

Sample Report

The Title Page

**A Feasibility Report on Establishing a Water Softening and
Bottling Unit in Mudichur**

Submitted by

Mr. K. Muthu
Area Manager
Healthwater Pvt. Ltd.
Tambaram

Submitted to

Mr. S. Krishnan
Regional Manager
Healthwater Pvt. Ltd.
Chennai

16 February 2014

Report 1

Background

Potable water is becoming more and more scarce nowadays. This is especially so with the fast expanding areas of Chennai. In this context, it is proposed to establish a new unit of water softening and bottling by "Healthwater" at Mudichur.

Purpose

To analyse the feasibility of opening a new water softening and bottling unit at Mudichur.

Terms of reference

*(Recommended people)
you have given the address for address*

Letter No 130, dated 10 January 2014, from Mr. S. Krishnan, Regional Manager, Healthwater Pvt. Ltd., Chennai to Mr. K. Muthu, Area Manager, Healthwater Pvt. Ltd., Tambaram directing to submit the report on or before 31 January 2014.

Work done

1. A survey was undertaken to ascertain the source of drinking water supply in 300 independent houses in and around Mudichur.
2. A lab test was carried out to test the quality of drinking water used by them.
3. The transport facilities in and around Mudichur were explored.
4. A questionnaire was distributed among the 300 households to find the demand for purified, soft water.
5. The availability of land for establishing the new unit was looked into by contacting various sources like real estate agents and individual land owners.

Findings

1. It was found that the major source of water in Mudichur and nearby areas is open wells.
2. The water tested in the lab has been found to be hard.
3. Two wheelers and small tempos with a capacity of accommodating ten to fifteen persons are the chief modes of transport in and around Mudichur.
4. 98% of the people have shown a preference for safe and potable water even if from a different source.
5. Five acres of land with a huge well is available for sale at a competitive rate of Rs. 32 lakhs.

Recommendations

1. It is highly recommended that a water softening and bottling unit in Mudichur can be established.
2. The bottles, cans and other packaging materials can be procured from our ongoing unit from Tambaram till the new unit at Mudichur starts manufacturing the required materials.
3. We could make use of the tempos during lean hours to supply the water till we arrange for our own vehicles.

Note of dissent: Nil

Report 2

Fire Accident in MJL Tyre Industries – An Investigative Report

Purpose

To find the causes for the fire accident and to suggest measures to prevent such incidents in future.