Remimeo
Auditors
Interns   C/S Series 69
C/Ses

MANDATORY C/S'ING CHECKLIST

These are the actions, compiled from earlier LRH HCOBs, that are always done by a C/S whenever he C/Ses any folder.

All the C/Sing data in the world would be of little use if these mandatory actions were omitted.

1.   INSPECT THE EXAMINERS REPORT to see if the pc thought the session was okay and if the Examiners notation of TA, needle and indicators show it was F/N GIs.

2.   INSPECT THE PRE-SESSION C/S to see what was previously ordered done.

3.   INSPECT THE LAST SESSION to see if the C/S was done. (Check that each separate part of the C/S was done.)

4.   INSPECT IN THE WORKSHEET THAT EACH STEP OF EACH PROCESS OR ACTION WAS CORRECTLY DONE INCLUDING CORRECT COMMANDS USED AND EXPECTED PC RESPONSE FOR THOSE COMMANDS. (For Dianetics this would be the 1,2,3,4,5,6,7,8,9 sequence and A,B,C,D etc. to see if it was standard. Other processes and actions have their own steps - which the C/S must know in order to be in compliance with the High Crime P/Ls.)

5.   INSPECT CAREFULLY THAT ALL LISTING ACTIONS HAVE BEEN CORRECTLY DONE: find out if there was mislisting.

6.   INSPECT THAT F/N, COG, AND VGIs OCCURRED AT THE END OF EACH PROCESS AND ACTION (each chain in Dianetics) AND AT SESSION END.
(Text is seldom read unless the session did not go well. If you can't read the reports, send them back to have the auditor over print illegible words. Never try to C/S an illegible worksheet.)

7.   HAVE THE EXAMINER ASK THE PC WHAT THE AUDITOR DID IF THE AUDITING REPORTS DON'T SHOW THE ERROR AND SEEM FALSE (i.e. Auditor's account of session doesn't match pc's statement and indicators at Examiner.)

8.   GIVE THE SESSION A GRADING OF VERY WELL DONE, WELL DONE, WELL DONE BY EXAM, NO MENTION OR FLUNK depending on what was found in above points.

VERY WELL DONE if all the above points are okay and the session is exactly by the book.

WELL DONE for F/N,VGIs at session end and at Examiner -
No major tech errors but not exactly by the book.

WELL DONE BY EXAM for F/N, VGIs at session end and at
Examiner but Admin and session actions not OK.

NO SESSION GRADE MENTION if the session end was F/N, VGIs
but the F/N wasn't present at the Examiner - provided
there were no major tech errors in the session.

PLUNK FOR ANY OF THE FOLLOWING:

> F/N did not get to Examiner and was not present
> at session end.

> Major errors or flubs occurred like no E/P,
> multiple somatic run, unflown ruds, mislisting, etc.

> C/S not followed or completed.

> Auditors Rights errors occurred.

> No F/N and BIs at Examiner, etc.

9.   WRITE OUT IN TRIPLICATE ON ANY OUT TECH AND AUDITOR
GOOFS - INDICATE THE RIGHT OUTNESSES AND CRAMMING CYCLES
FOR THEM.   One copy goes to D of P to Auditor, one copy goes
to Cramming Officer and one copy is kept as a check to see that
the order is done.

10.   NOW INSPECT - IS THE CASE RUNNING WELL AND IS IT
CORRECTLY PROGRAMMED? DO WE JUST CONTINUE? DO WE REPAIR
RECENT GOOFS AND CONTINUE? DO WE NEED FULL FES OR LISTS TO
FIND THE BUG IN THE CASE AND THEN REPAIR THAT (INCLUDING
PREVIOUS INCOMPLETE CYCLES?)

11.   NOW CHECK THE AUDITOR'S C/S FOR THE NEXT SESSION - DOES
IT FOLLOW THE PROGRAM FOR THE CASE IN THE FRONT OF THE FOLDER
OR DOES IT Q AND A AND GO OFF IN ANOTHER DIRECTION?

> a. Does it recommend to continue with the next action
> on the case programme, if the case is doing well and
> the last session went okay?

> b. Does it recommend the necessary brief repair action
> and then continue the program actions if the case has
> been running well but there has now been an error on
> the case?

> c. Does it recommend a program to debug and handle the
> case if it is not running well or has started to do
> poorly in life (Ethics conditions, accidents, etc)
> (Including use of lists to get data or an FES etc?)

> It is the C/S responsibility to ensure that all Ethics,
> medical and other relevant reports are included in the
> pc folders and that pcs are not audited while under
> heavy ethics actions.

12. APPROVE THE EXISTING C/S IF IT IS OKAY IN LINE WITH THE ABOVE, OTHERWISE CORRECT IT OR WRITE UP AN ENTIRELY NEW C/S.

13. WRITE UP A CRAMMING ORDER ON THE C/S'ING ACTION IF THE AUDITOR WAS WAY OFF ON HIS C/S (OR ADD THIS TO THE EXISTING CRAMMING ORDER FOR THAT SESSION).

14. If the case is not running well and generally, the C/S goes back to the point where the case WAS running well (good wins) and come forward. The largest bug on the case often will be in the session later than the last good one. The C/S should correct the bad session. Where this does not resolve the case, a study for incomplete programs and other outnesses should be made with a program to complete and handle.

IMPORTANT:

Keep the three Golden Rules of C/Sing always in the above actions. They are:-

1. NEVER FAIL TO FIND AND POINT OUT AN ACTUAL GOOF AND SEND THE AUDITOR TO CRAMMING.

2. NEVER INVALIDATE OR HARASS AN AUDITOR FOR A CORRECT ACTION OR WHEN NO TECHNICAL GOOF HAS OCCURRED.

3. ALWAYS RECOGNIZE AND ACKNOWLEDGE A TECHNICALLY PERFECT SESSION.

The C/S must drill on this HCOB until he knows each point by number just the way a Dianetics auditor is required to know points 1 to 9 and A to D. He can also keep a copy of this HCOB on the wall over his desk, to refer to until he knows the sequence cold. Even then he should refer to it from time to time to ensure he drops out none of the steps.

Auditors writing up C/Ses for the next session must refer to this HCOB also.

(This HCOB is compiled from earlier C/S Series HCOBs and from the following earlier LRH HCOBs:

HCO B 1 Sept 68 Points on Case Supervision

HCO B 11 Sept 68 Case Supervisor Data

HCO B 8 Oct 68 Case Supervisor - Folder Handling

HCO B 28 June 69 C/S How to Case Supervise Dianetic Folders.)

Training and Services Aide
From C/S Coaching Actions
by

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