

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Org. Sec.
Tech. Dir.
Dir. Tr.
Acad. Admin.
D/N HCA inst.
theory
practical
auditing
D/N Cl. II inst.
theory
practical
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Academies

HCO POLICY LETTER OF OCTOBER 21, AD12

AUDITING SUPERVISOR AND AUDITING INSTRUCTORS
DUTIES OF

On the Saint Hill Special Briefing Course and in Academies, Supervision of the Auditing Section is done by the Auditing Supervisor, and Auditing Instructor or Instructors.

The Auditing Supervisor and Instructors are not there to audit cases. This can be a most serious error--using the Auditor only as a robot. This is done in a Co-audit. It is not done in an auditing section. The auditors being taught in the auditing section are under a heavy discipline--the discipline that they must follow procedure and obtain results. A bad auditing presence, a squirrely approach, a failure to use what they are taught, can cause two things to happen:

- (a) A Pink Sheet on what they must re-do in Theory and Practical or:
- (b) A GAE to the next lowest classification for retraining.

The Auditing Section is that section of a training course where auditing occurs. It is not where auditing is taught. It is that section where auditing is experienced, as an auditor, as a preclear. Auditing is taught in theory and practical. It is only guided in the Auditing Section.

AUDITING ASSIGNMENTS

The Auditing Supervisor (or in some cases the Course Supervisor as at Saint Hill) assigns all sessions and teams. The following rules are observed in this assignment of auditors:

- (a) No auditor may be assigned to an upper Auditing level until he or she has passed the Theory and Practical Check Sheets of the lower auditing levels. In other words, only when an auditor is prepared in Theory and Practical is he or she assigned to auditing in the next classification;
- (b) No Co-Audit is to occur, by which is meant there is no auditor auditing his own auditor. This makes a minimum of four in a class.
- (c) Rock Slammers (as by Sec Check) are assigned to audit Rock Slammers and be audited by Rock Slammers as this tends to protect other students from bad auditing and yet lets the Rock Slammers progress.
- (d) Change of auditors is avoided as may be found practical.

Auditing Assignments are posted by class time on a Monday and are seldom changed through the week.

AUDITING ATMOSPHERE

Students are heavily indoctrinated into two major maxims about being an auditor:

- (a) If the auditor is warm and breath can be detected, he or she is in condition to audit. An Academy or course takes no interest in the case of the auditor. Courses where attention is dominantly on the case of the student and not his ability to audit are always bad courses.

It is true that people, while they cannot postulate themselves clear, don't have to act aberrated. A thetan can rise superior to his aberrations. Thus, the less worry about how a student has to be audited before he or she can audit, the better. Scientology is a bootstrap operation. If this idea of "not in case shape to audit" or "not in condition to audit" is let creep in, then we'll never make it. So, if they're warm and breath can be detected, they can audit.

(b) Auditing in a common room is noisy and hard on preclears and auditors. But auditing can be done under such conditions. It makes a much better auditor. Preclears soon get used to it. So no attention is given as to how quiet it must be "because of the preclear".

Admittedly these two factors (a and b) contain unrealities. This is a case of that's the way it is.

SCHEDULING TIME

Sharp Scheduling, on the dot, is the mark of a successful Academy.

Sessions must begin and end on schedule.

It's part of instruction that the Auditor never be late for a session and to end sessions on the dot.

Time of Session must be tightly adhered to and enforced.

INFRACTION SHEETS

The disciplinary weapon is the Infraction Sheet.

An auditing Supervisor does not give these out for bad auditing, however. He gives these out only for Infractions of the Rules of the Academy, including a refusal to follow his auditing directions. Bad technical is handled by Pink Sheet and GAEs.

OBSERVATION OF AUDITING

There are three sources of observing auditing used by the Auditing Supervisor and Instructors. These are

- (a) Direct observation of the session;
- (b) Study of the Auditor's Report;
- (c) Observation of the Preclear.

The Auditing Supervisor combines all three, giving the most time to (a) Direct observation of the session.

THE PINK SHEET

Fasten a packet of long (legal) pink paper, about 16 substance, to a clip board. Put three pieces of long carbon paper in place to use the first four sheets. Use a black ball point pen. Put a student's name at the top of the sheet. Put in the date.

Sit down near the session or use other inspection devices.

Note what the auditor is making mistakes with.

On the left hand side of the paper, in column, write down the exact HCO Bulletins and Drills this Auditor must do in Theory and Practical.

Keep the sheets together. Look over the Auditor's report later. Re-insert the carbons and put down any further things the auditor must do.

Keep one sheet in a basket. Give the Theory Instructor one, give the Practical Instructor one. Give one to the student.

If by the week ending nearest after two weeks from date, the student has not completed this Pink Sheet, he or she is GAE'd to the next lowest class to complete it and any others before being raised again.

This is wholly independent of and in addition to the regular check sheets for classes.

Thus a thorough inspection of an individual student's auditing need be made only once every two weeks.

Nothing in the Pink Sheet System prevents comments on the Auditor's reports or personal discussion with him or her on emergency remedies by note during a session.

G.A.E.

Gross Auditing Error (GAE) is the action of the Auditing Supervisor when the Pink Sheet is not completed by the Student or when, in the opinion of the Auditing Supervisor, the errors being made are so gross that a preclear is being heavily damaged (such as Auditor's Code breaches).

A 'GAE' may consist of relegating the Auditor to the next lowest class or, if violent and flagrant, and directly against an Instructor's instructions, to the lowest unit of the Academy.

Only in two cases may a GAE be substituted for an Infraction Sheet, and in both cases the student is sent to the lowest unit. First is the flagrant and dogged refusal to follow an order relating to technical matters and the second is breaking Rule 28. These two may not be permitted to come in conflict.

A student's check sheets are not torn up by any GAE, but one that places the student back in the lowest unit causes the student to re-do all his auditing and re-pass it.

AUDITORS REPORTS

All auditors reports are reviewed by the Auditing Supervisor and in them such comments must be made as to guide the judgement of the auditor or remedy his or her misconceptions about auditing.

Auditors reports are written in Session--not afterwards from a notebook. They must be placed in the Auditing Supervisor's basket 15 minutes after the session's end. The report is always carried in the pc's folder and is not handled separately.

SUMMARY

We are making auditors. We normally make good ones. While Theory and Practical are the backbone of the course, only in demonstrated good auditing can we be sure of our auditors.

L. RON HUBBARD

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