



# O.J.T. & DOZUKI

Charter Steel





# Agenda

- **Introductions**
- **The Need for Change**
- **Overview of O.J.T.**
- **Dozuki System**
- **Pilot Plant: Processing**
- **Rolling Mill Launch**
- **Results and Feedback**
- **The Future**
- **Closing**

*Company Confidential*



# Introductions



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**TALENT DEVELOPMENT SPECIALIST**



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**PRODUCTION SHIFT SUPERVISOR**



CHARTER STEEL

# The Need for Change



# Why On-the-Job Training?

## What we heard from our Employees & Leaders

### Past

Too much learning is self-directed

Dedicated trainer resources would be ideal – training is inconsistent from shift to shift

Lack of visibility to employee training progress, creates an administrative burden

### Present (jobs that are on OJT)

Better documentation is available for Trainers and Employees training on the job, alleviating tribal knowledge

Training progress is available, but difficult to navigate

### Future

Trainers consistently deliver material across each shift

Training dashboards available to identify who is in training and monitor progress

Training data connected across all systems: eliminating manual processes

We heard from the business there is a need to improve our training and onboarding processes. On-the-Job Training Program is a comprehensive, standardized training experience intended to foster a culture of training excellence and teamwork, improve new hire retention, and enhance communication among Frontline Leaders and Trainers. Providing trainees with the proper tools, support, and technology - allowing employees to contribute to their teams quicker, increasing their engagement.



# OVERVIEW OF O.J.T.





# On the Job Training: Four Step Process



## Step 1: Read, Watch & Understand

Reviewing documentation to understand the process before hitting the floor

## Step 2: Teach Forward, Teach Back

Observe and learn from trainer completing the task, perform the task at least 3x explaining to the trainer what task you are completing, how you are completing the task, and why it is important – sign-off completed by Trainer.

## Step 3: Qualified Operator

Employee is demonstrating the ability to perform cyclic tasks independently. AKA – if the shift goes smoothly, the employee is comfortable – questionnaire and sign-off completed by FLL.

## Step 4: Certified Operator

Employee is proficiently in performing cyclic and non-cyclic tasks, can troubleshoot, and capable of training others – questionnaire and sign-off completed by FLL.

Example:



# The O.J.T. Experience



## Current State

Traditionally, steel plants focus more on equipment and output than the individuals running them

Many steel plants have an aging workforce with deep experience but informal training habits

Training is treated like a checkbox activity

Steel plants operate with extreme heat, heavy machinery, and hazardous materials

Current training style is "watch and learn"

Little to no support provided

## Cultural Shift

OJT becomes a tool to humanize operations, showing employees, they are an investment

Honor tribal knowledge while digitizing it for scalability and consistency

Forward thinking steel plants are starting to see O.J.T. as a driver of performance, retention, and innovation, not just onboarding

OJT integrates safety culture as a core pillar, not just a compliance checkbox

Veteran workers transition from task-doers to mentors with coaching skills

Providing TD support throughout the training process & making training a priority





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## WHY DOZUKI?

### **Visual Work Instructions**

Clear, step-by-step guides with images and videos

### **Mobile & Shop Floor Access**

View instructions on tablets, phones, or workstations

### **Tracks Training & Certifications**

Monitors employee progress and ensures compliance

### **Reduces Errors & Downtime**

Minimizes miscommunication and procedural mistakes





# DOZUKI TRAINING SYSTEM





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# DOZUKI SYSTEM



COMBINING SAFE WORK PRACTICES, PROCEDURES AND  
JOB CRITERIA TO BUILD A BETTER TRAINING PROGRAM.

## WHY ARE WE DOING THIS?

- To create a step-by-step guide for each task in every job to achieve a more consistent result during training, regardless of trainer.
- To provide greater detail to the existing procedures to avoid deviation.
- To add all required levels of oversight to ensure that any changes to procedures are reviewed by all relevant personnel.
- To find any gaps that may exist in our current procedures.

# REVIEWING OUR PROCEDURES, SAFE WORK PRACTICES AND JOB CRITERIA.

Reviewing our existing documentation to determine what is needed and what is not.



Charter Steel Saukville Rolling Division - Level III Procedures		
8 - Finishing Operator		
Activity	Map #	Description
Operating the Stelmor deck area	8.1	Operating the Stelmor deck area
Trimming coils	8.2	Removing front and back trim from coils
Operating and maintaining the compactor	8.3	Operating and maintaining the compactor
Maintaining AGV battery charge	8.4	Maintaining AGV power level
TrimRob Operation and HMI Overview	8.5	Robotic arms and turntable maintenance
Transporting Bar Coils	8.6	
Linked Procedures		Control Element
R4.8.2	Changing Rougher Rolls 6, 8, 10	
R4.8.3	Changing Rougher Rolls 5, 7, 9	
R9.2.2	Upset tests	
R10.1.3	Transporting coils with a forklift	
R15.10.14	Nose Cone Installation	
R17.2.1	Investigating Mixed Steel Cases	
File Name	Description	
3trees.docx	Separation of Trimmed Scrap and Scrap Coils	
AGV Node Locations.docx	Location of Nodes on AGV's	
AGV Posting.docx		
Bandit.docx	Mostly auto operation of Bandit/Woodpecker	
Bar Mill Coil Count.docx	Bar Mill Coil Count	
Bar Mill Coil Package.docx	Bar Mill Coil Package Pictures	
Bar to Hook Auto Sequence Not Working.docx	Instructions for bar to hook auto sequence not working	
CHARTER STEEL SAUKVILLE IJET TRAINING.pptx	Jeep Training Power Point	
Cleaning Out Compactor.docx	Compactor Lock-Out/Tag-Out for Cleaning	
Coil Package Photos.docx	Coil Package Examples	
COMPA.xls	Shift Service Report on Sund Compactor	
Employee Recertification Policy.docx	Employee Recertification Policy	
ExitSectionPosition.xls	Stelmor exit section positioning chart	
hotring.docx	Hot Ring and Trimming Information	
Lift Truck Safety & Coil Handling - Medium 1.m4v	Video on how to handle coil with a Jeep	
Process Map Compactor.docx	Process Map for Compactor	
Re Training Agreement.xlsx	Employee Re Training Agreement	
Remote flow chart.docx	Flow chart for the remote on the big jeep.	
Stack light for HMI.docx	Stack light for HMI	
Stack light for scrap tree removal.docx	Stack light for scrap tree removal	
Standstill Regen.pptx	Standstill regen for Linde units with DEF tanks	
Trimbot sizes.docx	All sizes that the Trimbots are used for.	
TROLLEY.DOC	Don't leave coils on trolley car after bar runs	
Woodpecker flowchart.docx	Flowchart for the woodpecker area	

## PROCEDURES

Evaluate all procedures to look for:

- Redundancy
- Gaps in our process coverage
- Antiquated procedures

Finishing Operator		
34	<a href="#">Banding Scrap Trees</a>	Finishing Operator
35	<a href="#">Blowing Out the Autobander</a>	Finishing Operator
36	<a href="#">Cutting Bands for the Compactor Banding Tree and Auto Compactor</a>	Finishing Operator
37	<a href="#">Cleaning Downender</a>	Finishing Operator
38	<a href="#">Bar Mill Trimming Area</a>	Finishing Operator
39	<a href="#">Cobble and Stringer Removal in the Downender Pit</a>	Finishing Operator
40	<a href="#">Trimming Front of Rod Coils at Trimming Station/ Tensile Room</a>	Finishing Operator
41	<a href="#">Dumping a Coil into the Scrap Trailer</a>	Finishing Operator
42	<a href="#">Dumping Scrap Buckets</a>	Finishing Operator
43	<a href="#">Fueling Jeeps</a>	Finishing Operator
44	<a href="#">Pulling Back Ends</a>	Finishing Operator
45	<a href="#">Removing the Scrap Tree from the Rod Conveyor</a>	Finishing Operator
46	<a href="#">Restraining the Compactor</a>	Finishing Operator
47	<a href="#">Separating Coils and or Reworks</a>	Finishing Operator
48	<a href="#">Straightening Trees</a>	Finishing Operator
49	<a href="#">Use of Walkways in the Stelmor work area</a>	Finishing Operator
51	<a href="#">Welding Banding Wire</a>	Finishing Operator
52	<a href="#">Rod Trim Area Fan / Blower Control</a>	Finishing Operator
53	<a href="#">Stelmor Conveyor Fan / Blower Control</a>	Finishing Operator
54	<a href="#">Conveyor &amp; Reform Tub Stringer and Cobble Removal</a>	Finishing Operator
68	<a href="#">Cleaning the Woodpecker Pit</a>	Finishing Operator
115	<a href="#">Scale Bucket Cart</a>	Finishing Operator
116	<a href="#">Placing Scale Test Weight onto the Hook System</a>	Finishing Operator
118	<a href="#">Cleaning Auto Compactor Pit</a>	Finishing Operator
69	<a href="#">Changing any of the Hydraulic Cutters</a>	Finishing Operator
70	<a href="#">Cleaning the Bar Mill Conveyor Tilt Trolley Pit</a>	Finishing Operator
71	<a href="#">Removing Multiple coils from downender 2 on 1</a>	Finishing Operator
72	<a href="#">Operating Compactor with Skewed Coils</a>	Finishing Operator
79	<a href="#">Proper use of the jib crane to remove a Downender cobble</a>	Finishing Operator
80	<a href="#">Using Pole Jeep to Remove Coils from the Tilt Trolley to the Offload Area</a>	Finishing Operator
86	<a href="#">Putting tie wire coil onto the carrier</a>	Finishing Operator
108	<a href="#">Switching Over Woodpecker From Rod to Bar</a>	Finishing Operator
134	<a href="#">Clearing Stringer on LGV or Fixing Rings on LGV</a>	Finishing Operator
135	<a href="#">Entering Trimbot Cell (Clearing Stringers, etc.)</a>	Finishing Operator
137	<a href="#">Turntable Scrap Trees (Remove and/or Adjust Scrap Ring)</a>	Finishing Operator
139	<a href="#">Jaws of Life</a>	Finishing Operator
140	<a href="#">Driving Through the Coil Yard</a>	Finishing Operator

## SAFE WORK PRACTICES

Evaluate All Safe Work Practices for:

- Accurate assessments of exposures
- Pairing with the relevant procedure
- Assessing if safety call outs need to be added.





## DOCUMENTING OUR ANALYSIS

# ASSESSING ALL PROCEDURES

Plant Location - Work Area Level III Review						
Procedure Name & Number:	Is this document used for training?	Does this task impact Safety, Quality or Productivity? (If no, the doc should not be an SOP)	Training priority level (Impact to safety & quality)	Technical Complexity Level (low, medium, high)	State of the Documentation	Does this need to be a step-by-step guide or better suited as a reference guide?
R4.1.1 - Section at 10 stand	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R4.1.2 - Setting Parting	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R4.1.3 - Roller Entry Guides	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R4.4.2 - Entry Guides	Yes	Yes	High	High	Needs updating	Step-by-Step
R4.4.3 - Roughing Mill Sandwich	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R4.4.5 - Emergency Roll Change Procedure	Yes	Yes	High	High	Needs updating	Step-by-Step
R4.5.1 - Startup/ Shutdown Checklists	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R4.7.2 - Mill Stand Break Away Coupling Bolts	Yes	Yes	Medium	Low	Needs updating	Reference guide
R4.8.1 - Changing Breakdown Rolls	Yes	Yes	High	High	Needs updating	Step-by-Step
R4.8.2 - Changing Rougher Rolls 6, 8, 10	Yes	Yes	High	High	Needs updating	Step-by-Step
R4.8.3 - Changing Rougher Rolls 5, 7, 9	Yes	Yes	High	High	Needs updating	Step-by-Step
R4.8.4 - Starting Up After Roll Change	Yes	Yes	Medium	Medium	Needs updating	Step-by-Step
R3.6.14 - Identifying and Tagging 10 Stand Chops	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R9.3.2 - Significant Quality Problems	Yes	Yes	High	Medium	Needs updating	Step-by-Step
R9.16.1 - Bearing Quality Grades	Yes	Yes	High	High	Needs updating	Step-by-Step
R9.16.2 - Aircraft Quality Grades	Yes	Yes	High	High	Needs updating	Step-by-Step
10 Stand Hot an Cold Sections.xls	No	No			Not Needed	
BDRM Setup Part Table.xls	Yes	Yes	Medium	Medium	Good to go	Reference guide
Changing 4 std. Shear Bucket.doc	Yes	Yes	High	Medium	Needs updating	Step-by-Step
Drive118.doc	Yes	Yes	High	Low	Good to go	Reference guide
Flywheel.doc	No	No			Not Needed	
Grade Equiv table.doc	No	No			Not Needed	
ITEMS.doc	Yes	Yes	Medium	Low	Needs updating	Step-by-Step
Lap Gauge Calibration 2 10 Stand.doc	No	No			Not Needed	
Parting Procedure.wmv	Yes	Yes	Medium	Low	Needs updating	Step-by-Step
Parts Usage Form.xlsx	Yes	Yes	Low	Low	Good to go	Reference guide
Pass Wear Check 1-10.doc	No	No			Not Needed	
Re Training Agreement.xlsx	No	No			Not Needed	
RMsect.doc	Yes	Yes	High	Low	Good to go	Reference guide
Roughcheck.xls	No	No			Not Needed	
Rougher and BDM Static-insert wear.xlsx	Yes	Yes	Medium	Medium	Good to go	Reference guide
Rougher Grease Schedule.doc	Yes	Yes	Medium	Medium	Good to go	Reference guide

Reviewing each procedure and determining:

- If the document is used for training
- If the task impacts safety, quality or productivity
- The level of priority
- The complexity of the task
- The state of the document
- Whether it is a reference guide or step-by-step
- Any notes about changes that may need to get made



MES/Original Document Title	Dozuki Title	SOP or Wiki?	Category Location in Dozuki	Course	Start	Content Collected and Steps are Outlined	Ready for Technical Writer Review	Quality Review	Safety Review
								<i>Color blue when ready for quality review</i>	<i>Color orange when ready for safety review</i>
R8.1.8 - 2 on 1 downender	2 coils on 1 Downender	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and most pics entered into Dozuki	Reviewed 11/9 (Susan) Please fill in the Task Table. I'm not sure the operator is wear the required PPE. PPE pre-req added - Great photos <a href="#">Table filled out 12/12</a>	2/6 AC: Step 11.3 does not need to be QC, whoever knows the control panel can complete the step. Current procedure 8.1.8 updated to match, T&D issued. <b>Made changes to step 11.3 TZ 2/7</b>	Great Guide, No more safety callouts needed.(AM 11/18)
R8.2.3 - Downender and coil car stringers	Downender and Coil Car Stringers	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and most pics entered into Dozuki	Reviewed 11/9 (Susan) Please fill in the Task Table. I'm not sure the operator is wear the required PPE. PPE pre-req added - Great photos <a href="#">Table filled out 12/12</a>	2/6 AC: Current procedure 8.2.3 updated to match, T&D issued.	Great Guide, No more safety callouts needed.(AM 11/18)
Workday learning - Don't tangle up I, II, III	Tail End Stringers at the Nose Cone	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and pics added into Dozuki	Reviewed 11/20 (Susan) PPE pre-req added by TZ <a href="#">Table filled out 12/12</a>	2/12 AC: reviewed	Good Pictures, Good Callouts! Nothing else needed from safety. (02.25 AM)
Workday learning - Stelmor hood and drive lockout (Conveyor Hood LOTO)	Stelmor Hood and Drive Lockout	External Content	CSSR - Finishing Team	CSSR - Conveyor	Yes	Needs to be added to Dozuki	Reviewed 10/24 (Susan) Articulate e-learning file added to Dozuki. Please fill in the Task Table. <a href="#">Table filled out 12/12</a>	2/12 AC: reviewed	Good Callouts, Nothing additional needed for safety. (AM 11/19)
SWP #44 - Pulling back ends	Pulling Back Ends on the Conveyor	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and pics added into Dozuki	Reviewed 10/8 (Susan) <a href="#">Table filled out 12/12</a>	2/6 AC: reviewed	Excellent Pictures! Step could use a callout for pinchpoint awareness. (10/25 AM) Added pinchpoint call out (10/30 TZ)
SWP #54 - Conveyor & reform tub stringer and cobble removal (Split)	Conveyor Stringer Removal	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and most pics entered into Dozuki	Reviewed 11/10 (Susan) Please fill in the Task Table. PPE pre-req added <a href="#">Table filled out 12/12</a>	2/6 AC: reviewed	Great Guide, No more safety callouts needed.(AM 11/18)
SWP #54 - Conveyor & reform tub stringer and cobble removal (Split)	Reform Tub Cobble Removal	SOP	CSSR - Finishing Team	CSSR - Conveyor	Yes	Text and pics entered into Dozuki	Reviewed 11/10 (Susan) Please fill in the Task Table. PPE pre-req added <a href="#">Table filled out 12/12</a>	2/6 AC: reviewed	Step 4, needs to have the color callout changed from "red safety locks" to "orange safety locks. The color matters. Orange is group lockout, Red is Continuity.(AM 11/18) Changed to orange lock and added removing the locks step. (TZ 11/18)
SWP #79 - Proper Use of Jib Crane to							Reviewed 11/10 (Susan) Please fill in the Task Table. PPE pre-req added <a href="#">Table filled</a>		Step 2 needs the following callout"A load suspended from a crane is a line of fire exposure. Stay out from under the load while lifting.", I know it is also on step

# Document Checklist

The Document Checklist helps the authors keep track of:

- The original procedure and/or SWP identity
- Where it will live within Dozuki
- Where we are in the process of converting the document
- Any notes for the author from safety, quality and the technical writer





# Dozuki Categories

Categories allow for every plant, division and department's guides to be housed within one program





# Dozuki Categories

Easy to understand pathways to  
each area of the business

The image shows two screenshots of the Charter Steel Dozuki Wiki interface. The top screenshot is the main page, which features the Charter Steel logo and a 'Create a Guide' button. Below the header, there are two status messages: 'No Summary' and 'Page Stub'. A blue arrow points from the 'Page Stub' message to the 'Saukville' category card. The '3 Categories' section displays three cards: 'Cleveland', 'Fostoria', and 'Saukville'. The bottom screenshot is the 'Saukville' category page, which also features the Charter Steel logo and a 'Create a Guide' button. Below the header, there are two status messages: 'No Summary' and 'Page Stub'. A blue arrow points from the 'Page Stub' message to the 'CSSR' category card. The '6 Categories' section displays six cards: 'Brock Scanner Documentation', 'CSSM', 'CSSP', 'CSSR', and 'CSSWS'.

**Charter Steel**  
Create a Guide

**No Summary**  
This wiki does not have a summary. Help the site by writing one!

**Page Stub**  
This wiki page is a stub. Help the site by adding information to it!

**3 Categories** + New Page

- Cleveland
- Fostoria
- Saukville

**Saukville**  
Create a Guide

**No Summary**  
This wiki does not have a summary. Help the site by writing one!

**Page Stub**  
This wiki page is a stub. Help the site by adding information to it!

**6 Categories** + New Page

- Brock Scanner Documentation
- CSSM
- CSSP
- CSSR
- CSSWS





CREATING GUIDES

JOBS AND GUIDES

Categories Within Each Job



CSSR - Finishing Team

Create a Guide



CSSR - Other Finishing Responsibilities

Create a Guide



No Summary

This wiki does not have a summary. Help the site by writing one!



Page Stub

This wiki page is a stub. Help the site by adding information to it!

How-to Guides

Charter Steel Overhead Crane Training		Charter Steel Overhead Crane Training - Trainer Guide		Checking for Size Change Information	
Cleaning the Bar Mill Walking Beam and Tilt Trolley Pit		Cleaning the Downender Pit		Cleaning the Woodpecker Pit	
Dumping Coils into the Scrap Trailer		Dumping Scrap Buckets		Finish Mill Size Change	
		Finishing Operator			



No Summary

This wiki does not have a summary. Help the site by writing one!



Page Stub

This wiki page is a stub. Help the site by adding information to it!

5 Categories

+ New Page



CSSR - Bar Side



CSSR - Compactor



CSSR - Conveyor



CSSR - Other Finishing Responsibilities



CSSR - Trimming

# GUIDE CREATION

Creating step-by-step guides for each task



## INTRODUCTION

The introduction tab allows for you to:

- Add the title
- Add a search summary
- Add the thumbnail for the guide

The screenshot displays the 'Guide Creation' interface. The top navigation bar includes tabs for 'Introduction', 'Details', 'Guide Steps', 'Approval Process', 'Review', and 'Quiz'. The 'Introduction' tab is active, showing a form with the following fields: 'What type of guide is this?' (a dropdown menu set to 'How-to'), 'Location (Category Name)' (a text input field containing 'CSSR - Bar Mill Set Up' with a thumbnail of a bar mill), 'Guide Title' (a text input field containing 'Rebuilding the Bar Mill Stands'), and 'Search Summary' (a text area containing 'This is a guide on how to rebuild and reset the bar mill stands.'). The 'Details' tab is also visible, showing fields for 'Time estimate (In minutes)' (with 'From' set to 'No estimate' and 'To' set to '0'), 'Difficulty estimate' (a dropdown menu set to 'Moderate'), 'Prerequisite guides' (a text input field containing 'Proper PPE - General Rolling Mill PPE'), 'Tools' (a text input field containing 'Start typing guide title'), and 'Parts' (a text input field containing 'Add an item').

## DETAILS

The Details tab allows for you to add your PPE Prerequisite guide. A Prerequisite Guide is PPE criteria for specific tasks that can be linked into the guide. When details about a job's specific PPE requirements change, changing the prerequisite will change all guides it's been linked to.





# PREREQUISITE GUIDES

## THE PPE MATRIX FOLDER

The PPE Matrix folder houses all your PPE Prerequisite guides.

### Step 1 Verify Proper PPE

- Hard Hat (Type 1, Class E), Hearing Protection (Ansi S3 19-1974, Min NRR 25db), Safety Glasses (ANSI Z87.1+), Charter provided uniforms consisting of cotton long sleeve shirt and long pants, Gloves (Big Jake's heavy leather gloves or Tillman medium leather gloves), Personal Radio, Personal safety lock, Steel toe boots w/ metatarsals

### How-to Guides

Proper PPE - General Rolling Mill PPE

PRIVATE

1

2

3

Proper PPE - Rolling Mill Conveyor Operator

1

2

3

Proper PPE - Rolling Mill PPE For Trimming Coils

PRIVATE

1

2

3

Proper PPE - Rolling Mill PPE for Driving a Vehicle in the Coil Yard

PRIVATE

1

2

3

Proper PPE - Rolling Mill PPE for Torching and Cobble Clean Up

1

2

3

Proper PPE - Rolling Mill PPE for Using Compressed Air and Tools

PRIVATE

1

2

3

Proper PPE - Rolling Mill Scale Operator - Tagging

1

2

3

Proper PPE - Rolling Mill Scale Operator - Transporting

1

2

3

New Guide Template

1

2

3

Add a comment







# Guide Steps

- Each step allows for 3 images or 1 video
- Each step allows for 8 bullet points at 350 characters a piece.
- Each step allows for the use of different colors, shapes, text boxes as well as Caution and Note symbols

[Introduction](#) [Details](#) [Guide Steps](#) [Approval Process](#) [Review](#) [Quiz](#)

## Editing Step 1 — Preparing the Stand

Step Type: **Image** Media



Drag to rearrange

- Select the used stand to be rebuilt. Keep in mind if the stand is **Y** or **Anti Y** rotation and the next set of rolls that will be going into the stand.
- Pick up the selected stand with the overhead crane and put it on the elevated rack. The short chain goes on non-drive side.
- ⚠ There are many hazards while using the crane. Control the exposures by verifying the pre-shift crane inspections have been completed and by following the training from the crane training packet.
- The arms of the stand must face west when the stand is on the elevated rack.

[Save](#)

[Delete Step](#) [+ Insert Step](#)

[« Introduction](#) [Next »](#)





# Bullet Points

Each bullet point can be changed to different colors or numbers as well as to a Caution symbol for safety call-outs or a Note symbol for anything that isn't a step but needs to be included.

## Editing Step 15 — Heating the Rolls

Step Type:

Image

Media



1.

Caution



Note



Reminder



Drag to rearrange

Inspect the rolls for any defects or marks.

Turn on the cooling water for the roll heater, located behind the roll heater.

**B** *I* U %



Turn on the switch for the roll heater unit.



44/350

Save

# Editing Tools

Options for markers include:

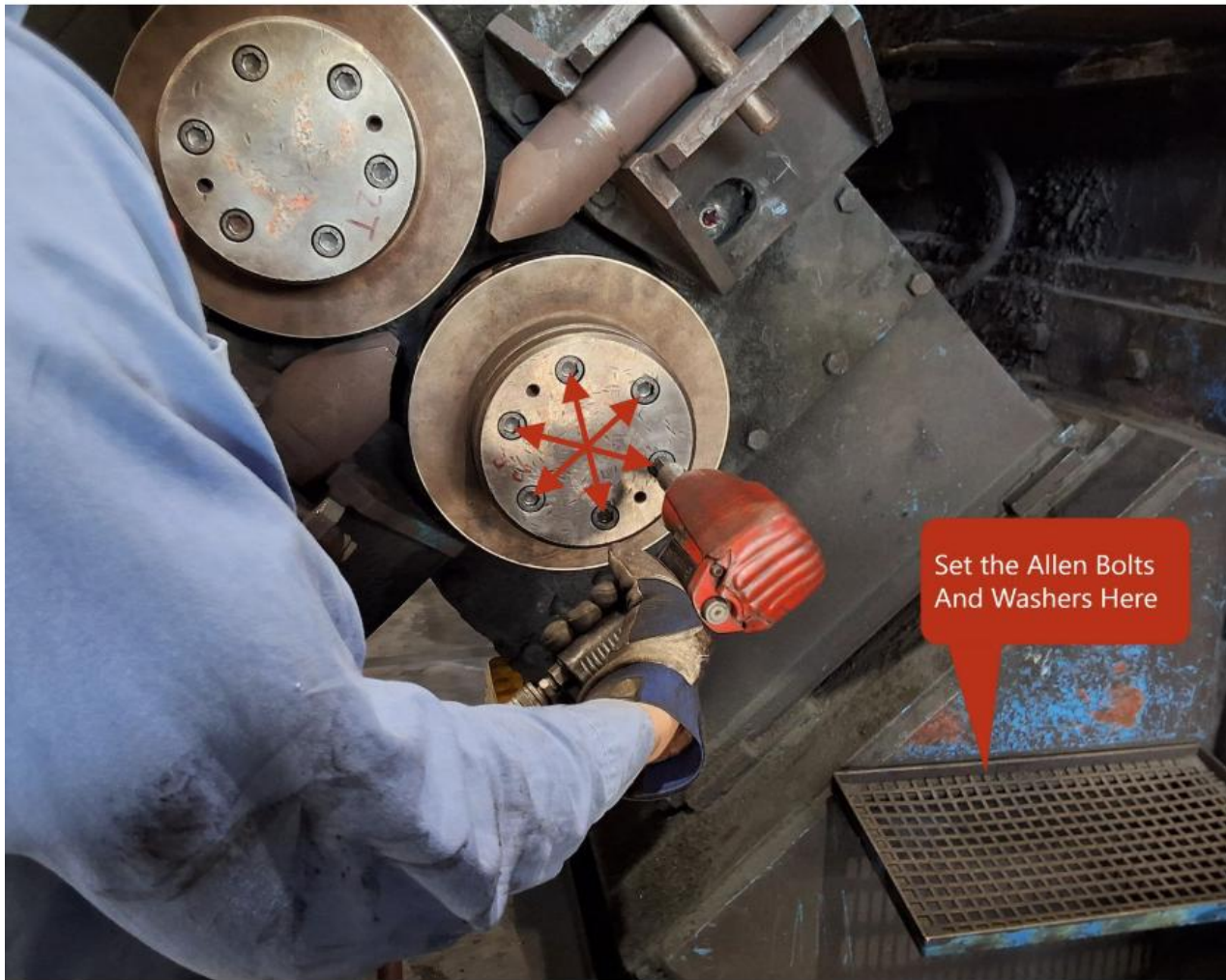
- Boxes
- Circles
- Arrows
- Lines
- Measuring Stick
- Curved Arrows
- Text
- Text box
- Highlighters

Customize markers by:

- Color
- Thickness
- Arrow Directionality
- Text color
- Text Box Color

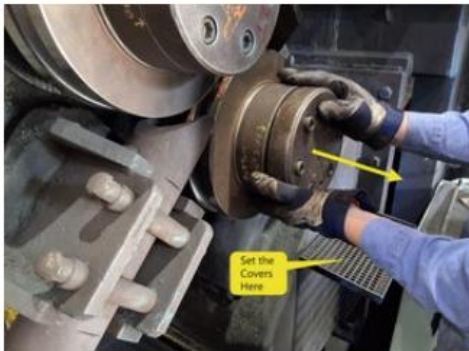






- Remove all 6 Allen head cover bolts and set them aside.
  - ① You can use the pneumatic impact for this.
  - ① Be careful not to lose the washers for the Allen head bolts.
- ⚠ Control the **Line of Fire** and **Pinch Point** exposures by keeping your eyes on the task and by always being aware of your hand placement.
- ⚠ When removing the last bolt, press the cover back into the shaft to avoid **Line of Fire** injuries from dropping the cover.
- Once the last bolt is removed, you can remove the cover and set it aside.
- You can now remove the spacer and set it aside as well.

# THE TRAINEE VIEW





# Documents and Mirrored Guides

- Reference documents can be included
- Guides can be mirrored to different categories, allowing for complicated procedures to be added to multiple affected jobs.

## Documents

**Bar Mill Coil Count Issue on Hook System**

When a coil is loaded onto the hook system, the coil count will be reset to zero. If the coil count is not zero, it indicates that the coil count is not being reset properly. This can be caused by a variety of factors, including a faulty coil count sensor or a problem with the hook system. To resolve this issue, the coil count sensor should be checked and replaced if necessary. Additionally, the hook system should be inspected and repaired if needed.

When the coil count is reset to zero, the coil count will be zero. If the coil count is not zero, it indicates that the coil count is not being reset properly. This can be caused by a variety of factors, including a faulty coil count sensor or a problem with the hook system. To resolve this issue, the coil count sensor should be checked and replaced if necessary. Additionally, the hook system should be inspected and repaired if needed.

On the hook system, the coil count will be zero. If the coil count is not zero, it indicates that the coil count is not being reset properly. This can be caused by a variety of factors, including a faulty coil count sensor or a problem with the hook system. To resolve this issue, the coil count sensor should be checked and replaced if necessary. Additionally, the hook system should be inspected and repaired if needed.

PDF

**Bar Mill Coil Count**

**CHARTER STEEL**  
Level II Documentation

Revision: 2000 Location: Rawlston, Pennsylvania, Tagmach

**Settings for Inflight Bar Code Tag Printers:**

Area	Field	Machine #1	Machine #2	Comments
Area	Field	2.00	2.00	
Area	Field	1.00	1.00	1.00
Area	Field	1.00	1.00	1.00
Area	Field	1.00	1.00	1.00
Area	Field	1.00	1.00	1.00

PDF

**Tagmach**

Coil Inspections



Investigating Mixed Steel



Tracking Cobbles







## Step 47 Removing the Stand (cont'd)



Edit

- This is the rolls when they are 1/4" away from being faced.
- ⓘ **Do not face the rolls**
- Remove the 6-point roll holding tool from the stand.
- To set the stand, follow this guide: [Setting the Bar Mill Stands](#)

Links can be used to:

- Keep commonly used processes separate, such as Lockout procedures
- Keep related guides separate to avoid long guides
- Put processes in that aren't related to the procedure

# Links Within Guides





### Step 3 - Qualified

- Personnel trained in the basics of the job.
- Can cover the job but won't be capable of training new personnel
- Won't be capable of troubleshooting advanced issues.

# Step 3 Qualified Questionnaire

## CSSR - Finishing Supervisor Questionnaire - Step 3 - Qualified

*These questions are provided to Supervisors to ask each employee who is progressing to become Qualified in the Finishing Operator position in Saukville Finishing.*

The following questions should be asked by a supervisor when a trainee is under consideration to become a Qualified Operator and Step 3 in the training process.

#### Setting:

Supervisors should either sit down with the trainee one-on-one to ask these questions or be on the floor with the trainee to better demonstrate their skill set.

#### Expectations:

Trainee needs to have at least **280 - 480 hrs.** on the job.

#### Questions:

- How do you stop the AGV's to fix an issue?
- How do you put the AGV's on the charging dock?
- How do you inspect the AGV's at the start of shift?
- How and why do you adjust the exit section on the conveyor?



## Step 4 - Certified

- Personnel trained in all aspects of the job.
- Can train new operators in the job
- Fully capable of trouble shooting advanced issues

# Step 4 Certified Questionnaire

## CSSR - Finishing Supervisor Questionnaire - Step 4 - Certified

*These questions are provided to Supervisors to ask each employee who is progressing to become Certified in the Finishing Operator position in Saukville Finishing.*

The following questions should be asked by a supervisor when a trainee is under consideration to become a Certified Operator and Step 4 in the training process.

### Setting:

Supervisors should either sit down with the trainee one-on-one to ask these questions or be on the floor with the trainee to better demonstrate their skill set.

### Expectations:

Trainee needs to have at least **280 - 480 hrs.** on the job

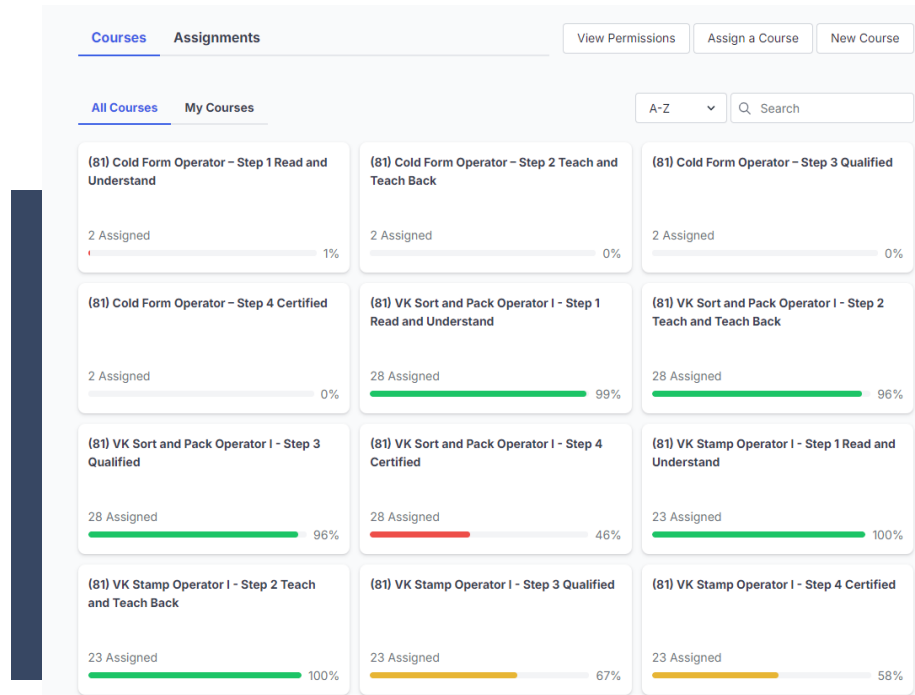
### Questions:

- How do you lock out the conveyor hoods?
- How do you operate the walking beam and tilt trolley panel?
- How do you remove coils from the tilt trolley manually?
- How do you lock out the ring distributor?



# ASSIGNING COURSES

Adding Operators to the courses that they will be training in.








## Assign a Course

Select a user or team to assign the course to:

Team **User**

Q Search Users

-  Dozuki System
-  Marcy Keuler
-  Shannon Prouty
-  Michael Rans
-  Keuler, Marcy

Cancel

Assign Course

## COURSES

Selecting the appropriate course for the specific operator

## ASSIGNING COURSES

Selecting the operator or operators that you want the course assigned to



# TRAINER TEAMS

Approved sign-offs for Steps 2, 3 and 4  
require 2 Teams:

- Certified Trainer Team for Step 2
- Shift Supervisor Team for steps 3 & 4

The screenshot displays a list of teams on the left and a detailed view of the 'CSSP - Banding Trainers' team on the right.

**Team List:**

- CSSP - Draw II**  
27.2k Reputation | 14 Members
- Sandbox Team**  
This teams purpose is to learn how to use Dozuki when creating guides and accessing wikis  
26.3k Reputation | 2 Members
- CSSP - Banding**  
This team is available for all employees who are training or certified in Banding at the Saukville Processing plant.  
25.9k Reputation | 62 Members
- CSSP - Banding Trainers**  
This team is intended for all trainers within the Saukville Processing plant.  
25.4k Reputation | 5 Members
- CSSP - Pickle Tech I**  
17.6k Reputation | 13 Members
- CSSP - Pickle Tech III**  
17.6k Reputation | 11 Members
- CSSP - Pickle Tech II**  
17.6k Reputation | 11 Members

**CSSP - Banding Trainers Detail View:**

- Team Description:** "This team is intended for all trainers within the Saukville Processing plant."
- Stats:** 6.2k REPUTATION, 0 SOLUTIONS, 24 GUIDES
- Members:** 14 Members
- Buttons:** Join Team, Skills Matrix
- Members List:**
  - Beason, Michael (MEMBER)
  - Claudon, Joseph (MEMBER)
  - Garside, Nicholas (MEMBER)
  - Giles, Shelby (MEMBER)



## TRAINER TEAM

Teams for sign-offs on  
different jobs.

## TRAINER TEAM MEMBERS

Members of the training team that can sign  
off on step 2 within that specific job.



# **Pilot Plant: Processing**

Charter Steel

# PILOT PLANT: PROCESSING

## TRAINING BEFORE O.J.T.



### Shadow and Learn Approach

New hires are paired with an experienced operators and expected to watch, follow, and eventually do

### No Standardized Curriculum

No consistency between shifts or departments

### Experience Equals Expertise

The best operators are expected to train others; even if they've never been taught how to teach

### Minimal Documentation

Certifications sit on leadership desks for months before being uploaded into the system

### Limited Follow-Up

No formal skills evaluation or feedback loop



# Where is Processing Now?

**Standardized Work Instructions with Visual Clarity**

Operators now have access to consistent & approved step by step instructions directly from the shop floor

**Structured O.J.T. Training Paths**

We have built a clear qualified & certified path of training that outlines what each operator needs to learn, who signs off on it, and how their progress is monitored

**Real-Time Updates & Continuous Improvement**

Training content is always current: helping us reduce variation, avoid rework, and ensure safety standards are met

**Empowering Trainers and Operators**

Cultural shift from “just get the job done” to “understand the job, do it right, and improve it”

**Visibility and Metrics for Training Effectiveness**

We now have real-time visibility into who is trained, on what tasks, and at what level





# ROLLING MILL LAUNCH



# WHAT ARE WE DOING DIFFERENTLY?

## O.J.T. DEDICATED RESOURCE



### Purpose of a Dedicated Resource

- To build, own, and lead O.J.T.
- Ensure training is structured, standardized, and aligned with operational goals

### Key Responsibilities:

- Design and Standardize the O.J.T. System
  - SOP analysis and conversions across all jobs in mill
- Coach & Certify Trainers
  - Identify and develop in house trainers across shifts
  - Provide guidance, tools, & feedback to trainer to keep standards high
- Monitor and Track Progress
  - Partner with workforce development to maintain records, build dashboards, and align with learning systems
- Ensure Safety and Quality Integration
  - Safety protocols, checklists, and quality checks in all training documents

### Cultural Role & Impact:

- Change Agent: acts as bridge between generations, formalizing tribal knowledge while respecting the work of legacy workers
- Connector: Works closely with production supervisors, maintenance, QA, safety, and HR to ensure alignment and relevance of training content





# FUTURE OUTLOOK

# What is Next?

## Alignment across all Plants

Standardized processes and procedures across sites

Shared best practices and lessons learned across facilities

Easier integration of new lines, equipment, and teams

## Data Driven Workforce Development

Real-time visibility into training progress and skill gaps

Use analytics to optimize workflows, identify trends, and reduce variation

Data-backed decisions to improve safety, quality, and efficiency

## Consistent Training Experience

Personalized learning pace

Fewer paper binders, more digital access

Immediate updates when procedures change

Easier access to SOPs and training

## Sustainability after Launch

Ongoing system updates to reflect process changes and improvements

Internal champions and trainers to drive adoption and engagement

Scalable framework to support future growth, audits, and compliance



## CHARTER STEEL CLOSING

We've heard the call for better training and onboarding, and we are taking action.

The On-the-Job Training Program is more than just a process; it's a commitment to building a culture of safety, trust, teamwork and continuous improvement.

By empowering our operators with the right tools, support, and technology, we're setting are teams up for lasting success.

Together, we're not just improving retention and communication; we're creating a stronger, more engaged workforce ready to drive our business forward.





***One Family. One Team.***

**chartersteel.com**