Remimeo
Academies, Level   HCO BULLETIN OF 9 JANUARY 1968
  III & above(Cancels HCOB 16 August 1966 "LIST L4 S & D")
HGC Auditors,
  III & above
Franchise, Level
  III & above

_____
    Pc's name

_____
    Date

_____
    Auditor

LIST L4A
FOR ASSESSMENT OF ALL LISTING ERRORS,
S & Ds, REMEDY A, REMEDY B, ETC.

1.   DO YOU HAVE AN ARC BREAK?   (ARE YOU UPSET?)
     (If this question reads establish if the upset is due to a
     break in Affinity, Communication or Reality and then having
     established which one by meter (A, R or C) locate by meter
     and indicate to the pc the by-passed charge.)
     (Do not go on further until the ARC Break has been vanished.
     The pc might also have a PTP, etc, so continue on when the
     ARC Break question is null or has been handled.)

2.   DO YOU HAVE A PRESENT TIME PROBLEM?
     (If this reads, handle by any quick problems process.)

3.   IS A LIST INCOMPLETE?
     (If this reads find out what list and handle.)

4.   HAS A LIST BEEN TOO LONG? (If so, find what list and get
     the item off from it by nulling with "Suppress", the nulling
     question being "Has _____ been suppressed?" for each
     item on the overlong list.)

5.   HAVE WE TAKEN THE WRONG ITEM OFF A LIST?
     (If this reads put in Invalidate and Suppress on the list
     and null as in 4 above and find the right item.)

6.   HAS AN ITEM ON A LIST BEEN DENIED YOU?
     (If this reads find what it was, clean it up with supp &
     inval and give it to the pc.)

7.   HAS AN ITEM BEEN PUSHED OFF ON YOU YOU DIDN'T WANT?
     (If so, find it and get in supp & inval on it and tell
     the pc it wasn't his item and continue the original action
     to find the correct item.)

8.   HAVE YOU INVALIDATED A CORRECT ITEM FOUND?
     (If so, rehab the item and find out why the pc invaled it or
     if somebody else did, clean it up and give it to the pc again.)

9.   HAVE YOU THOUGHT OF ITEMS THAT DID NOT GET PUT ON THE LIST?
      (If so, add them to the correct list.)

10. HAVE YOU BEEN LISTING TO YOURSELF OUT OF SESSION?
     (If so, find out on what question and try to write a list
     from recall and get an item and give it to the pc.)

11. HAVE YOU BEEN GIVEN SOMEBODY ELSE'S ITEM?
     (If so, indicate to pc that it was not his item. Don't try
     to find whose it was.)

12. HAS YOUR ITEM BEEN GIVEN TO SOMEBODY ELSE?
     (If so, find if possible what item it was and give it to
     the pc. Don't try to identify the "somebody else".)

13. HAS IT BEEN AN OVERT TO PUT AN ITEM ON A LIST?
     (If so, find out what item and why.)

14. HAVE YOU WITHHELD AN ITEM FROM A LIST?
    (If so, get it and add it to the list if that list available.
    If not, put item in the report.)

15. HAS A WITHHOLD BEEN MISSED?
    (If so, get it.)

16. HAS AN ITEM BEEN BY-PASSED?
    (Locate what one.)

17. HAS AN ITEM BEEN SUPPRESSED?
    (If so, null by use of the suppress button or just have pc
    tell you if he can.)

18. HAS AN ITEM BEEN ABANDONED?
    (If so, locate it and get it back for the pc and give it
    to him.)

19. HAS AN ITEM BEEN PROTESTED?
    (If so, locate it and get the protest button in on it.)

20. HAS AN ITEM BEEN ASSERTED?
    (If so, locate what item and get in assert button on it.)

21. HAS AN ITEM BEEN SUGGESTED TO YOU BY ANOTHER?
    (If so, get it named and the protest and refusal off.)

22. HAS AN ITEM BEEN VOLUNTEERED BY YOU AND NOT ACCEPTED?
    (If so, get off the charge and give it to the pc, or if he
    then changes his mind on it, go on with the listing operation.)

23. HAS THE ITEM ALREADY BEEN GIVEN?
    (If so, get it back and give it again.)

24. HAS THE ITEM BEEN FOUND PREVIOUSLY?
    (If so, find what it was again and give it to pc once more.)

25. HAS AN ITEM NOT BEEN UNDERSTOOD?
    (If so, work it over with buttons until pc understands it
    or accepts or rejects it and go on with listing.)

26. WAS NULLING CARRIED ON PAST THE FOUND ITEM?
    (If so, go back to it and get in suppress and protest.)

27. HAS AN ITEM BEEN FORCED ON YOU?
    (If so, get off the reject and suppress. And get the listing
    action completed to the right item if possible.)

28. HAS AN ITEM BEEN EVALUATED?
    (If so, get off the disagreement and protest.)

29. HAS EARLIER LISTING BEEN RESTIMULATED?
    (If so, locate when and indicate the by-passed charge.)

30. HAS AN EARLIER WRONG ITEM BEEN RESTIMULATED?
    (If so, find when and indicate the BPC.)

31. HAS AN EARLIER LISTING ARC BREAK BEEN RESTIMULATED?
    (If so, locate and indicate the fact.

32. DO YOU HAVE AN ARC BREAK BECAUSE OF BEING MADE TO DO THIS?
    (If so, indicate it to pc.)

33. IS THERE SOME OTHER KIND OF BY-PASSED CHARGE?
    (If so, find what and indicate it to pc.)

34. WAS THERE NOTHING WRONG IN THE FIRST PLACE?
    (If so, indicate it to pc.)

35. HAS THE UPSET ALREADY BEEN HANDLED?
    (If so, indicate it to pc.)