

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

Saint Hills Only HCO POLICY LETTER OF 30 JUNE 1970  
Level O students Issue II

STANDARD  
LEVEL O SHSBC CHECKSHEET  
(Once started Classifications attained in  
Academies are suspended until SHSBC is  
completed.)

PREREQUISITE: HDC

ORGANIZATION: \_\_\_\_\_

STUDENTS NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

There is a lot of data on this course therefore you are requested to study weekends and evenings.

Study the data in checksheet order. Do not go past a word you do not understand. Use a dictionary and for Scientology terms use a Scientology dictionary and refer to the Symbols and Definitions list (HCOB 23 Aug '65 - Abbreviations and Symbols of Dianetics and Scientology).

\* rating = 100% knowledge of and understanding and ability to apply.

0 rating = read and listened to the data and understanding of. Those items not marked with a \* are 0 rated.

A demonstration of any of the materials may be requested.

The checksheet is one time through materials and practical. By attest. (HCO P/L 13 May '70 - Training Requirements Eased.)

The Classification requirement for each level is that the student successfully audits several preclears to the attainment of the grade of release of the same level by auditing each of the many processes of the grade to its end phenomenon (HCO P/L 8 June '70 - Student Auditing).

A. ORIENTATION SECTION

- |                      |  |       |
|----------------------|--|-------|
| * HCO P/L 15 Jun '70 | Keeping Scientology Working              | _____ |
| * HCO P/L 17 Jun '70 | Technical Degrades                       | _____ |
| * HCO P/L 11 Jun '64 | New Student Data                         | _____ |
| * HCO P/L 19 Apr '65 | Hidden Data Line                         | _____ |
| * HCO P/L 19 Apr '65 | Ethics Training & Processing Regulations | _____ |
| HCO P/L 29 Apr '65   | Petition                                 | _____ |
| HCO P/L 31 May '65   | Noise                                    | _____ |
| HCO P/L 31 May '65   | Food                                     | _____ |
| HCO P/L 2 Aug '65    | Chaplain                                 | _____ |
| HCO P/L 24 Aug '65   | Improve our Image                        | _____ |
| HCO P/L 27 Aug '65   | Rousing Staff Students & pcs             | _____ |
| HCO P/L 21 Sept '65  | Cleanliness                              | _____ |
| HCO P/L 10 Feb '66   | Theory Courses                           | _____ |
| * HCO P/L 11 Aug '67 | 2nd Dynamic Rules                        | _____ |

HCO P/L 30.6.70

2

- \* HCO P/L 31 May '68 Auditors
- HCO P/L 27 Jul '69 What is a Checksheet

SAINT HILL UK ONLY

- \* HCO P/L 15 Nov '64 Traffic Regulations St Hill
- \* HCO P/L 18 Jun '65 Ground Regulations

B. POINTS SYSTEM

- \* SO ED 63 Int Study Statistics
- 19 Jun '70

C. CHECKOUT DATA

\*Starrate section\*

- \* HCO P/L 4 Oct '64 Theory Checkout Data
- \* HCO P/L 26 Aug '65 Scientology Training Twin Checkouts
- \* HCO P/L 21 May '67 Theory Checkout Data
- \* HCO P/L 14 May '69 How to do a Starrate Checkout

D. STUDY TAPES

\*Starrate Section\*

- \* 18 June '64 Study Intro
- \* 9 July '64 Study Data Assimilation
- \* 4 Aug '64 Study, Summary of
- \* 6 Aug '64 Gradients & Nomenclature
- \* 13 Aug '64 Study and Education
- \* 22 Sept '64 Study, a Review of
- \* 18 Aug '66 Study and Intention
- \* 11 Aug '64 Study Evaluation of Information

E. STUDY DATA

- HCO P/L 14 Feb '64 How to Examine Theory Examinations
- HCO P/L 16 Sept '64 Understanding & Tape Lectures
- \* HCOB 10 Mar '65 Words, Misunderstood Goofs
- HCO P/L 18 Sept '67 Study Complexity and Confronting
- HCO P/L 19 Oct '68 "Student finished course should..."
- HCOB 11 June '69 Materials Scarcity of
- HCOB 14 Sept '69 Learning Processes
- Education by Duplication & Repetition
- Group Teaching by Definition Agreement

Education by Evaluation of  
Importance

HCOB 12 Sept '69	Study Slowness
HCOB 20 Nov '69	Some Word Definitions for Student Use
HCOB 19 June '70	Study Data, Definitions of Words Error

F. BOOKS - To be read by end of theory

Dianetics '55  
Self Analysis  
Axioms & Logics (whole book to be read)

G. AXIOM TAPES

Aug '54	Axioms Part I	PRO 13
Aug '54	Axioms Part II	PRO 14
Aug '54	Axioms Part III	PRO 15
Aug '54	Axioms Part IV	PRO 16

H. CHARTS

1. Classification & Gradation Chart 1970

\* Abilities Attained Column Level 0

2.\*Illustrated Tone Scale

I. SCALES \*Starrate Section\*

* HCOB 22 Apr '59	Old & New Reality Scale
* HCOB 6 Feb '60	Effect Scale
* HCOB 18 Sept '67	Scales

J. GENERAL COURSE DATA

HCO P/L 10 Jan '62	HCO Standing Order No. 5
* HCO P/L 27 May '65	Processing
* HCO P/L 1 Jul '65	Ethics Chits
HCOB 23 Aug '65	Abbreviations & Symbols of Dianetics & Scientology
HCOB 14 Sept '65	Classification Required before moving to Next Level
* HCO P/L 23 Oct '65	Dissemination Drill
* HCO P/L 15 Dec '65	Students Guide to Acceptable Behavior
* HCO P/L 10 Feb '66	Tech Recovery
* HCO P/L 14 Feb '66	Safeguarding Technology
HCO P/L 21 Jul '66	Tech vs Qual

- \* HCO P/L 27 Sept '66 The Anti Social Personality \_\_\_\_\_
- HCO P/L 6 Oct '66 Cramming for Students Who \_\_\_\_\_  
Flunk Classification \_\_\_\_\_
- HCO P/L 12 Oct '66 Examinations \_\_\_\_\_
- HCO P/L 31 May '68 Scientology Technology \_\_\_\_\_
- HCO P/L 14 Oct '68 Auditor's Code AD 18 \_\_\_\_\_
- HCO P/L 2 Nov '68 Auditor's Code AD 18 Additions \_\_\_\_\_
- \* HCO P/L 8 Feb '69 Out Tech \_\_\_\_\_
- \* HCO P/L 7 May '69 Policy on Sources of Trouble \_\_\_\_\_
- HCO P/L 13 May '70 Training Requirements Eased \_\_\_\_\_
- \* HCO P/L 22 June '69 Enrolment on Self Determinism \_\_\_\_\_
- \* HCO P/L 8 June '70 Student Auditing \_\_\_\_\_
- \* HCO P/L 10 May '70 Single Declare \_\_\_\_\_
- \* HCO P/L 15 Nov '69 Rights and Duties \_\_\_\_\_

K. CODES

- \* HCO P/L 14 Oct '68 Auditor's Code AD 18 \_\_\_\_\_
- \* HCO P/L 2 Nov '68 Auditor's Code AD 18 Additions \_\_\_\_\_
- HCO P/L 5 Feb '69 Press Policy Code of a \_\_\_\_\_  
Scientologist \_\_\_\_\_

L. E-METER SECTION

The book Introducing the E-Meter \_\_\_\_\_

- \* E-Meter Essentials \_\_\_\_\_

M. DATA \*Starrate Section\*

- \* HCO P/L 21 Sept '65 E-Meter Drills \_\_\_\_\_
- \* HCOB 16 Nov '65 E-Meter Sensitivity Setting \_\_\_\_\_
- \* HCOB 23 Nov '65 Mark V & Azimuth E-Meters \_\_\_\_\_
- \* HCOB 15 Dec '65 E-Meters Allowed \_\_\_\_\_
- \* HCOB 14 Oct '68 "You must never never..." \_\_\_\_\_
- \* HCOB 11 May '69 Meter Trim Check \_\_\_\_\_
- \* HCOB 2 Sept '69 E-Meter Defined \_\_\_\_\_

N. TA \*Starrate Section\*

- \* HCOB 25 Sept '63 Adequate TA Action \_\_\_\_\_
- \* HCOB 1 Oct '63 How to get TA Action \_\_\_\_\_
- \* HCOB 24 July '64 TA Counters, Use of \_\_\_\_\_

O. F/W DATA

\*Starrate Section\*

- \* HCOB 11 Feb '66 Free Needles & How to get them  
on a pc \_\_\_\_\_
- \* HCOB 21 Sept '66 ARC Break Needle \_\_\_\_\_
- \* HCOB 21 Oct '68 Floating Needle \_\_\_\_\_
- \* HCOB 20 Feb '70 Floating Needles & End Phenomena \_\_\_\_\_
- \* HCOB 2 June '70 Floating Needles \_\_\_\_\_

P. INDICATORS

\*Starrate section\*

- \* HCOB 29 July '64 Good Indicators at Lower  
Levels \_\_\_\_\_
- \* HCOB 19 Jan '67 Manifestations of Secondaries  
& Engrams Further Defined \_\_\_\_\_
- \* HCOB 26 Apr '69 Bad Indicators at Lower Levels \_\_\_\_\_
- \* HCOB 10 Mar '70 List of Perceptions \_\_\_\_\_

Q. STYLES

- HCOB 28 Feb '59 Analysis of Cases \_\_\_\_\_
- HCOB @L Feb '60 Definition Processes \_\_\_\_\_
- HCOB 26 Nov '63 A New Triangle, Basic Auditing,  
Technique & Case Analysis \_\_\_\_\_
- \* HCOB 6 Nov '64 Styles of Auditing \_\_\_\_\_
- HCOB 18 Apr '65 How to Apply Level Processing \_\_\_\_\_

R. CLEARING COMMANDS

\*Starrate Section\*

- \* HCOB 14 Nov '65 Clearing Commands \_\_\_\_\_
- \* HCOB 9 Nov '68 Clearing Commands (all levels) \_\_\_\_\_

S. ACKNOWLEDGEMENTS & ENDING SESSIONS

- HCOB 1 Jan '59 Tone of Voice Acknowledgements \_\_\_\_\_
- HCOB 12 Nov '59 Acknowledgements in Auditing \_\_\_\_\_
- \* HCOB 17 Oct '62 How to Acknowledge \_\_\_\_\_
- \* HCOB 17 Oct '62 Auditor failure to Understand \_\_\_\_\_
- \* HCOB 7 Apr '64 Premature Acknowledgements \_\_\_\_\_
- \* HCOB 1 July '65 Comm Cycle Additives \_\_\_\_\_
- \* HCOB 29 Sept '65 Cyclical & Non Cyclical  
Process Conclusions \_\_\_\_\_

T. AUDITOR ADMIN SECTION

- HCO P/L 19 Nov '65 Auditing Reports \_\_\_\_\_
- \* HCOB 7 May '69 Summary of How to Write an  
Auditor's Report etc. \_\_\_\_\_

HCOB 29 Apr '69	Assessment & Interest	_____
HCOB 10 July '69	Stenographic Auditing	_____
* HCOB 5 Nov '69	Folder Summary	_____

U. FORMS

HCOB 24 Apr '69	Pc Assessment Sheet	_____
HCO P/L 26 Jan AD 20	Examiners Form	_____
	Auditor Report Form	_____
HCO P/L 24 Apr '68	Parent/Guardian Consent Form	_____
HCOB 20 June '70	Summary Report Form	_____

V. PC DATA

HCOB 14 Jan '63	Rings Causing Rockslams	_____
HCOB 17 Oct '64	Getting the pc Sessionable	_____
HCO P/L 4 July '65	Pc Routing Rev Code	_____
* HCOB 3 Mar '69	Case Gain Completing Levels	_____
* HCOB 30 Apr '69	Auditor Trust	_____
* HCOB 12 Oct '69	Forcing a pc	_____
* HCOB 4 Feb '70	Urgent Important - pc Application for Major Levels	_____
* HCO P/L 17 Apr '70	An Auditor & "The Minds Protection"	_____
HCOB 20 May '70	Starting of Preclears	_____
* HCOB 18 Apr '68	Needle Reactions above Grade IV	_____

W. AUDITOR MUST NOTs

\*Starrate Section\*

* HCOB 7 Apr '64	All Levels Q & A	_____
* HCOB 24 Aug '64	Session Must Nots	_____
* HCOB 3 Aug '65	Auditor Goofs - Blowdown Interruptions	_____
* HCOB 21 Sept '65	Out Tech	_____
* HCOB 12 Feb '66	Dangerous Auditor	_____
* HCOB 5 Dec '66	Letting the pc Itsa	_____
* HCOB 7 May '69	5 GAES	_____
* HCOB 17 May '69	TRs & Dirty Needles	_____
* HCOB 4 July '69	Auditing of OT III Preclears	_____
* HCOB 16 July '69	Urgent Important	_____
* HCOB 17 July '69	Flagrant Auditing Errors	_____
* HCOB 23 July '69	Auditor Assignment Policies	_____
* HCOB 29 Mar '70	Auditing & Ethics	_____

\* HCOB 11 Apr '70 Auditing Past Exterior \_\_\_\_\_

X. TAPES

- 17 May '54 Simple Processes Summary \_\_\_\_\_
- \* 27-Jul '54 (PRO 17) 2 Way Comm & The PTP \_\_\_\_\_
- 5 Nov '54 2 Way Comm ST Wire & 8c \_\_\_\_\_
- 19 Nov '54 Communication & the Dynamics \_\_\_\_\_
- \* 29 Nov '54 HCAP 8 2 Way Comm \_\_\_\_\_
- \* 19 Jul '62 The E-Meter \_\_\_\_\_
- \* 25 July '63 Comm Cycle in Auditing \_\_\_\_\_
- \* 6 Aug '63 Auditing Comm Cycle \_\_\_\_\_
- \* 28 Apr '64 Wisdom as an Auditor \_\_\_\_\_
- \* 20 Aug '63 Itsa Line \_\_\_\_\_
- \* 21 Aug '63 Itsa Line (Cont'd) \_\_\_\_\_
- \* 6 Feb '64 Comm Cycles in Auditing \_\_\_\_\_
- \* 19 Mar '64 Flattening a Process \_\_\_\_\_
- \* 15 Aug '63 The Tone Arm \_\_\_\_\_
- \* 17 Nov '64 Styles of Auditing \_\_\_\_\_
- \* 15 Dec '64 Communication - A Gradient of Duplication \_\_\_\_\_
- \* 26 Jul '66 Classification & Gradation Chart \_\_\_\_\_
- HCOB 14 Aug '63 Lecture Graphs \_\_\_\_\_

Y. PROCESSES FOR STRAIGHT WIRE \*Starrate Section\*

- \* HCOB 27 Sept '63 ARC Process \_\_\_\_\_
- \* HCOB 3 Feb '59 HGC Current Procedure (Not-is Straight Wire) \_\_\_\_\_
- \* HCOB 20 Oct '59 An Experimental Process (Know Mystery Recall Process) \_\_\_\_\_
- \* HCOB 17 Mar '60 Standardized Sessions (An Obvious Basic Process) \_\_\_\_\_
- \* HCOB 17 June '70 Pg 3 Straight Wire Triple \_\_\_\_\_
- \* PAB 43 7 Jan '55 Plotting Pc on Tone Scale (Elementary ST Wire) \_\_\_\_\_
- \* Reference HCOB 17 June '70 Various o - IV Grade Processes. \_\_\_\_\_

Z. PROCESSES FOR LEVEL 0 \*Starrate Section\*

(Full bulletin, PAB or Book page mentioned including process to be Starrated.)

- \* HCOB 17 Oct '63 P-2c Slow Assessment by Dynamics \_\_\_\_\_
- REISSUED 17 Jan AD 14

- \* HCO Technical Form 17 Oct AD13 R-2c Slow Assessment by Dynamics \_\_\_\_\_
- \* HCOB 31 Oct AD13 R-2c Slow assessment by Dynamics Cont'd \_\_\_\_\_
- \* HCOB 10 Dec '64 Listen Style Auditing \_\_\_\_\_
- \* HCOB 11 Dec '64 Processes \_\_\_\_\_
- \* HCOB 26 Dec '64 Routine O-A Expanded \_\_\_\_\_

BOOK: 8-8008

- \* Pg 145 (Remedy of Comm Scarcity) \_\_\_\_\_

BOOK: CREATION OF HUMAN ABILITY

- \* Pg 74 (R2-31 Beingness Processing) \_\_\_\_\_
- \* Pg 152 (R2-60 The Hidden Communication) \_\_\_\_\_

PABS

- \* 54 10 June '55 Comm Processes \_\_\_\_\_
- \* 56 8 July '55 Axiom 51 Comm Processing \_\_\_\_\_
- \* 146 15 Oct '58 Valence Process \_\_\_\_\_
- \* HCOB 7 May '59 New Processes (Locational Comm Process) \_\_\_\_\_
- \* HCOB 21 Jul '59 HGC Allowed Processes (Locational Problems Process & A Clearing Procedure) \_\_\_\_\_
- \* HCOB 13 Oct '59 DEI Expanded Scale (Know Mystery Comm Process) \_\_\_\_\_
- \* HCOB 25 Sept '59 HAS Co-Audit (Universal Processes) \_\_\_\_\_
- \* HCOB 2 Mar '61 New Pre Hav Command (In Sequence) \_\_\_\_\_

Reference:

- \* HCOB 17 June '70 Various O-IV Grade Processes Triple O Pg. 10-11 \_\_\_\_\_

AA. MODEL SESSION \*Starrate Section\*

- \* HCOB 13 Oct '68 Rudiments \_\_\_\_\_
- \* HCOB 18 Nov '68 Model Session for O-II \_\_\_\_\_
- \* HCOB 19 Nov '68 Model Session Revised \_\_\_\_\_

ABILITY ATTAINED: \*Starrate Section\*

- HCO P/L 25 June '70 Expanded Lower Grades Chart of Abilities Gained & Inabilities Lost \_\_\_\_\_
- \* Level 0 Section (\*starrate\*) \_\_\_\_\_

ATTEST THEORY

Student Attest: I have completed theory one time through and know  
and can apply the data \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Attest: \_\_\_\_\_ (Student name) has  
studied Theory and knows and can apply the data \_\_\_\_\_  
Date: \_\_\_\_\_

AB. PRACTICAL

CLAY TABLE

HCOB 11 Oct '67 Clay Table Training

CLAY DEMOs - Checked by Supervisor

- \* 1. Axiom 28 \_\_\_\_\_
- \* 2. The Purpose of Level 0 \_\_\_\_\_
- \* 3. The Full End Phenomena of a Process \_\_\_\_\_
- \* 4. The Full End Phenomena of Grade 0 Ability Attained \_\_\_\_\_
- \* 5. The Use of the Prompters \_\_\_\_\_
- \* 6. The 5 GAES \_\_\_\_\_
- \* 7. The Auditor's Code (all points) \_\_\_\_\_
- \* 8. An F/N \_\_\_\_\_
- \* 9. An Auditing Session \_\_\_\_\_
- \* 10. The difference between an ARC Broken pc & a pc  
who has attained the End Phenomena of a Process \_\_\_\_\_

AC. THEORY re PRACTICAL

\*Starrate Section\*

- \* HCOB 17 Apr '61 Training drills Modernized \_\_\_\_\_
- \* HCOB 10 Oct '65 Mutter TR \_\_\_\_\_
- \* HCOB 10 Dec '65 E-Meter Drill Coaching \_\_\_\_\_
- \* HCOB 24 May '69 Coaching \_\_\_\_\_
- \* HCOB 3 June '69 TR Notes \_\_\_\_\_

AD. TRs - Checked by Supervisor

- \* 0 \_\_\_\_\_ 2 hrs straight confront \_\_\_\_\_
- \* 0 \_\_\_\_\_ bull baiting \_\_\_\_\_
- \* 1 \_\_\_\_\_ \_\_\_\_\_
- \* 2 \_\_\_\_\_ \_\_\_\_\_
- \* 3 \_\_\_\_\_ \_\_\_\_\_
- \* 4 \_\_\_\_\_ \_\_\_\_\_

METER DRILLS - Checked by Supervisor

- |           |           |
|-----------|-----------|
| * 1 _____ | * 6 _____ |
| * 2 _____ | * 7 _____ |
| 3 _____   | * 8 _____ |
| * 4 _____ | * 9 _____ |
| * 5 _____ | *10 _____ |

AE. DOLL DRILLS - Checked by Supervisor

Full Admin and TRs on a doll of the following processes-

- \* 1. ARC Process (HCOB 27 Sept '68) \_\_\_\_\_
- \* 2. Not is Straight Wire (HCOB 3 Feb '59) \_\_\_\_\_
- \* 3. Know Mystery recall Process (HCOB 20 Oct '59) \_\_\_\_\_
- \* 4. An Obvious Basic Process (HCOB 17 Mar '60) \_\_\_\_\_
- \* 5. ST Wire Triple & Havingness (HCOB 17 June '70) \_\_\_\_\_
- \* 6. Elementary ST Wire (PAB 43) \_\_\_\_\_
- \* 7. Remedy of Comm Scarcity (Book 8-8008 Pg 145) \_\_\_\_\_\*
- \* 8. R2-31 Beingness Processing (Creation of Human Ability Pg 74) \_\_\_\_\_
- \* 9. R2-60 The Hidden Communication (Creation of Human Ability Pg 152) \_\_\_\_\_
- \* 10. Comm Process (PAB 54) \_\_\_\_\_
- \* 11. Axiom 51 Comm Processing (PAB 56) \_\_\_\_\_
- \* 12. Valence Process (PAB 146) \_\_\_\_\_
- \* 31. Locational Comm Process (HCOB 7 May '59) \_\_\_\_\_
- \* 14. Locational Problems Process (HCOB 21 Jul '59) \_\_\_\_\_
- \* 15. A Clearing Procedure (HCOB 21 Jul '59) \_\_\_\_\_
- \* 16. Know Mystery Comm Process (HCOB 13 Oct '59) \_\_\_\_\_
- \* 17. Universal Processes (HCOB 25 Sept '59) \_\_\_\_\_
- \* 18. In Sequence (HCOB 2 Mar '61) \_\_\_\_\_
- \* 19. RIC on "Apples" \_\_\_\_\_

ATTEST PRACTICAL

Student: I have completed practical requirements and know and can apply the data \_\_\_\_\_ .Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ (Students name) has completed the practical section and knows and can apply the data

\_\_\_\_\_  
SIGNATURE

AF. AUDITING

- 1. Remedy of Comm Scarcity \_\_\_\_\_
- 2. R2-31 Beingness Processing \_\_\_\_\_
- 3. R2-60 The Hidden Communication \_\_\_\_\_
- 4. Comm Process \_\_\_\_\_
- 5. Axiom 51 Comm Processing \_\_\_\_\_
- 6. Valence Process \_\_\_\_\_
- 7. Locational Comm Process \_\_\_\_\_
- 8. Locational Problems Process \_\_\_\_\_
- 9. A Clearing Procedure \_\_\_\_\_
- 10. Know Mystery Comm Process \_\_\_\_\_
- 11. Universe Process \_\_\_\_\_
- 12. In Sequence \_\_\_\_\_
- 13.0 - 0 \_\_\_\_\_
- 14. 0 - A \_\_\_\_\_
- 15. 0 - B \_\_\_\_\_
- 16. Triple 00 - 0A - 0B Havingness \_\_\_\_\_

ALL to full END PHENOMENA of EACH PROCESS.

Auditing examined by folder inspection.

Inspection by a Qualified Personnel (name) \_\_\_\_\_  
Attested

Student to Certs & Awards for Classification on Standard Level 0.

Compiled by  
W/O Judy Fuller, Class VIII, HDG  
Tech Compilations Officer  
SO Compilations Branch  
SO Organizing Bureau  
for  
L. RON HUBBARD  
FOUNDER

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