

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Remimeo HCO BULLETIN OF 12 MARCH 1969
Class VIII
Class VI

Auditors Report
Triple Grades

The Administration in Triple Grades does not require that one copy of all the processes onto the Auditors Report Form.

One uses HCOB of 12 Mar 69 Issue II Triple Ruds and HCOB 24 Jan 69 Sub-Zeroes and Lower Levels Triple Grades. The F/N obtained on each is marked on these HCOBs. The fact is noted on the Auditor's Report Form that one has marked on the HCOBs. "See TG HCOB" and "Done up to ISF2".

One then puts in the comments appropriate to the Auditor's Report Form.

One makes up a Summary Sheet, usually as it applies.

During auditing one keeps his work sheet in PT as the session progresses with comments, time and TA.

One does not put the command on the W/S. One puts the number of the process as taken from the HCOBs such as "SWF1".

One NEVER writes up the worksheet after the session from notes. One never copies the worksheet into "more readable form" from "notes taken in session". A worksheet is the worksheet.

If the W/S has illegible words, one does two things:

(1) After the session prints in in red the illegible word just above it.

(2) Learns how to write more clearly faster.

Admin must not be used to stop or slow a pc.

The reason for Admin is so a Case Supervisor can read the whole session and so be able to handle or get repaired any out-ness, so that another auditor can pick up where the last one ended off and so that at some future time any early goof can be traced.

Be fully honest in an auditing report. Don't try to look good, by covering up goofs. You can bar a pc from repair by a false auditing report.

An evaluative auditing report is one which gives color to a session rather than facts.

Do a good informative report that can be used to C/S or review sessions.

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