

BOARD TECHNICAL BULLETIN

6 NOVEMBER 1972R
REVISED & REISSUED 25 JULY 1974 AS BTB
ISSUE VII

Remimeo

CANCELS
HCO BULLETIN OF 6 NOVEMBER 1972
ISSUE VII
SAME TITLE

(The only revision is under CONTENT OF
WORKSHEET: "G. reads" was added.)

Auditor Admin Series 14R

THE WORKSHEETS

The worksheets are the sheets on which the Auditor writes a complete running record of the session from beginning to end, page after page, as the session goes along.

A worksheet is always foolscap, 8 x 13 written on both sides and each page is numbered, back and front, top center of page.

This is so an Auditor can say "Now the R/S occurred on page 25" which saves a lot of time. Further it gives the proper number of pages the session went.

The Worksheet is written in two columns. The Auditor writes down the lefthand column and then down the righthand column.

CONTENT OF WORKSHEET

The most important parts of the session to be noted are:

- A. When the TA goes up (on what?)
- B. When the TA goes down (on what?)
- C. When an F/N occurs (on what - any cog?)
- D. When VGIs occur (on what?)
- E. When BIs occur (on what?)
- F. How the process ran (what commands are being run?)
- G. Reads

TA and time notations should be made at regular intervals throughout the session.

When a process reaches EP - write in the PC's cognition.

circle the F/N and whether or not it was indicated, note the PC's indicators, the time and TA.

When Two Way Comming a subject it is essential that all items (terminals, statements, etc.) that read are so marked on the worksheets -- LF, LFBD. All reading items are circled in green after the session.

R/S items, Ethics situations, Ser Facs and Evil Purps are marked, after the session by ringing them on the W/S with a red pen.

SHORTHANDING

Auditors usually develop a system of shorthanding the session actions being done, so that session speed is not hampered by Admin.

For example, the repetitive process:

Recall a change
Recall a no-change
Recall a failed change

is run as a bracket (the PC is given the first command, then the second and then the third and the first and then the second, etc.)

The first command can be abbreviated to 1, the second to 2, and the third to 3.

The W/S therefore would look like:

12.32 2.8
a ✓

failed ✓

change ✓

no-change ✓

recall ✓ (F/N)

(note that each word of the command is cleared before clearing the command as a whole)

1.

cleared

2.

cleared

3.

cleared

12.49 2.6

1. Mother went on holiday

2. at school

3. didn't sell bike
1. moved to new house
2. etc.

After the session when the commands are written out in full on the Auditors Report Form the numbers are again noted so that the C/S can refer to them.

WHATEVER SYSTEM OF ABBREVIATION IS USED BY THE AUDITOR, THE WORKSHEET MUST COMMUNICATE TO THE C/S WHAT ACTIONS WERE TAKEN DURING THE SESSION.

LEGIBILITY

Worksheets should be written legibly. They are never re-copied.

The Auditor should always read over his W/sheets before turning in the folder to the Case Supervisor and if any words or letters are missing or cannot be read, they should be put in in block print, in red.

Example:

TOTALLY ←----- (red)
want to get ~~so~~ ~~well~~ well
(illegible word)

This can be over-done, to the extent that it is almost sarcasm. At the most it should just run into one or two corrections to a page. If the Auditor is having to correct the page more than that he should learn how to write rapidly and legibly. See HCOB 3 Nov 71 "C/S Series 66 Auditors Worksheets" which also appears as Auditor Admin Series 15 and comes next in this series.

NECESSITY OF WORKSHEETS

It is a CRIME to give any session without making an Auditors Report (i.e. actual W/S taken at that time) or to copy the original W/Sheets after the session and submit a copy instead of the real reports.

Assist Reports that use only Contact or Touch Assist are written after the session and sent to HGC Admin to be filed in the PC folder. The PC is sent to the Examiner after an assist.

Reference: HCO PL 19 Nov 65 "Auditing Reports"
HCOB 7 May 69 "Summary of How to Write an Auditors Report"

BTB 6.11.72R VII
Rev. 25.7.74

- 4 -

Tape 12 June 71 "Flag Qual Interne Introductory
Lecture"
HCOB 3 Nov 71 "C/S Series 66 Auditors Work-
sheets"
Tape 7 April 72 "Exp Dn Tape 3 Auditors Admin-
istration".

Compiled by
Training & Services Bu

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)

EDCS:SW:AL:MH:MM:mh
Copyright (C) 1972, 1974
by L. Ron Hubbard
ALL RIGHTS RESERVED

This is Reproduced and issued to you by
The Publications Organization, U. S.