



ARCHITECTS, ENGINEERS AND QUANTITY SURVEYORS REGISTRATION BOARD

TECHNICAL REPORT WRITING GUIDELINES

**THE TECHNICAL REPORT SHALL BE CERTIFIED BY 5 YEARS POST
PROFESSIONAL REGISTERED ENGINEER RECOGNISED BY AEQSRB.**

The report should contain but not limited to the following sequence:-

1. ACKNOWLEDGEMENT.
2. TABLE OF CONTENTS.
3. ABBREVIATION OF THE ACRONYMS.
4. INTRODUCTION OF THE PROJECT.
5. OBJECTIVE OF THE PROJECT.
6. DETAIL OF THE PROJECT WHICH EXPLAIN VARIOUS ACTIVITIES ON
PLANNING, DESIGN, MANAGEMENT AND FIELD EXPERIENCE.

FOR QUANTITY SURVEYORS

Pre-Contract

- Prepare bills of quantity and submit with Architectural and Structural drawings of the BOQ and take off sheets.
- Preparation of the schedule of materials.

Post-Contract

- Site involvement.
 - Preparation of the Variations and Payment Certificates.
7. OUTCOME OF THE PROJECT FOR BECOMING PROFESSIONAL.
 8. CONCLUSION AND RECOMMENDATION.