MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE

Maintenance Management Order

SUBJECT: Stand Alone Mail Prep (SAMP) Preventive Maintenance Plan Using eCBM

DATE: September 17, 2013

NO: MMO-089-13

TO: All SAMP Sites

FILE CODE: H1A
wvol:mm13043af

Online Change Record		
Change #	**Date**	**Description of Change**
3	02/03/2021	In Attachment 2, added Step 7 to Task 1140, added Step 9 to Task 1150, added a new Step 6 to Task 1490 making the old Step 6 now Step 7, added Step 7 to Task 1510, added Step 4 to Task 1900, and added a new Step 9 to Task 4100 making the old Step 9 now Step 10.
2	09/17/2020	Added a supersedes statement to the TL.
1	10/10/2013	Another paragraph was added to Task 1000, task numbers 1170, 13430, 1540, 1700, and 4120 were changed to 4030, 4200, 4160, 4360, and 1550, respectively, in order to group tasks to be performed in a powered on state and in a power off state.

This Maintenance Management Order (MMO) **supersedes MMO-162-11** and provides Operational and Preventive Maintenance Guidelines for the Stand Alone Mail Prep (SAMP) System. This bulletin applies to Acronym SAMP, Class Code AA.

The workhours indicated in the workload estimate (Attachment 1) are based on a 20-hour operations window and reflect the *maximum* annual workhours required to maintain each system. Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, PM 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.

Preventive Maintenance (PM) guidelines provide maintenance employees with the recommended task based maintenance activities. The Electronic Conditioned Based Maintenance (eCBM) is an abbreviated task list that represents a portion of the PM checklist. The complete master PM checklist must be accessible to all maintenance employees when performing PM and eCBM task based maintenance activities.

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.

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 of Workload Estimate
2. Master Checklist 03-SAMP-AA-001-M – SAMP PM
3. Master Checklist 09-SAMP-AA-001-M – SAMP Operational Maintenance

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR SAMP SYSTEM

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SUMMARY
WORKLOAD ESTIMATE
FOR SAMP

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) XX	2 Tours (hrs/yr) XX	3 Tours (hrs/yr) XX
5	392.74	117.82	510.56	51.06	561.62	752.28	942.95	1,077.28
6	461.21	138.36	599.57	59.96	659.53	888.33	1,117.13	1,278.33
7	529.68	158.90	688.58	68.86	757.44	1,024.38	1,291.31	1,479.38

NOTES:
∗Repair estimates based on 30% of servicing.
∗∗Based on 10% of total servicing and repair.

Operational Maintenance (Work Sheet) – developed from operational maintenance checklist

Operation	1 Tour	2 Tours	3 Tours
5 day/week	190.67	381.33	515.67
6 day/week	228.80	457.60	618.80
7 day/week	266.93	533.87	721.93

Convert minutes per tour to hours per tour. Operational maintenance is time per tour multiplied by tours equipment is used.

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ATTACHMENT 2

SAMP MASTER CHECKLIST

03-SAMP-AA-001-M

Time Total: See Attachment 1

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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	1000	**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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.** **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.** **NOTE: Items numbered in the range from 1000 to 3999 are performed with power locked out.**	1	All			
STAND-ALONE MAIL PREPARATION: SYSTEM	1100	**Perform Mail Search.** 1. Start mail search at the Unloader. 2. Search under and around the guarding of the Unloader. 3. Search for mail along the top and below the Infeed, Metering, Separator, Incline, Extension 1, 2 modules. 4. Search for mail on the Dolly Maker under the input and output conveyor. 5. Search for mail under and around the	15	07	1		

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Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		Destacker, Stacker, Brat, Dolly pop up. 6. Remove mail from Lexan cover under each Prep Station Spur conveyor. 7. Search for mail along the top and bottom of the BDC belt. 8. Clean out BDC catch pan. 9. Search for mail on the incline belt and iPRS of each feed station.					
STAND-ALONE MAIL PREPARATION: SYSTEM	1110	**Perform SAMP ACT Count.** 1. Dolly Maker Loop: a. Verify there is a Full Dolly in the Dolly Dock with 12 empty ACTs ready for induction. b. Verify there are 3 empty ACTs on the conveyor just after the Destacker of the Dolly Maker. 2. Empty ACT Line a. Verify there are 26 ACTs on the empty ACT Line	1	07	6		
STAND-ALONE MAIL PREPARATION: SYSTEM	1120	**Alarm Trending.** 1. From the RMDC HMI select Site Servers > MDSS. 2. Navigate to Performance > Alarm Trending. 3. On the Alarm Trending page, select the Filter Data button. 4. Select Machine, Subsystem (ALL), and appropriate dates for a 14 day time frame. 5. Click on “Count” to display the highest number of alarms. 6. Investigate the highest count alarms displayed. 7. Generate work orders to address all issues noted.	10	10	6		

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Part or Component Stand Alone Mail Prep	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.
CONTROL STATION, SAMP: CABINET ASSEMBLY, SINGLE COMPUTER	1140	**Clean Cabinet Chassis Filter.** 1. Open control station rear door. 2. Remove two screws and filter frame bar. 3. Remove filter. 4. Vacuum dust from filter. If necessary replace filter or rinse in warm water. Ensure filter is dry before re-installing it. 5. Install filter. 6. Install filter frame bar and secure with two screws. 7. Close control station rear door.	2	07			4
CONTROL STATION, SAMP: COMPUTER, MAIL PREPARATION CONTROLLER	1150	**Clean Computer Internal Components.** 1. Open control station cabinet front and rear doors. 2. Disconnect UPS power cord from outlet. 3. Set up ESD workstation kit in accordance with current ESD MMO. 4. Remove six screws and case cover. 5. Using an ESD Vacuum Cleaner, clean dust and debris from inside controller in accordance with current ESD MMO. 6. Install case cover and secure with six screws. 7. Remove ESD workstation kit. 8. Connect UPS power cord to outlet. 9. Close control station front and rear door.	15	10			26
CONTROL STATION, SAMP: COMPUTER, MAIL PREPARATION CONTROLLER	1160	**Clean Computer Filter.** 1. Open control station front door. 2. Pry filter both covers from front of controller or remove screws if equipped with screws. 3. Remove both Filters and Vacuum any accumulation of dust or debris. 4. Replace filters if damaged or impacted dust cannot be removed by vacuuming. 5. Re-install both filters. 6. Place both filters in position. 7. Press in both filter covers until it snaps into	5	07			4

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					Run Hours	Pieces Fed (000)	Freq.
		place. 8. Close control station front door.					
STAND-ALONE MAIL PREPARATION: POWER DISTRIBUTION CABINET ASSEMBLY	1180	**Clean Cabinet Air Filter** 1. Press release tab and remove filter cover from filter housing. 2. Remove filter from filter cover. 3. Rinse filter clean and dry with lint-free towel. 4. Insert filter into filter cover. 5. Place filter cover onto filter housing and press in until filter cover snaps into place.	2	07			4
CONVEYOR, BUNDLE DISTRIBUTION: CONVEYOR ROLLERS	1300	**Visually Check the Idler and Drive Ends of Conveyor.** 1. Inspect 16-tooth sprocket location on the BDS spur conveyor for alignment issue or broken and missing teeth. 2. Inspect idler and drive end rollers for any debris wrapped around the rollers. **Visually Check the Conveyor Belt Support Rollers** 1. Inspect rollers for any binding or debris wrapped around the roller. 2. Remove any debris from rollers. 3. Generate work orders to address all issues noted.	10	09	6		
CONVEYOR, BUNDLE DISTRIBUTION: SPUR CONVEYOR	1310	**Clean Spur Conveyor Pulleys and Drive Shaft** 1. Lift belt remove any debris under the spur conveyor belts and pulleys. 2. Remove any debris wrapped around the drive shaft.	10	09			1
CONVEYOR, BUNDLE DISTRIBUTION: PHOTOEYE	1320	**Clean Photoeyes.** 1. Using a micro fiber glove or lint free cloth, wipe lens and reflector.	5	07	375		

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Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
CONVEYOR, BUNDLE DISTRIBUTION: CONVEYOR ROLLERS	1330	**Clean Out Debris at Idler and Drive Ends (Take Apart Plastic Belt)** 1. Place BDC belt puller on belt and tighten puller to remove belt tension. 2. Collapse locking tab on angled roller belt and push link pin out. 3. Remove BDC belt puller from angled roller belt. 4. Remove link pin from interlocking tabs. 5. Separate angled roller belt interlocking tabs. 6. Remove angled roller belt as needed. 7. Remove debris from drive ends and idler end. 8. Reassemble/Replace belts.	20	09	375		
STAND-ALONE PREP TRAY CONVEYOR: PHOTOEYE	1350	**Clean all Photoeyes on Both Empty and Full ACT Conveyor Assemblies.** 1. Using a micro fiber glove or lint free cloth, wipe lens and reflector.	15	07	375		
AUTOMATIC BUNDLE SEPARATION UNIT: METERING MODULE	1400	**Remove Debris on the Conveyor Belt Side Guides, Frame, and Cable Trays.** 1. Check side guide for following conditions that might create a snag point. a. Cuts b. Cracks c. Nicks d. Gouges 2. Remove dirt and debris from the frame and cable trays. 3. Generate a work order for any discrepancies found. Refer to MS-209 Volume B, Section 7 Metering Conveyor.	1	07	6		
AUTOMATIC BUNDLE SEPARATION UNIT: LIGHT CURTAIN	1410	**Clean Light Curtain.** 1. Using a micro fiber glove or lint free cloth, wipe down light curtain. 2. Inspect for loose mounting hardware.	1	07	6		

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AUTOMATIC BUNDLE SEPARATION UNIT: METERING MODULE	1420	**Visually Check the Metering Conveyor Bumper.** 1. Visually inspect bumper for: a. Cuts b. Cracks c. Nicks d. Gouges e. Damaged or missing hardware 2. Generate work orders to address all issues noted.	1	07			1
AUTOMATIC BUNDLE SEPARATION UNIT: TUB INDUCTION ASSEMBLY	1430	**Clean Barcode Scanner(s).** Wipe BCS read window with non-abrasive cleaner and lint-free towel. Refer to MS-209 Vol. B, Section 7 Barcode Scanner Cleaning.	1	07			1
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	1440	**Clean Handheld Barcode Scanner(s).** 1. Remove hand-held BCS from holster. 2. Wipe BCS read window with a lint-free towel. 3. Place hand-held BCS in holster.	1	07			1
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	1450	**Clean Hydraulic Reservoir Breather Cap.** 1. Remove breather cap. 2. Inspect breather cap for debris. 3. Wipe inside of breather cap with lint-free towel. 4. Install breather cap. Refer to MS-209 Vol. B, Section 7 Hydraulic Reservoir Breather Cap Cleaning.	2	07	375		
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	1460	**Visually Check the ABSU Hydraulic Fluid Level.** 1. Observe reservoir fluid level sight glass and verify oil level is between arrows on label near sight tube. 2. If hydraulic fluid is low, generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 7 Unloader.	1	07	375		

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Part or Component Stand Alone Mail Prep	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.
AUTOMATIC BUNDLE SEPARATION UNIT: ELECTRICAL CABINET ASSEMBLY	1470	**Clean / Vacuum Electrical Cabinet Filter.** 1. Perform visual inspection of the equipment. If dirt accumulation is significant (>50% blockage), then vacuum. 2. Remove Filter from lower left hand side of cabinet and Vacuum any accumulation of dust or debris. 3. Replace filter if damaged or impacted dust cannot be removed by vacuuming. 4. Re-install filter.	2	07	375		
AUTOMATIC BUNDLE SEPARATION UNIT: AIR MANAGEMENT ASSEMBLY	1480	**Clean Filter/Regulator.** 1. Ensure ABSU air shutoff valve is closed and verify air pressure gauge indicates zero psi. 2. Push bowl into body, turn counterclockwise, and remove. 3. Unscrew baffle from regulator body and remove filter. 4. Clean baffle with warm water and soap. Rinse baffle and dry with lint-free towel. 5. Clean filter with warm water and soap. Rinse filter element from inside to outside to remove surface contaminants. Dry with lint-free towel. 6. Install filter on baffle and screw baffle into regulator body. 7. Clean bowl with warm water only. Rinse and dry. 8. Install bowl. Push into body and turn clockwise. 9. Open air shutoff valve and verify air pressure gauge indicates 65 psi. Refer to MS-209 Volume B, Section 7 Filter/Regulator Cleaning.	4	07	2250		

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Part or Component Stand Alone Mail Prep	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.
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	1490	**Visually Check Hydraulic Hoses and Fittings.** **WARNING** **Ensure all sources of stored energy are dissipated before performing these steps. Refer to current Energy Control MMO to ensure all stored energy is dissipated.** 1. Remove power unit cover (4 screws) to check hoses and fittings inside of power unit. 2. Check hoses and fittings on the ABSU Unloader Right side. Remove bottom right guarding (5 screws) if necessary to investigate possible leaks. 3. Check hoses and fittings on the ABSU Unloader Left side. Remove the bottom left guarding (6 screws) if necessary to investigate possible leaks. 4. Check the hydraulic fittings for cracks or leaks and clean up any fluid on or beneath the cylinder. 5. Check hoses for abrasions or other abuse and check for snug connections. 6. Replace power unit cover (4 screws). 7. Generate work orders to address all issues noted.	5	09	2250		
AUTOMATIC BUNDLE SEPARATION UNIT: PHOTOEYE	1500	**Clean Photoeyes.** Using a micro fiber glove or lint free cloth, wipe lens and reflector.	2	07	375		
AUTOMATIC BUNDLE SEPARATION UNIT: INCLINE ASSEMBLY	1510	**Check Conveyor Belt Tension and Tracking.** 1. Remove four screws, lock washers, washers, and tensioner cover. 2. Loosen two axle screws simultaneously, one on each belt tensioner. 3. Loosen two tensioner nuts on each belt tensioner until belt tensioner moves freely. 4. Apply two marks on loose belt 1,000 mm apart. 5. Adjust tensioner until marks are 1,003 mm apart.	30	09	2250		

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Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		6. Tighten/Replace all hardware and check belt tracking. Adjust belt tracking as needed. 7. Replace tension cover and four washers, lock washers and screws. Refer to MS-209 Volume B, Section 11 Belt Tension Adjustment.					
AUTOMATIC BUNDLE SEPARATION UNIT: TUB INDUCTION ASSEMBLY	1520	**Clean and Lubricate Tub Induction Conveyor Belt Drive Chains (2).** 1. Remove three screws, lock washers, washers, and gear case cover. 2. Clean chain and chain cover. Apply light coat of chain lubricant to both Flat Mail Tub chains. 3. Install gear case cover and secure with three screws, washers, and lock washers. Refer to MS-209 Vol. B, Section 7 Lubricate Drive Chain Cleaning. *5 minutes per Chain	10*	07	2250		

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					Run Hours	Pieces Fed (000)	Freq.
AUTOMATIC BUNDLE SEPARATION UNIT: METERING MODULE	1530	**Clean and Lubricate Conveyor Belt Drive Chains (2).** 1. Infeed Conveyor 2.1 a. Remove three screws, lock washers, washers, and gear case cover. b. Clean chain and chain cover. Apply light coat of chain lubricant to chain and sprocket. c. Install gear case cover and secure with three screws, washers, and lock washers. 2. Metering Conveyor 2.2 a. Remove three screws, lock washers, washers, and gear case cover. b. Clean chain and chain cover. Apply light coat of chain lubricant to chain and sprocket. c. Install gear case cover and secure with three screws, washers, and lock washers. Refer to MS-209 Vol. B, Section 7 Lubricate Drive Chain Cleaning. *5 minutes per Chain	10*	07	2250		
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	1550	**Visually Check Scoop Bumper.** 1. Check bumper for following conditions: a. Gap between bumper and scoop stop b. Loose locknut c. Flared edges d. Cracks e. Irregular or asymmetrical shape 2. Check Scoop Bumper alignment and gap. Refer to MS-209 for current specifications. 3. Generate a work order to correct any discrepancies noted. Refer to MS-209 Volume B, Section 7 Unloader	1	09	2250		
DOLLY DOCK, DOLLY MAKER: DOLLY MAKER CONVEYOR	1710	**Clean Barcode Scanner(s).** Wipe BCS read window with non-abrasive cleaner and lint-free cloth.	1	07			1

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Part or Component Stand Alone Mail Prep	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.
		Refer to MS-209 Vol. B, 7 Barcode Scanner Cleaning.					
DOLLY DOCK, DOLLY MAKER: LIGHT CURTAIN ASSEMBLIES	1720	**Clean Both Light Curtain Sets (Emitter and Receiver)** Using a micro fiber glove or lint free cloth, wipe down light curtains. *1 minute per Light Curtain Set.	2*	07	375		
DOLLY DOCK, DOLLY MAKER: PHOTOEYE	1730	**Clean photoeyes.** Using a micro fiber glove or lint free cloth, wipe lens and reflector.	1	07	375		
PNEUMATIC SUPPLY PANEL, MAIL PREP: FILTER, MAIN LINE, AUTO-DRAIN	1800	**Clean Filter/Regulator.** **NOTE** The filter/regulator is located in the BDC pneumatic panel. 1. Place shutoff valve in EXH position leading to filter/regulator and verify pressure gauge indicates 0 psi. 2. Open petcock and drain water into approved container. 3. Close petcock. 4. Twist and remove bowl from regulator. 5. Unscrew moisture separator and remove filter. 6. Clean bowl and filter with lint-free towel. 7. Install filter and secure with moisture separator. 8. Install bowl onto regulator and twist to secure. 9. Place shutoff valve in SUP position leading to filter/regulator.	2	07	2250		
PNEUMATIC SUPPLY PANEL, MAIL PREP: WATER SEPARATOR	1810	**Inspect and Replace Element in Air Filter Assembly.** 1. Place shutoff valve in EXH position leading to filter/regulator and verify pressure gauge indicates 0 psi. 2. Open petcock and drain water into approved container.	5	07	2250		

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		3. Close petcock. 4. Twist and remove bowl from regulator. 5. Unscrew moisture separator and remove filter. 6. Clean bowl and filter with lint-free towel. 7. Install filter and secure with moisture separator. 8. Install bowl onto regulator and twist to secure. 9. Place shutoff valve in SUP position leading to filter/regulator.					
PREP STATION, STANDARD: INDIVIDUAL PACKAGE RECOVERY SYSTEM	1900	**Clean Out all Five iPRS.** 1. Open access door a. Remove all debris. b. Visually inspect belt for wear. 2. Using the handle located on top; pull the iPRS forward out of its housing until it rests on the floor. a. Remove all debris. b. Visually inspect belt for wear. c. Check all connections to ensure proper seating and look for twisted MDR wires. d. Remove strapping material from all axles. 3. Restore iPRS to service 4. Close access door. Refer to MS-209 Vol. B, Section 7 iPRS Cleaning. *5 minutes per Prep Station.	25*	09	6		
PREP STATION, STANDARD: PHOTOEYE	1910	**Clean all photoeyes at each Prep Station.** Using a micro fiber glove or lint free cloth, wipe lens and reflector. *1 minute per Prep Station.	5*	07	375		
PREP STATION, STANDARD: ACTUATOR ASSEMBLY, PIVOT TRAY	1920	**Check all five Prep Station Pivot Conveyor Linear Actuator Belt Tensions and Visually Inspect Belts for Damage** 1. Check linear actuator belt for end-of-life conditions. a. Cuts in excess of 2 mm	65*	09	2250		

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Part or Component Stand Alone Mail Prep	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.
		b. Abrasions in excess of 5 mm c. Gouges in excess of 5 mm d. Missing teeth 2. Generate a work order to replace belt when end-of-life conditions are observed. 3. Remove ACT from Pivot table. 4. Pull Pivot table forward until it rests on the floor. 5. Remove four screws, washers, lock washers and right side panel. 6. Place belt tensioning tool on belt at middle of linear actuator. 7. Place torque wrench onto belt tensioning tool. 8. Turn torque wrench until belt tensioning tool is parallel with linear actuator and verify reading. 9. Remove belt tensioning tool and torque wrench from linear actuator belt. 10. Install right side panel and secure with four screws, washers, and lock washers. Refer to MS-209 Volume C, Section 7 Belt Tension Checking for current specifications. Refer to MS-209 Volume B, Section 12 Remove and Replace Belt procedure. Refer to MS-209 Volume B, Section 7 Pivot Conveyor for more detail. *13 minutes per Prep Station.						
STAND-ALONE MAIL PREPARATION: SYSTEM	4000	**Run all Conveyors to Detect Mechanical or Alignment Issues.** 1. Use Conveyor Test to jog all conveyors. a. Walk around entire machine observing the belts for proper tracking. b. Observe head end and tail end pulleys for proper belt meshing. c. Listen for unusual noises. d. Check all photoeyes for low gain warnings. 2. Generate work orders to address all issues	10	09	6		

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		noted.					
STAND-ALONE MAIL PREPARATION: SYSTEM	4010	**Test All SAMP E-stop Switches.** Testing the first E-stop shall cause the SAMP to shut down and all machine motion to stop. Test the remaining SAMP E-stops without restarting the system and verify that every other E-stop switch generates a status message and/or E-stop indication. 1. Ensure SAMP is running normally. 2. Activate any SAMP E-Stop pushbutton. 3. Observe all SAMP mechanical motion stops. 4. Observe E-Stop indicator lamp turns on. 5. Observe SAMP E-Stop indication displays on MPC, RMDC, or scrolling marque display for activated E-Stop. 6. Release activated E-Stop pushbutton. 7. Observe E-Stop indicator lamp turns off. 8. Observe SAMP mechanical motion remains stopped. 9. Observe E-Stop loop indication no longer displays on scrolling message display or software screen. 10. Repeat steps 2 through 9 for all other SAMP E-stop switches. 11. Confirm the following fans are operational: a. Mail Prep Computer Station Rack b. Mail Prep computer Case c. Power Distribution Cabinet d. ABSU Electrical Cabinet 12. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 7 E-Stop Checking.	30	09			4
STAND-ALONE MAIL PREPARATION: SYSTEM	4020	**Check Functionality of the Start-up Warning Horns/Lamps** 1. Use automated, pre-programmed lamp test procedures to check functionality of all lamps on the ABSU, Dolly Maker, and Prep	10	09			4

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		Stations. 2. Each section has a unique set of steps that has to be followed to successfully complete each test. Refer to MS-209, Volume B, Section 10 Diagnostic Test Procedures – Light Tests					
CONTROL STATION, SAMP: POWER SUPPLY, UNINTERRUP-TABLE	4030	**Run UPS Self-Test and Replace Battery if Necessary.** 1. Open control station cabinet front and back doors. 2. Press TEST button on UPS control panel and observe fault/status LEDS. Faults are indicated by an audible alarm. 3. Close control station cabinet front and back doors. 4. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 2 for checking procedures and MS-209 Volume B, Section 12 for replacement procedures.	2	09			4

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	4100	**Test ABSU Unloader Interlock Circuit and Light Curtain** 1. Start ABSU. 2. Place container into Unloader 3. Block light curtain. 4. Ensure the message “Tilter Not Clear” displays on ABSU operator panel and that the Reset button illuminates but will not reset, and the Unloader will not start. 5. Unblock light curtain. 6. Reset and start ABSU. 7. Open Infeed Conveyor Door. 8. Ensure the message “ABSU Door Open” displays on ABSU operator panel and all Infeed conveyor, Metering conveyor, and Unloader motion stops. Tub Induction, Separator, Incline, and BDC conveyor will still continue to run. 9. Close Infeed Conveyor Door. 10. Generate work orders to address any discrepancies noted.	2	09			4
AUTOMATIC BUNDLE SEPARATION UNIT: TUB INDUCTION ASSEMBLY	4110	**Visually Check SAMP Tub Induction Belt** 1. Use Jog tool to check tub induct conveyor belt for end-of-life conditions. a. Nicks or cracks greater than 2 mm b. Frayed edges c. Belt delaminating d. Cupping e. Surface glazing 2. Generate work orders to address all issues noted. Refer to MS-209 Vol. B, Section 7 Tub Induct Conveyor.	2	09	2250		

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
AUTOMATIC BUNDLE SEPARATION UNIT: INFEED MODULE	4130	**Visually Check Both Infeed Module Belts.** **NOTE** There are 2 individual belts in the Infeed Conveyor module. 1. Use software Jogging tool to move belt and check for end-of-life conditions: a. Cuts, gouges, and scrapes in excess of 2 mm b. Glazing c. Broken belt modules 2. Check link pins for damage or missing heads. 3. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 7 Infeed Conveyor. *2.5 minutes per Belt.	5*	09	2250		
AUTOMATIC BUNDLE SEPARATION UNIT: SEPARATOR MODULE	4140	**Visually Check Separator Module Belts.** 1. Use software Jogging tool to move belt and check for end-of-life conditions: a. Cuts, gouges, and scrapes in excess of 2 mm b. Glazing c. Broken belt modules 2. Check link pins for damage or missing heads. 3. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 7 Belt Checking.	5	09	2250		
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	4150	**Replace Hydraulic Filter and Hydraulic Fluid.** Refer to MS-209 Volume B, Section 6 Hydraulic Lift Platform for complete instructions. 1. Place shop rags on floor of electrical compartment and place catch pan near suction line. 2. Gently clamp suction line then remove suction hose fitting from pump.	30	09	4500		

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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		3. Place suction hose in drain pan and remove fill plug. Allow fluid to drain. 4. Unscrew and remove filter. Quickly rotate upright to minimize spillage. 5. Pour clean hydraulic fluid into filter until 1/4 full and moisten filter seal with fluid. 6. Move filter into position, slightly tilted, to minimize spill. 7. Hand tighten filter. 8. Re-attach suction hose. 9. Add fresh hydraulic fluid until proper level on sight glass is attained. 10. Replace fill plug. 11. Wipe up all fluid spills. 12. Use software Jog function to cycle cradle through a full range of motion. 13. Check fluid level after Jogging cradle back to floor. Add fluid if necessary.					
AUTOMATIC BUNDLE SEPARATION UNIT: METERING MODULE	4160	**Visually Check Metering Module Belts.** **NOTE** There are 5 individual belts in the Metering Conveyor module. 1. Use software Jogging tool to move belt and check for end-of-life conditions: a. Cuts, gouges, and scrapes in excess of 2 mm b. Glazing c. Broken belt modules 2. Check link pins for damage or missing heads. 3. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 7 Metering Conveyor.	5*	09	2250		

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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
CONVEYOR, BUNDLE DISTRIBUTION: CONVEYOR BELT	4200	**Check Tension and Tracking on Conveyor Belt.** 1. Press the Start button at the ABSU to start the BDC belt. 2. Observe the operation of the Angled Roller Belt from the top side. Inspect for any missing or damaged rollers in the belt. Generate work orders as needed. 3. Inspect sprocket engagement on the Angled Roller Belt at the drive and idler ends to ensure the teeth of the sprockets are aligned properly with the belt. 4. Observe the operation of the Angled Roller Belt from the bottom side to verify that the return rollers are turning properly and have no debris build up. 5. Ensure that the Angled Roller Belt is not riding on the antistatic strip brush of the BDC. This could be an indication of an over length belt condition. 6. Inspect the Angled Roller Belt to ensure that none of the white lacing rods are protruding from the edges. Generate work orders for any discrepancies noted. Refer to MS-209 Volume B, Section 11 Belt Tension Adjustment and Belt Tracking Adjustment.	5	09	2250		
DOLLY DOCK, DOLLY MAKER: ACTUATOR, DOLLY MAKER, DESTACKER	4300	**Visually Check Linear Actuator Belt.** 1. Use software Jogging tool to move belt and check for end-of-life conditions: a. Cuts in excess of 2 mm b. Abrasions in excess of 5 mm c. Gouges in excess of 5 mm d. Missing teeth 2. Generate a work order when end-of-life conditions indicate replacement is needed. Refer to MS-209 Volume B, Section 12 Remove and Replace Belt procedure. Refer to MS-209 Volume B, Section 7 Linear Actuator.	2	09			1

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
DOLLY DOCK, DOLLY MAKER: BASIC RIGHT ANGLE TURN (BRAT) MODULE	4310	**Visually Check Belts on both BRAT Assemblies.** 1. Use software Jogging tool to move belt and check for end-of-life conditions: a. Nicks, tears, or abrasions greater than 2 mm b. Fraying around edges c. Missing or damaged teeth 2. Generate work orders to address all issues noted. *2 minutes per BRAT	4*	09	375		
DOLLY DOCK, DOLLY MAKER: INTERLOCK CIRCUIT AND LIGHT CURTAINS	4320	**Test Dolly Maker Interlock Circuit and Light Curtain.** 1. With Dolly Maker running, open a door in the Dolly Maker interlock loop. 2. Verify all motion stops. 3. Verify correct message appears on Operator Control Panel and software HMI. 4. Press the start button on the Dolly Maker operator panel ensuring nothing starts in the Dolly Maker system. 5. Close previously opened door. 6. Repeat steps 3 – 5 after opening each of the other interlocked panels and doors in the Dolly Maker interlock loop. 7. While Dolly Maker is started and in motion, break the beam of the light curtain. 8. Transfer conveyor motion will stop but Stacker and De-stacker motion will continue. 9. Generate work orders to address all issues noted.	2	09			4
DOLLY DOCK, DOLLY MAKER: BASIC LEFT TURN (BLT) MODULE	4330	**Visually Check Belts on both BLT Assemblies.** 1. Use jogging tool to check entire belt for end-of-life conditions a. Nicks, tears, or abrasions greater than 2 mm b. Fraying around edges c. Missing or damaged teeth 2. Generate work orders to address all issues	4*	09	375		

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		noted. Refer to MS-209 Volume B, Section 7 BLT Belt Checking. *2 minutes per BLT					
DOLLY DOCK, DOLLY MAKER: ACTUATOR, DOLLY MAKER, DESTACKER	4340	**Lubricate Dolly Maker Destacker Actuator and Check Belt Tension.** 1. Jog shelf just above maintenance safety pin point. 2. Remove Destacker right 3 number window. 3. Insert maintenance pin. 4. Remove wiper cover screws to gain access to wipers. 5. Inspect and Clean wipers. Replace as necessary. 6. Apply oil to both wipers and onto exposed part of wipers until fully saturated. 7. Lubricate two bottom wipers. a. Remove two screws, bottom caps, and bottom wipers. b. Remove two bottom wipers from two bottom caps. c. Inspect and Clean wipers. Replace as necessary. d. Saturate two bottom wipers with oil and install springs and wipers into two bottom caps. e. Install wiper, cap, and secure with screw for two bottom wipers. 8. Place belt tensioning tool on belt at mid-span of linear actuator. 9. Turn torque wrench until belt tensioning tool is parallel with linear actuator and record torque value. 10. Refer to MS-209 Volume C, Section 7 Belt Tension Checking for current specifications. 11. Remove belt tensioning tool and torque wrench from belt. 12. Remove maintenance pin. 13. Install Destacker right number 3 window.	30	09	2250		

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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		14. Generate work orders to address all issues noted. Refer to MS-209 Volume B, 11 Linear Actuator. Refer to MS-209 Volume B, 12 Remove and Replace Belt procedure. Refer to MS-209 Volume B, Section 7 Linear Actuator Cleaning.					
DOLLY DOCK, DOLLY MAKER: ACTUATOR, DOLLY MAKER, STACKER	4350	**Lubricate Dolly Maker Stacker Actuator and Check Belt Tension.** 1. Jog shelf just above maintenance safety pin point. 2. Remove nine screws and stacker front 2 windows. 3. Insert maintenance pin. 4. Remove wiper cover screws to gain access to wipers. 5. Inspect and Clean wipers. Replace as necessary. 6. Apply oil to both wipers and onto exposed part of wipers until fully saturated. 7. Lubricate two bottom wipers. a. Remove two screws, bottom caps, and bottom wipers. b. Remove two bottom wipers from two bottom caps. c. Inspect and Clean wipers. Replace as necessary. d. Saturate two bottom wipers with oil and install springs and wipers into two bottom caps. e. Install wiper, cap, and secure with screw for two bottom wipers. 8. Place belt tensioning tool on belt at mid-span of linear actuator. 9. Turn torque wrench until belt tensioning tool is parallel with linear actuator and record torque value. 10. Refer to MS-209 Volume C, Section 7 Belt	30	09	2250		

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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
		Tension Checking for current specifications. 11. Remove belt tensioning tool and torque wrench from belt. 12. Remove maintenance pin. 13. Install stacker front 2 windows and secure with nine screws. 14. Generate work orders to address all issues noted. Refer to MS-209 Volume B, Section 11 Linear Actuator. Refer to MS-209 Volume B, Section 12 Remove and Replace Belt. Refer to MS-209 Volume B, Section 7 Linear Actuator Cleaning					
DOLLY DOCK, DOLLY MAKER: ACTUATOR, DOLLY MAKER, STACKER	4360	**Visually Check Linear Actuator Belt.** 1. Jog belt to check linear actuator belt for end-of-life conditions: a. Cuts in excess of 2 mm b. Abrasions in excess of 5 mm c. Gouges in excess of 5 mm d. Missing teeth 2. Generate a work order when end-of-life conditions indicate replacement. Refer to MS-209 Volume B, Section 12 Remove and Replace Belt procedure. Refer to MS-209 Volume B, Section 7 Linear Actuator.	2	09			1

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
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	0	3	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **eCBM**			

Part or Component Stand Alone Mail Prep	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.
PREP STATION, STANDARD: INTERLOCK CIRCUIT	4400	**Test all five Prep Station Interlock Circuits.** 1. Press and hold the iPRS Safety Bar. 2. Ensure the Prep Station will not start. 3. Ensure the Interlock lamp is lit, and “iPRS Safety Bar” is displayed on the Operator Panel display. 4. Release the iPRS Safety Bar. 5. Open the Prep Station Electrical Panel Door. 6. Ensure the Prep Station will not start. 7. Ensure the Interlock lamp is lit, and “Door Open” is displayed on the Operator Panel display. 8. Ensure the Prep Station will not start. 9. Generate work orders to address all issues noted. *2 minutes per Prep Station.	10*	09			4
FINAL-CLEANUP	9990	**Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Annotate deficiencies found and repairs performed in the Maintenance logbook. Notify supervisor and/or generate work orders per local SOP to document/initiate corrective maintenance activity for deficiencies found.	5	All			

ATTACHMENT 3

SAMP MASTER CHECKLIST

09-SAMP-AA-001-M

Operational Maintenance

Time Total: See Attachment 1

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION															
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER			TYPE
	0	9	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **TOURLY**			

Part or Component Stand Alone Mail Prep	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	1000	**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 cannot be used. Report safety deficiencies to your supervisor immediately upon detection.** **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.**	1	All			
STAND-ALONE MAIL PREPARATION: SYSTEM	4600	**Examine Machine Logbook.** Examine log and bring forward any unresolved problems from the previous tour. **Perform at the beginning of the tour.**	5	09			T
STAND-ALONE MAIL PREPARATION: SYSTEM	4610	**Observe Warning Horn and Beacons.** Watch for proper operation of warning horn and beacons on system start-ups. **Perform once per tour.**	1	09			T

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Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **TOURLY**			

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					Run Hours	Pieces Fed (000)	Freq.
STAND-ALONE MAIL PREPARATION: SYSTEM	4620	**Observe all Machine Lamps for Proper Operation.** Watch for proper functionality of all indicator lamps during normal machine operations. Generate work orders and correct deficiencies as they are found. **Perform once per tour.**	1	09			T
STAND-ALONE MAIL PREPARATION: SYSTEM	4630	**Enquire if Operators are Having Excessive Problems.** Investigate as necessary and initiate corrective action as appropriate. **Perform every 4 hours.**	2	09			T
STAND-ALONE MAIL PREPARATION: SYSTEM	4640	**Analyze each EOP Report.** Look for higher jam counts, lower thru-put rates, etc., on one prep station as compared to the other prep stations. Investigate and generate work orders to repair as needed. **Perform once per tour.**	5	10			T
CONVEYOR, BUNDLE DISTRIBUTION: CONVEYOR ASSEMBLY	4650	**Walk Down the Back Side of the Bundle Distribution Conveyor (BDC).** • Observe operation of the BDC and listen for abnormal noises. Be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine. • Observe ACT movement. The trays should move smoothly on each conveyor bed and not snag on tray guides. **Perform every 4 hours.**	2	09			T
AUTOMATIC BUNDLE SEPARATION UNIT: UNLOADER ASSEMBLY	4660	**Observe Container Unloader Operation.** • Ensure the container loader cradle moves smoothly and listen for abnormal noises. Be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine. • Ensure Scoop Drive motor moves smoothly and listen for abnormal noises. **Perform every 4 hours.**	2	09			T

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	0	9	S	A	M	P					A	A	0	0	1	M
Equipment Nomenclature	Equipment Model								Bulletin Filename mm13043af				Occurrence **TOURLY**			

Part or Component Stand Alone Mail Prep	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.
DOLLY DOCK, DOLLY MAKER: SYSTEM	4670	**Observe Dolly Maker Operation.** • Ensure all ACT transition smoothly. • Watch ACT Stacks and ensure they aren't wobbling or shaking excessively. • Watch each ACT transition on and off of the shelves. Each transition should be slightly downhill and the ACT should not bounce. • Listen for abnormal noises from the linear actuators and MDR. Be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine. • Listen for air leaks. • Observe ACT progress to and from prep stations. **Perform every 4 hours.**	2	09			T
PREP STATION, STANDARD: PREP STATION ASSEMBLY	4680	**Observe Each Prep Station's Operation.** • Ensure the diverter and accumulation chute brakes perform properly. • Observe the ACT Pivot Conveyor for smooth operation and listen for abnormal noises. Be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine. **Perform every 4 hours.** *1 minute per Prep Station	5*	09			T
STAND-ALONE MAIL PREPARATION: SYSTEM	4690	**Log Problems Discovered and Work Performed.** Record any problems or work completed in the Machine Log Book. Report problems and any unresolved problems to the SMO and generate Work Orders as appropriate. **Perform at the end of the tour.**	5	09			T