5.0 **GUIDELINES FOR REPORT WRITING**

Candidate seeking for registration into any of the Engineering Personnel shall be required to produce an experience report of not less than 3000 and not more than 5000 words in three (3) copies, and submit the same to the Centre Coordinators within the date of examination.

In addition to fulfilling the requirements stated in the Guidelines for registration, candidates are advised to take note of the following hints on how to produce a report of the quality and format acceptable to COREN:

(a) The report shall have a minimum of five chapters including introduction, summary (in tabular form), details, conclusion, and appendices (*endorsed by supervising engineers*). More chapters are acceptable as long as they conform to the approved style of report presentation.

(b) The summary of Work Experience (to be presented in tabular form) should conform to the table below:

**Table 3: Summary of work Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERIOD** | **EMPLOYER/ POSITION/ ACTIVITIES** | **DURATION (MONTHS)** | **SUPERVISING ENGINEERS** | |
| **NAME** | **SIGNATURE & STAMP** |
|  |  |  |  |  |

(c) The report must be written in font size 12, Times New Roman, tidy, well typed, and spiral bound to A4 size booklet.

(d) For all activities or project outlined in Table 3, important engineering aspects such as project name, objective, Bill of Engineering Measurement and Evaluation (BEME), locations, engineering specifications, codes, standards, quality control, management system, your role and participation, and important lessons/experience gained as result of your involvement should be included.

(e) The report shall closely take into account the details stated in the Report Guidelines for specific Engineering disciplines such as Civil, Mechanical, Electrical, Agricultural.

(f) The report shall be signed by the writer at the end and dated.

(g) The writer shall list at the end of the report the names of two Registered Engineers who shall endorse and certify for the Work Experience attained and reported.

COREN Guidelines for Report Writing.