

HUBBARD COMMUNICATIONS OFFICE
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Remimeo
HQS Course

SUMMARY OF HOW TO WRITE
AN AUDITORS REPORT AND WORKSHEETS
FOR HQS CO-AUDIT

AUDITORS REPORT

An Auditors Report should contain:

Date
Name of Auditor
Name of pc
Condition of pc at session start
Time session started
What process was run - LISTING THE EXACT COMMAND
Whether any difficulties or upsets occurred. Was
Supervisor called?
Whether process is complete or not
Time Session Ended
Condition of pc at session end
Pc gains or comments
Length of session.

WORK SHEETS

A worksheet 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 written page after page after page as the session goes along. The auditor writes the wording of the process being run and then the number of each question from the process as he asks it. The auditor also writes in the pc's answers and any originations and whether the pc did the command or not.

A worksheet 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 worksheet may be in 2 columns depending on how big the writing of the auditor is.

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.

Time notations should be made at regular intervals throughout the session.

When running various processes in a session, mark each one clearly, noting time it was started and ended.

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

It is a serious offence to give any session or assist (including locational assists) without making an auditor's report - or to copy the original report after the session and submit a copy instead of the real report.

Assist reports that are only contact, locational, or touch assists, may be written after the session and handed in to the Supervisor.

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

Personnel Enhancing Chief
for
Training & Services Aide
for
L. RON HUBBARD
FOUNDER

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