**Standard Naming Conventions for Documents**

The Michigan Department of Transportation (MDOT) utilizes the following standard naming conventions for the purpose of naming and organizing electronic documentation created during the delivery of MDOT construction contracts. Elements are to be used in order and cannot be rearranged. Standard naming conventions for all documents will follow this format:

Elements: | 1st Descriptor | SN | Date | Revision | Contractor/2nd Descriptor | JN
---|---|---|---|---|---|---

Format: | FFFF or Variable | XXX | YYYY-MM-DD | RX | Variable | XXXXXX

**1st Descriptor (FFF or Variable):** Expressed as a form number (FFF), document description (e.g. Pay Estimate), common document acronym, or form name.
- Common document acronyms suggested when form numbers do not apply:
  - Use “Cert” for materials
  - Use “CP” for certified payrolls
  - Use “SD” for shop drawings

**SN (XXX):** A three-digit sequence number (i.e. 001, 002, etc.) generated (i.e. auto-designated from FieldManager or assigned by the engineer) based on either the order of documentation receipt or incorporation of cross-referenced documentation into FieldManager used for contract modifications, pay estimates, material certifications, material source lists, etc. The sequence number will be assigned by the engineer.

**Date (YYYY-MM-DD):** Date of occurrence of the work event or activity expressed as YYYY=Year; MM=Month; DD=Day. Use a dash character (-) within the date as a separator.

**Revision (RX):** A one-digit revision number beginning with an R (i.e. R1) generated based on the sequence of updates. The revised document should be named the same as the original source document except for the revision number placed at the end of the name (e.g. IDR 2017-07-20 GJM R1). A revision number is necessary for documents which have been changed after initial submittal into Field Manager or ProjectWise such as IDRs, work orders, or contract modifications and as a further exception may also be followed by a sequence number associated from FieldManager (i.e. R1 S1).

**Contractor/2nd Descriptor (Variable):** An element that provides for additional information such as the contractor or producers name, structure number, material type, location, and/or another distinctive qualifier of the file name. Structures should be identified as shown in project plans (i.e. B01, S01-1, S01-2, X04, or R01).

**JN (XXXXXX):** The job number of the project expressed in either five or six digits without an A, B, or C phase character at the end.

**File Naming Characters**
Except as otherwise noted (date and structure number), use spaces to separate fields not underscores, dashes, commas, periods, or any other characters.

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**CONTRACTOR SUBMITTALS**

**Document** | **Minimum Element Component Naming Examples**
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**AASHTO / AWS D1.5 Field Welding Plan**
Form Number | Date | Field **Welding Plan** | 0395 YYYY-MM-DD Field Welding Plan

**AWS D1.1 Field Welding Plan**
Form Number | Date | Field Welding Plan | 0394 YYYY-MM-DD Field Welding Plan

**Bridge Shop Drawings**
SD Sequence Number | Date | Structure # | Descriptor of Item | SD XXX YYYY-MM-DD 805 Steel

**Note:** Managing MDOT Office will add Sequence #
**Certified Payrolls**
CP Sequence Number  Week Ending Date  Contractor Name
CP XXX YYYY-MM-DD ABC Contracting

*Note: Managing Office will add Sequence #*

**Concrete Mix Designs**
Form Number  Mix Date  Mix Type  Contractor Name
1976 YYYYY-MM-DD S2 ABC Contracting

**Contractor’s Certified Payroll Form 1955**
Form Number  Week Ending Date
1955 YYYYY-MM-DD

**Contractor’s QC Test Reports**
Concrete Report  Date Cast  Contractor Name
Concrete Report YYYYY-MM-DD ABC Contracting

**Concrete Break Report (from Contractor)**
Concrete Break Report  Date Cast
Concrete Break Report YYYYY-MM-DD

**Correspondence**
Corr Date  Subject
Corr YYYYY-MM-DD  Haul Route

**Early Cylinder Breaks (from Contractor)**
Early Cylinder Breaks  Date Cast
Early Cylinder Breaks YYYYY-MM-DD

**HMA Ride Quality**
Ride Quality  Date  Lane  Descriptor
Ride Quality YYYYY-MM-DD NB Grinds

**HMA Mix Designs**
Form Number  Date  Mix Type  Design Number
1911 YYYYY-MM-DD 5E1 14MD242 3.5%

**Material Certifications**
Cert  Sequence Number  Date  Name of Material  Contractor
Cert XXX YYYYY-MM-DD White Cure ABC Contracting

*Note: Managing Office will add Sequence #*

**Material Source List**
Form Number  Sequence Number  Date  Contractors Name
0501 XXX YYYYY-MM-DD ABC Contracting

*Note: Managing Office will add Sequence Number*

**Miscellaneous Documentation**
Brief  Description  Contractor
Safety Program ABC Contracting

**Nonconformance Report**
Form Number  Sequence Number  Date  R#  Structure Number  Fabricator NCR#
0559 XXX YYYYY-MM-DD RX B01 AAAA Fabricating NCR1 Fabricator NCR#

*Note: Managing Office will add Sequence Number*

**Permits**
Permit Type  Contractor Name
NPDES ABC Contracting

**Pile Driving Table**
Form Number  Name of Hammer  Contractor
1157A D30-32 ABC Contracting

**Pile Welding Quality Control Plan**
Form Number  Date  Pile Welding QC Plan
5627 YYYYY-MM-DD Pile Welding QC Plan

**Pile Welding Splice Record**
Form Number  Date  Pile Welding Splice Record
5628 YYYYY-MM-DD Pile Welding Splice Record
**Pile Welding Corrective Action Record**
Form Number Date Pile Welding Corrective Action Record 5629 YYYY-MM-DD Pile Welding Corrective Action Record

**Post Certification of Subcontract Compliance**
Form Number 1386

**Prime Contractor Bi-Weekly Statement of Subcontractor Payment**
Form Number Bi-Weekly End Date Name of Subcontractor 2124A YYYY-MM-DD ABC Contracting

**Progress Schedule**
Form Number Contractor 1130 ABC Contracting

**Request for Information**
RFI Sequence Number Date Issue RFI XXX YYYY-MM-DD Pipe Clarification

**Request for Information**
Form Number Date Structure Number Issue 0558 YYYY-MM-DD B01 Rockers Alignment

**Report of Compacted HMA Core Density-Contractor**
Form Number Date Core Mix Type Lot Sublot(s) 1907 YYYY-MM-DD 3E1 L3 SL 9-11 QC

**Report of Compacted HMA Core Density-Contractor Long**
Form Number Date Core Joint Type Course -Core Number QC 1907J YYYY-MM-DD Leveling JU11-15 QC

**Shop Drawings**
SD Sequence Number Date Structure Number Descriptor of Item (Bridge) Contractors Name SD XXX YYYY-MM-DD B05 ABC Contracting

**Note: Managing Office will add Sequence #**

**Subcontract**
Form Number Contractor 1302A ABC Contracting

**Time Extensions**
Form Number Sequence Number 1100A 001

**Note: Managing Office will add Sequence #**

**Weekly Summary of Cert. Concrete/Comm. Central-Transit Mix**
Form Number Sequence Number Week Ending Date Producer Name Plant Number 1155 YYYY-MM-DD ABC Concrete ABC115

**Note: Managing Office will add Sequence #**

**Welder Qualification Field Data Report**
Form Number Name (Last First) Position Process Date 1929 Smith John 1F SMAW YYYY-MM-DD

**Welder Qualification Test Report**
Form Number Name (Last First) Position Process Exp Date 0396 Smith John 1F SMAW YYYY-MM-DD

**Welder Certification Test Report**
Form Number Name (Last First) Position Process Exp Date 5620 Smith John 1F SMAW YYYY-MM-DD

**Welder Certification General Information**
Form Number Date Testing Agency 5618 YYYY-MM-DD AAAA Testing

**Welder Certification Audit Checklist**
Form Number   Date Testing Agency
5619 YYYYY-MM-DD AAAA Testing

Welder Certifications
Welder Name (Last First)   Position of Weld   Type of Weld   Welder Smith John 1F SMAW

**Note:** This will be included with other information. If it needs to be separated, reference naming convention example along with information below:

“Position” – 1F, 2F, 3F, 4F, 1G, 2G, 3G, 4G, etc.
“Type” – SMAW, SAW, FCAW, GMAW, TIG