

Maintenance Management Order



SUBJECT: PM Guidelines for Singulator Transport Conveyors with
Variable Frequency Drive and Reducer on the Singulator
Scan Induction Unit (SSIU)

DATE: December 9, 2006

NO: MMO-128-06

FILE CODE: Y

TO: SSIU Sites

dfau:mm06022ab

Online Change Record

Change #	Date	Description of Change
3	5/2/2022	Attachments 2-6, corrected skill level 4, no longer in use, to level 7.
2	10/20/2015	Updated roll-up.
1	3/12/2014	Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Singulator section transport conveyors on the SSIU system which use Variable Frequency Drives (VFDs) and reducers.

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.

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.

The attached master checklist provides tasks to be performed at periodic intervals, the time required per task, and the minimum skill level for each task.

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

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.

WARNING

Moving conveyors may expose employees to personal safety hazards. Do not climb, sit or walk on conveyors without first performing local Energy Control Procedure (ECP).

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

Earl J. Jones
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

- Attachments:
1. Summary of Workload Estimate
 2. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Weekly)
 3. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Monthly)
 4. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Quarterly)
 5. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Semi-annual)
 6. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Bi-annual)

ATTACHMENT 1**SUMMARY****WORKLOAD ESTIMATE FOR****SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
41.53	12.46	53.99	5.4	59.39

* Repair estimates based on 30% of servicing.

** Based on 10% of total servicing and repair.

TIME TOTALS

Weekly Time Total:	16.9 Hrs.***
Monthly Time Total:	15.9 Hrs.***
Quarterly Time Total:	2.13 Hrs.***
Semi-Annual Time Total:	5.98 Hrs.***
Bi-Annual Time Total:	0.62 Hrs.***

NOTE

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

*** These times are provided for data entry for the eMARS System.

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MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 2

**SINGULATOR TRANSPORT CONVEYOR
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-001-M

WEEKLY

Time Total: 19.5 Minutes

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency WEEKLY			

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)	Weeks

SAFETY STATEMENT

1. **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.

3 All MIN

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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.

2. **Check for mail.** Look for loose mail while performing all activities.

2.5 7 MIN

WARNING

Be cautious when working around or on equipment when power has been applied.

DEBRIS REMOVAL SYSTEM

3. **Check primary filters.** Look through peep hole on the back side of the Debris Removal System to check primary filter condition.

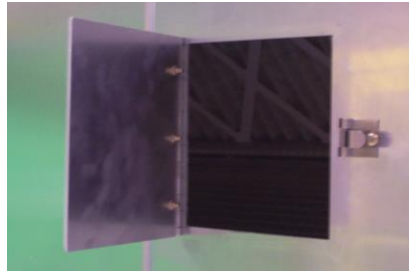
3 7 MIN

Commented [K1]: The purpose of adding a Weekly PM of due to the addition of the SSIU Debris Removal System to the SSIU system.

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service Maintenance Checklist		IDENTIFICATION														
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE		
		0	3	S	S	I	U			B	A	0	0	1	M	
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency WEEKLY				
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)	Weeks



Remove and replace primary filter as needed.

If primary filters are dirty and need replacing, open the filter access doors on each side of the Debris Removal System to remove and replace.



MAINTENANCE MANAGEMENT ORDER

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		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency WEEKLY			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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4. **Check secondary filter.** Unclamp the 4 clamps holding the catch bin unit to the center unit to expose the secondary filter.



Check condition of the secondary filter located in the center unit and replace filter as needed.

- | | | | |
|----------|--|-------|-----|
| SYSTEM | 5. Restore equipment to service. Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. | 3 MIN | All |
| CLEAN UP | 6. Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area.

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris. | 3 MIN | All |

ATTACHMENT 3

**SINGULATOR TRANSPORT CONVEYOR
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-002-M

MONTHLY

Time Total: 79.5 Minutes

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency MONTHLY			

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)	Weeks

SAFETY STATEMENT

- 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.

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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.
- Check for mail.** Look for loose mail while performing all activities.

WARNING

Be cautious when working around or on equipment when power has been applied.

CONVEYOR BELT

- Check conveyor belt.**
 - Run conveyor belt.
 - Listen for bearing noise from operation of belt.
 - Listen for noise from motor/reducer.
 - Check for proper belt tracking and tensioning (slippage).

SYSTEM

- Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency MONTHLY			

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)	Weeks

WARNING

Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.

5. **Clean transport conveyor unit.** 60 7
MIN
1. Open all access panels.
 2. Check for damage and/or debris.
 3. Using vacuum and rags, clean entire interior and exterior of the unit.
 4. Clean mail slide area if applicable.
 5. Clean any photocells with a lint-free cloth.
 6. Re-install all covers and access panels.

WARNING

Be cautious when working around or on equipment when power has been applied.

- SYSTEM
6. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 All
MIN
- CLEAN UP
7. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 All
MIN
- Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

U.S. Postal Service Maintenance Checklist		IDENTIFICATION													
		WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0	2	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency MONTHLY			

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)	Weeks

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MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 4

**SINGULATOR TRANSPORT CONVEYOR
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-003-M

QUARTERLY

Time Total: 32 Minutes

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency QUARTERLY			

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)	Weeks

SAFETY STATEMENT

1. **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.

3 All MIN

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SYSTEM

2. **Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

3 All MIN

VFD MOTOR/REDUCER

3. **Check VFD motor/reducer.**
1. Remove covers.
 2. Check all mounting bolts, taper locks, and shaft setscrews on motor/reducer for tightness.
 3. Re-tighten as needed.
 4. Check reducer for oil leaks.
 5. Check reducer oil level and fill with oil (Mobil SHC 629 or equivalent) as needed.
 6. Check for damage to motor.
 7. Check timing belt for wear and proper tension (1/4"-1/2" deflection at midpoint).
 8. Adjust as needed.

20 7 MIN

U.S. Postal Service		IDENTIFICATION											
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		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency QUARTERLY			

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)	Weeks

9. Replace covers.

WARNING

Be cautious when working around or on equipment when power has been applied.

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|----------|--|----------|-----|
| SYSTEM | 4. Restore equipment to service. Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. | 3
MIN | All |
| CLEAN UP | 5. Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area.

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris. | 3
MIN | All |

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

MMO-128-06

Maintenance Technical Support Center

U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
	0	3	S	S	I	U			B	A	0	0	3	M
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB			Frequency QUARTERLY			

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)	Weeks

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MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 5

**SINGULATOR TRANSPORT CONVEYOR
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-004-M

SEMI-ANNUAL

Time Total: 179.5 Minutes

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE		EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE	
		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency SEMI-ANNUAL			

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)	Weeks

- | | | | | |
|---|----|---|-----|-----|
| SAFETY STATEMENT | 1. | 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. | 3 | All |
| | | THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.
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| | 2. | Check for mail. Look for loose mail while performing all activities. | 2.5 | 7 |
| | 3. | Check MCC Processor adapter battery status. Through PROWORX on the SPC, launch the NetScan Utility and check processor adapter battery status(s).

If Low Bat condition exists, replace the two "AAA" batteries in the appropriate processor adapter. | 5 | 7 |
| SYSTEM | 4. | Power down and lockout power. Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. | 3 | All |
| MAIN CONTROL CABINET (MCC) | 5. | Check Main Control Cabinet (MCC) and/or Drive Control Cabinet (DCC). Open and check cabinets as follows: | 140 | 7 |
| MAIN CONTROL CABINET AND/OR DRIVE CONTROL CABINET | 1. | Check for damage to panel exterior switches and indicator lamps. | | |

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		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency SEMI-ANNUAL			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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2. Check for loose components and loose connections in panels. Close cabinets.

6. **Check wiring cables.** Check for damage to wiring cables between control panel and components. 10 MIN 7

FLANGE BEARINGS

7. **Lubricate flange bearings.** 10 MIN 7
Lubricate flange bearings (if not sealed) on drive and tail end rollers using a lithium based grease (NLGI-2).

WARNING

Be cautious when working around or on equipment when power has been applied.

SYSTEM

8. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures. 3 MIN All

CLEAN UP

9. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 MIN All
Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

MMO-128-06

Maintenance Technical Support Center

U.S. Postal Service Maintenance Checklist	IDENTIFICATION												
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0	3	S	S	I	U			B	A	0	0	4
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB			Frequency SEMI-ANNUAL		

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)	Weeks

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MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 6

**SINGULATOR TRANSPORT CONVEYOR
WITH VFDS AND REDUCER MASTER CHECKLIST**

03-SSIU-BA-005-M

BI-ANNUAL

Time Total: 74.5 Minutes

MAINTENANCE MANAGEMENT ORDER

MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service		IDENTIFICATION											
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		0	3	S	S	I	U			B	A	0	0
Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU				Bulletin Filename MM06022AB				Frequency BI-ANNUAL			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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SAFETY STATEMENT

1. **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.

3 All MIN

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SYSTEM

2. **Check for mail.** Look for loose mail while performing all activities.
3. **Power down and lockout power.** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

2.5 7 MIN

3 All MIN

REDUCER

4. **Change gear reducer oil.**
- Drain and fill gear reducer with oil (Mobil SHC 629 or equivalent). If you have an oil analysis program adjust task and frequency accordingly.

60 7 MIN

WARNING

Be cautious when working around or on equipment when power has been applied.

SYSTEM

5. **Restore equipment to service.** Restore equipment to service as prescribed by the procedures contained in, or locally developed in

3 All MIN

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Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers		Equipment Model SSIU						Bulletin Filename MM06022AB				Frequency BI-ANNUAL			

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)	Weeks

accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

CLEAN UP

6. **Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. 3 All MIN

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

MAINTENANCE MANAGEMENT ORDER

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