

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 17 MARCH 1969R
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Remimeo

Auditor Admin Series 12RA

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.

Copies of this HCOB are to be run off on 8½" x 14" or 8" x 13" paper. Each blank below is filled in with the appropriate data.

DATE: _____

PC or PRE-OT: _____ AUDITOR: _____

PROCESS RUN: _____ TA: _____ TIME: _____

ASPECTS AND GAINS:

1. How did pc do in relation to what was run? _____
2. Effectiveness of process. _____
3. Any free needles? _____
4. General needle behavior. _____
5. Did TA go below 2.0 (how low)? _____ Did it come up? _____
6. Did TA go high (how high)? _____ Did it come down? _____
7. General TA range. _____
8. Emotional tone of the pc and whether this improved. _____
9. Any misemotion? _____
10. Preclear appearance. _____
11. Mannerisms. _____
12. Mannerism changes. _____
13. Any change in skin tone? _____
14. Did color of eyes change? _____ Get brighter? _____ Get dull? _____
15. Any comm lags? _____
16. Any cognitions? _____
17. Any pains turn on? _____ Blown? _____
18. Any sensations turn on? _____ Blown? _____
19. Any difficulties? _____
20. Did you complete C/S instructions? _____
21. Was pc happy at session end? _____
22. TA at session end. _____ Needle at session end. _____

ETHICS REPORT:

USE OF SUMMARY REPORTS

The Summary Report is used extensively in training. It is a tool for increasing an auditor's obnosis of what goes on in a session, and also teaches auditors how to quickly and concisely analyze and report on a case.

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

Requiring use of Summary Report Forms by interns and staff auditors is left entirely to the discretion of the C/S.

FILLING IN THE REPORT

The top of the form is filled in with the date, pc or pre-OT's name, etc., as called for. Each of the questions 1 to 22 of the form are then answered. Write down briefly what the preclear was doing in the session. Do not write opinions with regard to what was happening or how the preclear was running the process. The C/S is interested in the aspects of the case in relationship to the process or processes being run.

In the "Ethics Report" section a brief note is made on any report being made to Ethics. For example, a report that the pc is PTS; a report on a rock slam observed in session; a Knowledge Report on others' overts or crimes against Scientology revealed by the pc in session; or in an HCO Confessional, a Knowledge Report on the pc's overts and withholds. All that is noted in this space is that a report to Ethics has been made, and its subject. The actual ethics report is written and routed separately. (Ref: HCO PL 10 Mar. 82, Reiss. 20.6.86, CONFSSIONALS—ETHICS REPORTS REQUIRED; HCOB 10 Aug. 76R, R/Ses, WHAT THEY MEAN; HCO PL 7 Mar. 65R III, OFFENSES AND PENALTIES; HCOB 7 Jan. 85, HCO CONFSSIONALS)

The Summary Report should be LEGIBLE. If the auditor's handwriting is poor, the answers should be neatly printed out.

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

The Summary Report is not stapled to the worksheets but is paper-clipped on top of the Auditor's Report Form and beneath the Exam Report.

Writing a Summary Report should only take the auditor a matter of minutes. Having just audited the preclear, he should quite easily fill the report out.

L. RON HUBBARD
Founder

Revision assisted by
LRH Technical Research
and Compilations