

Blackjack School Implementation Checklist

Management Approval, Facilities, Staffing, Pilot and Launch

Six-Deck Shoe Blackjack • Dealer Stands on Soft 17 (S17)

Document control	Controlled entry
Status	Management-controlled model
Version	1.0
Operational use	Requires property and jurisdiction approval
Rule standard	Dealer stands on all 17 totals, including soft 17

Management must decide and approve all program durations, class sizes, passing scores, financial examples, floor-practice limits, and jurisdiction-specific requirements before use.

Document Control

Field	Controlled entry
Document title	Blackjack School Implementation Checklist
Document number	BJ-TRN-008
Version	1.0 management-controlled model
Effective date	[MANAGEMENT TO APPROVE]
Review date	[MANAGEMENT TO APPROVE]
Owner	Table Games Training / Operations
Approved by	[INSERT APPROVING AUTHORITY]
Distribution	Controlled internal training document

Approval Page

Role	Name	Decision	Signature / e- acknowledgement	Date
Training School Manager		Approve / Return		
Table Games Director		Approve / Return		
Compliance / Legal		Approve / Conditions		
Casino Manager		Final approval		

Revision History

Version	Date	Change	Author	Approver
1.0	[DATE]	Initial S17 model	[NAME]	[NAME]

Stage 1: Governance

Done	Action	Owner	Deadline	Evidence
☐	Appoint owner and authority.			
☐	Approve S17 rule sheet.			
☐	Approve duration, hours, class size, scores and remediation.			
☐	Complete jurisdiction, privacy, AML and responsible-gaming fields.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 2: People

Done	Action	Owner	Deadline	Evidence
☐	Appoint manager, trainers and administrator.			
☐	Confirm trainer competency.			
☐	Appoint independent assessors and panel.			
☐	Calibrate scoring.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 3: Facilities and Equipment

Done	Action	Owner	Deadline	Evidence
☐	Prepare room, tables, lighting and storage.			
☐	Inventory chips, cards, shoes, discard holders, cut cards, shufflers, signs and forms.			
☐	Separate training from live inventory.			
☐	Establish opening and closing controls.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 4: Curriculum and Records

Done	Action	Owner	Deadline	Evidence
☐	Issue controlled manuals.			
☐	Secure exams and keys.			
☐	Configure forms, IDs and retention.			
☐	Prepare performance, remediation and certification records.			

Stage 5: Pilot

Done	Action	Owner	Deadline	Evidence
☐	Run controlled pilot.			
☐	Observe timing, capacity and consistency.			
☐	Review errors and assessment reliability.			
☐	Approve changes.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 6: Launch

Done	Action	Owner	Deadline	Evidence
☐	Approve final version and date.			
☐	Publish timetable and candidate process.			
☐	Brief HR, operations, surveillance and compliance.			
☐	Monitor daily issues.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 7: Floor Transition

Done	Action	Owner	Deadline	Evidence
☐	Define shadow shifts, supervision, limits and positions.			
☐	Assign supervisors.			
☐	Collect 30-day and 60-day evidence.			
☐	Feed verified errors into curriculum review.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Stage 8: Ongoing Quality

Done	Action	Owner	Deadline	Evidence
☐	Review pass rates, remediation, trainer variance and equipment.			
☐	Revalidate after changes.			
☐	Archive superseded materials.			
☐	Approve refresher and trainer recertification.			

MANAGEMENT CONTROL: All monetary amounts and program thresholds are model values. Casino management must decide, approve and replace them before operational use.

Go / No-Go Decision

Gate	Evidence	Decision
Rules	Approved S17 rule sheet	GO / HOLD
Values	Approved duration, size, scores and limits	GO / HOLD
People	Qualified trainers, assessors and panel	GO / HOLD
Facilities	Safe controlled room	GO / HOLD
Documents	Controlled manuals, exams, forms and records	GO / HOLD
Compliance	Jurisdiction, AML, responsible gaming, privacy and retention	GO / HOLD
Pilot	Findings resolved or accepted	GO / HOLD
Floor transition	Supervision and review plan	GO / HOLD

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