Naming Policy

Network Device Naming Policy

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To standardise the naming of all network-connected devices across multiple sites, ensuring consistency, clarity, and ease of identification for network administration, monitoring, and support.

Naming Convention Format

Each device name will follow the structure:

FR-[SiteCode]-[AreaCode]-[DeviceType][Number]-*[switchport]*

Example:
ERN-OF-RT01, ERN-OF-RT01, ERN-CBA-SW01-SP01, ERN-CBA-CRT01

Naming Structure Breakdown

Section	Description	Example
SiteCode	3-letter abbreviation representing the physical site location	ERN- = Bodelwyddan
AreaCode	2-letter code representing the specific building, floor, or department within the site	OF = Office
DeviceType	Short code describing the type of device	RT = Router
Number	Incremental two-digit number for devices of the same type	01 = First router in that area

Common Device Type Codes

Device Type	Code	Example
Router	RT	ERN-OF-RT01
Switch	SW	ERN-OF-SW02
Access Point	AP	ERN-OF-AP01
Server	SR	ERN-OF-SR01
Workstation / PC	WS	ERN-OF-WS05
Printer	PR	ERN-OF-PR02
Firewall	FW	ERN-OF-FW01
NAS / Storage	NS	ERN-OF-NS01

Common Device Type Codes

Device Type	Code	Example
Router	RT	ERN-OF-RT01
Switch	SW	ERN-OF-SW02
Access Point	AP	ERN-OF-AP01
Switch Port	SP	ERN-OF-SW01-SP01

Additional Guidelines

- All names must use uppercase letters and no spaces.
- Use consistent codes for site and area names across all systems (DNS, DHCP, AD, etc.).
- Device names should be set at provisioning time and not changed without documentation.
- Virtual machines should include an extra section for environment, e.g. ERN-DC-SR01-VM1.
- If a device is decommissioned, its name and number should not be reused for at least 6 months.