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Remimeo

Issue VII  
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CANCELS  
HCO BULLETIN OF 6 NOVEMBER 1972  
Issue VII SAME TITLE

(The only revision is under CONTENT OF WORKSHEET:  
“G. Reads” was added.)

*Auditor Admin Series 14R*

**THE WORKSHEETS**

The Worksheets are the sheets on which the Auditor writes a complete running record of the session from beginning to end, page after page, as the session goes along.

A Worksheet is always foolscap, 8 x 13 inches, written on both sides and each page is numbered, back and front, top center of page.

This is so an Auditor can say, “Now the R/S occurred on page 25,” which saves a lot of time. Further it gives the proper number of pages the session went.

The Worksheet is written in two columns. The Auditor writes down the left-hand column and then down the right-hand column.

**CONTENT OF WORKSHEET**

The most important parts of the session to be noted 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 – any cog?)
- D. When VGIs occur (on what?)
- E. When BIs occur (on what?)
- F. How the process ran (what commands are being run?)
- G. Reads

TA and time notations should be made at regular intervals throughout the session.

When a process reaches EP – write in the pc’s cognition, circle the F/N and whether or not it was indicated, note the pc’s indicators, the time and TA.

When Two-Way Comming a subject it is essential that all items (terminals, statements, etc) that read are so marked on the worksheets – LF, LFBD. All reading items are circled in green after the session.

R/S items, Ethics situations, Ser Facs and Evil Purps are marked, after the session, by ringing them on the W/S with a red pen.

### SHORTHANDING

Auditors usually develop a system of shorthanding the session actions being done, so that session speed is not hampered by Admin.

For example, the repetitive process:

Recall a change Recall a no-change Recall a failed change

is run as a bracket (the pc is given the first command, then the second and then the third and then the first and then the second, etc.).

The first command can be abbreviated to 1, the second to 2, and the third to 3.

The W/S therefore would look like:

12<sup>32</sup> 2.8

a ✓

failed ✓

change ✓

no-change ✓

recall ✓ F/N

1.  
cleared

2.  
cleared

(note that each word of the command is cleared before clearing the command as a whole)

3.

cleared

12<sup>49</sup>

2.6

1. Mother went on holiday

2. at school

3. didn't sell bike

1. moved to new house

2. etc.

After the session when the commands are written out in full on the Auditor's Report Form, the numbers are again noted so that the C/S can refer to them.

**Whatever system of abbreviation is used by the auditor, the worksheet must communicate to the c/s what actions were taken during the session.**

### LEGIBILITY

Worksheets should be written legibly. They are never recopied.

The Auditor should always read over his W/sheets before turning in the folder to the Case Supervisor and if any words or letters are missing or cannot be read, they should be put in in block print, in red.

Example:

TOTALLY ← (red)

want to get TΘΣΔΛΛΨ well



(illegible word)

This can be overdone, to the extent that it is almost sarcasm. At the most it should just run into one or two corrections to a page. If the Auditor is having to correct the page more than that he should learn how to write rapidly and legibly. See HCOB 3 Nov 71, C/S Series

66, "Auditor's Worksheets", which also appears as Auditor Admin Series 15 and comes next in this series.

### NECESSITY OF WORKSHEETS

It is a **crime** to give any session without making an Auditor's Report (i.e. actual W/S taken at that time) or to copy the original W/sheets after the session and submit a copy instead of the real reports.

Assist Reports that use only Contact or Touch Assist are written after the session and sent to HGC Admin to be filed in the pc folder. The pc is sent to the Examiner after an assist.

References:	HCO P/L	19 Nov 65	"Auditing Reports"
	HCO B	7 May 69	"Summary of How to Write an Auditor's Report"
	Tape	12 June 71	"Welcome to the Flag Intern Course"
	HCO B	3 Nov 71	C/S Series 66, "Auditor's Worksheets"
	Tape	7 April 72	Exp Dn Tape 3, "Auditor Administration"

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