

HUBBARD COMMUNICATIONS OFFICE
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Remimeo
Tech/Qual
Academies

Auditor Admin Series 14RA

THE WORKSHEETS

Refs: HCOB 7 May 69 VI SUMMARY OF HOW TO WRITE AN AUDITOR'S REPORT,
WORKSHEETS AND SUMMARY REPORT, WITH SOME ADDITIONAL INFORMATION

HCOB 3 Nov. 71 Auditor Admin Series 15 C/S Series 66 AUDITOR'S WORKSHEETS

Cancels: BTB 6 Nov. 72R VII Auditor Admin Series 14R THE WORKSHEETS

An auditor's worksheet (abbreviation: W/S) is supposed to be a 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 writing page' after page' as the session goes along.

A worksheet is always on 8" x 13" or 8 1/2" x 14" paper. It is written on both sides of the page, 2 columns on each side and with every page numbered front and back. The pc's name is written on each separate sheet.

Numbering the worksheet pages is important, as it makes it possible to quickly refer to something that occurred in a session. "The rock slam occurred on page 26" in a report to the C/S tells him exactly where in the worksheets to find this and can save more time than you ever cared to at. Numbering the pages also gives you the proper number of pages the session went.

WORKSHEET CONTENT

During auditing one keeps his worksheet in PT as the session progresses, with comments, time and TA.

The important points of a session worksheet are:

- A. When the TA goes up (on what?).
- B. When the TA goes down (on what?)
- C. When an F/N occurs (on what?).

D. When GIs or VGIs occur (on what?).

E. Any cognitions that occur (on what?).

F. When BIs occur (on what?).

G. The process being run, including time it was started, process command numbers and time it was completed.

H. Reads on questions, commands, items, etc. (e.g., SF, F, LF, LFB). TA and time notations should be made at regular intervals throughout the session. When a process EP is reached, mark the F/N and note whether it was indicated, the pc's indicators, cognition, time and TA position.

Good worksheet action results in a communication - a communication of truth. The C/S should be able to look the worksheets over and see what the auditor did, what the meter said, the key things that the pc did or said and how the session went. It is a running record of the session.

CORRECTION

One NEVER writes up the worksheet after the session from notes. One never copies the worksheet into "more readable form" from "notes taken in session."

A worksheet is the worksheet. The auditor should always read over his worksheets before turning in the folder to the Case Supervisor and if any words or letters are missing or cannot be read, they should be written in with red ink in block print.

Example:

UNCONSCIOUS (red)

I must have been ~~unconsi~~ at the time.

People often do this too extensively. It is just the word which is not decipherable that is marked in block letters. At the most this would be about one or two corrections to a page.

If the auditor is having to do a lot of correction of his worksheets, he should learn how to write more clearly faster.

"STENOGRAPHIC" AUDITING

Admin must not be used to stop or slow a pc. Sometimes one sees an auditor sit there trying to write everything down and interrupting the pc with "Just a minute, just a minute-wait a minute, wait a minute..." That is stenographic auditing, and it violates the Auditor's Code.

If you start writing down every word said, all you do is slow up the session and you really slow up the C/S, too. An honest auditing report is not necessarily a verbose auditing report.

SHORTHAND

Auditors sometimes develop a sort of shorthand. For example, any time anybody says "without" it is written "w/o" and every time somebody says "understanding" it is written "U."

That is all right just as long as the auditor and the C/S know what is meant. Remember, a worksheet must result in a communication.

ROCK SLAMS, EVIL PURPOSES AND SERVICE FACSIMILES

If a rock slam occurs in a session, make sure it isn't a mechanical fault of the E-Meter and note that a check for a mechanically caused R/S was done.

Then write the R/S down BIG on the worksheet, write down EXACTLY what the pc was saying and note EXACTLY what question was asked. After the session go back and circle your notes at that point in red. During the session you can simply put a bar on the worksheet alongside the portion to be circled; it could be very distracting to the pc if he noticed you picking up another pen and heard a circle being drawn.

If the pc voices an evil purpose or service facsimile during a session, note it down in full, put a bar beside it and circle it in red after the session.

FALSIFYING WORKSHEETS

Falsifying a worksheet makes it so the C/S can't C/S and nobody can trace what happened to the pc. It is quite an overt act. It is a violation of the Auditor's Code and in fact is probably the most covert and vicious crime in auditing. A falsified auditing report is inevitably detected and the penalty is severe. (Ref: HCOB 26 Oct. 76 I, C/S Series 97, Auditor Admin Series 25, AUDITING REPORTS, FALSIFYING OF)

Keeping accurate session worksheets will ensure the Case Supervisor has all the data he needs to keep you and your preclears winning with the correct application of standard tech.

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