



UNITED REPUBLIC OF TANZANIA
ENGINEERS REGISTRATION BOARD



Telegrams: "ENGBOARD", DAR ES SALAAM
Telephone: 2115373,2122836
Fax: 2115373,2124265
e-mail:registrar@erb.go.tz
www.erb.go.tz

P.O. BOX 14942,
DAR ES SALAAM
TANZANIA

ERB GUIDELINES FOR REPORT WRITING

You are required to produce a **practical training report** of not less than **3000** and not more than **5000** words in **three (3) copies**, and submit the same to the Registrar as soon as possible.

In addition to the enclosed Regulations on Practical Training Requirements, you are advised to take note of the following hints on how to produce a report of the quality and format acceptable to ERB:

- (a) The report shall have a minimum of five chapter's i.e introduction, summary (in tabular form), details, conclusion, and appendices (*endorsed by supervising engineers*). More chapters are acceptable so long as they provide better style and report presentation.
- (b) The summary of Practical Training (to be presented in tabular form) referred to in Section 3(b) in the Regulations is recommended to be as shown below:

PERIOD	EMPLOYER POSITION ACTIVITIES	DURATION (MONTHS)	SUPERVISING ENGINEERS	
			NAME	SIGNATURE & STAMP

- (c) The report must be tidy, well typed, and spiral or paper bound to A4 size booklet
- (d) For every major activity or project outlined in the tabular summary, important engineering aspects such as project name, objective, estimated or real cost, locations, engineering specifications, codes, standards, quality control, management system, your role and participation, and important lessons/experience gained by you as result of your involvement should be included in the details of the report.
- (e) The report shall closely take into account the details of ERB training guidelines for specific engineering disciplines i.e Civil, Mechanical, Electrical, Agricultural etc.
- (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 at least **two** (preferably registered) engineers who will endorse and certify for the practical training attained and reported by the writer.