

Old circular no. 514(a)/New Intl Memo no. **912/76**

Date: 27.08.2005

Sub.: Test Reports

Site Supervisors and Engineers shall make sure that test reports for steel, concrete, etc., mentions the name of the company and the name of the site. Make sure that at the time of giving material for testing to laboratories, they are clearly informed about the same.

Also ensure that slab / column no. and/or bungalow / flat no. are also mentioned in the test report. In case of testing of steel and other materials ensure that the supplier's name, bill no./D.C. No. and date of supply are mentioned on the test report. Unless this is followed it is difficult to track down which test report is for which site, etc.

Managing Director.