BOARD TECHNICAL BULLETIN

Remimeo

(Attach to this *BTB* ---- *BTB*
20 June 70 "Summary Report".)

Auditor Admin Series 12R

THE SUMMARY REPORT FORM

The Summary Report Form is a report used simply as an exact record of what happened and what was observed during the session.

The form *BTB* 20 June 70 "SUMMARY REPORT" is used and the Auditor fills in the appropriate data.

USE OF SUMMARY REPORTS

With the introduction of C/S Series THE FANTASTIC NEW HGC LINE, Summary Report Forms were omitted from the admin procedure at Flag.

However the use of Summary Report Forms is left entirely to the discretion of the C/S of an Org.

They <u>are</u> used extensively in training.

EVERY STUDENT AUDITOR ON COURSES AND CO-AUDIT MUST WRITE A SUMMARY REPORT FORM AFTER EACH SESSION.

It is a tool for increasing an Auditor's obnosis of what goes on in a session. It teaches Auditors how to quickly and concisely analyse and report on a case.

FILLING IN THE REPORT

The Summary Report Form is filled in as follows:

1. The date.

2. The PC's name and the Auditor's name, in BLOCK letters.

3.   The process run, the total tone arm action for the
        session and the length of the session in hours and
        minutes.

4.   Goals are no longer set at the beginning of session
        but if the PC in passing mentions any goals he has
        attained, or more likely gains he has had in the
        session, these are noted at this point.

5.   Aspects of running process -- each of the questions
        1 to 22 of the form are answered. Here write down
        briefly what the preclear was doing in the session.
        Do not write opinions with regard to what was happen-
        ing or how the preclear was running the process.
        Here we are interested in the aspects of the case in
        relationship to the process or processes being run.

6.   Ethics Report) These are written on the Auditor's
) C/S Sheet per C/S Series 25.
7.   Suggest   )

        The Summary should be done for the session given the
preclear for the day. It is not stapled to the worksheets
but is paper clipped on top of the Auditors Report Form
and beneath the Exam Report.

        Two sessions in one day calls for only one Summary
Report with the TA and data of each session.

        It should be LEGIBLE and READABLE. If an Auditor's
handwriting if poor, it should be printed out by the
Auditor.

        Writing the reports should only take the Auditor
15 minutes to do at the most. Having just audited the
preclear you should quite easily fill the report out.

Reference: HCOB 14 JUNE 65 Summary Report
             HCOB   7 May 69 Summary of How to Write an
                                Auditors Report
             HCOB   5 Mar 71 C/S Series 25, The Fantastic
                                New HGC Line
             BTB   20 June 70 Summary Report

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