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Summary of how to write an Auditor's Report,
Worksheets and Summary Report, with some
additional information

AUDITOR'S REPORT

An Auditor's Report should contain:

Date
Name of Auditor
Name of Pc
Condition of Pc
Length of Session
Time Session started and ended
T/A at beginning and end of Session
Rudiments
What process was run - LISTING THE EXACT COMMANDS (often forgotten
by most auditors)
Time of Start and End of Process
Whether Process is flat or not
Any F/As.

WORK SHEETS

A Work Sheet is supposed to be the complete running record of the session from beginning to end. The auditor should not be skipping from one page to another but should just be writing page after page as the session goes along.

A Work Sheet is always foolscap, 8 x 13, written on both sides and each page is numbered. Pc's name is written on each separate sheet.

A Work Sheet may be in 2 columns depending on how big the writing is of the Auditor.

When the session is completed, the Work Sheets are put in proper sequence and stapled with the Auditors Report Form on top from beginning to end of session.

T/A and time notations should be made at regular intervals throughout the session.

When making a list on a Pc:

- (1) Always mark a read as it reads - F. LF. ED.
- (2) Always circle the reading item. Mark if indicated by the Pc with IND.
- (3) Always when extending a list put in a line from where it has been extended, e.g.

Item	Joe
	Shoes
	Socks
<hr/>	
	extended
	Sky
	Wax
	Figs, etc., etc.

NOTE: When you repair an old auditing session you always write on the old auditing report and W/sheets in a different coloured pen with the date of the report.

When running various processes in a session, mark each FN clearly noting time and T/A.

SUMMARY REPORT

A Summary Report is written exactly as per HCOB 17 March 1969.

Two gross goofs I have noticed since case supervising folders on the RSM is that Auditors have not been turning in Ethics cases to the MAA. In one instance, a Pc was audited by 2 auditors in 2 different sessions, got a R/S on crimes against Scientologists and M/W/Hs and neither auditor turned the Pc in to Ethics. This is not the only instance. The second thing is that Auditors are very evaluative of the pc's case as indicated by their comments on the Summary Report. This is incorrect; this report is used simply as an exact record of what happened during the session. It is not up to the auditor to evaluate the Pc's Case, this is the Case Supervisor's job. The auditor may suggest what is to be run, at which time the Case Supervisor will review the session, what was run, how the Pc went in relation to what was being run and then give his directions.

Auditor Report Forms or W/sheets are never re-copied. The Auditor should always read over his W/sheets before turning in folder to the Case Supervisor and, if any words or letters are missing or cannot be read, they should be written in with a different coloured pen.

If these rules are followed it will make the Case Supervisor's job much much easier and auditors reports more valuable.

To add the obvious, it is a CRIME to give any session or assist without making an auditor's report or to copy the original actual report after the session and submit a copy instead of the real report. Assist reports that use only contact or touch assists may be written after a session and sent to Qual.

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