**Title: A one-liner describing what this note is about**

Author Name (Company and Shaft)

*Abstract*

*This is an executive summary of the paper. It summarises the whole Note. It allows the reader to get the ‘bottom line’ of the problem and how it was solved. It serves to lure you into reading the whole note. (In paragraph format, not more than about 10 lines)*

**BACKGROUND**

This section provides context of the problem/project. It explains some of the history which is important and relevant to the problem.

**LITERATURE REVIEW**

You can ignore this one. As managers in office we are not too good at reading papers on similar problems when we are busy sorting out issues at our mines/shafts, but this section allows you to make reference of work done by your peers on similar problems/projects. For the academics amongst us…go wild!

**Heading 1**

You get into the meat of the note. It is a Note and not a Paper, therefore keep it short and to the point.

**Heading 2**

Go wild and add as many headings and sub headings as you like...

**Findings**

It is important to indicate what was learnt through the process.

We want to further the mining industry and teach/assist others not to make the same mistakes and/or improve our industry.

**CONCLUSION**

Did the project succeed/was the problem fixed? It’s fine even if it didn’t…we still share the learnings.

**RECOMMENDATIONS**

How would you recommend other managers fix similar issues?

**LIMITATIONS AND RECOMMENDATIONS FOR FUTURE WORK**

The limitations and recommendations for future work/studies are presented under two separate sub-headings.

**Limitations**

Things are never perfect. Share with us what limited and/or restricted a better outcome.

**Recommendations for future work**

This is self-explanatory.

**REFERENCES**

Can be ignored if you don’t have any…

For the academics: Use any reference technique, as long as it is consistent.

YOU DON’T HAVE TO FOLLOW EVERY HEADING RELIGIOUSLY!!!