

BOARD TECHNICAL BULLETIN

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ISSUE VI

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Remimeo

CANCELS

HCO BULLETIN OF 6 NOVEMBER 1972

ISSUE VI

SAME TITLE

Auditor Admin Series 13R

THE AUDITOR REPORT FORM

An Auditor's Report Form is made out at the end of each session. It gives an outline of what actions were taken during the session.

Each Report Form should be filled in at the top with:

- A. Preclear's name (full name) and Grade (very prominent).
- B. Auditor's name (full name).
- C. Date.
- D. No. of intensive hours scheduled (12½ -- 25 -- 50 etc.)
- E. Time length of session excluding time for breaks (example 5 hrs 15 m). This is "hours in the chair".
- F. Running total of scheduled hours completed to date.
- G. Total TA for session. Often neglected but important as an indicator of case progress.

The body of the form is filled in with the following information:

- H. Time started and ended session.
- I. Condition of PC.
- J. TA and Sensitivity setting at beginning and end of session.
- K. Rudiments.
- L. What process was run -- LISTING THE EXACT COMMANDS (often forgotten by most Auditors).
- M. Time, TA, and Sens at start and end of process.
- N. Whether process is flat or not.
- O. Any F/Ns.
- P. Any R/S Items or Ev Purps are noted in the right hand column, in red.
- Q. TA range.

At the bottom of the form the Trim Check result is noted.

Example: AUDITOR'S REPORT FORM

Date 22 Oct 72
 No. of Intensive hours 25
 Preclear EMILE TOGG Va No. of hours 2 hrs 58 min
 Auditor DAVE SWIFT Total hours 14 hrs 23 min
 Total TA 8 divs

Environment	Auditor	Witholds		PTP
Process	Time	Tone Arm Reads	Sensitivity	Results & Comments
THIS IS THE SESSION	3.20	3.2	6	PC A BIT WHITE
DO YOU HAVE AN ARC BREAK	3.28	2.8	6	F/N VGIs PC BRIGHTER
LIC METHOD 3 'RECENTLY'	4.58	2.6	6	F/N VGIs COG
O/W				
1. WHAT HAVE YOU DONE TO A POLICEMAN				R/S ON MONEY (red)
2. WHAT HAVE YOU WITHELD FROM A POLICEMAN	6.16	2.5	6	TO EP F/N VGIs COG
THAT'S IT	6.18	2.5	6	FACE PINK-- NO LONGER WHITE
TA RANGE 2.5-3.8				TRIM CHECK TA = 2.0

Instructions & Comments _____

 Director of Processing

References: HCO PL 28 Aug 62 HOW TO WRITE AN AUDITOR'S
REPORT
HCO PL 19 Nov 65 AUDITING REPORTS
HCOB 11 May 69 METER TRIM CHECK
HCOB 7 May 69 SUMMARY OF HOW TO WRITE AN
AUDITOR'S REPORT
HCOB 25 Jun 70 C/S SERIES 11

Compiled by
Training & Services Bur

Revised & Reissued as BTB
by Flag Mission 1234

I/C: CPO Andrea Lewis
2nd: Molly Harlow

Authorized by AVU

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY (R)

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