

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Preventive Maintenance Guidelines for  
Overhead Scanning Solution Tracking  
System for Model 89 Conveyor (OSSTS)  
**TO:** All Overhead Scanning Solution Tracking  
System Model 89 Sites

**DATE:** June 14, 2012  
**NO:** MMO-073-12  
**FILE CODE:** R7  
dtod:mm10034ab

This MMO provides Preventive Maintenance (PM) guidelines for the Overhead Scanning Solution Tracking System for Model 89 Conveyor. The eMARS acronym is OSSTS. Class code is AB.

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

The work hours represented in this MMO reflect the maximum work hours required to maintain the equipment. Given local conditions, management may modify task frequencies.

## 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. 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 only on optical equipment when other cleaning methods can not be used.

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel. It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.



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

Attachments:

1. Summary Workload Estimate for OSSTS
2. OSSTS Master Checklist: 03-OSSTS-AB-001-M: Weekly
3. OSSTS Master Checklist: 03-OSSTS-AB-002-M: Monthly

**ATTACHMENT 1**  
**SUMMARY**  
**WORKLOAD ESTIMATE**  
**FOR**  
**OSSTS**

**SUMMARY WORKLOAD ESTIMATE FOR OSSTS**

| <b>Days</b> | <b>Routine Servicing (hrs/yr)</b> | <b>Repair* (hrs/yr)</b> | <b>Total Servicing &amp; Repair Time (hrs/yr)</b> | <b>Nonproductive Time** (hrs/yr)</b> | <b>Total Servicing Per Machine (hrs/yr)</b> |
|-------------|-----------------------------------|-------------------------|---|--------------------------------------|---|
| 5 Day       | 19.93                             | 5.98                    | 25.91   | 2.59                                 | 28.50                                       |
| 6 Day       | 19.93                             | 5.98                    | 25.91   | 2.59                                 | 28.50                                       |
| 7 Day       | 19.93                             | 5.98                    | 25.91   | 2.59                                 | 28.50                                       |

\* Repair Estimates based on 30%.

\*\* Based on 10.00% of total servicing and repair.

**ATTACHMENT 2**

**OSSTS MASTER CHECKLIST**

03-OSSTS-AB-001-M

WEEKLY

Time Total: 20 Minutes

|  |  |                 |   |                   |   |   |   |                                |  |            |                      |         |
|--|--|-----------------|---|-------------------|---|---|---|--------------------------------|--|------------|----------------------|---------|
| U.S. Postal Service  |  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |                      |         |
| <b>Maintenance Checklist</b>   |  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE | NUMBER               | TYPE    |
|  |  | 0               | 3 | O                 | S | S | T | S                              |  | A          | B                    | 0 0 1 M |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor |  | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            | Occurrence<br>Weekly |         |

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

|                  |    |   |   |     |  |  |  |
|------------------|----|---|---|-----|--|--|--|
| SAFETY STATEMENT | 1. | <p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b> 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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p> | 5 | All |  |  |  |
|                  |    | <p style="text-align: center;"><b>WARNING</b></p> <p>Be cautious when working around or on equipment when power has been applied.</p>   |   |     |  |  |  |
| POWER ON         | 2. | <p><b>Power on.</b></p> <p>1. Power on OSSTS Model 89 at power lockout box by rotating the disconnect switch clockwise to the ON position.</p> <p>If power lockout box does not supply system power, ensure that power cable connector is plugged into the facility supplied power drop.</p> <p>2. Power on E-Box using power switch located on left side of E-Box. Listen for audible beep indicating power has been applied.</p> <p>If E-Box does not power on, check power cable connections and fuse.</p>   | 1 | All |  |  |  |

|  |                 |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER               |   |   | TYPE |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                    | 0 | 0 | 1    |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Weekly |   |   |      |

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

|       |    |  |     |   |  |  |  |
|-------|----|--|-----|---|--|--|--|
|       |    | <div style="border: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div> <p><b>Do not stare into laser beam. This refers to attempts to intentionally look into the light on its long axis, overriding the natural blinking and aversion (looking away) reflex when encountering a bright light source. Used properly, Class II laser products are not considered to be a radiation hazard that would cause eye injuries.</b></p> <p>3. Ensure each scanner's Visible Laser Diode (VLD) scan pattern is illuminated on conveyor belt.</p> <p>If a scanner's scan pattern is not visible, check power cable to the scanner.</p> <p>4. Verify LCD monitor is powered on and displaying the Operational Mode* screen.</p> <p>If the LCD is not powered on, check power switch, power, and data cable connections.</p> <p>* Operational Mode is the main screen present upon boot up. In this mode, the screen will display the MPE ID, RUN, SCANNER#, and COUNTS.</p> |     |   |  |  |  |
| E-BOX | 3. | <b>E-Box visual check.</b><br>Visually check E-Box display for the following indications:<br>1. EESS-00x ( <i>x = channel range: 001 to 008</i> )<br>If the EESS channel range is incorrect, select the correct channel using the rotary switch on left side of E-box behind small access panel.<br>2. Current date and time<br>If either the date or time is incorrect, recycle power to the E-box, if this does not correct the date or time, contact MTSC for   | 0.5 | 7 |  |  |  |

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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER               |   |   | TYPE |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                    | 0 | 0 | 1    |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Weekly |   |   |      |

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

|                   |    |   |     |   |  |  |  |
|-------------------|----|---|-----|---|--|--|--|
|                   |    | assistance.<br><br>3. DCS: CONNECTED<br><br>If DCS shows disconnected, check connections for the network cable drop, the network cabling between the power lockout box and Ebox port J2 WAN.  |     |   |  |  |  |
| OVERHEAD SCANNERS | 4. | <b>Scanner alignment visual check.</b><br><br><div style="border: 1px solid black; padding: 5px; text-align: center;"><b>CAUTION</b></div><br><b>Do not stare into laser beam. This refers to attempts to intentionally look into the light on its long axis, overriding the natural blinking and aversion (looking away) reflex when encountering a bright light source. Used properly, Class II laser products are not considered to be a radiation hazard that would cause eye injuries.</b><br><br>Visually check each overhead scanner's scan pattern on conveyor belt to ensure the lower horizontal scan line in the scan pattern is positioned approximately three inches from edge of conveyor belt nearest operator's position.<br><br>Refer to MMO-029-10, Overhead Scanner Alignment for additional information and alignment procedures. | 1   | 7 |  |  |  |
| E-SWITCH          | 5. | <b>Start run.</b><br><br>1. Press START/STOP button on E-Switch to begin a run.<br><br>If START/STOP button on E-Switch does not begin and / or end a run, check the connections for the network cable between the E-switch and the network router. Power cycle the E-switch by disconnecting and reconnecting the power supply connector on top-side of E-switch.<br><br>2. Check overhead LCD monitor for current date and time.  | 0.5 | 7 |  |  |  |



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|--|-----------------|---|-------------------|---|---|---|--------------------------------|--|------------|---|----------------------|---|---|------|
| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER               |   |   | TYPE |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                    | 0 | 0 | 1    |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Weekly |   |   |      |

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

|                   |    |  |   |   |  |  |  |
|-------------------|----|--|---|---|--|--|--|
| OVERHEAD SCANNERS | 6. | <b>Overhead Scanner scan test.</b><br><br>Use the Barcode Test Mailpiece* to perform scan test on each overhead scanner while in Operational Mode.<br><br>* Refer to MMO-070-12 for Barcode Test Sheet Preparation.<br><br>1. Scan Barcode Test Sheet 1 for Scanner 1.<br>a. Ensure scanner responds with an audible tone and green LED flash.<br>b. Check the LCD monitor for COUNTS increment at P1.<br><br>2. Scan Barcode Test Sheet 2 for Scanner 2.<br>a. Ensure scanner responds with an audible tone and green LED flash.<br>b. Check the LCD monitor for COUNTS increment at P1.<br><br>3. Scan Barcode Test Sheet 3 for Scanner 3.<br>a. Ensure scanner responds with an audible tone and green LED flash.<br>b. Check the LCD monitor for COUNTS increment at P1.<br><br>4. Scan Barcode Test Sheet 4 for Scanner 4.<br>a. Ensure scanner responds with an audible tone and green LED flash.<br>b. Check the LCD monitor for COUNTS increment at P1.<br><br>5. Scan Barcode Test Sheet 5 for Scanner 5.<br>a. Ensure scanner responds with an audible tone and green LED flash. | 5 | 7 |  |  |  |
|                   |    |  |   |   |  |  |  |

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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  |  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |                      |        |   |      |   |
|  |  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |                      | NUMBER |   | TYPE |   |
|  |  | 0               | 3 | O                 | S | S | T | S                              |  | A          | B                    | 0      | 0 | 1    | M |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor |  | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            | Occurrence<br>Weekly |        |   |      |   |

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

|                   |    |  |   |   |  |  |  |
|-------------------|----|--|---|---|--|--|--|
|                   |    | b. Check the LCD monitor for COUNTS increment at P1.<br><br>6. If the Overhead Scanner scan test fails, visually check the following system components for power by checking LED indicators for illumination:<br><br>a. 8-Port Multiplexor MI8008<br>b. Ethernet Router<br>c. Multipoint Access Hub MSP1000<br><br>If one or more of the components are not powered on, check the power cable connection between power source and component and power switch where applicable.<br><br>If problem persists, contact MTSC for assistance.  |   |   |  |  |  |
| HANDHELD SCANNERS | 7. | <b>FocusBT handheld power on and scan test.</b><br><br>Perform this procedure with each Focus BT handheld scanner using Barcode Test Sheet 6*.<br><br>* Refer to MMO-070-12 for Barcode Test Sheet Preparation.<br><br>1. Install charged battery, as necessary, into FocusBT handheld scanner and power on scanner using power button located at base of handle.<br><br>2. Scan FocusBT Scanner Barcode #1 with handheld scanner #1.<br><br>a. Verify scanner responds to scan with an audible tone and white LED flash.<br><br>b. Check system LCD monitor for scan count increment at J1.<br><br>3. Scan FocusBT Scanner Barcode #2 with handheld scanner #2. | 5 | 7 |  |  |  |

|  |                 |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER               |   |   | TYPE |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                    | 0 | 0 | 1    |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Weekly |   |   |      |

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

|          |    |   |   |     |  |  |  |
|----------|----|---|---|-----|--|--|--|
|          |    | a. Verify scanner responds to scan with an audible tone and white LED flash.<br><br>b. Check system LCD monitor for scan count increment at J1.<br><br>4. Scan FocusBT Scanner Barcode #3 with handheld scanner #3.<br><br>a. Verify scanner responds to scan with an audible tone and white LED flash.<br><br>b. Check system LCD monitor for scan count increment at J1.<br><br>5. Scan FocusBT Scanner barcode #4 with handheld scanner #4.<br><br>a. Verify scanner responds to scan with an audible tone and white LED flash.<br><br>b. Check system LCD monitor for scan count increment at J1.<br><br>6. Power off each Focus BT handheld scanner at base of handle, remove and charge battery as necessary. |   |     |  |  |  |
| CLEAN UP | 8. | <b>Clean up.</b><br>Ensure all tools and test pieces are removed from the work area and stored in a safe area for future use. Report all deficiencies to your supervisor.   | 2 | All |  |  |  |

|  |                 |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |   |
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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                      |   |   |      |   |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER               |   |   | TYPE |   |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                    | 0 | 0 | 1    | M |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Weekly |   |   |      |   |

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

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**ATTACHMENT 3**

**OSSTS MASTER CHECKLIST**

03-OSSTS-AB-002-M

MONTHLY

Time Total: 13 Minutes

|  |  |                 |   |                   |   |   |   |                                |  |                       |   |
|--|--|-----------------|---|-------------------|---|---|---|--------------------------------|--|-----------------------|---|
| U.S. Postal Service  |  | IDENTIFICATION  |   |                   |   |   |   |                                |  |                       |   |
| <b>Maintenance Checklist</b>   |  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE            |   |
|  |  | 0               | 3 | O                 | S | S | T | S                              |  | A                     | B |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor |  | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  | Occurrence<br>Monthly |   |

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

|                  |    |   |   |     |  |  |  |
|------------------|----|---|---|-----|--|--|--|
| SAFETY STATEMENT | 1. | <p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b> Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shut down and lock out 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><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b> 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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p> | 5 | All |  |  |  |
| OSSTS            | 2. | <p><b>Power down and lock out power.</b></p> <p>Power down and lock out the equipment as prescribed by local lockout/restore procedures.</p>  | 1 | All |  |  |  |
|                  | 3. | <p><b>Overhead scanner lens cleaning.</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">CAUTION</div> <p><b>Do not use solvents like alcohol or acetone to clean scanner lens. These materials can damage the camera scanning lens.</b></p> <p>Use a lint-free non-abrasive cleaning cloth to gently clean each Overhead Scanner lens and each Bluetooth Handheld Scanner lens.</p>   | 5 | 7   |  |  |  |
| CLEAN UP         | 4. | <p><b>Clean up.</b></p> <p>Ensure all tools and cleaning materials are removed from the machine and work area.</p>  | 1 | All |  |  |  |
|                  |    |   |   |     |  |  |  |

|  |                 |   |                   |   |   |   |                                |  |            |   |                       |   |   |      |   |  |
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| U.S. Postal Service<br><br><b>Maintenance Checklist</b>  | IDENTIFICATION  |   |                   |   |   |   |                                |  |            |   |                       |   |   |      |   |  |
|  | WORK CODE       |   | EQUIPMENT ACRONYM |   |   |   |                                |  | CLASS CODE |   | NUMBER                |   |   | TYPE |   |  |
|  | 0               | 3 | O                 | S | S | T | S                              |  |            | A | B                     | 0 | 0 | 2    | M |  |
| Equipment Nomenclature<br>Overhead Scanning Solution<br>Tracking System for Model 89<br>Conveyor | Equipment Model |   |                   |   |   |   | Bulletin Filename<br>MM10034AB |  |            |   | Occurrence<br>Monthly |   |   |      |   |  |

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

|       |    |  |   |     |  |  |  |
|-------|----|--|---|-----|--|--|--|
|       |    | <div style="border: 2px solid black; padding: 2px; display: inline-block;"><b>WARNING</b></div><br><br><b>Be cautious when working around or on equipment when power has been applied.</b> |   |     |  |  |  |
| OSSTS | 5. | <b>Restore equipment to service.</b><br><br>Restore equipment to service as prescribed by local lockout/restore procedures.  | 1 | All |  |  |  |