

Naming conventions

Documents used in the CPF process

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References

Table 1 References

Chap No./Document No.	Title
S1000D-SC-2011-001-000-00_WP_Template.doc	Template for WP in the CPF process
S1000D-SC-2009-091-001-00_Meetings and documents naming convention.doc	Naming conventions - Meetings and documents except CPF documents

1 Introduction

This document gives the document naming convention that must be followed for all documents used in the S1000D change proposal process.

- A change proposal form - CPF
- A Schema proposal form - SPF
- White papers - WP
- Reason for update - RFU

Note

All CPF with status Pending approval must be registered and stored as a complete CPF zip file including all attachments.

2 Identification of Change proposal forms, attachments (WP), SPF , RFU and complete CPF packages

The following file numbering system must be used:

- the original CPF cpf_yyyy-nnnCC_r0_Cpf title.ext
- the first revision to the original CPF cpf_yyyy-nnnCC_r1_Cpf title.ext
- the second revision to the original CPF cpf_yyyy-nnnCC_r2_Cpf title.ext

- the first attachment (eg WP) [cpf_yyyy-nnnCC_a1_r0_Cpf title.ext](#)
 - the first revision to attachment 1 (eg WP) [cpf_yyyy-nnnCC_a1_r1_Cpf title.ext](#)
 - the second revision to attachment 1 (eg WP) [cpf_yyyy-nnnCC_a1_r2_Cpf title.ext](#)
 - the second attachment etc [cpf_yyyy-nnnCC_a2_r0_Cpf title.ext](#)
 - the original SPF (initial issue r0) [cpf_yyyy-nnnCC_spf_r0_Cpf title.doc](#)
 - the first revision of the SPF [cpf_yyyy-nnnCC_spf_r1_Cpf title.doc](#)
 - the original Checklist-RFU by CPF [cpf_yyyy-nnnCC_rfu_r0.doc](#)
 - the first revision of the Checklist-RFU by CPF [cpf_yyyy-nnnCC_rfu_r1.doc](#)
 - the complete CPF zip file incl attachments* [cpf_yyyy-nnnCC_final_r0_Cpf title.zip](#)
 - the first revision of the CPF zip file* [cpf_yyyy-nnnCC_final_r1_Cpf title.zip](#)
- * The Pending approval package (includes the CPF, WP, SPF)

The document number is marked in [blue](#).

The titles do not need hyphens or underscore between each word.

CPFs are registered and created via the web-site by your national administrator.

3 Identification of RFU and complete Chapter packages

When the updated chapters are published on the Forum for review, the following file numbering system must be used:

- the checklist for Review 1 [Chap_2-5-1_Checklist_Iss4.1_review01_r0.doc](#)
- the checklist for Review 2 [Chap_2-5-1_Checklist_Iss4.1_review02_r0.doc](#)
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- the original RFU (initial issue r0) by Chapter [Chap_1.2.3.4_rfu_r0.doc](#)
- the **first revision** of the RFU by Chapter [Chap_1.2.3.4_rfu_r1.doc](#)
- the **current** chapter (in current issue) [DMC-S1000D-A-03-09-0503-00A-040A-A_007_00.doc](#)
- the **first draft** of a chapter for next issue of the spec [DMC-S1000D-A-03-09-0503-00A-040A-A_007_01.doc](#)
- the first complete chapter package published on the Forum for review. (the inwork number follows the chapter inwork number) [DMC-S1000D-A-03-09-0503-00A-040A-A_007_01.zip](#)
- the **second draft** of a chapter for next issue of the spec [DMC-S1000D-A-03-09-0503-00A-040A-A_007_02.doc](#)
- the first complete chapter package published on the Forum for review. (the inwork number follows the chapter inwork number) [DMC-S1000D-A-03-09-0503-00A-040A-A_007_02.zip](#)
- the **final approved** chapter for next issue of the spec [DMC-S1000D-A-03-09-0503-00A-040A-A_008_00.doc](#)
- the final complete chapter package published on the Forum for review. (the inwork number follows the chapter inwork number) [DMC-S1000D-A-03-09-0503-00A-040A-A_008_00.zip](#)

4 **Commented files**

A commented file is marked with the commenter's initials at the end preceded by an underscore []:

- any commented file (here by [CJW](#)) cpf_yyyy-nnnCC-a1-r2_Cpf title_[CJW](#).ext