HUBBARD COMMUNICATIONS OFFICE Saint Hill Manor, East Grinstead, Sussex

Remimeo
Qual Secs
Cramming Offs
Interne Supers

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TECHNICAL OKAYS FOR TECH AND QUAL PERSONNEL

Any person in Tech or Qual who does a technical action must get an OK to do such an action from the Cramming Off or Interne Super.

This includes Auditors, Supervisors, PC Examiners, Personnel Programmers, all Qual auditing correction actions, Word Clearers, C/Ses, D of P technical actions, such as PTS interviews, two way comm, MLOs who do Assists, etc.

There are a few terminals outside of Tech and Qual who do technical actions who should also get a Qual OK and these are the Ethics Off for PTS interviews and handling and the Success Off on his meter handling of completions.

If a new auditing rundown comes out, the C/S is expected to get an OK to C/S that action from Qual.

The way to put this in on any existing staff who do not have such OKays is to make up a list of what needs to be done and then give a short time limit on the completion. Do not use this Policy to stop existing production. If the Okays have not been given, pull them in and get them done. In such a case, the Qual Sec, Cramming Off and Interne Super would be expected to work together to get it done.

Keep the Policy in for all new appointments. The person studies, word clears and star-rates the relevant HCOBs or PLs, drills the action on a doll until it can be done competently, then gets his OK. A copy of the OK is given to the person concerned with a copy to the senior.

PC Examiners would require specialized training in TRs and drilling on their post actions. They would be expected to continue working on their TRs whilst on post.

An Okay may be withdrawn by the Qual Sec if it is found to have been falsely issued.

The whole emphasis of this action is to upgrade the quality of technical service throughout the org.

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