

REPORTS

To make an accident report, you should gather details about the incident including the date, time, location, involved parties, vehicle information, witness accounts, descriptions of injuries and damages, and a chronological account of what happened, then present this information in a clear and organized format, including photographs if available, and always follow any required reporting procedures depending on the situation.

Key steps to create an accident report:

- **Gather information immediately:**
- **Basic details:** Date, time, location of the accident.
- **People involved:** Names, contact information, driver's license numbers of all parties involved.
- **Vehicle information:** Make, model, license plate number, insurance details of all vehicles involved.
- **Witness details:** Names and contact information of any witnesses present
 - Management report given by Mrs. Mary Jane. S about last year' intramurals. Written reports presented and maintained in Department's records.
 - Collections Report given by the Treasurer, Surya. R. Manila

ACCIDENT REPORT

1. Write a report, as submitted by the site engineer to the General Manager, of a minor accident that took place at the construction site of a new factor building.

A REPORT ON MINOR ACCIDENT

SUBMITTED TO –

The General Manager
XYZ Construction Company
Chennai.

SUBMITTED BY -

R. K. Prasad
Site Engineer
XYZ Construction Company
Chennai.

SUBMITTED ON

02/04/2024

Sir,

Sub: Accident Report – reg

I wish to report that one of our labourers, Mr. H. D. Yadav, broke his left leg and two ribs in an accident at the above building site today. The circumstances are set out below.

At nine o'clock this morning (hardly a few minutes after the work had started) I took over supervision of a gang of men repairing a wooden staircase at construction site 23. There were seven laborers in all. While two of them were busy trying to remove one of the damaged steps something happened and four steps along with their vertical supports suddenly gave way bringing Mr. H. D. Yadav down into the pit behind the staircase with a loud thud. I looked at the

gaping space and cautioned the other men to stay where they were without putting any extra pressure on the steps. I then rushed to the pit behind the staircase and found Mr. Yadav writing in pain. He had obviously sustained serious injuries in his left leg and the chest.

Meanwhile two men of the other gang also reached the spot and we lifted Mr. Yadav and put him on the rear seat of my car parked not far away from the accident site.

We took him to the General Hospital where he was admitted to the Emergency Unit and detained. I have since learnt that he has broken his left leg together with two ribs on the left side of the chest. He will have to stay in hospital for at least a couple of weeks. I have already informed Mr. Yadav's family that he is in hospital.

I have since examined the staircase and have discovered that the steps that gave way had been extensively eaten away by white ants. It is feared the whole staircase may have to be replaced by a new one.

Yours faithfully

R. K. Prasad

Site Engineer.

2. Write a report on a fire accident due to leakage of electric current in a ladies hostel where two electrical engineering students died. Also give a set of recommendations for preventing such accidents in future.

A REPORT ON FIRE ACCIDENT

SUBMITTED TO

The Principal

XYZ College of Engineering

Chennai

DATE

03/04/2024

SUBMITTED BY

V. Rajaram

Students' Representative

XYZ College of Engineering

Chennai

Sir,

Sub: Report on the fire accident - reg

Ref: Your letter dated 9th October 2022.

With reference to the accident that took place a couple a days ago in our College Ladies Hostel, the following report is submitted after a thorough analysis of the facts.

On the 10th October 2022, a fire broke out around 2:00 p.m. in the Ladies Hostel. It experienced a tragic fire accident caused by leakage of electricity. It spread so quickly that it engulfed a vast area consuming a large number of clothes and other materials which is kept in the hostel. The laundry nearby started to burn due to that leakage and the fire spread to the floors on top. Students were studying for exams inside the room, the two students in the top floor sustained burn injuries were unable to come out on the room.

The firemen were summoned immediately and saved the two students from further injuries. The fire extinguished after one hour, the two students were taken to the hospital with severe burn injuries. The Doctors diagnosed them and declared that they were already dead. Further, the doctor told that they were already afflicted with asthma and they were killed by smoke and severe fire injuries.

Under investigations, it is found that the fire broke out because of a short circuit in the switch box. As all the fittings in the rooms were in operation, the fire spread quickly. This devastating fire accident has resulted in a loss of two girl students and a lakh of rupees.

In order to avert such mishaps in future, the following are recommended.

1. The worn-out wiring should be immediately replaced and checked at regular intervals for leakages.
2. It is necessary to install more fire extinguishers at vantage points.
3. Proper fuses must be installed to avoid excess flow of current.
4. Students should be trained to handle the electric components safety along with fire extinguishers.
5. Fire alarms should be installed in ladies' hostel, since lot of students are available in the hostel.

If the above measures are implemented forthwith, such accidents can be prevented in future and thereby great loss to property and human resources can be averted.

Thank You

Yours faithfully

V. Rajaram

Feasibility Report

A feasibility report is a report that evaluates a set of proposed project paths or solutions to determine if they are viable. The person who prepares a feasibility report evaluates the feasibility of different solutions and then chooses their recommendation for the best solution. They then present the feasibility report to their company and make their recommendation.

What is the purpose of a feasibility report?

A feasibility report aims to determine the feasibility of solutions or project paths and choose the best option. The feasibility report serves to break down different approaches to a problem or project and help readers understand the feasibility of each approach. Based on the evaluation outlined in the report, readers can decide whether to take the report's recommendation of the best approach. This thorough analysis of different approaches can help companies make the best possible decisions on projects and problems. Related:

Sections to include in a feasibility report

Feasibility reports can look different from company to company, and you might have specific directions from your company regarding how to structure your feasibility report. However, most feasibility reports typically include a few key sections:

Executive summary

One of the first components of a feasibility report is the executive summary. The executive summary provides a report overdue to help readers understand the report's main points. Your executive summary should be brief, so write it clearly and concisely. Some elements to consider including in your executive summary are:

- Brief description of what's in your report, including the problem you're solving or the project you're working on
- Notes on the main ideas from your research or important information from your report
- Concise explanation of how the project or problem relates to the overall mission of your company

The goal of writing your executive summary is to keep it brief and understandable, as you can go into more detail in your report. Although the executive summary is one of the first elements of the report, many people choose to write their executive summary after writing their report to make it easier to determine what information to include in it. Related:

Introduction

Another important component of a feasibility report is the introduction. Following the executive summary, you can write an introduction that explains what the problem or project is and the proposed approaches. Like your executive summary, your introduction can be general and brief, as you can explain more details later in the report.

Background and context

A feasibility report should also include background and context. This section is important to help people who read the report understand important contextual information. For example, if you're discussing different approaches for a project, you could include the history and goals of the project in your background and context section. If you're evaluating different solutions to a problem, you could explain where the problem came from and how it affects your company. This can prime your audience to understand the feasibility of different approaches.

Evaluation criteria

You can also include a report section that explains your evaluation criteria. This section helps the readers of your report understand how you evaluated the feasibility of different approaches and why you arrived at your recommendation. Your evaluation criteria may include:

- **Financial costs:** Companies typically consider the financial impact of a project before taking action, so financial costs may be one of the criteria in your feasibility report.
- **Tax impacts:** You can evaluate different approaches based on how they would change your company's taxes as another criterion.
- **Public perception:** Certain projects or problems may affect your company's public perception, so you could evaluate how different approaches would influence your company's public perception in your feasibility report.
- **Environmental effects:** If your company values environmentally-friendly choices, you could consider including the environmental effects of an approach in your report.
- **Resources needed:** You may need certain resources for different potential approaches, so you could evaluate the resources needed as one of your criteria.

A key section of a feasibility report is the evaluation of solutions section. This section accomplishes the purpose of a feasibility report, which is to determine the feasibility of solutions and project paths. The evaluation section is where you compare potential approaches based on your evaluation criteria. The evaluation process leads you to make your recommendation on the best approach.

Conclusion

You can summarize your report and reiterate your main points in a conclusion section. This section can be brief and include a quick description of the pros and cons of each of the approaches discussed. The purpose of this section is to remind your readers how you evaluated each approach before you make your final recommendation.

Final recommendation

The last section of a feasibility report contains your direct recommendation for the best path forward. In this section, which can be brief, you can explain whether the solution is feasible and why you believe it's the right choice. The key to writing the final recommendation section is directly stating what your recommendation is and why.

Here is a sample:

FEASIBILITY REPORT ON STARTING A RESTAURANT

BUSINESS IN AHMEDABAD

SUBMITTED TO

The Chairman

CLASSIQ RESTAURANT

SUBMITTED BY

Bharat Ram, Anish Kumar

SUBMITTED ON

I. INTRODUCTION

When considering starting a small business, opening a restaurant could be a perfect choice for you. People must eat several times daily and statistics has shown that fewer adults eat at home especially breakfast, so the demand for cooked meals are high. (Meyer et al, 2013)

A fast food is a restaurant where food, snacks, drinks are sold for human consumption. This business is one of the most profitable business worldwide.

Food is one of the essential things in life, all humans need food to survive and be energized to carry out their daily activities. But starting a restaurant business is not just about serving food, but rather it's about serving a well-prepared meal in a healthy and serene environment. Everyone wants to visit a restaurant with family, friends and colleagues so having a good and well-organized eatery where delicious meals are being served is a major key to retaining customers. This survey was carried out by Bharat Ram and Anish Kumar.

Nowadays starting a well-planned restaurant business is a step in the right direction, but one must have in mind that it is a business of service rather than product, customers satisfaction should be one's major priority as it is indispensable.

II. EXECUTIVE SUMMARY

I have prepared a feasibility report of 'CLASSIQ RESTAURANT'. The target market is for all classes of people and all associated cost related to the business is estimated. The fast food business will be operated by two partners namely Bharat Ram and Anish Kumar and finance to run the business will be self-sourced. This report would help us determine whether this business is viable.

III. PRODUCTS AND SERVICES

The product ranges from variety of food items, foreign cuisines down to our native dishes such as snacks, fries, jollof rice, fried rice, ogbono soup, ora soup, egusi soup alongside akpu, eba, pounded yam, amala etc. which are some of the major delicacies common to Nigerian indigenes.

The services will include to operate a fast food restaurant that provides a quality and hygienic meals to our potential customers in order to increase our value so that all parties involved is satisfied.

IV. LOCATION AND TARGET MARKET

When starting a new business enterprise one important thing to consider is to study the location and the environment of the business.

Our CLASSIQ RESTAURANT will be located at Ijaiye market axis, Ahmedabad in a rented spacious shop outlet at the commencement of the business. This location has been selected to tap into the opportunity and potential of this location due to high influx of people.

Our target market cuts across all societal class which are the upper class, middle class and lower class because the prices of the food would be affordable to all with an unparalleled customer service.

It was observed that about 40% of the needs are been met by food vendors in and around the location. Our market is estimated to be about 15 million naira annually.

The market share = $15,000,000 / 3 = \#5,000,000$

But since we are starting the business newly, we would like to work with a market share of $\#4,500,000$). Our sales forecast for the year is therefore $\#4.5$ million naira.

We hope it increases at the rate of 15% annually over the next five years.

V. MARKET ANALYSIS

The market survey showed a prevailing trend in the market with a huge potential. There is an opportunity for the restaurant to carve a niche for itself in the market its planning to enter. The survey also shows some segmented and unmet demands in some sectors of the market such as marginalization of some societal class, hospitality service.

The cost of starting this project is moderate, the project is expected to generate high profits in the long run.

VI. MANAGEMENT TEAM

The major aim of this restaurant is to make customers satisfaction our utmost priority and we have dedicated and committed individuals who are going to oversee coordinating the activities of the restaurant.

The business is a partnership business owned by Bharat Ram and Anish Kumar. The business would both be coordinated in active capacity by these individuals.

Bharat Ram is the general manager of the business. He is a graduate of Mechanical Engineering from Ahmadu Bello University. He is an experienced individual who has worked with various organizations such as Dangote Industries Limited as a production supervisor.

Anish Kumar is the accountant and doubles as the operations manager of the restaurant. He is a graduate of Business Administration from the University of Agriculture and he is a man with vast experience as he has worked with various government agencies alongside running a small restaurant.

VII. RESTAURANT PROFILE

- Restaurant name: CLASSIQ RESTAURANT
- Size of Restaurant: Medium Size Restaurant
- Products: Food & Beverages
- Location of Restaurant: Ijaiye Market Axis, Abeokuta
- Partners: Adedeji Badewole and Timilehin Badewole

VIII. RESTAURANT OBJECTIVES

- To provide high quality and affordable meals for our customers.
- To satisfy and provide quality service to our customers.
- To provide comfortable and conducive environment for our customers.
- To provide dedicated waitrons to our customers to serve them better.

IX. PRODUCT CHARACTERISTICS

- A unique restaurant concept in town.
- Wide varieties in menu and delicious cuisines.
- Special features – serving of fruit salad or small chops before meal.
- Special discounts and surprise packages during festivities.

X. FOOD MENU OF CLASSIQ RESTAURANT

❖ SOUP PRICES

Egusi Soup #300

Efo Riro #300

Ewedu Soup #300

Catfish Pepper Soup #1000

❖ APPETIZERS AND SNACKS

Akara #10

Pancake #100

Plantain pies #100

Sandwich #100

Fruit salad #200

Vegetable salad #200

❖ RICE DELICACIES

Steamed rice #250

Jollof rice #300

Fried rice #300

Coconut rice #300

❖ COMPLEMENTARY FOODS

Beans #50

Grilled fish #500

Fried fish #100

Fried meat #100

Chicken #200

❖ COLD BEVERAGES

Soft drinks #100

Soda water #100

Ice cream #200

Hollandia juice et al #500

XI. RESTAURANT EQUIPMENTS

S/N	ITEMS	QTY	UNIT PRICE (₦)	TOTAL COST (₦)
1	SPOON	5 Dozen	500	2,500
2	FORK	5 Dozen	500	2,500
3	KNIFE	10 Nos	400	4,000
4	SERVICING SPOON	1 Dozen	500	6,000
5	SOUP SPOON	1 Dozen	600	7,200
6	LARGE PLATE	5 Dozen	300	18,000
7	SMALL PLATE	5 Dozen	200	12,000
8	SERVING BOWL	5 Dozen	200	12,000
9	CUP AND SAUCERS	2 Dozen	600	14,400

10	JUICE GLASS CUPS	2 Dozen	250	6,000
11	SERVING TRAY	2 Dozen	200	4,800
12	CANDLE STAND	24 Nos	500	12,000
13	STRAW STAND	12 Nos	200	2,400

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