SUMMARY OF HOW TO WRITE
AN AUDITOR'S REPORT AND WORKSHEETS
FOR HQS CO-AUDIT

AUDITOR'S REPORT

An Auditor's 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
F/N, *cognition and position of* TA
Time session ended
Condition of pc at session end
Pc gains or comments
Length of session.

WORKSHEETS

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 writing 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 worksheets are put in proper sequence and stapled with the Auditor's 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.

Auditor's 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.

ALL REPORTS OF ALL SESSIONS GO INTO THE PC'S OWN FOLDER. Otherwise past auditing cannot be checked and the case cannot be Case Supervised.

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

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