

PLATING LINE HELPER

PLAN IT

THE WORK INSTRUCTIONS

WORK IT

JOB DUTIES AND

CLEAN IT

HOUSE KEEPING INS AND OUTS

CHECK IT

QUALITY CHECKS

*Making Quality &
Safety Our Values*


TRAINER MANUAL









SECTION 1

DOCUMENT CONTROL AND COURSE INFORMATION

DOCUMENT CONTROL	
DOCUMENT CODE:	CIM-062314
REVISION:	2.1
EFFECTIVE DATE:	JUNE 1 2026
REVIEW CYCLE:	ANNUAL
OWNER:	COINAGE / HR
APPROVED BY:	
TRAINING TYPE:	ON-THE-JOB

PROGRAM REFERENCE
 <p>PLATING LINE HELPER TRAINING MANUAL</p>
<p>This manual supports the Plating Line Helper training program. It provides knowledge, guidance, and proactive to promote safe work, quality performance, and job qualification.</p>

Course Identity Summary

 Course Title	Plating Line Helper
 Audience	New Plating Line Helpers / Transfers
 Primary Outcome	Perform all Plating Line Helper duties safely, consistently, and to the Artzn standard.
 Duration	
 Training Release	Supervisor Qualification
 Time Keeping	Clock In Code while in training: 0096



PLAN

Follow Instructions



WORK

Support Line Operations



CLEAN

Housekeeping and Care



CHECK

Quality and Verification



SECTION 1

COURSE OVERVIEW



1. COURSE PURPOSE

Provide structured on-the-job training so that Plating Line Helpers can support the plating line operators safely, consistently, and to the Artazn standard.



2. COURSE GOAL

Build confidence in daily operations of the plating line including quality checks, reporting expectations, and safe work practices that are required by the Plating Line Helper.



3. AUDIENCE

All new Plating Line Helpers or transfers, and their assigned trainers.



4. DELIVERY METHOD

Classroom E-Learnings, On job demonstrations, guided practice, observation, coaching, and daily documentation.



5. SCOPE STATEMENT

Covers line startup/stop, barrel checks, alarm response, quality checks, data entry, housekeeping, and reporting.



6. TRAINING TIMELINE

Daily coaching and documentation across the OJT period, ending with supervisor qualification.



TRAINER NOTES

Use real line examples to make training relevant

Explain why each task matters to have proper plating

Demonstrate first. Observe the trainee during practice.

Reinforce accurate reporting and documentation expectations for every operation.

Trainee Responsibilities



Hand the book to the trainer at the end of each day.



Complete the OJT evaluation at the end of training.



Complete sign-off



Hand the book to a supervisor to complete the evaluation for Qualification.



Return the completed book Human Resources.



SECTION 4

5-WEEK ON-THE-JOB TRAINING CALENDAR



DURATION: 5 WEEKS | PART 1 OF 2



HOW TO USE THIS CALENDAR

Trainer demonstrates first, trainee practices with coaching, then the operator or supervisor verifies. Use the item numbers to connect each day to the final checklist.

OBSERVE

See the standard

PRACTICE

Gain reps with coaching

PERFORM

Trainee completes the task

VERIFY

Qualify when consistent

WEEK 1 SAFETY, PROCEDURES & SHIFT ROUTINE

Build the baseline: work safely, and follow written standards.

DAY 1 (1, 2) <ul style="list-style-type: none"> Classroom E-Learnings. Line observations. Review written procedures and safety regulations. Attend operator/helper hand-off meeting. 	DAY 2 (3, 4) <ul style="list-style-type: none"> Demonstrate safe work practices during normal line activity. Stop and ask when the standard is unclear. 	DAY 3 (5, 6) <ul style="list-style-type: none"> Demonstrate proper housekeeping practices. Reset the area before shift hand-off. 	DAY 4 (7, 8) <ul style="list-style-type: none"> Fill out the forklift check sheet. Review pedestrian and equipment movement around the line. 	DAY 5 (9, 10, 11, 12) <ul style="list-style-type: none"> Trainee checkpoint: safety procedures, housekeeping, and hand-off habits. Correct gaps before moving to line operation.
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WEEK 2 LINE OPERATION, BARREL CHECKS & BARREL CARE

Learn the operation: start, optimize, safe barrel inspection and basic care routine.

DAY 6 (13) <ul style="list-style-type: none"> Demonstrate how to start and stop the line Explain when not to start. 	DAY 7 (14) <ul style="list-style-type: none"> Check barrels for cracks, metal build-up, missing bolts, and thin basket bottoms. 	DAY 8 (15) <ul style="list-style-type: none"> Assist with repair or replacement as directed. Clean contacts as needed 	DAY 9 (16) <ul style="list-style-type: none"> Repair barrel parts as needed Check the load data for a barrel. 	DAY 10 (17, 18) <ul style="list-style-type: none"> Check amperage and voltage for barrels. Trainer observation and correction.
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WEEK 3 QUALITY CHECKS, DATA & LABELS

Learn inspections, collect Chart Runner targets, use scanners, and labels.

DAY 11 (1) <ul style="list-style-type: none"> Demonstrate how to start and stop the line Explain when not to start. 	DAY 12 (2) <ul style="list-style-type: none"> Check barrels for cracks, metal build-up, missing bolts, and thin basket bottoms. 	DAY 13 (3) <ul style="list-style-type: none"> Assist with repair or replacement as directed. Clean contacts as needed 	DAY 14 (4) <ul style="list-style-type: none"> Repair barrel parts as needed Check the load data for a barrel. 	DAY 15 (8, 9, 17) <ul style="list-style-type: none"> Check amperage and voltage for barrels. Trainer observation and correction.
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KEY MESSAGE

TRAIN IT. PRACTICE IT. VERIFY IT



SECTION 4

WEEKS 4-5 AND FINAL CERTIFICATION



DURATION: 5 WEEKS | PART 2 OF 2

WEEK 4 ALARMS, EQUIPMENT PROBLEMS & ESCALATION

Respond to abnormal conditions without guessing. Communicate or escalate to the right person.

DAY 16 (1) (2) <ul style="list-style-type: none"> Respond to alarms based on cooked, partial plate, and limit switch. 	DAY 17 (3) (4) <ul style="list-style-type: none"> Take corrective action as directed. Communicate what changed and what was done. 	DAY 18 (5) (6) <ul style="list-style-type: none"> Identify care problems and immediately notify the operator. 	DAY 19 (7) (8) <ul style="list-style-type: none"> Identify faulty electrical or mechanical issues. Notify operator and shift supervisor. 	DAY 20 (9) (10) (11) (12) <ul style="list-style-type: none"> Identify current and potential leaks. Report immediately to the shift supervisor.
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WEEK 5 INTEGRATED PRACTICE & FINAL SIGN-OFF

Combine the full helper routine under observation before independent work.

DAY 21 (13) <ul style="list-style-type: none"> Full pre-start routine: procedure, safety, barrel check and load data into the computer. 	DAY 22 (14) <ul style="list-style-type: none"> Full quality/data routine: coins, Chart Runner, scrap, downtime, and scanners. 	DAY 23 (15) <ul style="list-style-type: none"> Maintenance support routine: contacts, grease, voltage, amperage, and repairs. 	DAY 24 (16) <ul style="list-style-type: none"> Alarm and equipment drill: respond, correct, escalate, and report. 	DAY 25 (17) (18) <ul style="list-style-type: none"> Final demonstration with operator/supervisor sign off. Verify all items 1-18.
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18 - POINT COMPETENCY VERIFICATION

- Start and stop the line.
- Check barrels for cracks, metal build-up missing bolts, thin basket bottoms, etc. Assist with repair/replacement.
- Respond and take corrective action to alarms: barrel crooked, partial plate, and limit switch.
- Clean contacts and grease barrel parts as needed.
- Follow written procedures and all safety regulations.
- Inspect coins, identify defects, and ensure data is within Chart Runner targets.
- Record scrape and downtime properly
- Complete basic computer data entry, including scanner use.
- Check amperage and voltage for barrels.
- Identify care problems and immediately notify operator.
- Identify faulty electrical or mechanical issues and notify operator and shift supervisor.
- Identify current and potential leaks and report to shift supervisor.
- Attend scheduled shift operator/helper hand-off meetings.
- Check load data for a barrel.
- Demonstrate safe work practices.
- Demonstrate proper housekeeping practices.
- Fill out the forklift check sheet.
- Print barrel labels in the office.



SAFETY FIRST

Stop, ask, and report before uncertainty turns into a defect or injury.