



Effective Report Writing

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What is a Report?

A report is a document that provides a method for you to *communicate* with another person or group

It conveys a *message*, remember that you will not be physically present when the recipient reads it

What is a Report?

- Presents information clearly
- Can be scanned quickly
- Uses numbers and headings
- Short concise paragraphs and bullet points
- Uses images: tables, graphs, figures, illustrations
- Has a summary (abstract)
- Includes conclusions, recommendations and if required, appendices

What is the Objective?

Is it to:

- Inform, i.e. defects
- Interpret, i.e. Building Code, Standard, Compliance Schedule, etc.
- Recommend, i.e. remedial works
- Persuade, i.e. why is the work required

What is the Objective?

Important questions *before* you start:

- *Why* are you writing the report?
- What are you trying to *achieve*?
- Who is your *audience*?
- What *information* do they require?
- What is their *knowledge* base?

What is the Objective?

Ensure you clearly record either within the body of your report or in the action plan what:

- Is a legal requirement – *a have to have*
- Is a recommendation – *a nice to have*

Be careful how or if you *upsell* a product/service in the report, the reader may surmise that you are only recording actions so that you can sell them an additional service!

Structure

- Plan and organise your report
- Your report must flow logically from section to section
- Objective – to the point
- Researched – current practice, legal requirements
- Structured – headings, sub-headings
- Style – writing style, clear, concise, information

Structure

Title Section:

- Author, date, report reference

Executive Summary (abstract):

- Aims, objectives, major points, recommendations – be specific *not* vague

Table of Contents:

- Separate section – auto Word tool

Structure

Introduction:

- Describe the problem, reason for the report, scope, purpose, limitations



Body:

- $\frac{3}{4}$ of report, should be numbered, explain preferred solution, detail evidence, etc.



Conclusions:

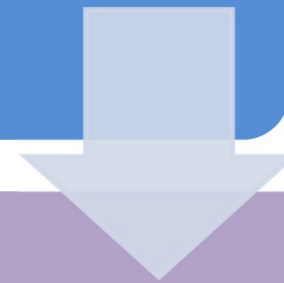
- Key findings, relate to objectives, logical, no new material, brief using bullet points, identify major issues



Structure

Recommendations:

- List in order of priority, looking forward, feasible – cost, location, productivity, acceptability, legal, numbered and must relate to conclusions



Appendixes:

- Technical data, drawings, calculations, etc.

Example

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Executive Summary

The following summarises the main findings and scope of works for this report. Additional detail and design logic to these findings are contained within the report document.

- The architect/designer is to provide confirmation that co-ordination of the fire safety requirements between the fire design and the drawings, specifications and documents produced by other design disciplines has occurred.
- This report has been compiled using NZBC C/AS5 (inc Amendment 4).
- The building has an Importance Level of 2 (normal risk).
- The firecell has been taken as a Risk Group WB; with the Purpose Group WL (both unchanged).
- The existing automatic sprinkler head locations shall be altered and/or added to as required by the removal and addition of internal partitions to ensure compliance with NZS 4512: 2010.
- Due to the proposed changes, this may result in changes to the existing emergency lighting provision. Therefore, a competent emergency lighting designer shall assess the new arrangement and relocate/provide additional luminaries as necessary.
- With regards internal alterations, refer to control of internal fire and smoke spread detailed within Paragraphs 2.2.7 – 2.2.11 of this report.

Example

Section 1.0 Introduction

1.1 Building Description

The site's legal description is: Lot 1 DP 108476, CT-41280 (multi-use within commercial), within a site of approximately 2,397m². The area of alterations (Level 28) floorplate is approx. 729m².

The building has undergone a large number of historical internal alterations within tenancies (>20 Building Consents/Exemptions) and the structure was built prior to July 1992, believed to have been circa 1985.

This thirty-storey, mixed-use commercial building contains basement car parking on Level 1, office foyer, retail tenancies and arcade at Levels 2 & 3, car parking from Levels 4 to 7, a gymnasium and healthcare suites at Level 8; and office accommodation at Levels 9 to 29. Level 30 contains plant areas only. The building is a rectangular shaped structure, with the main entry point fronting onto Queen Street.

It appears to be of industrial-type construction, concrete columns & beams, concrete flooring, with a flat roof. The age of the construction would result in a NZS 1900 design, which would have resulted in an FRR of at least 90/90/90 including the primary structure and its supporting elements. The internal walls appear to be plasterboard on timber stud/glazed.

Section 3.0 Conclusion

This Fire Engineering Report for the tenancy on Level 28, 151 Queen Street, CBD, Auckland 1010, has assessed the Building Code compliance requirements in respect to the fire safety clauses C1 – C6 of the New Zealand Building Code (NZBC) to full compliance, by utilizing the Acceptable Solution C/AS5 (inc Amendment 4).

This Fire Engineering Report demonstrates that the proposed remedial works to the building will be in compliance with the functional requirements of the NZBC C1 – C6 *Protection for Fire* on a full compliance basis to the extent required by the Building Act (2004). This is based upon the full implementation of the scope of remedial works as detailed within this report.

Process

- Determine the purpose of the report
- Determine the audience (client, technical professional etc.)
- Determine your role
- Plan using sections and sub-headings
- Sources of information – site visit, legal requirements, best practice, etc.
- Time management
- Proof read

Evidence

Use of *photographs* – pictures paint a thousand words



Always:

- Ensure they are date stamped
- Provided with a reference number

Duty of Care

During your site-visit you may notice an issue which is outside of the scope of works.

Ensure that you record this either within the report or directly to the client before you leave site.

Not only are you acting in a professional manner but in the eyes of your client you are adding extra value to your services.

Use of Words

Try not to repeat words, for example:

Addition

- Additionally, again, also, as well, besides, equally important, finally, furthermore, in addition, likewise, next

Examples

- By way of illustration, for example, for instance, namely, specifically, such as, that is, to demonstrate

Proof-Reading

Sentences:

- Grammar & spell check
- Sentence length

Paragraphs:

- Relevant information
- Linked

Style:

- Accurate references
- Evidence included
- No clichés, slang or jargon

Discussion Period

Any Questions?