

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

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Remimeo
All Levels
All Auditors

CHECKLIST FOR SETTING UP

SESSIONS AND AN E-METER

In order to prevent constant interruptions of a session to get dictionaries, prepared lists, etc. etc. and in the vital interest of keeping the pc smoothly in session - interested in own case and willing to talk to the auditor, the following checklist has been made.

An auditor should drill this checklist until he has it down thoroughly, without reference to it.

A. PRE-APPOINTMENT:

1. Paid invoice slip of pc. _____
2. Pc folders - _____
 - 2A. Current _____
 - 2B. Old _____
3. Pc folder study by auditor. _____
4. Folder Error Summary. _____
5. A C/S for the session. _____
6. Any Cramming actions on the C/S. _____

B. CALL IN:

7. Enough time to do session. _____
8. APPOINTMENT (made by auditor or Technical Services). _____
9. Scheduling Board (auditor, pc, room, time). _____

C. ROOM READINESS:

10. Clean up room. _____
11. Smells removed. _____
12. Room temperature handled. _____
13. Area and Hall Silence Signs Made. _____
14. Silence signs Placed. _____
15. Knowing where the w.c. is. _____
16. Right sized table, sturdy, doesn't squeak. _____

- 17. Side table. _____
- 18. Adequate light if room gets dark. _____
- 19. Flashlight in case power fails. _____
- 20. Quiet clock or watch. _____
- 21. Blanket for pc in case gets cold. _____
- 22. Fan or A/C in case pc gets too hot. _____

D. AUDITING MATERIEL:

- 23. Paper for W/Ss and Lists. _____
- 24. Ballpoints or pencils. _____
- 25. Kleenex. _____
- 26. Anti-perspirant for sweaty palms. _____
- 27. Hand cream for dry palms. _____
- 28. Dictionaries including Tech and Admin
Dictionaries and a non-dinky one in
language. _____
- 29. Grammar. _____
- 30. Auditing materiel, white forms, prepared
lists including those that might be called
for on other prepared lists. _____
- 31. E-Meter. _____
- 32. Spare Meter. _____
- 33. Preliminary Meter check for charge and
operational condition. _____
- 34. Meter shield (to obscure meter from pc). _____
- 35. In Session sign for door. _____
- 36. Extra meter lead. _____
- 37. Different sized cans. _____
- 38. A plastic bag to cover one can for pcs who
knock cans together. _____
- 39. Finalize setting up room for session. _____

E. PC ENTRANCE TO AUDITING ROOM:

- 40. In Session sign on door. _____
- 41. Phone shut off. _____
- 42. Putting pc in chair. _____
- 43. Comfort of chair check with pc and handle. _____
- 44. Adjusting pc's chair. _____

45. Check pc clothes, shoes for tightness and handle. _____

46. Check with pc if room is all right and handle. _____

F. METER SET UP FOR SESSION:

47. Check test (for charge). _____

48. See that needle is not dancing by itself or auditing itself. _____

49. Make sure 2.0=2.0 by trim. _____

50. Snap in leads jack. _____

51. Verify trim by calibration resistor onto alligator clips. _____

52. Put needle on set. _____

53. Put pc on. _____

54. Adjust pc sensitivity for 1/3 dial drop by pc can squeeze. _____

55. Go through False TA Correction as needed including change of cans, cream, anti-perspirant as needed. _____

56. Have pc take a deep breath and let it out and see if needle gives a latent fall (which it should). _____

57. Check for adequate sleep. _____

58. Check to be sure pc has eaten and is not hungry. _____

59. Ask for any reason not to begin session. _____

G. START THE SESSION.

L. RON HUBBARD
FOUNDER

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