

BOARD TECHNICAL BULLETIN

5 APRIL 1971

ISSUE I

Remimeo
HQS Course

REISSUED 4 JULY 1974 AS BTB

CANCELS

HCO BULLETIN OF 5 APRIL 1971

ISSUE II

SAME TITLE

SUMMARY OF HOW TO WRITE

AN AUDITORS 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
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 written 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.

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

Personnel Enhancing Chief

Reissued as BTB
by Flag Mission 1234

I/C: CPO Andrea Lewis
2nd: Molly Harlow

Authorized by AVU

for the
BOARDS OF DIRECTORS
of the
CHURCHES OF SCIENTOLOGY

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