

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex
HCO BULLETIN OF 4 DECEMBER 1977

Remimeo
All Levels
All Auditors

**CHECKLIST FOR SETTING UP
SESSIONS AND AN E-Meter**

In order to prevent constant interruptions of a session to get dictionaries, prepared lists, etc. etc. and in the vital interest of keeping the pc smoothly in session—interested in own case and willing to talk to the auditor, the following checklist has been made.

An auditor should drill this checklist until he has it down thoroughly, without reference to it.

A. PRE-APPOINTMENT:

1. Paid invoice slip of pc. _____
2. Pc folders; 2A. Current 2B. Old. _____
3. Pc folder study by auditor. _____
4. Folder Error Summary. _____
5. A C/S for the session. _____
6. Any cramming actions on the C/S. _____

B. CALL IN:

7. Enough time to do session. _____
8. APPOINTMENT (made by auditor or Technical Services). _____
9. Scheduling Board (auditor, pc, room, time). _____

C. ROOM READINESS:

10. Clean up room. _____
11. Smells removed. _____
12. Room temperature handled. _____
13. Area and hall silence signs made. _____
14. Silence signs placed. _____
15. Knowing where the w.c. is. _____
16. Right sized table, sturdy, doesn't squeak. _____
17. Side table. _____
18. Adequate light if room gets dark. _____

- 19. Flashlight in case power fails. _____
- 20. Quiet clock or watch. _____
- 21. Blanket for pc in case gets cold. _____
- 22. Fan or A/C in case pc gets too hot. _____

D. AUDITING MATERIEL:

- 23. Paper for W/Ss and lists. _____
- 24. Ballpoints or pencils. _____
- 25. Kleenex. _____
- 26. Anti-perspirant for sweaty palms. _____
- 27. Hand cream for dry palms. _____
- 28. Dictionaries including Tech and Admin Dictionaries and a non-dinky
one in language. _____
- 29. Grammar. _____
- 30. Auditing materiel, white forms, prepared lists including those that
might be called for on other prepared lists. _____
- 31. E-Meter. _____
- 32. Spare meter. _____
- 33. Preliminary meter check for charge and operational condition. _____
- 34. Meter shield (to obscure meter from pc). _____
- 25. In Session sign for door. _____
- 36. Extra meter lead. _____
- 37. Different sized cans. _____
- 38. A plastic bag to cover one can for pcs who knock cans together. _____
- 39. Finalize setting up room for session. _____

E. PC ENTRANCE TO AUDITING ROOM:

- 40. In Session sign on door. _____
- 41. Phone shut off. _____
- 42. Putting pc in chair. _____
- 43. Comfort of chair check with pc and handle. _____
- 44. Adjusting pc's chair. _____
- 45. Check pc clothes, shoes for tightness and handle. _____
- 46. Check with pc if room is all right and handle. _____

F. METER SET UP FOR SESSION:

- 47. Check test (for charge). _____
- 48. See that needle is not dancing by itself or auditing itself. _____
- 49. Make sure 2.0 = 2.0 by trim. _____
- 50. Snap in leads jack. _____
- 51. Verify trim by calibration resistor onto alligator clips. _____
- 52. Put needle on set. _____
- 53. Put pc on. _____
- 54. Adjust pc sensitivity for 1/3 dial drop by pc can squeeze. _____
- 55. Go through False TA Correction as needed including change of cans,
cream, anti-perspirant as needed. _____
- 56. Have pc take a deep breath and let it out and see if needle gives a latent
fall (which it should). _____
- 57. Check for adequate sleep. _____
- 58. Check to be sure pc has eaten and is not hungry. _____
- 59. Ask for any reason not to begin session. _____

G. START THE SESSION.

L. RON
HUBBARD
Founder

LRH:dr