

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Network Distribution Center (NDC) Mail
Search Guidelines for Sack Sorting Machine

DATE: August 13, 2012

NO: MMO-075-12

TO: Manager Maintenance, All NDCs

FILE CODE: Y10

jsta:mm12041ah

This bulletin has been changed to reflect the updates made in supplemental bulletin MMO-091-15.

This Maintenance Management Order (MMO) provides Network Distribution Center (NDC) Mail Search Guidelines for Sack Sorting Machine (SSM). The acronym is SSM. The class codes are CA and OA.

Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, mail search workhour requirements will vary day-to-day based on site specific machine utilization. Management may modify task frequencies to address local conditions.

The minimum maintenance skill level required to perform each task is included in the Minimum Skill Level column of each checklist. This does not preclude higher level employees from performing any of this work.

WARNING

Various products requiring Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, call (800) 366-4123 or (405) 573-2123.



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HQ Maintenance Operations

- Attachments
1. Summary Workload Estimate for SSM
 2. SSM Master Checklist: 24-SSM-**-001-M

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR SSM

**SUMMARY
WORKLOAD ESTIMATE
FOR SSM**

NOTE

Since this equipment contains multiple units of unknown quantity, the workload estimate can not be provided in a traditional roll-up table. For this guideline, the annual work hours are derived from local site specific entries made in an electronic Work Hour Estimator Program (eWHEP) worksheet. Refer to eWHEP for further guidance.

ATTACHMENT 2

SSM MASTER CHECKLIST

DAILY MAIL SEARCH

24-SSM-**-001-M

Time Total: Based on Equipment Configuration

** Class codes = CA and OA

U.S. Postal Service		IDENTIFICATION													
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		2	4	S	S	M				*	*	0	0	1	M
Equipment Nomenclature Sack Sorting Machine		Equipment Model						Bulletin Filename mm12041ah			Occurrence Daily				

** Class codes = CA and OA

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.

SAFETY STATEMENT:	1	<p>COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</p> <p>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</p> <p>When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.</p> <p>WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.</p> <p>WARNING: Be cautious when working around or on equipment when power has been applied. Do not attempt to retrieve loose mail from guarded locations without locking out equipment.</p> <p>NOTE: Return loose mail found while performing this checklist to locally designated locations. Do not induct or otherwise place loose mail on sorter.</p>		All			D
	2	<p>POWER DOWN AND LOCK OUT POWER. Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3	All			D
	3	<p>MAIL SEARCH. Check induction platform for loose mail. Check under and around each induction station. Check surrounding catwalks, screens, and crossovers.</p>	3	07			D

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		2	4	S	S	M					*	*	0	0	1
Equipment Nomenclature Sack Sorting Machine		Equipment Model						Bulletin Filename mm12041ah				Occurrence Daily			

** Class codes = CA and OA

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
					Run Hours	Pieces Fed (000)	Freq.
DRIVE END:	4	MAIL SEARCH. Check drive end for loose mail. Check around drive sprocket and surrounding platform.	4	07			D
TRANSPORT: TOP SIDE	5	MAIL SEARCH. Traverse accessible portions of transport checking for loose mail. Check all horizontal surfaces, catwalks, screens, tray tippers, and discharge chutes. Check raceways, conduits, cable/ladder trays, and surrounding structural members. *SSM_CA – Per Tray *SSM_OA – Per 2 Trays	.16*	07			D
TAIL END:	6	MAIL SEARCH. Check tail end for loose mail. Check around sprockets, tray straighteners, and surrounding platform, catwalks, and screens.	4	07			D
SYSTEM:	7	WARNING: Be cautious when working around or on equipment when power has been applied. Do not attempt to retrieve loose mail from guarded locations without locking out equipment. RESTORE EQUIPMENT TO SERVICE. Restore equipment to service as prescribed by the current local procedure providing lockout/restore procedures.	3	All			D
TRANSPORT: BOTTOM SIDE	8	MAIL SEARCH. Walk entire length under transport checking for loose mail. Check all horizontal surfaces, turns, tray tippers, discharge chutes, slides, and catch nets. Check raceways, conduits, cable/ladder trays, piping, and surrounding structural members. **SSM_CA – Per Tray **SSM_OA – Per 2 Trays	.08*	07			D
REPORT:	9	REPORT. Report all deficiencies to your supervisor including any unusual amounts of loose mail found or any un-retrievable mail requiring equipment lockout.	3	All			D

* --- the tasks marked with an asterisk are per unit tasks.

** --- the tasks marked with two asterisks are critical tasks.

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