BOARD TECHNICAL BULLETIN

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Remimeo
PC Examiner's
  Hat

CANCELS
BTB OF 6 NOVEMBER 1972R
ISSUE IV
SAME TITLE

(Revisions are underlined)

Auditor Admin Series 11RA

(Attach to this BTB, HCO PL 8 Mar 71
"Examiners Form")

THE EXAM REPORT

The Exam Report is a report made out by the Qual
Examiner when the PC goes to Exams after session or goes
on his own volition.

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The Exam Report contains the meter details, PC's
indicators and statement.

The attached HCO PL "Examiners Form" is filled in as
follows:

Top left:

If AFTER SESSION, put a tick on that line. If after
Solo print SOLO on the line. If it is a query of the
PC requested by the C/S (and not after a session) print
C/S QUERY on the line.

If VOLUNTEERED put a large tick.

If MEDICAL circle the word "Medical" then write ON
(if PC is going onto medical lines) or OFF on the line
as the case may be, or REPORT if that's what it is.

Top right:

QUAL DIV: When the stencil of HCO PL "Examiners Form"
is made up in Mimeo, the Org's name can be typed in on
this line and so is reproduced on each Examiners Form
and that saves a lot of writing.

DATE is noted, e.g. 4 June 72.

TIME is noted, e.g. 1803.

The Date and Time are important as it prevents altered
sequence.

PC or PRE-OT NAME is printed in.

LAST GRADE ATTAINED -- this is important from the C/S
viewpoint as it saves him Dev-T in searching through
the folder looking for it.

GRADE, COURSE OR ACTION BEING ATTESTED: Whatever it
happens to be on declare -- write DECLARE across the
line and the Grade, State, Course or Action being
declared.

PC STATEMENT: Write down exactly what PC says. Note
also what reads, BDs, and where his indicators change
and vary, tone in which statements are made and so forth.

TA POSITION AND ANY BD: Note TA position at start of
exam and TA position at end if different.

PC INDICATORS are judged on the following scale:

VBIs	Very Bad Indicators
BIs	Bad Indicators
POOR	Poor Indicators
OK	Indicators OK
GIs	Good Indicators
VGIs	Very Good Indicators
VVGIs	VERY Very Good Indicators

However, any obvious manifestation that would be
helpful for the C/S is noted.

Examples:

BIs	PC crying
BIs	PC frowning
VVGIs	PC radiant, skin tone very pink.

STATE OF NEEDLE: This is important as different needle
manifestations indicate different things, i.e. R/S,
DN, RISE, etc.

Also on F/Ns note the size.

Small F/N	=	1" to 2"
Normal F/N	=	2" to 3"
Wide F/N	=	3" to 4"
Dial F/N	=	Floating from one pin to the other right across the dial

Flopping F/N or Floating F/N or TA F/N	=	Can't get the needle on dial, just falls over.
		On this it is sometimes possible to get TA range,

e.g. needle comes on dial
at 2.3 and again at 2.5.
This would be indicated as
TA F/N = 2.5 - 2.3.

Size of F/Ns are important. A TA F/N at session end,
to a small F/N at Examiner, would indicate something out.

F/N INDICATED TO PC: If F/N has been indicated to the PC
write YES, if not write NO.

SIGNATURE OF EXAMINER: The form is signed by the person
doing the Exam along this line.

SENSITIVITY: All Exams are done at proper sensitivity per
HCOB 18 Mar 74 E-Meter Sensitivity Setting.

FOOTPLATES: If a PC is audited on footplates he or she
must be examined on footplates. This is noted by writing
FOOTPLATES above the TA reading.

RED TAGS

Definitions:

A FLOATING NEEDLE "is the idle uninfluenced movement of the
       needle on the dial without any patterns or reactions
       in it. It can be as small as 1" or as large as dial
       wide. It does not fall or drop to the right of the
       dial. It moves to the left at the same speed as it
       moves to the right. It is observed on a Mark V E-
       Meter calibrated with the TA between 2.0 and 3.0 with
       GIs in on the PC. It can occur after a cognition
       blowdown of the TA or just moves into floating. The
       PC may or may not voice the cognition." LRH

A RED TAG EXAM is where the Examiner sees any one of the
       following manifestations in a PC after a session:

   1.   Non-optimum TA position (above 3, below 2);

   2.   Non-optimum needle (ARC Break needle, stage 4,
        rockslam, stuck, still or dirty);

   3.   Bad Indicators as per BTB 26 April 1969 Bad
        Indicators;

   4.   Non-optimum statement from PC, critical, hostile,
        belittling, sad, etc.

   5.   Sick report after session or within a few days of
        a Major Auditing Action.

   6.   Major Out Tech in session which could cause PC
        trouble.

   7.   Flunked Declare? accompanied by a BER.

When a Red Tag Exam occurs the Examiner clips a red tag to the Exam Form. Red Tag folders must not be held onto by the Auditor until the end of the day. They go immediately to the C/S and get handled on a rush priority basis.

MEDICAL EXAM REPORTS

A PC goes to the Medical Liason Officer via the Examiner. The MLO writes up a report to the Ethics Officer. The Examiner takes a carbon copy (or copies the original Exam Form) and gives it immediately to the MLO and gets the original to Tech Services quickly. Tech Services pulls the folders and routes rapidly to the C/S or Staff C/S if a staff member is sick.

This MUST get into the PC's folder so the C/S does not order a major action done on a sick PC.

The Exam Report is similarly handled when the PC comes off MLO lines.

The MLO sends a daily report to the C/S on ALL persons on his lines with a final report when they route off with Exam attached.

LOCATION IN FOLDER

The Exam Report Form is put in the folder on top of the Auditor's Report Form (or Summary Report if used).

Volunteered Exam Report Forms are put in the folder at the appropriate date.

It is the responsibility of Tech Services (HGC Admin) to see that these forms get into the folder.

References: HCOB   21 Oct 68   Floating Needles
              HCO PL   8 Sept 70 Examiner's 24 Hour Rule
              HCOB   5 Mar 71   C/S Series 25 The Fantastic
                                    New HGC Line
              BPL   26 Jan 70   Examiner and Floating Needle
              Flag Ship Order 259 3 Mar 71   Current C/S
                                    Policy
              BTB   20 Jan 73RB C/S Series 86RB The Red
                                    Tag Line Rev. 18.9.74