

# EMRA Standards, Practices, & Concepts

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## **STANDARDS DOCUMENT:** **DOCUMENT NAMING & NUMBERING LEGEND**

FILES SHOULD BE NAMED IN THE FOLLOWING FORMAT:

**@-\$\$-##\_REV-?[DATE]\_[NAME]**

@	DOCUMENT TYPE	REV-?	CURRENT REVISION
\$\$	DEPARTMENT	DATE	ADOPTION DATE
##	DOCUMENT SEQUENCE NUMBER	NAME	DOCUMENT TITLE

### **@ - DOCUMENT TYPE**

C – CONCEPT

S – STANDARD

P – PRACTICE

### **\$\$ – [DEPARTMENT]**

BW	BENCH WORK
CF	COLOURS & FONTS
EL	ELECTRICAL
ED	EMRA DOCUMENT
FC	FREIGHT CAR
MP	MOTIVE POWER

OP	OPERATIONS
PA	PASSENGER
RS	ROLLING STOCK
SC	SCENERY
ST	STRUCTURES
TW	TRACK WORK

### **## – DOCUMENT SEQUENCE NUMBER**

CHOOSE THE NEXT AVAILABLE NUMBER IN SEQUENCE FOR THE NEW DOCUMENT.

### **REV-? – REVISION NUMBER:**

Documents that are being revised but have been approved shall use letters to denote their revision status starting with the letter 'A' and proceeding through the alphabet for each revision until the document has been approved. Ambiguous letters such as "I", 'L', 'O' should not be used.

Documents that have been approved by the membership at a business meeting shall use numbers to denote their revision status starting with number '0'. For each additional revision that is approved increase the number by one value.

### **DATE:**

Date that the document was adopted at a business meeting, format of the date should be as follows:

Year-Month-Day

### **NAME:**

A short name used to describe what the document contains, see the index document for a list of document titles.

EMRA Document:

S-SD-01\_REV-0

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Supersedes all previous Standards Practice or Concepts documents

**NOTE:** Any amendments to these Standards Practices or Concepts are reflected by noting the date of the meeting at which the change was adopted in the right-hand side of the document at the page location of the change.