

**IN-HOUSE R&D (IHRD)  
FORMAT FOR TECHNICAL REPORT**

- ❖ Facing page (*Include photographs*)
- ❖ Foreword (*By Director General*)
- ❖ Report Summary
- ❖ Abstract
- ❖ Acknowledgement
- ❖ Table of content
- ❖ Introduction
- ❖ Technical chapters
- ❖ Conclusion and recommendation
- ❖ Technology Report
  - *Possibilities for development of evaluation procedure*
  - *Patents*
  - *Processes*