Remimeo

Auditor Admin Series 13R

THE AUDITOR REPORT FORM

An Auditor's Report Form is made out at the end of each session. It gives an outline of what actions were taken during the session.

Each Report Form should be filled in at the top with:

- (a) Preclear's name (full name) and Grade (very prominent).

- (b) Auditor's name (full name).

- (c) Date.

- (d) No. of intensive hours scheduled ($12^1/_2$ – 25 – 50 etc).

- (e) Time length of session excluding time for breaks (example 5 hrs 15 m). This is "hours in the chair".

- (f) Running total of scheduled hours completed to date.

- (g) Total TA for session. Often neglected but important as an indicator of case progress.

The body of the form is filled in with the following information:

- (h) Time started and ended session.

- (i) Condition of pc.

- (j) TA and Sensitivity setting at beginning and end of session.

- (k) Rudiments.

- (l) What process was run – LISTING THE EXACT COMMANDS (often forgotten by most Auditors).

- (m) Time, TA and Sens at start and end of process.

- (n) Whether process is flat or not.

- (o) Any F/Ns.

- (p) Any R/S Items or Ev Purps are noted in the right-hand column, in red.

- (q) TA range.

At the bottom of the form the Trim Check result is noted.

AUDITOR'S REPORT FORM

Preclear: *Emile Togg Va*

Auditor: *Dave Swift*

Date: **22 Oct 72**

No. of Intensive hours: **25**

No. of hours: **2 hrs 58 min**

Total hours: **14 hrs 23 min**

Total TA: **8 divs**

PROCESS	TIME	TONE ARM READS	SEN-SIVITY	RESULTS & COM-MENTS
This is the Session	3:20	3.2	6	PC a bit white
Do you have an ARCX?	3:28	2.8	6	F/N VGIs PC brighter
L1C method 3 „Recently"	4:58	2.6	6	F/N VGIs Cog.
O/W				
1. What have you done to a policeman?				R/S on money (red)
2. What have you withheld from a policeman?	6:16	2.5	6	To EP F/N VGIs Cog
That's it				Face pink – no longer white
TA Range 2.5 – 3.8				Trim check TA = 2.0

Instructions & Comments:

Director of Processing:

Ref.   HCO PL 28 Aug 62   HOW TO WRITE AN AUDITOR'S REPORT

HCO PL 19 Nov 65   AUDITING REPORTS
HCOB 11 May 69   METER TRIM CHECK
HCOB 7 May 69   SUMMARY OF HOW TO WRITE AN AUDITOR'S REPORT
HCOB 25 Jun 70   C/S SERIES 11

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for the
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