

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

HCO BULLETIN OF 4 DECEMBER 1977

Re-mimeo
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 MATERIAL:

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). _____
- 35. 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

Re-typeset and formatted
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by [AOGP:jc](#)