



## **Example Format for a Type A Report**

**Report No.-  
Date**

In the (*Title of Court*)  
Between

Claimant

Defendant

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Bearing Failure Report  
Regarding  
*Size or Reference Number of the Bearings Inspected*

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Prepared at the request of: *Instructing Solicitor*

1. Index / List of Contents  
A list of contents including page and paragraph numbers for each item.
2. Brief Curriculum Vitae (PD 35 2.2(1))  
The name of the expert preparing the report including their qualifications and relevant experience.
3. Summary of Conclusions (PD 35 2.2(7))  
Brief list of main facts derived from the evidence dealt with in the report.
4. Instructions (PD 35 10(3))  
The substance of all instructions received.
5. Issues  
The issues to be addressed and the questions to be answered, either as a result of the instruction or as identified by the expert.
6. Documentation (PD 35 3.2(2))  
A full list of documentation and other sources of evidence on which the report is based.

7. Chronology  
Factual items of discrete evidence and a brief outline of the case history.
8. Technical Background  
An explanation of the technical issues to assist those dealing with the report.
9. Opinion  
The expert's opinion on the facts presented and outcome of any investigation.
10. References (PD 35 3.2(2))  
A list of technical literature relied on.
11. Expert's Declaration (PD 35 3.2.9)  
Declaration as appropriate to the circumstances.
12. Statement of Truth (PD 35 3.3).

Signature:

Date: