

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Network Distribution Center (NDC) Mail
Search Guidelines for Non Machinable
Outside Sorter

DATE: August 13, 2012

NO: MMO-080-12

TO: Manager Maintenance, All NDCs

FILE CODE: Y13

jsta:mm12040ag

This Maintenance Management Order (MMO) provides Network Distribution Center (NDC) Mail Search Guidelines for Non Machinable Outside Sorter (NMOSM). The acronym is NMOSM. The class code is AA.

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.

WARNING

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.

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



Robert E. Albert
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachments:

1. Summary Workload Estimate for NMOSM
2. NMOSM Master Checklist: 24-NMOSM-AA-001-M

ATTACHMENT 1

**SUMMARY
WORKLOAD ESTIMATE
FOR
NMOSM**

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WORKLOAD ESTIMATE
FOR NMOSM**

NMOSM	1 Induction Unit (Hrs/Yr)	2 Induction Units (Hrs/Yr)	3 Induction Units (Hrs/Yr)	4 Induction Units (Hrs/Yr)	5 Induction Units (Hrs/Yr)
5 Day	43.33	47.67	52.00	56.33	60.67
6 Day	52.00	57.20	62.40	67.60	72.80
7 Day	60.67	66.73	72.80	78.87	84.93

ATTACHMENT 2

NMOSM MASTER CHECKLIST

DAILY MAIL SEARCH

24-NMOSM-AA-001-M

Time Total: 10 minutes

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE	NUMBER	TYPE
		2	4	N	M	O	S	M		A	A	0 0 1 M
Equipment Nomenclature Non Machinable Outside Sorter		Equipment Model						Bulletin Filename mm12040ag		Occurrence Daily		

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. 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: 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>WARNING: 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>		All			D
INDUCTION UNIT	2	<p>MAIL SEARCH. Check under and around each induction unit for loose mail.</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>	1*	07			D
SORTER:	3	<p>MAIL SEARCH. Traverse entire length of sorter checking for loose mail. Check all horizontal surfaces, diverters, and discharge chutes. Check raceways, conduits, and surrounding structural members.</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>	6	07			D

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
		0	9	N	M	O	S	M		A	A	0	0	1	M
Equipment Nomenclature Non Machinable Outside Sorter		Equipment Model						Bulletin Filename mm12040ag			Occurrence Daily				

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.

REPORT:	4	REPORT. Report all deficiencies to your supervisor including any unusual amounts of loose mail found or any unretrievable mail requiring equipment lockout.	3	All			D
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* --- the tasks marked with an asterisk are per unit tasks.

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

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