

Model Document: Formal Report

Transmittal memo identifies topic of attached formal report.

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Content of report is briefly summarized.

Closing expresses hope that report fills its purpose.

CGF AIRCRAFT CORPORATION MEMO

To: Members of the Ethics and Business Conduct Committee
From: Susan Litzinger, Director of Ethics and Business Conduct
Date: March 1, 20--
Subject: Reported Ethics Cases 20-- *SL*

Enclosed is the annual Ethics and Business Conduct Report, as required by CGF Policy CGF-EP-01, for your evaluation, covering the first year of our Ethics Program. This report contains a review of the ethics cases handled by CGF Ethics officers and managers during 20--.

The ethics cases reported are analyzed according to two categories: (1) major ethics cases, or those potentially involving serious violations of company policy or illegal conduct, and (2) minor ethics cases, or those that do not involve serious policy violations or illegal conduct. The report also examines the mode of contact in all of the reported cases and the disposition of the substantiated major ethics cases.

It is my hope that this report will provide the Committee with the information needed to assess the effectiveness of the first year of CGF's Ethics Program and to plan for the coming year. Please let me know if you have any questions about this report or if you need any further information. I may be reached at (555) 211-2121, and by email at <sl@cgf.com>.

Format On How To Write A Report

**Kansas State University. Engineering
Experiment Station**



Format On How To Write A Report:

Technical Report, 1973 **SME Mining Engineering Handbook, Third Edition** Peter Darling, Society for Mining, Metallurgy, and Exploration (U.S.), 2011 This third edition of the SME Mining Engineering Handbook reaffirms its international reputation as the handbook of choice for today's practicing mining engineer. It distills the body of knowledge that characterizes mining engineering as a disciplinary field and has subsequently helped to inspire and inform generations of mining professionals. Virtually all of the information is original content representing the latest information from more than 250 internationally recognized mining industry experts. Within the handbook's 115 thought-provoking chapters are current topics relevant to today's mining professional: Analyzing how the mining and minerals industry will develop over the medium and long term; why such changes are inevitable; what this will mean in terms of challenges and how they could be managed; Explaining the mechanics associated with the multifaceted world of mine and mineral economics from the decisions associated with how best to finance a single piece of high-value equipment to the long-term cash flow issues associated with mine planning at a mature operation; Describing the recent and ongoing technical initiatives and engineering developments in relation to robotics, automation, acid rock drainage, block caving, optimization, or process dewatering methods; Examining in detail the methods and equipment available to achieve efficient, predictable, and safe rock breaking, whether employing a tunnel boring machine for development work, mineral extraction using a mobile miner, or cast blasting at a surface coal operation; Identifying the salient points that dictate which is the safest, most efficient, and most versatile extraction method to employ, as well as describing in detail how each alternative is engineered; Discussing the impacts that social and environmental issues have on mining from the pre-exploration phase to end-of-mine issues and beyond, and how to manage these two increasingly important factors to the benefit of both the mining companies and other stakeholders.

Simulation of Freeway Priority Strategies (FREQ3CP): Report Institute of Transportation and Traffic Engineering, 1975 **Mineral Property Evaluation** Richard L. Bullock, Scott Mernitz, 2017-12-01 Everything sums up what must be considered for a properly documented property evaluation. Less than 30% of the projects that are developed in the minerals industry yield the return on investment that was projected from the project feasibility studies. The tools described in this handbook will greatly improve the probability of meeting your projections and minimizing project execution capital cost blowout that has become so prevalent in this industry in recent years. Mineral Property Evaluation provides guidelines to follow in performing mineral property feasibility and evaluation studies and due diligence and in preparing proper documents for bankable presentations. It highlights the need for a consistent, systematic methodology in performing evaluation and feasibility work. The objective of a feasibility and evaluation study should be to assess the value of the undeveloped or developed mineral property and to convey these findings to the company that is considering applying technical and physical changes to bring the property into production of a mineral product. The analysis needs to determine the net present worth returned to the company for investing

in these changes and to reach that decision point as early as possible and with the least amount of money spent on the evaluation study All resources are not reserves nor are all minerals an ore The successful conclusion of any property evaluation depends on the development work and conclusions of the project team The handbook has a diverse audience Professionals in the minerals industry that perform mineral property evaluations Companies that have mineral properties and perform mineral property feasibility studies and evaluations or are buying properties based on property evaluation Financial institutions both domestic and overseas that finance or raise capital for the minerals industry Consulting firms and architectural and engineering contractors that utilize mineral property feasibility studies and need standards to follow And probably the most important the mining and geological engineering students and geology and economic geology students that need to learn the standards that they should follow throughout their careers

Technical Report - Massachusetts Institute of Technology, Research Laboratory of Electronics Massachusetts Institute of Technology. Research Laboratory of Electronics,1964

Frost Action Effects on Pavements: Technical report Gary L. Hoffman,Gaylord Cumberledge,Amar C. Bhajandas,1979 Prompted by the continuing frost damage experienced throughout Pennsylvania the Pennsylvania Department of Transportation Bureau of Materials Testing and Research initiated a research project in 1969 to evaluate the frost problem in the State This research project deals primarily with statistically analyzing freezing index variation frost depth prediction techniques and ensuing appropriate frost design changes Data for these analyses are available from 14 field test sites across Pennsylvania which have been monitored monthly throughout the last 8 freezing seasons Frost depths predicted by two theoretical methods and one empirical method are statistically regressed with actual maximum frost depths at the field sites The sensitivity of the prediction to variations in the pertinent dependent variables are also considered The best prediction technique for the Pennsylvania data set is chosen and comments on obtaining realistic input variables are made

Report - David W. Taylor Model Basin David W. Taylor Model Basin,1967 *Report on the Chemistry of Sea Water* ,1968 *California Irrigation Management Information System Final Report* ,1985 SAO Special Report ,1957 *Technical Report Series* ,

Agricultural Economics Report Michigan State University. Department of Agricultural Economics,1985 Radar Studies of Mars Final Report ,1970 *NASA Contractor Report* ,1990 *Special Report of the Great Lakes Research Division, University of Michigan* ,1986

Report - Hydrodynamics Laboratory, Massachusetts Institute of Technology Massachusetts Institute of Technology. Hydrodynamics Laboratory,1988-03

Cartographic Laboratory Report University of Michigan. Department of Geography,19?? Technical Report Commonwealth Scientific and Industrial Research Organization (Australia) Division of Applied Geomechanics,1981 Special Report Kansas State University. Engineering Experiment Station,1964

Information Report ,1971

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