## Annex 1. Volume Code Structure

Volume Codes` structure clarification:

*Table 8. Volume Code Prefix (2 letters)*

Code	Description	Code	Description
BR	Bridge Structures	SC	System ICT systems
CS	Construction sections	SE	System ETCS
CU	Culverts	SI	System Interlocking/Signalling/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	*	

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:

*Table 9. Volume Codes` Numeric Code - first digit*

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