

SEMINAR on TOWER INSPECTIONS

Writing the Report



Considerations

- **Who is the report for?**
- **Will they understand the significance of very technical detail?**
- **What is the objective:**
 - identifying (routine) maintenance?
 - possible full re-hang of regularly rung bells?
 - re-hang of bells long since derelict?



Writing the Report

- **If the report is produced on a voluntary basis it should start with a disclaimer.**
- **There should be some form of introduction.**
- **The findings of the inspection should be presented in a logical way.**
 - **Tower**
 - **Access**
 - **Ringling room and intermediate chambers**
 - **Bell frame.**



Writing the Report

Continued

- **Bells and ringing fittings.**
 - **There are two possibilities here:**
 - **All of each fitting i.e. all wheels; all headstocks; all rollers (pulleys) etc.**
 - **Each bell – starting with the treble – detailing every facet in turn.**
- **As far as I know there is no “European Standard” for reports on (English) bells!**



Writing the Report

Continued

- **Any references should be correctly identified.**
- **Appendices can be added – if they add value to the report. (Maybe an earlier report.)**
- **A professional looking report is highly desirable.**
- **Send the report (2 copies?) to whoever asked for the inspection.**



Writing the Report

Continued

- **One point that must be stressed in writing reports is - always stick to the facts and never ever embroider. If you can't justify what you write then don't write it!**



Writing the Report

Continued

- **Brief conclusions can be made.**
- **Recommendations, detailed if necessary, must be clearly presented.**
- **Full tonal analysis may be very interesting but will it mean anything to the readers of your report?**

