

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 water closet 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 air conditioner in case pc gets too hot. \_\_\_\_\_

D. AUDITING MATERIEL:

- 23. Paper for worksheets and lists. \_\_\_\_\_
- 24. Ballpoints or pencils. \_\_\_\_\_
- 25. Kleenex. \_\_\_\_\_
- 26. Antiperspirant for sweaty palms. \_\_\_\_\_
- 27. Hand cream for dry palms. \_\_\_\_\_
- 28. Dictionaries including tech and admin dictionaries and a nondinky one in language. \_\_\_\_\_
- 29. Grammar. \_\_\_\_\_
- 30. Auditing materiel, Original Assessment Sheets, 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's 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. \_\_\_\_\_
- 51. Verify trim by calibration resistor onto alligator clips. \_\_\_\_\_
- 52. Put pc on. \_\_\_\_\_
- 53. Put needle on set. \_\_\_\_\_
- 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, antiperspirant as needed. \_\_\_\_\_
- 56. Have pc take a deep breath, hold it for just a moment, then let it out through his mouth. 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

Revision assisted by  
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and Compilations