# MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE



## Maintenance Management Order

**SUBJECT**: Operational & Preventive Maintenance

(PM) Guidelines for Automatic Tray

Unsleever (ATU)

TO: All ATU Offices

**DATE:** April 29, 2016

**NO:** MMO-017-16

**FILE CODE**: F13

dste:mm14070ag

This Maintenance Management Order (MMO) provides Operational & Preventive Maintenance (PM) for the ATU. This MMO supersedes MMO-014-11 and MMO-119-13.

The minimum maintenance skill level to perform each task on these 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.

The attached master checklists provides tasks to be performed at periodic intervals (Daily, Weekly, Monthly, Semi-Annual, Annual, and Operational Maintenance), time required per task, and the minimum skill level for each task.

#### WARNING

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

Web access: http://www.mtsc.usps.gov

#### WARNING

Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.

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.

Kevin Couch Manager

Maintenance Technical Support Center

**HQ** Maintenance Operations

- Attachments: 1. Summary Work Load Estimate for Automatic Tray Unsleever
  - 2. ATU Master Checklist: 03-ATU-001-M: Daily
  - 3. ATU Master Checklist: 03-ATU-002-M: Weekly
  - 4. ATU Master Checklist: 03-ATU-003-M: Monthly
  - 5. ATU Master Checklist: 03-ATU-004-M: Quarterly
  - 6. ATU Master Checklist: 03-ATU-005-M: Semi-Annual
  - 7. ATU Master Checklist: 03-ATU-006-M: Annual
  - 8. ATU Master Checklist: 09-ATU-001-M: Tourly

#### **ATTACHMENT 1**

SUMMARY

**WORKLOAD ESTIMATE** 

**FOR** 

**AUTOMATIC TRAY UNSLEEVER** 

#### **SUMMARY**

#### WORKLOAD ESTIMATE FOR AUTOMATIC TRAY UNSLEEVER

|           | Γ           |                | Γ               | New                | T                | Operation | al Maintenand | ce + Total     |  |
|-----------|-------------|----------------|-----------------|--------------------|------------------|-----------|---------------|----------------|--|
| Operation | Routine     | Repair         | Routine         | Non-<br>Productive | Total            |           | Servicing     |                |  |
| _         | Servicing   |                | Servicing       |                    |                  |           |               |                |  |
| Days      | per         | Time per       | +<br>Repair     | Time per           | Servicing per    | 1 Tour    | 2 Tours       | 3 Tours        |  |
|           | Machine     | Machine        | Time            | Machine            | Machine          | Hrs/Yr    | Hrs/Yr        | Hrs/Yr         |  |
|           | (Hrs/Yr)    | (Hrs/Yr) *     | (Hrs/Yr)        | (Hrs/Yr) **        | (Hrs/Yr)         | OpM x 1   | OpM x 2       | OpM x 3        |  |
| 5 Days    | 351.22      | 70.24          | 421.46          | 42.15              | 463.61           | 519.94    | 576.28        | 632.61         |  |
| 6 Days    | 392.82      | 78.56          | 471.38          | 47.14              | 518.52           | 586.12    | 653.72        | 721.32         |  |
| 7 Days    | 434.42      | 86.88          | 521.30          | 52.13              | 573.43           | 652.29    | 731.16        | 810.03         |  |
| *         | Repair mair | ntenance estir | nates based     | on 20% of preve    | entive maintenan | ice.      |               |                |  |
| **        | Based on 1  | 0% of total PN | I and repair.   |                    |                  |           |               |                |  |
|           |             | THRESHOL       | DS and PM T     | IME SUMMARY        | Hrs PER Year     | ODEDATI   | ONAL MAINT    | ENIANCE        |  |
|           | ·           |                | Daily           | 339.73             |                  | OPERATI   | ONAL MAINT    | ENANCE         |  |
|           |             |                | Weekly          | 76.27              |                  | One Tour  | Two<br>Tours  | Three<br>Tours |  |
|           |             |                | Monthly         | 11.20              | 5 Day            | 56.33     | 112.67        | 169.00         |  |
|           |             |                | Quarterly       | 5.47               | 6 Day            | 67.60     | 135.20        | 202.80         |  |
|           |             |                | Semi-<br>Annual | 0.70               | 7 Day            | 78.87     | 157.73        | 236.60         |  |
|           |             |                | Annual          | 1.05               | ]                |           |               |                |  |
|           |             |                |                 |                    |                  |           |               |                |  |

#### **NOTES**

<sup>\*</sup>Repair estimates based on 20% of servicing.

<sup>\*\*</sup>Based on 10% of total servicing and repair.

#### **ATTACHMENT 2**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-001-M

**DAILY** 

Time Total: 56 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service      |     |       |       |     |   |      |     | IDE | NTIF    | CAT   | ON    |     |       |      |      |      |
|--------------------------|-----|-------|-------|-----|---|------|-----|-----|---------|-------|-------|-----|-------|------|------|------|
| Maintenance Checklist    | _   | RK    |       |     | _ |      | MEN | -   |         |       | _     | ASS | N     | JMBE | ĒR   | TYPE |
| Maintenance Checkiist    | CO  | DE    |       |     |   | ACRO | MYM |     |         |       | CO    | DE  |       |      |      |      |
|                          | 0   | 3     | Α     | Т   | U |      |     |     |         |       | Α     | Α   | 0     | 0    | 1    | М    |
| Equipment Nomenclature   | Equ | ipmer | nt Mo | del |   |      |     | Е   | ulletir | Filer | name  | F   | reque | ncy  |      |      |
| Automatic Tray Unsleever |     |       |       |     |   |      |     |     | M       | Л14(  | )70AG | ì   |       | D    | aily |      |

| Part or   | Item | Task Statement and Instruction  | Est.      | Min.  |       | Threshold | s     |
|---|------|---|-----------|-------|-------|-----------|-------|
| Component   | No   | (Comply with all current safety precautions)  | Time      | Skill | Run   | Pieces    | Weeks |
|   |      |   |           | Lev   | Hours |           |       |
| SAFETY<br>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 shut down and lock out this machine. Open equipment and check 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.  WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer | Req (min) | All   | Hours | Fed (000) |       |
| AIR<br>MANAGEMENT<br>SYSTEM<br>ASSEMBLY OF<br>BASE MODULE | 2.   | to the current EWP MMO for appropriate EWP PPE and barricade requirements.  WARNING  Be cautious when working around or on equipment when power has been applied.  Verify air supply. Verify as follows:  1. No water/oil/debris is visible in sight glass in air management system assembly filter/regulator unit.   | 1         | 7     |       |           |       |
| BASE MODULE ASSEMBLY                                      | 3.   | <ol> <li>Verify air pressure of 90 (+10/-0) PSI on the air management system assembly filter/regulator air pressure gauge.</li> <li>If any deficiencies are noted, notify supervisor.</li> </ol> Power down and lock out air and electrical power.  | 2         | All   |       |           |       |
|   |      | Stop the ATU. Power down the machine and lock   |           |       |       |           |       |

| U.S. Postal Service                             |     |          |       |     |   |                 | IDE | NTIF                | ICATI | ION           |           |       |      |      |      |
|---|-----|----------|-------|-----|---|-----------------|-----|---------------------|-------|---------------|-----------|-------|------|------|------|
| Maintenance Checklist                           | WC  | RK<br>DE |       |     | _ | <br>MENT<br>NYM |     |                     |       | _             | ASS<br>DE | N     | UMBI | ĒR   | TYPE |
|   | 0   | 3        | Α     | Τ   | U |                 |     |                     |       | Α             | Α         | 0     | 0    | 1    | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | ipmer    | nt Mo | del |   | •               | В   | ulletir<br><b>M</b> |       | name<br>070AG |           | reque | ,    | aily |      |

| Dest                       | 14         | Tools Obstantiant and bestmerites  |              | NA:           |       | Thunchel            |            |
|----------------------------|------------|--|--------------|---------------|-------|---------------------|------------|
| Part or<br>Component       | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)  | Est.<br>Time | Min.<br>Skill | Run   | Threshold<br>Pieces | s<br>Weeks |
|                            |            | (  | Req          | Lev           | Hours | Fed                 |            |
|                            |            |  | (min)        |               |       | (000)               |            |
|                            |            | out air and electrical power as prescribed by  |              |               |       |                     |            |
|                            |            | current local lockout procedures.  |              |               |       |                     |            |
| ATU MACHINE<br>MAIL SEARCH | 4.         | Perform mail search of the ATU. Perform mail search as follows:  | 3            | 7             |       |                     |            |
|                            |            | 1. Open access doors.  |              |               |       |                     |            |
|                            |            | <ol><li>Open sleeve conveyor bottom hinge guard<br/>pan assembly.</li></ol>  |              |               |       |                     |            |
|                            |            | 3. Search for mail pieces in and under machine, including input conveyor, base module index conveyor assembly, exit conveyor, and sleeve conveyor. |              |               |       |                     |            |
|                            |            | <ol> <li>Follow local procedures for returning mail to<br/>operations for processing.</li> </ol>   |              |               |       |                     |            |
|                            |            | <ol><li>Close access doors and sleeve conveyor<br/>bottom hinge guard pan assembly.</li></ol>  |              |               |       |                     |            |
| SLEEVE<br>GRIPPING         | 5.         | Check and clean sleeve gripping assembly suction cups.   | 2            | 7             |       |                     |            |
| ASSEMBLY OF<br>BASE MODULE |            | 1. Open access door.   |              |               |       |                     |            |
| ASSEMBLY                   |            | <ol><li>Check sleeve gripping assembly suction cups<br/>for cracks or tears. Replace suction cups if<br/>cracked or torn.</li></ol>                |              |               |       |                     |            |
|                            |            | 3. Using a soft clean cloth dampened with water, clean the suction cups.   |              |               |       |                     |            |
|                            |            | 4. Close access door.  |              |               |       |                     |            |
|                            |            | WARNING  |              |               |       |                     |            |
|                            |            | The saw guard may be sharp. Take care when working around it.  |              |               |       |                     |            |
| BASE MODULE<br>ASSEMBLY    | 6.         | Clean and vacuum ATU, computer cabinet, strap cutter, photo sensors, and reflectors.   | 25           | 7             |       |                     |            |
|                            |            | Remove dust and debris from ATU. Wipe off faces of sensors/reflectors. Use care not to bump sensors/reflectors out of alignment.                   |              |               |       |                     |            |
|                            |            | <ol> <li>Clean any tray straps from entire machine.<br/>Vacuum tray shock absorber seats to remove<br/>debris.</li> </ol>                          |              |               |       |                     |            |
|                            |            | 2. Use a vacuum to clean inside ATU, especially around the sensors/reflectors.   |              |               |       |                     |            |

| U.S. Postal Service                             |     |          |       |     |   |                 | IDI | ENTIF                  | ICAT | ION           |           |       |      |      |      |
|---|-----|----------|-------|-----|---|-----------------|-----|------------------------|------|---------------|-----------|-------|------|------|------|
| Maintenance Checklist                           |     | RK<br>DE |       |     |   | <br>MENT<br>NYM |     |                        |      | _             | ASS<br>DE | N     | UMBI | ΞR   | TYPE |
|   | 0   | 3        | Α     | Т   | U |                 |     |                        |      | Α             | Α         | 0     | 0    | 1    | M    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | ipmer    | nt Mo | del |   |                 | E   | Bulletir<br><b>M</b> l |      | name<br>070AG |           | reque | ,    | aily |      |

|           |      | ,  |  |             |              |              |               |       |
|-----------|------|----|--|-------------|--------------|--------------|---------------|-------|
| Part or   | Item |    | Task Statement and Instruction   | Est.        | Min.         | _            | Threshold     |       |
| Component | No   |    | (Comply with all current safety precautions)   | Time<br>Req | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed | Weeks |
|           |      |    |  | (min)       | LGV          | 110015       | (000)         |       |
|           |      | _  |  | * 1         | l            |              | · · · · ·     |       |
|           |      | 3. | Clean debris from strap cutter motor and saw blade. Vacuum area.                     |             |              |              |               |       |
|           |      | 4. | Using a clean, dry, soft lint-free cloth, wipe dust off faces of sensors/reflectors: |             |              |              |               |       |
|           |      |    | a. PE-1 – index conveyor home position   |             |              |              |               |       |
|           |      |    | b. PE-2 – sleeve conveyor bin full   |             |              |              |               |       |
|           |      |    | c. PE-3 – index conveyor sleeve detect   |             |              |              |               |       |
|           |      |    | d. In-feed conveyors   |             |              |              |               |       |
|           |      |    | PE-6 – tray front scan start and zone start  |             |              |              |               |       |
|           |      |    | 2) PE-7 – full length tray   |             |              |              |               |       |
|           |      |    | 3) PE-8 – beyond end of zone jam   |             |              |              |               |       |
|           |      |    | 4) PE-9 – end of zone  |             |              |              |               |       |
|           |      |    | 5) PE-10 – tray height (EMM)   |             |              |              |               |       |
|           |      |    | 6) PE-11 – tray rear scan start  |             |              |              |               |       |
|           |      |    | 7) PE-12 – tray in loading station   |             |              |              |               |       |
|           |      |    | 8) PE-13 – tray in strap cutting station   |             |              |              |               |       |
|           |      |    | 9) PE-14 – tray between flights (just beyond strap cutting stations)                 |             |              |              |               |       |
|           |      |    | 10) PE-15 – tray in sleeve removal station   |             |              |              |               |       |
|           |      |    | e. Index conveyor  |             |              |              |               |       |
|           |      |    | PE-18 – tray between sleeve removal and strap cutting stations                       |             |              |              |               |       |
|           |      |    | PE-19 – tray between strap cutting and tray loading stations                         |             |              |              |               |       |
|           |      |    | f. Out-feed conveyor   |             |              |              |               |       |
|           |      |    | 1) PE-27 – diagonal  |             |              |              |               |       |
|           |      |    | 2) PE-28 – end of zone   |             |              |              |               |       |
|           |      |    | 3) PE-29 – start up/jam  |             |              |              |               |       |
|           |      |    | g. PE-30 – downstream conveyor, gravity conveyor line full                           |             |              |              |               |       |
|           |      |    | 23.173731 1110 1311  |             |              | <u></u>      | <u> </u>      |       |
|           |      |    | WARNING  |             |              |              |               |       |
|           |      |    | Be cautious when working around or on equipment when power has been                  |             |              |              |               |       |
|           |      |    | applied.   |             |              | <u> </u>     |               |       |

| U.S. Postal Service                             |     |          |       |     |   |                 | IDE | NTIF                | ICATI | ION           |           |       |      |      |      |
|---|-----|----------|-------|-----|---|-----------------|-----|---------------------|-------|---------------|-----------|-------|------|------|------|
| Maintenance Checklist                           | WC  | RK<br>DE |       |     | _ | <br>MENT<br>NYM |     |                     |       | _             | ASS<br>DE | N     | UMBI | ĒR   | TYPE |
|   | 0   | 3        | Α     | Τ   | U |                 |     |                     |       | Α             | Α         | 0     | 0    | 1    | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | ipmer    | nt Mo | del |   | •               | В   | ulletir<br><b>M</b> |       | name<br>070AG |           | reque | ,    | aily |      |

| Part or                   | Item | Task Statement and Instruction   | Est.                 | Min.         |              | Threshold              | S     |
|---------------------------|------|--|----------------------|--------------|--------------|------------------------|-------|
| Component                 | No   | (Comply with all current safety precautions)   | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
|                           | •    |  | ·<br>I               |              |              |                        | ı     |
| INFEED                    | 7.   | Clean the two tray label scanner cameras.  | 2                    | 7            |              |                        |       |
| CONVEYOR                  | ٠.   | •  | _                    | -            |              |                        |       |
| ASSEMBLY                  |      | With a soft lint-free cloth, clean the two tray label scanner cameras. Remove all dust from the face of the cameras.   |                      |              |              |                        |       |
| SYSTEM                    | 8.   | Restore air and electrical power.  | 2                    | 7            |              |                        |       |
|                           |      | Restore power to machine as prescribed by local lockout instructions providing lockout/restore procedures.   |                      |              |              |                        |       |
| BASE MODULE               | 9.   | Operate vacuum system.   | 3                    | 9            |              |                        |       |
| ASSEMBLY<br>VACUUM SYSTEM |      | <ol> <li>Press MAINTENANCE MENU BUTTON on<br/>Change User Mode screen to place the ATU<br/>in the maintenance mode after entering the<br/>maintenance password.</li> </ol>   |                      |              |              |                        |       |
|                           |      | <ol> <li>The Maintenance screen appears. Access the<br/>de-sleeve screen by pressing the rectangle<br/>between the tray ram and out-feed conveyor<br/>on Maintenance screen.</li> </ol>  |                      |              |              |                        |       |
|                           |      | <ol> <li>To clean internal parts of the vacuum system,<br/>press the BLOWER ON button on the de-<br/>sleeve screen. Leave it on for 15 seconds to<br/>blow out the vacuum cup lines then press<br/>BLOWER OFF to turn it off.</li> </ol> |                      |              |              |                        |       |
|                           |      | <ol> <li>Press MAIN SCREEN to return to main<br/>screen.</li> </ol>  |                      |              |              |                        |       |
|                           |      | NOTE   |                      |              |              |                        |       |
|                           |      | The following item must be performed seven days a week when machine is in service.   |                      |              |              |                        |       |
| ATU SYSTEM                | 10.  | Select Operator User and press Start button.   | 4                    | 7            |              |                        |       |
|                           |      | <ol> <li>Check Operator screen top left corner.<br/>Ensure <b>Operation:</b> indicates "Running".</li> </ol>   |                      |              |              |                        |       |
|                           |      | <ol><li>Ensure MPE MMS Running radio button indicator is green.</li></ol>  |                      |              |              |                        |       |
|                           |      | Check Operator screen lower left corner.     Ensure system date and time are correct   |                      |              |              |                        |       |
|                           |      | <ol> <li>Check Operator screen lower right corner.<br/>Ensure IOS: Session-&gt; is "Active".</li> </ol>  |                      |              |              |                        |       |
|                           |      | <ol> <li>Run a mail tray through machine with tray<br/>label on front of tray, (label facing machine).</li> <li>As tray is fed into machine, check Operator</li> </ol>   |                      |              |              |                        |       |

| U.S. Postal Service      |     |       |       |     |     |      |      | IDE | NTIF    | ICATI         | ION   |     |       |      |      |      |
|--------------------------|-----|-------|-------|-----|-----|------|------|-----|---------|---------------|-------|-----|-------|------|------|------|
|                          | WC  | RK    |       |     | Е   | QUIF | MENT | -   |         |               | CLA   | ASS | Ν     | UMBE | ĒR   | TYPE |
| Maintenance Checklist    | CO  | DE    |       |     | - 1 | ACRO | MYM  |     |         |               | CO    | DE  |       |      |      |      |
|                          | 0   | 3     | Α     | Т   | U   |      |      |     |         |               | Α     | Α   | 0     | 0    | 1    | М    |
| Equipment Nomenclature   | Equ | ipmer | nt Mo | del |     |      |      | В   | ulletin | Filer         | name  |     | reque | ency |      |      |
| Automatic Tray Unsleever |     |       |       |     |     |      |      |     | MN      | <b>/</b> 1140 | 070AG | i   |       | D    | aily |      |

| Part or      | Item | Task Statement and Instruction   | Est.  | Min.     |       | Threshold | c     |
|--------------|------|--|-------|----------|-------|-----------|-------|
| Component    | No   | (Comply with all current safety precautions)   | Time  | Skill    | Run   | Pieces    | Weeks |
| '            |      |  | Req   | Lev      | Hours | Fed       |       |
|              |      |  | (min) |          |       | (000)     |       |
|              |      | screen. Ensure decoded tray label data is  |       |          |       |           |       |
|              |      | indicated below Tray Label:  |       |          |       |           |       |
|              |      | ·  |       |          |       |           |       |
|              |      | <ol><li>Run a mail tray through machine with tray<br/>label on back of tray, (label facing away from</li></ol> |       |          |       |           |       |
|              |      | machine). As tray is fed into machine, check   |       |          |       |           |       |
|              |      | Operator screen. Ensure decoded tray label   |       |          |       |           |       |
|              |      | data is indicated below Tray Label:  |       |          |       |           |       |
|              |      | •  |       |          |       |           |       |
| ATU SYSTEM   | 11.  | Return ATU to service.   | 2     | 9        |       |           |       |
|              |      | Return the ATU to normal operation.  |       |          |       |           |       |
| 21 - 1111 -  |      | <u>'</u>   |       |          |       |           |       |
| CLEAN UP     | 12.  | Clean up.  | 2     | All      |       |           | 1     |
|              |      | Ensure all tools, lubricants, rags, etc., are  |       |          |       |           |       |
|              |      | removed from the work area. Clean up water that  |       |          |       |           |       |
|              |      | may get on the floor as the result of this   |       |          |       |           |       |
|              |      | procedure. Report all deficiencies to your   |       |          |       |           |       |
|              |      | supervisor.  |       |          |       |           |       |
|              |      | NOTE   |       |          |       |           |       |
|              |      |  |       |          |       |           |       |
|              |      | The following item must be performed   |       |          |       |           |       |
|              |      | seven days a week when machine is in service.  |       |          |       |           |       |
|              |      | Service.   |       |          |       |           |       |
| MPEWATCH     | 13.  | Access MHE Monitor Screen. Check IDS Data  | 4     | 9        |       |           |       |
| VERIFICATION |      | Flow and Read Rate Status.   |       |          |       |           |       |
|              |      | 1. After running test trays through the system,  |       |          |       |           |       |
|              |      | wait at least 15 minutes, and then access  |       |          |       |           |       |
|              |      | MPEWatch at the following link:  |       |          |       |           |       |
|              |      | http://mpewatch.usps.gov/  |       |          |       |           |       |
|              |      | 2. Go to the Local Site Applications Column and  |       |          |       |           |       |
|              |      | select MPEWatch Site List.   |       |          |       |           | 1     |
|              |      | 3. Select the appropriate site in the site selection   |       |          |       |           |       |
|              |      | list.  |       |          |       |           | 1     |
|              |      | 4. Select the <b>mhe monitor</b> link in the top right   |       |          |       |           |       |
|              |      | corner of screen.  |       |          |       |           | 1     |
|              |      | 5. Ensure <b>IDS Data Flow Status</b> indicator is   |       |          |       |           |       |
|              |      | green.   |       |          |       |           |       |
|              |      | •  |       |          |       |           |       |
|              |      | <ol><li>Ensure IDS Data Flow IDS Connection and<br/>ULX Data are both "OK".</li></ol>                          |       |          |       |           |       |
|              |      |  |       |          |       |           |       |
|              |      | <ol><li>Ensure Read Rate Status Current Alert<br/>indicates green and says "OK"</li></ol>                      |       |          |       |           |       |
|              |      | 8. Report all deficiencies to your supervisor.   |       |          |       |           |       |
|              |      |  |       | <u> </u> | 1     |           | 1     |

|                          |     |       |       |     |   |      |      |     |         |              |       |     |       |      |      | 0 1 1 0 |
|--------------------------|-----|-------|-------|-----|---|------|------|-----|---------|--------------|-------|-----|-------|------|------|---------|
| U.S. Postal Service      |     |       |       |     |   |      |      | IDE | NTIF    | ICAT         | ION   |     |       |      |      |         |
| Materian and Charlet     | WC  | RK    |       |     | Е | QUIF | MEN. | Т   |         |              | CLA   | ASS | N     | UMBI | ĒR   | TYPE    |
| Maintenance Checklist    | CO  | DE    |       |     |   | ACRO | MYNC |     |         |              | CO    | DE  |       |      |      |         |
|                          | 0   | 3     | Α     | Т   | U |      |      |     |         |              | Α     | Α   | 0     | 0    | 1    | М       |
| Equipment Nomenclature   | Equ | ipmer | nt Mo | del | • | •    |      | В   | ulletir | File         | name  | I   | reque | ency | •    |         |
| Automatic Tray Unsleever |     |       |       |     |   |      |      |     | M       | <b>M14</b> 0 | 070AG | i   |       |      | aily |         |

| Item | Task Statement and Instruction  | Est.  | Min.   |   | Threshold  | S  |
|------|---|---|--|---|--|--|
| No   | (Comply with all current safety precautions)  | Time<br>Req<br>(min)  | Skill<br>Lev   | Run<br>Hours  | Pieces<br>Fed<br>(000)   | Weeks  |
|      | NOTE  |   |  |   |  |  |
|      | The following item must be performed seven days a week when machine is in service and used to process mail.   |   |  |   |  |  |
| 14.  | Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.   | 3   | 9  |   |  |  |
|      | <ol> <li>Access WebEOR at the following link:<br/>http://webeor.</li> </ol>   |   |  |   |  |  |
|      | <ol><li>On WebEOR Main Menu screen, under File,<br/>click EOR Viewer link.</li></ol>  |   |  |   |  |  |
|      | <ol> <li>Click Machine Type drop down menu and<br/>select ATU.</li> </ol>   |   |  |   |  |  |
|      | 4. Select From and <b>To MODS Dates</b> .   |   |  |   |  |  |
|      | SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  See ALL  Machine Group ALL  Operation No Filter ALR Rune  SOCI Date 44 00/21/2018  To se 00/2020018  Rethesh Data  CLICK >> BUTTON TO SELECT DATE TODAY |   |  |   |  |  |
|      |   |   |  |   |  |  |
|      | 14.   | NOTE  The following item must be performed seven days a week when machine is in service and used to process mail.  14. Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.  1. Access WebEOR at the following link: http://webeor.  2. On WebEOR Main Menu screen, under File, click EOR Viewer link.  3. Click Machine Type drop down menu and select ATU.  4. Select From and To MODS Dates.  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  Select From and To MODS Dates.  CLICK >> BUTTON TO SELECT DATE TODAY  5. Click Refresh Data button.  6. Ensure ATU machine transferred an EOR report to WebEOR for each of the previous tours machine processed mail. | NO (Comply with all current safety precautions)  NOTE  The following item must be performed seven days a week when machine is in service and used to process mail.  14. Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.  1. Access WebEOR at the following link: http://webeor.  2. On WebEOR Main Menu screen, under File, click EOR Viewer link.  3. Click Machine Type drop down menu and select ATU.  4. Select From and To MODS Dates.  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  SELECT ATU  CLICK >> BUTTON TO SELECT DATE TODAY  5. Click Refresh Data button.  6. Ensure ATU machine transferred an EOR report to WebEOR for each of the previous tours machine processed mail. | NOTE  The following item must be performed seven days a week when machine is in service and used to process mail.  14. Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.  1. Access WebEOR at the following link: http://webeor.  2. On WebEOR Main Menu screen, under File, click EOR Viewer link.  3. Click Machine Type drop down menu and select ATU.  4. Select From and To MODS Dates.  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  Select From Select ATU Select From ATU machine to WebEOR Type ATU Select From ADD Select ATU.  ACCEPT DEFAULT PREVIOUS DAY DATE  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  SELECT ATU | NOTE  The following item must be performed seven days a week when machine is in service and used to process mail.  14. Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.  1. Access WebEOR at the following link: http://webeor.  2. On WebEOR Main Menu screen, under File, click EOR Viewer link.  3. Click Machine Type drop down menu and select ATU.  4. Select From and To MODS Dates.  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  SELECT DATE TODAY  5. Click Refresh Data button.  6. Ensure ATU machine transferred an EOR report to WebEOR for each of the previous tours machine processed mail. | NO (Comply with all current safety precautions)  NOTE  The following item must be performed seven days a week when machine is in service and used to process mail.  14. Access WebEOR and ensure End-Of-Run reports transferred from ATU machine to WebEOR.  1. Access WebEOR at the following link: http://webeor.  2. On WebEOR Main Menu screen, under File, click EOR Viewer link.  3. Click Machine Type drop down menu and select ATU.  4. Select From and To MODS Dates.  SELECT ATU  ACCEPT DEFAULT PREVIOUS DAY DATE  ACCEPT DEFAULT PREVIOUS DAY DATE  CLICK >> BUTTON TO SELECT DATE TODAY  5. Click Refresh Data button.  6. Ensure ATU machine transferred an EOR report to WebEOR for each of the previous tours machine processed mail. |

|   |                 |          |   |   |   |  |             |     |               |     |               |           |       | _    |      |      |
|---|-----------------|----------|---|---|---|--|-------------|-----|---------------|-----|---------------|-----------|-------|------|------|------|
| U.S. Postal Service                             |                 |          |   |   |   |  |             | IDE | NTIF          | CAT | ION           |           |       |      |      |      |
| Maintenance Checklist                           | _               | RK<br>DE |   |   |   |  | MENT<br>NYM | •   |               |     |               | ASS<br>DE | N     | JMBI | ΞR   | TYPE |
|   | 0               | 3        | Α | Т | U |  |             |     |               |     | Α             | Α         | 0     | 0    | 1    | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  |             | В   | ulletin<br>MN |     | name<br>070AG |           | reque | ,    | aily |      |

| I | Part or   | Item | Task Statement and Instruction               | Est.  | Min.  |       | Threshold   | S |  |  |
|---|-----------|------|--|-------|-------|-------|-------------|---|--|--|
| ı | Component | No   | (Comply with all current safety precautions) | Time  | Skill | Run   | un Pieces W |   |  |  |
| ı |           |      |  | Req   | Lev   | Hours | Fed         |   |  |  |
| ı |           |      |  | (min) |       |       | (000)       |   |  |  |

## THIS PAGE BLANK

#### **ATTACHMENT 3**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-002-M

WEEKLY

Time Total: 88 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service      |      |                   |   |   |   |             |       | IDI   | ENTIF   | ICAT  | ION |       |       |     |    |      |
|--------------------------|------|-------------------|---|---|---|-------------|-------|-------|---------|-------|-----|-------|-------|-----|----|------|
| Maintenance Checklist    | WC   |                   |   |   |   |             | MEN   |       |         |       | _   | ASS   | N     | UMB | ĒR | TYPE |
| Maintenance Checklist    | CC   | DE                |   |   |   | <u>ACRO</u> | MYNC  |       |         |       | C   | DE    |       |     |    |      |
|                          | 0    | 3                 | Α | Т | U |             |       |       |         |       | Α   | Α     | 0     | 0   | 2  | M    |
| Equipment Nomenclature   | Equi | Equipment Model E |   |   |   |             |       |       | ulletin | Filer | ame | F     | reque | ncy |    |      |
| Automatic Tray Unsleever |      |                   |   |   |   | M           | V1140 | 070AG | ;       |       | W   | eekly | /     |     |    |      |

| -           |      |  |             |              |       |              | '                                     |
|-------------|------|--|-------------|--------------|-------|--------------|---------------------------------------|
| Part or     | Item | Task Statement and Instruction   | Est.        | Min.         |       | Threshold    |                                       |
| Component   | No   | (Comply with all current safety precautions)   | Time<br>Req | Skill<br>Lev | Run   | Pieces       | Weeks                                 |
|             |      |  | (min)       | Lev          | Hours | Fed<br>(000) |                                       |
|             | l .  |  | , ,         |              | 1     | (000)        | , , , , , , , , , , , , , , , , , , , |
| SAFETY      | 1.   | COMPLY WITH ALL SAFETY PRECAUTIONS.  | 1           | All          |       |              |                                       |
| STATEMENT   |      | 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 check 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.  |             |              |       |              |                                       |
|             |      | WARNING FOR EWP/PPE:   |             |              |       |              |                                       |
|             |      | Steps contained in this bulletin may require   |             |              |       |              |                                       |
|             |      | the use of Electrical Work Plan (EWP)  |             |              |       |              |                                       |
|             |      | Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP                        |             |              |       |              |                                       |
|             |      | PPE and barricade requirements.  |             |              |       |              |                                       |
|             |      | Treating Sarrious requirements   |             |              |       |              |                                       |
| SYSTEM      | 2.   | Power down and lock out air and electrical   | 2           | All          |       |              |                                       |
|             |      | power.   |             |              |       |              |                                       |
|             |      | Stop the ATU. Power down the machine and lock  |             |              |       |              |                                       |
|             |      | out air and electrical power as prescribed by  |             |              |       |              |                                       |
|             |      | current local lockout procedures.  |             |              |       |              |                                       |
| ATU MACHINE | 3.   | Check ATU hardware.  | 15          | 9            |       |              |                                       |
|             |      | 1. Check ATU machine bolted connections to   |             |              |       |              |                                       |
|             |      | ensure they are properly positioned and tight.   |             |              |       |              |                                       |
|             |      | 2. Check index conveyor servo motor mounts for   |             |              |       |              |                                       |
|             |      | proper servo motor alignment and tightness of  |             |              |       |              |                                       |
|             |      | drive belt.  |             |              |       |              |                                       |
|             |      | a. Remove acrylic panel that is beneath  |             |              |       |              |                                       |
|             |      | tray ram.  |             |              |       |              |                                       |
|             |      | •  |             |              |       |              |                                       |
|             |      | <ul> <li>b. Check index drive motor eagle tooth belt<br/>alignment and tension. This belt must be</li> </ul> |             |              |       |              |                                       |
|             |      | tight enough for the index chain conveyor  |             |              |       |              |                                       |
|             |      | to home properly.  |             |              |       |              |                                       |
|             |      |  |             |              |       |              |                                       |

| U.S. Postal Service      |      |                 |   |   |   |      |      | IDE | NTIF | ICATI | ON    |     |       |      |       |      |
|--------------------------|------|-----------------|---|---|---|------|------|-----|------|-------|-------|-----|-------|------|-------|------|
| Maintananaa Okaaldiat    | WC   |                 |   |   | _ |      | MENT |     |      |       | _     | ASS | N     | UMBE | ₽R    | TYPE |
| Maintenance Checklist    | CO   | DE              |   |   | - | 4CRC | MYM  |     |      |       | CO    | DE  |       |      |       |      |
|                          | 0    | 3               | Α | Т | U |      |      |     |      |       | Α     | Α   | 0     | 0    | 2     | М    |
| Equipment Nomenclature   | Equi | Equipment Model |   |   |   |      |      |     |      | Filer | name  | F   | reque | ency |       |      |
| Automatic Tray Unsleever |      |                 |   |   |   |      |      |     | MN   | Л14(  | )70AG | i   |       | We   | eekly | /    |

| Part or      | Item | Task Statement and Instruction   | Est.         | Min.  |       | Threshold    |       |
|--------------|------|--|--------------|-------|-------|--------------|-------|
| Component    | No   | (Comply with all current safety precautions)   | Time         | Skill | Run   | Pieces       | Weeks |
|              |      |  | Req<br>(min) | Lev   | Hours | Fed<br>(000) |       |
|              |      | c. Check the acrylic panel interlock switch.   |              |       |       |              |       |
|              |      | d. Replace acrylic panel.  |              |       |       |              |       |
|              |      | <ol> <li>Check index conveyor flights and chains for</li> </ol>                                  |              |       |       |              |       |
|              |      | proper alignment and tightness.  |              |       |       |              |       |
| BASE MODULE  | 4.   | Clean and check six ATU actuators.   | 5            | 9     |       |              |       |
| ASSEMBLY     |      | Clean debris, dust, and old oil from 6 actuators.  |              |       |       |              |       |
|              |      | Inspect actuators for scoring and abnormal wear. Repair/replace as needed.                       |              |       |       |              |       |
| STRAP CUTTER | 5.   | Lubricate the rod-less cylinders.  | 2            | 7     |       |              |       |
| ASSEMBLY     | 0.   | Place several drops of Shell Tellus 32 or DTE24  | _            |       |       |              |       |
|              |      | oil on the oil felts found on each side of the strap   |              |       |       |              |       |
|              |      | cutter assembly, rod-less cylinder (vertical actuator) and on the top and bottom of the rod-     |              |       |       |              |       |
|              |      | less cylinder (horizontal actuator).   |              |       |       |              |       |
| BASE MODULE  | 6.   | Check the six actuators.   | 20           | 9     |       |              |       |
| ASSEMBLY     |      | Check the 16 hall-effect sensors for position and  |              |       |       |              |       |
|              |      | tightness on the actuators, the tightness of the actuator mounting and its shock absorber stops. |              |       |       |              |       |
|              |      | Tray loading station   |              |       |       |              |       |
|              |      | a. HS-4 - tray stop at –Z  |              |       |       |              |       |
|              |      | b. HS-5 - tray stop at +Z  |              |       |       |              |       |
|              |      | 2. Tray ram assembly   |              |       |       |              |       |
|              |      | a. HS-16 – tray ram at +X  |              |       |       |              |       |
|              |      | b. HS-17 – tray ram at –X  |              |       |       |              |       |
|              |      | 3. Strap take-away assembly  |              |       |       |              |       |
|              |      | a. HS-20 – strap puller Y axis at +Y   |              |       |       |              |       |
|              |      | b. HS-21 – strap puller Y axis at –Y   |              |       |       |              |       |
|              |      | c. HS-22 – strap puller Z axis at –Z   |              |       |       |              |       |
|              |      | d. HS-23 – strap puller Z axis at +Z   |              |       |       |              |       |
|              |      | 4. Sleeve gripping assembly  |              |       |       |              |       |
|              |      | a. HS-24 – sleeve grip axis at +Z  |              |       |       |              |       |
|              |      | b. HS-25 – sleeve grip axis at EMM position  |              |       |       |              |       |
|              |      | c. HS-26 - sleeve grip axis at -Z  |              |       |       |              |       |
|              |      | 5. Strap cutting assembly  |              |       |       |              |       |
|              |      |  |              | l .   | 1     |              |       |

| U.S. Postal Service      |      |                 |   |   |     |      |     | IDE | NTIF | ICATI         | ION           |     |       |      |       |      |
|--------------------------|------|-----------------|---|---|-----|------|-----|-----|------|---------------|---------------|-----|-------|------|-------|------|
| Maintenance Checklist    | WC   |                 |   |   | _   |      | MEN | -   |      |               | _             | ASS | N     | JMBE | R     | TYPE |
| Maintenance Checkiist    | CO   | DE              |   |   | - 1 | ACRO | MYM |     |      |               | $\mathcal{C}$ | DE  |       |      |       |      |
|                          | 0    | 3               | Α | Т | U   |      |     |     |      |               | Α             | Α   | 0     | 0    | 2     | М    |
| Equipment Nomenclature   | Equi | Equipment Model |   |   |     |      |     |     |      | Filen         | ame           | F   | reque | ncy  |       |      |
| Automatic Tray Unsleever |      |                 |   |   |     |      |     |     | M    | <b>/</b> 1140 | 070AG         | i   |       | We   | eekly | /    |

|                         |            | T 100 ( ) ( )  |              |               |       | <b>-</b>            |            |
|-------------------------|------------|--|--------------|---------------|-------|---------------------|------------|
| Part or<br>Component    | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)  | Est.<br>Time | Min.<br>Skill | Run   | Threshold<br>Pieces | s<br>Weeks |
| ,                       |            |  | Req<br>(min) | Lev           | Hours | Fed                 |            |
|                         |            |  | (111111)     |               |       | (000)               |            |
|                         |            | a. HS-31 - strap cutter Z axis at -Z   |              |               |       |                     |            |
|                         |            | b. HS-32 - strap cutter Z axis at EMM  |              |               |       |                     |            |
|                         |            | c. HS-33 – strap cutter Z axis at +Z   |              |               |       |                     |            |
|                         |            | d. HS-34 – strap cutter Y axis at +Y   |              |               |       |                     |            |
|                         |            | e. HS-35 - strap cutter Y axis at -Y   |              |               |       |                     |            |
| BASE MODULE             | 7.         | Check pinch roller assembly.   | 1            | 9             |       |                     |            |
| ASSEMBLY                |            | Check pinch roller spring tension and flexibility of movement between rollers.   |              |               |       |                     |            |
|                         |            | WARNING  |              |               |       |                     |            |
|                         |            | Eye protection (goggles or face shield) must be worn.  |              |               |       |                     |            |
| VOLUME                  | 8.         | Check cyclone interior for residual material.  | 1            | 7             |       |                     |            |
| REDUCTION<br>EQUIPMENT  |            | <ol> <li>View interior of cyclone by looking through<br/>viewing window or upward through the<br/>material discharge opening.</li> </ol>                                     |              |               |       |                     |            |
|                         |            | <ol> <li>If material/obstruction is blocking discharge of<br/>cyclone, remove by agitating until cyclone<br/>discharge is clear of any obstructions.</li> </ol>              |              |               |       |                     |            |
| VACUUM PUMP<br>ASSEMBLY | 9.         | Clean and vacuum, vacuum filter bowl and filter.   | 2            | 7             |       |                     |            |
|                         |            | Remove vacuum filter bowl and filter, and vacuum them. Wash them with soap and water, if necessary. Reinstall vacuum filter and bowl.  |              |               |       |                     |            |
|                         |            | WARNING  |              |               |       |                     |            |
|                         |            | Be cautious when working around or on equipment when power has been applied.   |              |               |       |                     |            |
| SYSTEM                  | 10.        | Restore air and electrical power.  | 2            | 7             |       |                     |            |
|                         |            | Restore power to machine as prescribed by local lockout instructions providing lockout/restore procedures.   |              |               |       |                     |            |
| BASE MODULE             | 11.        | Check audible and visual indicators.   | 2            | 9             |       |                     |            |
| ASSEMBLY                |            | Go into maintenance mode and check stack light's audible device and lamps and the remote amber stack light. Also, check in the operations mode. Repair or replace as needed. |              |               |       |                     |            |

| U.S. Postal Service      |      |                 |   |   |   |      |      | IDE | NTIF | ICATI | ON    |     |       |      |       |      |
|--------------------------|------|-----------------|---|---|---|------|------|-----|------|-------|-------|-----|-------|------|-------|------|
| Maintananaa Okaaldiat    | WC   |                 |   |   | _ |      | MENT |     |      |       | _     | ASS | N     | UMBE | ₽R    | TYPE |
| Maintenance Checklist    | CO   | DE              |   |   | - | 4CRC | MYM  |     |      |       | CO    | DE  |       |      |       |      |
|                          | 0    | 3               | Α | Т | U |      |      |     |      |       | Α     | Α   | 0     | 0    | 2     | М    |
| Equipment Nomenclature   | Equi | Equipment Model |   |   |   |      |      |     |      | Filer | name  | F   | reque | ency |       |      |
| Automatic Tray Unsleever |      |                 |   |   |   |      |      |     | MN   | Л14(  | )70AG | i   |       | We   | eekly | /    |

| Part or     | Item | Task Statement and Instruction  | Est.        | Min.         |              | Threshold     | s     |
|-------------|------|---|-------------|--------------|--------------|---------------|-------|
| Component   | No   | (Comply with all current safety precautions)  | Time<br>Req | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed | Weeks |
|             |      |   | (min)       | LCV          | Tiouis       | (000)         |       |
| BASE MODULE | 12.  | Check operation of six actuators and tray ram.  | 2           | 9            |              |               |       |
| ASSEMBLY    |      | Go into maintenance mode and operate the six actuators. Go to:  |             |              |              |               |       |
|             |      | <ol> <li>Load screen – tray stop actuator (raise and lower)</li> </ol>  |             |              |              |               |       |
|             |      | <ol><li>Strap cutting station – horizontal (raise and lower)</li></ol>  |             |              |              |               |       |
|             |      | <ol><li>Vertical (extend and retract) strap cutter actuators</li></ol>  |             |              |              |               |       |
|             |      | <ol> <li>Strap removal screen – horizontal (extend and retract)</li> </ol>  |             |              |              |               |       |
|             |      | <ol><li>Vertical (raise and lower) strap removal actuators</li></ol>  |             |              |              |               |       |
|             |      | 6. De-sleeve screen – sleeve gripping (suction cups) actuator up and down   |             |              |              |               |       |
|             |      | 7. Tray ram – extend and retract.   |             |              |              |               |       |
| ATU SYSTEM  | 13.  | Verify that photo sensors are working.  | 5           | 9            |              |               |       |
|             |      | Go into the maintenance mode and check the operation of the photo sensors. Do this after the daily PM route has been completed. Go into the proper maintenance screen and block the photo sensor and see that its status changed: |             |              |              |               |       |
|             |      | 1. Screen #1 – in-feed screen. Block:   |             |              |              |               |       |
|             |      | PE-6 – tray front scan start & zone front start   |             |              |              |               |       |
|             |      | b. PE-7 – full length tray  |             |              |              |               |       |
|             |      | c. PE-8 – beyond end of zone jam  |             |              |              |               |       |
|             |      | d. PE-9 – end of zone   |             |              |              |               |       |
|             |      | e. PE-10 – tray height (EMM)  |             |              |              |               |       |
|             |      | f. PE-11 – tray rear scan start.  |             |              |              |               |       |
|             |      | <ol><li>Screen #2 – from in-feed screen, select<br/>scanner screen. Block:</li></ol>  |             |              |              |               |       |
|             |      | PE-6 – tray front scan start & zone start   |             |              |              |               |       |
|             |      | 3. Screen #3 – load screen. Block:  |             |              |              |               |       |
|             |      | PE-12 – tray in tray loading station  |             |              |              |               |       |

Maintenance Technical Support Center

| U.S. Postal Service  |    |          |   |   |   |  |             | IDE | NTIF | ICATI          | ON           |           |       |      |       |      |
|--|----|----------|---|---|---|--|-------------|-----|------|----------------|--------------|-----------|-------|------|-------|------|
| Maintenance Checklist  | CO | RK<br>DE |   |   | _ |  | MENT<br>NYM | •   |      |                | _            | ASS<br>DE | N     | UMBE | ĒR    | TYPE |
|  | 0  | 3        | Α | Т | J |  |             |     |      |                | Α            | Α         | 0     | 0    | 2     | М    |
| quipment Nomenclature Equipment Model Automatic Tray Unsleever |    |          |   |   |   |  |             | В   |      | Filen<br>V114( | ame<br>)70AG |           | reque | ,    | eekly | /    |

| Part or<br>Component | Item<br>No | Task Statement and Instruction<br>(Comply with all current safety precaution                                      | ns) Est.  | Min.<br>Skill |       | Threshold | S      |
|----------------------|------------|---|-----------|---------------|-------|-----------|--------|
|                      |            | (2 2  |           |               | Run   | Pieces    | Weeks  |
|                      |            |   | Req       | Lev           | Hours | Fed       | VVCCRO |
|                      |            |   | (min)     |               |       | (000)     |        |
|                      |            | Screen #4 – index conveyor. Block:  |           |               |       |           |        |
|                      |            | PE-1 – index conveyor home position   |           |               |       |           |        |
|                      |            | Position, Home, Jog Forward, and In   |           |               |       |           |        |
|                      |            | buttons to change home in reference   |           |               |       |           |        |
|                      |            | Screen #5 – strap cutting station scre<br>Block:  | een.      |               |       |           |        |
|                      |            | a. PE-13 tray in strap cutting station  | n.        |               |       |           |        |
|                      |            | <ul> <li>PE-14 tray between flights (just<br/>strap cutting station). Tray in po<br/>after cut.</li> </ul>        |           |               |       |           |        |
|                      |            | <ul> <li>PE-19 – tray between strap cutt tray loading station.</li> </ul>   | ing and   |               |       |           |        |
|                      |            | Screen #6 – de-sleeve screen. Block   | k:        |               |       |           |        |
|                      |            | <ul> <li>a. PE-15 – tray in sleeve removal stray at de-sleever.</li> </ul>  | station,  |               |       |           |        |
|                      |            | <ul> <li>PE-18 – tray between sleeve restation (tray between de-sleever strap cut).</li> </ul>                    |           |               |       |           |        |
|                      |            | Screen #7 – sleeve belt screen. Blod  | ck:       |               |       |           |        |
|                      |            | PE-2 – sleeve bin full.   |           |               |       |           |        |
| BASE MODULE          | 14.        | alibrate the sleeve detect sensors.   | 20        | 9             |       |           |        |
| ASSEMBLY             |            | o into the maintenance mode, select<br>creen, and select the sleeve detect<br>alibrate the sleeve detect sensors. |           |               |       |           |        |
| VACUUM PUMP          | 15.        | heck vacuum pump assembly opera   | tion. 3   | 9             |       |           |        |
| ASSEMBLY             |            | While in maintenance mode:  |           |               |       |           |        |
|                      |            | <ul> <li>Select de-sleeve screen by<br/>sleeve removal section of ATL<br/>main screen.</li> </ul>                 |           |               |       |           |        |
|                      |            | b. Press vacuum button on screen.   | de-sleeve |               |       |           |        |
|                      |            | c. The vacuum gauge should read less without anything on the suct   |           |               |       |           |        |
|                      |            | If any deficiencies are noted, notify supervisor.   |           |               |       |           |        |
|                      |            |   |           |               |       |           |        |

MMO-017-16

| U.S. Postal Service      |                   |  |  |  |  |           |     | IDE | ENTIF    | ICAT  | ION  |    |           |      |    |      |
|--------------------------|-------------------|--|--|--|--|-----------|-----|-----|----------|-------|------|----|-----------|------|----|------|
| Maintananaa Obaaldiat    | WC                |  |  |  |  |           | MEN |     |          |       | CLA  |    | N         | UMBI | ĒR | TYPE |
| Maintenance Checklist    | CODE ACRONYM      |  |  |  |  |           |     |     |          |       | CO   | DE |           |      |    |      |
|                          | 0   3   A   T   U |  |  |  |  |           |     |     |          | Α     | Α    | 0  | 0         | 2    | М  |      |
| Equipment Nomenclature   | Equipment Model   |  |  |  |  |           |     | Е   | Bulletir | Filer | name |    | Frequency |      |    |      |
| Automatic Tray Unsleever |                   |  |  |  |  | MM14070AG |     |     |          |       | /    |    |           |      |    |      |

| Part or    | Item | Task Statement and Instruction  | Est.                 | Min.         |              | Threshold              | s     |
|------------|------|---|----------------------|--------------|--------------|------------------------|-------|
| Component  | No   | (Comply with all current safety precautions)  | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
|            | 16.  | Change to the operator mode.  | 1                    | 7            |              |                        |       |
|            |      | Run several trays with tray labels in the lead and trail positions to verify machine operation.                       |                      |              |              |                        |       |
| ATU SYSTEM | 17.  | Return ATU to service.  | 2                    | 9            |              |                        |       |
|            |      | Return the ATU to normal operation.   |                      |              |              |                        |       |
| CLEAN UP   | 18.  | Clean up.   | 2                    | All          |              |                        |       |
|            |      | Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. |                      |              |              |                        |       |

|  | Maintenance | <b>Technical</b> | Support | Center |
|--|-------------|------------------|---------|--------|
|--|-------------|------------------|---------|--------|

| U.S. Postal Service                             |           |  |  |  |  |  |   | IDE                 | NTIF | ICATI | ION |      |   |   |   |   |
|---|-----------|--|--|--|--|--|---|---------------------|------|-------|-----|------|---|---|---|---|
| Maintenance Checklist                           | _         | WORK EQUIPMENT CLASS NUMBE CODE ACRONYM CODE |  |  |  |  |   |                     |      |       | ER  | TYPE |   |   |   |   |
|   | 0 3 A T U |  |  |  |  |  |   |                     |      |       | Α   | A    | 0 | 0 | 2 | М |
| Equipment Nomenclature Automatic Tray Unsleever | Equi      | Equipment Model                              |  |  |  |  | В | ulletin<br><b>M</b> |      | reque | /   |      |   |   |   |   |

| I | Part or   | Item | Task Statement and Instruction               | Est.  | Min.  |       | Threshold | S     |
|---|-----------|------|--|-------|-------|-------|-----------|-------|
| ı | Component | No   | (Comply with all current safety precautions) | Time  | Skill | Run   | Pieces    | Weeks |
| ı |           |      |  | Req   | Lev   | Hours | Fed       |       |
| ı |           |      |  | (min) |       |       | (000)     |       |

### THIS PAGE BLANK

#### **ATTACHMENT 4**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-003-M

MONTHLY

Time Total: 56 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service                             |     |                           |  |         |   |  |       | ID | ENTIF                          | ICAT | ION |      |                      |   |   |   |
|---|-----|---------------------------|--|---------|---|--|-------|----|--------------------------------|------|-----|------|----------------------|---|---|---|
| Maintenance Checklist                           |     | VORK EQUIPMENT CLASS NUME |  |         |   |  |       |    |                                | UMBI | ΞR  | TYPE |                      |   |   |   |
|   | 0 3 |                           |  | Т       | U |  | 10110 |    |                                |      | Α   | A    | 0                    | 0 | 3 | М |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | Equipment N               |  | t Model |   |  |       |    | Bulletin Filename<br>MM14070AG |      |     |      | Frequency<br>Monthly |   |   |   |

| D                            | 14 =       | Took Statement and Instruction   | F-/          | NA!           |       | Threatin            |            |
|------------------------------|------------|--|--------------|---------------|-------|---------------------|------------|
| Part or<br>Component         | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)  | Est.<br>Time | Min.<br>Skill | Run   | Threshold<br>Pieces | s<br>Weeks |
| Component                    | 110        | (comply that all outfork during productions)   | Req          | Lev           | Hours | Fiedes              | *******    |
|                              |            |  | (min)        |               |       | (000)               |            |
| SAFETY<br>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 shut down and lock out this machine. Open equipment and check 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 | 1            | All           |       |                     |            |
|                              |            | can not 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  |              |               |       |                     |            |
| SYSTEM                       | 2.         | Power down and lock out air and electrical power.  | 2            | All           |       |                     |            |
|                              |            | Stop the ATU. Power down machine and lock out air and electrical power as prescribed by the current local lockout procedures.  |              |               |       |                     |            |
|                              |            | NOTE   |              |               |       | 1                   |            |
|                              |            | The following procedure requires two people.   |              |               |       |                     |            |
| BASE MODULE                  | 3.         | Check strap puller alignment.  | 10           | 9             |       |                     |            |
| ASSEMBLY                     |            | Check alignment between the lateral strap puller and the strap puller guide. Realign as needed.  |              |               |       |                     |            |
| STRAP<br>REDUCTION<br>MODULE | 4.         | Check strap cutting.  Pull cut straps from the can underneath the hopper. Visually check cut strap output. Straps should be cleanly cut and shorter than 10 inches. Notify supervisor if straps are longer than 10 inches or the cut end appears frayed.   | 2            | 7             |       |                     |            |

| U.S. Postal Service      |                 |    |  |  |   |  |           | IDE | NTIF     | ICATI | ION  |    |           |      |   |      |
|--------------------------|-----------------|----|--|--|---|--|-----------|-----|----------|-------|------|----|-----------|------|---|------|
| Maintananaa Chaaklist    | _               | RK |  |  | _ |  | MEN.      | -   |          |       | CLA  |    | N         | JMBE | R | TYPE |
| Maintenance Checklist    | CODE ACRONYM    |    |  |  |   |  |           |     |          |       | CO   | DE |           |      |   |      |
|                          | 0 3 A T U       |    |  |  |   |  |           |     |          |       | Α    | Α  | 0         | 0    | 3 | M    |
| Equipment Nomenclature   | Equipment Model |    |  |  |   |  |           | Е   | Bulletin | Filer | name | F  | Frequency |      |   |      |
| Automatic Tray Unsleever |                 |    |  |  |   |  | MM14070AG |     |          | i     |      | /  |           |      |   |      |

|                      | 1          | T 1 0 1 1 1 1 1   | l = .                        |                      | 1            |                                     |            |
|----------------------|------------|---|------------------------------|----------------------|--------------|-------------------------------------|------------|
| Part or<br>Component | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)   | Est.<br>Time<br>Req<br>(min) | Min.<br>Skill<br>Lev | Run<br>Hours | Threshold<br>Pieces<br>Fed<br>(000) | s<br>Weeks |
| BASE MODULE          | 5.         | Check vacuum cup level compensators.  | 2                            | 9                    |              |                                     |            |
| ASSEMBLY             |            | Visually inspect vacuum cup level compensator plungers for scoring and abnormal wear. Repair/replace as needed.   |                              |                      |              |                                     |            |
|                      |            | WARNING   |                              |                      |              |                                     |            |
|                      |            | Saw blade guard may be very sharp. Be cautious when working on it.  |                              |                      |              |                                     |            |
| BASE MODULE          | 6.         | Check the saw blade guard for sharpness.  | 1                            | 9                    |              |                                     |            |
| ASSEMBLY             |            | If saw blade guard is sharp, dull it by filing it down or replace it.   |                              |                      |              |                                     |            |
|                      |            | WARNING   |                              |                      |              |                                     |            |
|                      |            | Be cautious when working around or on equipment when power has been applied.  |                              |                      |              |                                     |            |
| ATU SYSTEM           | 7.         | Restore air and electrical power.   | 2                            | 7                    |              |                                     |            |
|                      |            | Restore power to machine as prescribed by local lockout instructions providing lockout/restore procedures.  |                              |                      |              |                                     |            |
| ATU SYSTEM           | 8.         | Perform E-Stop switch, door interlock switch, stop switch, blower and cutter switch, and GUI functionality tests.   | 30                           | 9                    |              |                                     |            |
|                      |            | NOTE  |                              |                      |              |                                     |            |
|                      |            | The ATU has eight E-Stop switches, four access door switches, a switch on the blower, a switch on the cutter, a switch on the acrylic panel that is beneath the tray ram, and an in-feed and out-feed stop switch.                                |                              |                      |              |                                     |            |
|                      |            | <ol> <li>Operate both stop switches, one at a time<br/>with the machine running. Check graphic<br/>user interface (GUI) display operator menu<br/>screen for proper change of state. Restart<br/>machine and check second stop switch.</li> </ol> |                              |                      |              |                                     |            |
|                      |            | <ol> <li>Check each E-Stop switch, one at a time<br/>while the machine is running and not<br/>processing letter mail trays. Restart the<br/>machine after each time an E-Stop is<br/>activated and the machine stops.</li> </ol>                  |                              |                      |              |                                     |            |

Maintenance Technical Support Center

| U.S. Postal Service                             |     |                   |   |   |   |  |            | IDE | ENTIF                          | ICAT | ION |           |                      |      |          |      |
|---|-----|-------------------|---|---|---|--|------------|-----|--------------------------------|------|-----|-----------|----------------------|------|----------|------|
| Maintenance Checklist                           | _   | RK                |   |   |   |  | MENT       | •   |                                |      | _   | ASS       | N                    | UMBI | ĒR       | TYPE |
| Maintenance Checkiist                           | CO  | CODE ACRONYM CODE |   |   |   |  |            |     |                                |      |     |           |                      |      |          |      |
|   | 0   | 3                 | Α | Т | U |  |            |     |                                |      | Α   | Α         | 0                    | 0    | 3        | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | quipment Model    |   |   |   |  |            | E   | Bulletin Filename<br>MM14070AG |      |     |           | Frequency<br>Monthly |      |          | ./   |
| Automatio Tray Onlicever                        |     |                   |   |   |   |  | WINTTOTOAG |     |                                |      |     | Wichiting |                      |      | <u> </u> |      |

|                      | Onsied     |          | 17.11  | 1140707                      |                      |              | Wiching                             |            |
|----------------------|------------|----------|--|------------------------------|----------------------|--------------|-------------------------------------|------------|
| Part or<br>Component | Item<br>No |          | Task Statement and Instruction (Comply with all current safety precautions)  | Est.<br>Time<br>Req<br>(min) | Min.<br>Skill<br>Lev | Run<br>Hours | Threshold<br>Pieces<br>Fed<br>(000) | s<br>Weeks |
|                      | No         | at       |  | Time Req (min)               | Skill                |              | Pieces<br>Fed                       |            |
|                      |            | 4. Cł    | door interlocks have been checked. eck the blower interlock switch.  |                              |                      |              |                                     |            |
|                      |            | a.<br>b. | <ul> <li>Run a single flats tray. This starts blower and cutter motors.</li> <li>Check the blower interlock switch.</li> <li>1) Remove the two switch mounting screws.</li> <li>2) Remove blower interlock switch to check operation.</li> </ul> | er                           |                      |              |                                     |            |

| U.S. Postal Service                             |                 |            |   |   |   |  |                         | IDE                    | NTIF | ICATI         | ON |           |     |        |   |      |
|---|-----------------|------------|---|---|---|--|-------------------------|------------------------|------|---------------|----|-----------|-----|--------|---|------|
| Maintenance Checklist                           | WO              | ORK<br>ODE |   |   | _ |  | MEN <sup>-</sup><br>NYM | -                      |      |               |    | ASS<br>DE | NI  | UMBE   | R | TYPE |
|   | 0               | 3          | Α | T | U |  |                         |                        |      |               | Α  | Α         | 0   | 0      | 3 | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |            |   |   |   |  | В                       | Bulletir<br><b>M</b> l |      | name<br>070AG |    | reque     | - , | onthly | y |      |

| Part or   | Item |      |              | Ta            | sk Statement and Instruction   | Est.                 | Min.         |              | Threshold              | S     |
|-----------|------|------|--------------|---------------|--|----------------------|--------------|--------------|------------------------|-------|
| Component | No   |      | (Co          | mply          | with all current safety precautions)   | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
|           |      |      |              | a)            | Machine stops.   |                      |              |              |                        |       |
|           |      |      |              | b)            | Red stack light illuminates.   |                      |              |              |                        |       |
|           |      |      |              | c)            | Observe the graphic user interface (GUI) display operator menu screen for proper change of state.                    |                      |              |              |                        |       |
|           |      |      |              | d)            | De-activate the blower interlock switch and remount switch using removed screws.                                     |                      |              |              |                        |       |
|           |      | (    | illu<br>inte | mina<br>erfac | nachine. Green stack light ates. Observe the graphic user ce (GUI) display operator menu for proper change of state. |                      |              |              |                        |       |
|           |      | 5. ( | Check        | the           | cutter interlock switch.   |                      |              |              |                        |       |
|           |      | á    |              |               | single flats tray. This starts blower tter motors.   |                      |              |              |                        |       |
|           |      | k    | o. Ch        | eck           | the cutter interlock switch.   |                      |              |              |                        |       |
|           |      |      | 1)           |               | emove the two switch mounting rews.  |                      |              |              |                        |       |
|           |      |      | 2)           | ch            | emove the cutter interlock switch to eck the cutter interlock switch eration.  |                      |              |              |                        |       |
|           |      |      |              | a)            | Machine stops.   |                      |              |              |                        |       |
|           |      |      |              | b)            | Red stack light illuminates.   |                      |              |              |                        |       |
|           |      |      |              | c)            | Observe the graphic user interface (GUI) display operator menu screen for proper change of state.                    |                      |              |              |                        |       |
|           |      |      | 3)           | De            | -activate cutter interlock switch.   |                      |              |              |                        |       |
|           |      |      | 4)           |               | mount the cutter interlock switch ing removed screws.  |                      |              |              |                        |       |
|           |      | (    | illu<br>inte | mina<br>erfac | nachine. Green stack light ates. Observe the graphic user ce (GUI) display operator menu for proper change of state. |                      |              |              |                        |       |
|           |      | 6. ( | Check        | the           | acrylic panel interlock switch.  |                      |              |              |                        |       |
|           |      | á    | a. Ch        | eck           | the acrylic panel interlock switch.  |                      |              |              |                        |       |
|           |      | L k  | . Lo         | <u>os</u> er  | n and remove some of the acrylic   |                      |              |              |                        |       |

Maintenance Technical Support Center

| U.S. Postal Service                             |     |                 |   |   |   |  |      |   | NTIF | ICATI | ON            |           |        |      |      |      |
|---|-----|-----------------|---|---|---|--|------|---|------|-------|---------------|-----------|--------|------|------|------|
| Maintenance Checklist                           | WC  | RK<br>DE        |   |   | _ |  | MENT |   |      |       | _             | ASS<br>DE | N      | UMBE | ĒR   | TYPE |
|   | 0   | 3               | Α | Т | U |  |      |   |      |       | Α             | Α         | 0      | 0    | 3    | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | Equipment Model |   |   |   |  |      | В |      |       | name<br>070AG |           | Freque | - ,  | nthl | У    |

| Part or     | Item | Task Statement and Instruction   | Est.                 | Min.         |              | Threshold              | S     |
|-------------|------|--|----------------------|--------------|--------------|------------------------|-------|
| Component   | No   | (Comply with all current safety precautions)   | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
|             |      | panel mounting screws to check the acrylic panel interlock switch operation.  1) Machine stops.  2) Red stack light illuminates.  3) Observe the graphic user interface (GUI) display operator menu screen for proper change of state.  c. De-activate acrylic panel interlock switch by installing and tightening the acrylic panel mounting screws.  d. Start machine. Green stack light illuminates. Observe the graphic user interface (GUI) display operator menu screen for proper change of state |                      |              |              |                        |       |
| BASE MODULE | 9.   | 7. Report all deficiencies to supervisor.  Check vacuum generator vacuum.  | 1                    | 7            |              |                        |       |
| ASSEMBLY    | 0.   | Run several trays of letter mail. Monitor the vacuum gauge as the sleeves are removed. Vacuum gauge should read 15 inches of mercury or greater with ATU in operation and good, noncreased sleeves on the letter mail trays.  If any deficiencies are noted, notify supervisor.  |                      |              |              |                        |       |
| ATU SYSTEM  | 10.  | Change to the operator mode.  Run several trays with tray labels in the lead and trail positions to verify machine operation.  | 1                    | 7            |              |                        |       |
| SYSTEM      | 11.  | Return ATU to service.  Return the ATU to normal operation.  | 2                    | 9            |              |                        |       |
| CLEAN UP    | 12.  | Clean up.  Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.   | 2                    | All          |              |                        |       |

#### **ATTACHMENT 5**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-004-M

QUARTERLY

Time Total: 82 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service      |              |       |       |     |   |      |     |               |          | ICATI | ION  |     |       |      |    |      |
|--------------------------|--------------|-------|-------|-----|---|------|-----|---------------|----------|-------|------|-----|-------|------|----|------|
| Maintananaa Chaaklist    | WORK<br>CODE |       |       |     | _ |      | MEN | -             |          |       | _    | ASS | N     | JMBE | ₽R | TYPE |
| Maintenance Checklist    | CO           | DE    |       |     |   | ACRO | MYM |               |          |       | CO   | DE  |       |      |    |      |
|                          | 0            | 3     | Α     | Т   | U |      |     |               |          |       | Α    | Α   | 0     | 0    | 4  | М    |
| Equipment Nomenclature   | Equ          | ipmer | nt Mo | del |   |      |     | Е             | Bulletin | Filer | name | F   | reque | ncy  |    |      |
| Automatic Tray Unsleever | 121          |       |       |     |   |      | M   | <b>/</b> 1140 | 070AG    | ì     |      | Qua | arter | ly   |    |      |

| Part or<br>Component | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)                | Est.<br>Time | Min.<br>Skill | Run   | Threshold     |       |
|----------------------|------------|--|--------------|---------------|-------|---------------|-------|
| SAFETY               |            | (Comply with all current salety precautions)   |              | OKIII         | PIID  |               |       |
| -                    |            |  | Req          | Lev           | Hours | Pieces<br>Fed | Weeks |
| -                    |            |  | (min)        |               |       | (000)         |       |
|                      | 1.         | COMPLY WITH ALL SAFETY PRECAUTIONS.  | 1            | All           |       |               |       |
| STATEMENT            |            | 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 check 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. |              |               |       |               |       |
|                      |            | WARNING FOR EWP/PPE:   |              |               |       |               |       |
|                      |            | Steps contained in this bulletin may require   |              |               |       |               |       |
|                      |            | the use of Electrical Work Plan (EWP)<br>Personal Protective Equipment (PPE). Refer        |              |               |       |               |       |
|                      |            | to the current EWP MMO for appropriate EWP   |              |               |       |               |       |
|                      |            | PPE and barricade requirements.  |              |               |       |               |       |
| SYSTEM               | 2.         | Power down and lock out air and electrical power.  | 2            | All           |       |               |       |
|                      |            | Stop ATU. Power down machine and lock out air  |              |               |       |               |       |
|                      |            | and electrical power as prescribed by the current  |              |               |       |               |       |
|                      |            | local lockout procedures.  |              |               |       |               |       |
| SYSTEM               | 3.         | Clean roller o-rings.  | 10           | 7             |       |               |       |
|                      |            | Use Chem pads to clean roller o-rings.   |              |               |       |               |       |
| SYSTEM               | 4.         | Clean GUI face (monitor).  | 2            | 7             |       |               |       |
|                      |            | Use a lint-free cloth to clean monitor.  |              |               |       |               |       |
| SLEEVE<br>TAKEAWAY   | 5.         | Clean sleeve takeaway conveyor and belt.   | 5            | 7             |       |               |       |
| CONVEYOR             |            | Use Chem pads to clean the sleeve takeaway conveyor belt.                                  |              |               |       |               |       |
| CYCLONIC             | 6.         | Remove/replace the cyclonic separator dust   | 3            | 7             |       |               |       |
| SEPARATOR            |            | skirt that connects the cyclonic separator to the waste container.                         |              |               |       |               |       |
|                      |            |  |              |               |       |               |       |

| U.S. Postal Service                             |                 |   |   |   |   |  |                         | IDENTIFICATION |                |  |               |   |       |      |       |      |  |  |  |
|---|-----------------|---|---|---|---|--|-------------------------|----------------|----------------|--|---------------|---|-------|------|-------|------|--|--|--|
| Maintenance Checklist                           | WORK<br>CODE    |   |   |   | _ |  | MEN <sup>-</sup><br>NYM | -              |                |  | CLA<br>CO     |   | NI    | JMBE | R     | TYPE |  |  |  |
|   | 0               | 3 | Α | Т | U |  |                         |                |                |  | Α             | Α | 0     | 0    | 4     | М    |  |  |  |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |   |   |   |   |  |                         | E              | Sulletin<br>MN |  | name<br>070AG |   | reque | - ,  | arter | у    |  |  |  |

| Part or              | Item | Task Statement and Instruction   | Est.        | Min.         |              | Threshold     | s     |
|----------------------|------|--|-------------|--------------|--------------|---------------|-------|
| Component            | No   | (Comply with all current safety precautions)   | Time<br>Req | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed | Weeks |
|                      |      |  | (min)       |              |              | (000)         |       |
|                      |      | WARNING  |             |              |              |               |       |
|                      |      | Be cautious when working around or on equipment when power has been applied.   |             |              |              |               |       |
| ATU SYSTEM           | 7.   | Restore air and electrical power.  | 2           | 7            |              |               |       |
|                      |      | Restore power to machine as prescribed by local lockout instructions providing lockout/restore procedures.   |             |              |              |               |       |
| TRAY CONVEYOR        | 8.   | Check tray conveyor DC power roller speed.   | 25          | 9            |              |               |       |
| ROLLERS              |      | Go into the maintenance mode to check the power roller speeds. Check speed of the 5 tray conveyor DC power rollers. The speed of the infeed tray power roller conveyors zone 1 and 2 set to 120 ft/min (± 5 ft/min). The speed of the outfeed power rollers and assist roller should be set to 150 ft/min (± 5 ft/min). The opposing pinch power rollers set to the maximum of 320 ft/min. |             |              |              |               |       |
| SLEEVE               | 9.   | Check the sleeve takeaway belt.  | 5           | 9            |              |               |       |
| TAKEAWAY<br>CONVEYOR |      | Align, adjust, and tighten, if needed, the sleeve takeaway belt.   |             |              |              |               |       |
|                      |      | WARNING  Be cautious when working around or on equipment when power has been applied and the equipment is running.   |             |              |              |               |       |
|                      |      | NOTE   |             |              |              |               |       |
|                      |      | The machine must have been running for a minimum of 15 minutes and remain running when using non-contact infrared to obtain a meaningful scan. Investigate cause of an abnormal temperature. If any deficiencies are noted, notify supervisor.   |             |              |              |               |       |
| IN-FEED              | 10.  | Infrared scan.   | 2           | 9            |              |               |       |
| CONVEYOR<br>ASSEMBLY |      | Use non-contact infrared to monitor and scan the following for abnormal temperatures:  |             |              |              |               |       |
|                      |      | Infeed conveyor assembly   |             |              |              |               |       |
|                      |      | 2. Electrical connections  |             |              |              |               |       |

| U.S. Postal Service      |              | WORK TO SOURCE  |       |     |     |      |      |   |         | ICATI | ON    |     |       |      |       |      |
|--------------------------|--------------|-----------------|-------|-----|-----|------|------|---|---------|-------|-------|-----|-------|------|-------|------|
|                          | WORK<br>CODE |                 |       |     | Е   | QUIF | MENT | Γ |         |       | CLA   | ASS | N     | UMBE | ₽R    | TYPE |
| Maintenance Checklist    | CO           | DE              |       |     | - 1 | ACRO | MYM  |   |         |       | CO    | DE  |       |      |       |      |
|                          | 0            | 3               | Α     | Т   | U   |      |      |   |         |       | Α     | Α   | 0     | 0    | 4     | М    |
| Equipment Nomenclature   | Equ          | ipmer           | nt Mo | del |     |      |      | В | ulletin | Filer | name  | I   | reque | ency |       |      |
| Automatic Tray Unsleever |              | Equipment Model |       |     |     |      |      |   | MN      | Л14(  | )70AG | i   |       | Qua  | arter | ly   |

| Part or<br>Component  | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)                                   | Est.<br>Time<br>Req<br>(min) | Min.<br>Skill<br>Lev | Run<br>Hours | Threshold Pieces Fed (000) | s<br>Weeks |
|-----------------------|------------|---|------------------------------|----------------------|--------------|----------------------------|------------|
|                       |            | 3. The motorized power rollers (2)  |                              |                      |              |                            |            |
|                       |            | 4. Cameras (2)  |                              |                      |              |                            |            |
|                       |            | <ul> <li>5. Fieldline input module (sensor actuator box – node 2)</li> <li>6. Terminal connections</li> </ul> |                              |                      |              |                            |            |
|                       |            | 7. Connector plugs.   |                              |                      |              |                            |            |
| INDEX                 | 11.        | Infrared scan.  | 2                            | 9                    |              |                            |            |
| CONVEYOR<br>ASSEMBLY  | 11.        | Use non-contact infrared to monitor and scan the following for abnormal temperatures:                         |                              |                      |              |                            |            |
|                       |            | Index conveyor assembly electrical connections assist roller  |                              |                      |              |                            |            |
|                       |            | 2. Roller control modules (3)   |                              |                      |              |                            |            |
|                       |            | 3. Chain drive shaft bearings   |                              |                      |              |                            |            |
|                       |            | 4. Chain idler shaft bearings   |                              |                      |              |                            |            |
|                       |            | 5. Field line input modules (3) – nodes 3, 4, and 6   |                              |                      |              |                            |            |
|                       |            | 6. Terminal connections and connector plugs.  |                              |                      |              |                            |            |
| CAMERA                | 12.        | Infrared scan.  | 1                            | 9                    |              |                            |            |
| INTERFACE             |            | Use non-contact infrared to monitor and scan the following for abnormal temperatures:                         |                              |                      |              |                            |            |
|                       |            | Circuit Breakers  |                              |                      |              |                            |            |
|                       |            | 2. Ethernet Switch  |                              |                      |              |                            |            |
|                       |            | 3. Power Supply & electrical connections  |                              |                      |              |                            |            |
|                       |            | 4. Terminal connections and terminal plugs.   |                              |                      |              |                            |            |
| MAIN CONTROL          | 13.        | Infrared scan.  | 2                            | 9                    |              |                            |            |
| ENCLOSURE<br>ASSEMBLY |            | Use non-contact infrared to monitor and scan the following for abnormal temperatures:                         |                              |                      |              |                            |            |
|                       |            | Main control enclosure assembly electrical connections  |                              |                      |              |                            |            |
|                       |            | 2. Servomotor controller assembly   |                              |                      |              |                            |            |
|                       |            | 3. Main disconnect switch (CB1)   |                              |                      |              |                            |            |
|                       |            | 4. Utility receptacle   |                              |                      |              |                            |            |
|                       |            | 5. DC power supplies (4)  |                              |                      |              |                            |            |
|                       |            | 6. AC line filter for servomotor controller   |                              |                      |              |                            |            |

| U.S. Postal Service                             |                 | IDEN     |   |   |   |  |             |                |  |               | ON        |           |     |       |    |      |
|---|-----------------|----------|---|---|---|--|-------------|----------------|--|---------------|-----------|-----------|-----|-------|----|------|
| Maintenance Checklist                           | WC<br>CO        | RK<br>DE |   |   | _ |  | MENT<br>NYM |                |  |               | CL/<br>CO | ASS<br>DE | N   | UMBE  | R  | TYPE |
|   | 0               | 3        | Α | Т | U |  |             |                |  |               | Α         | Α         | 0   | 0     | 4  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  | Е           | Bulletir<br>MN |  | name<br>070AG |           | reque     | - , | arter | ly |      |

| Part or              |            | Tools Otatamans and Instruction  | Ec.          | N 41:         |       | Theresis            |       |
|----------------------|------------|--|--------------|---------------|-------|---------------------|-------|
| Component            | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)                          | Est.<br>Time | Min.<br>Skill | Run   | Threshold<br>Pieces | Weeks |
| ·                    |            | , , ,  | Req<br>(min) | Lev           | Hours | Fed (000)           |       |
|                      |            |  | ()           |               |       | (000)               |       |
|                      |            | 7. Voltage presence detector   |              |               |       |                     |       |
|                      |            | Saw motor controller   |              |               |       |                     |       |
|                      |            | 9. Voltage monitor   |              |               |       |                     |       |
|                      |            | 10. Surge suppressor   |              |               |       |                     |       |
|                      |            | 11. Fan  |              |               |       |                     |       |
|                      |            | 12. Stack light assembly   |              |               |       |                     |       |
|                      |            | 13. Emergency stop and safety relay  |              |               |       |                     |       |
|                      |            | 14. Jumpers  |              |               |       |                     |       |
|                      |            | 15. Power distribution blocks  |              |               |       |                     |       |
|                      |            | 16. Various circuit breakers   |              |               |       |                     |       |
|                      |            | 17. Fuses  |              |               |       |                     |       |
|                      |            | 18. Relays   |              |               |       |                     |       |
|                      |            | 19. Node 9.  |              |               |       |                     |       |
| INDEX                | 14.        | Infrared scan.   | 1            | 9             |       |                     |       |
| CONVEYOR             |            | Use non-contact infrared to monitor and scan the following for abnormal temperatures:                |              |               |       |                     |       |
|                      |            | 1. Node 5  |              |               |       |                     |       |
|                      |            | 2. Node 6  |              |               |       |                     |       |
|                      |            | 3. Node 7  |              |               |       |                     |       |
|                      |            | 4. Terminal connections  |              |               |       |                     |       |
|                      |            | 5. Terminal plugs.   |              |               |       |                     |       |
| EXIT (OUT-FEED)      | 15.        | Infrared scan.   | 1            | 9             |       |                     |       |
| CONVEYOR<br>ASSEMBLY |            | Use non-contact infrared to monitor and scan the following for abnormal temperatures:                | -            |               |       |                     |       |
|                      |            | Index conveyor assembly  |              |               |       |                     |       |
|                      |            | Electrical connections   |              |               |       |                     |       |
|                      |            | 3. All parts of the exit (out feed) conveyor   |              |               |       |                     |       |
|                      |            | <ol> <li>Motorized power rollers (2), including terminal connections and connector plugs.</li> </ol> |              |               |       |                     |       |
| INDEX                | 16.        | Infrared scan.   | 1            | 9             |       |                     |       |
| CONVEYOR             |            | Open the sleeve incline conveyor door to monitor and scan with non-contact infrared the following:   |              |               |       |                     |       |

Maintenance Technical Support Center

| U.S. Postal Service                             |                 |          |   |   |   |  |             | IDE | NTIF  | ICATI         | ON |           |   |       |    |      |
|---|-----------------|----------|---|---|---|--|-------------|-----|-------|---------------|----|-----------|---|-------|----|------|
| Maintenance Checklist                           | _               | RK<br>DE |   |   | _ |  | MENT<br>NYM | •   |       |               | _  | ASS<br>DE | N | UMBI  | R  | TYPE |
|   | 0               | 3        | Α | Т | U |  |             |     |       |               | Α  | Α         | 0 | 0     | 4  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  | В           |     | Filer | name<br>070AG |    | Freque    |   | arter | ly |      |

| 5 /                    | 1.         | T 10:   | - ·          |               |       | <del>-</del>         |            |
|------------------------|------------|---|--------------|---------------|-------|----------------------|------------|
| Part or Component      | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)           | Est.<br>Time | Min.<br>Skill | Run   | Threshold:<br>Pieces | s<br>Weeks |
|                        |            | (**************************************   | Req          | Lev           | Hours | Fed                  | rroono     |
|                        |            |   | (min)        |               |       | (000)                |            |
|                        |            | Index servo motor   |              |               |       |                      |            |
|                        |            | 2. Gear box   |              |               |       |                      |            |
|                        |            | 3. Chain drive shaft bearings, including terminal                                     |              |               |       |                      |            |
|                        |            | connections and terminal plugs.   |              |               |       |                      |            |
| SLEEVE                 | 17.        | Infrared scan.  | 1            | 9             |       |                      |            |
| CONVEYOR               |            |   |              |               |       |                      |            |
| ASSEMBLY               |            | Use non-contact infrared to monitor and scan the following for abnormal temperatures: |              |               |       |                      |            |
|                        |            | Sleeve conveyor assembly  |              |               |       |                      |            |
|                        |            | 2. Drive motor  |              |               |       |                      |            |
|                        |            | 3. Gear box   |              |               |       |                      |            |
|                        |            | 4. Belt drive shaft   |              |               |       |                      |            |
|                        |            | 5. Belt idler shaft bearings  |              |               |       |                      |            |
|                        |            | 6. Electrical connections.  |              |               |       |                      |            |
| SAW ASSEMBLY           | 18.        | Infrared scan.  | 1            | 9             |       |                      |            |
|                        |            | Use non-contact infrared to monitor and scan the                                      |              |               |       |                      |            |
|                        |            | saw assembly electrical connections and   |              |               |       |                      |            |
|                        |            | equipment including the saw motor for abnormal temperatures.                          |              |               |       |                      |            |
|                        |            | temperatures.   |              |               |       |                      |            |
| STRAP                  | 19.        | Infrared scan.  | 1            | 9             |       |                      |            |
| REDUCTION<br>EQUIPMENT |            | Use non-contact infrared to monitor and scan the                                      |              |               |       |                      |            |
| EQUIPMENT              |            | following for abnormal temperatures:  |              |               |       |                      |            |
|                        |            | Strap reduction systems   |              |               |       |                      |            |
|                        |            | 2. In-line cutter   |              |               |       |                      |            |
|                        |            | 3. Blower motors  |              |               |       |                      |            |
|                        |            | 4. Blower   |              |               |       |                      |            |
|                        |            | 5. Terminal connections and terminal plugs.   |              |               |       |                      |            |
|                        |            | WARNING   |              |               |       |                      |            |
|                        |            | Be cautious when working around or on   |              |               |       |                      |            |
|                        |            | equipment when power has been   |              |               |       |                      |            |
|                        |            | applied and the equipment is running.   |              |               |       |                      |            |
|                        |            | NOTE  |              |               |       |                      |            |
|                        |            | The machine must have been running for a  |              |               |       |                      |            |
|                        |            | minimum of 15 minutes and remain running  |              |               |       |                      |            |

| U.S. Postal Service                             |                 |   |   |   |   |  |             | IDE           | NTIF | ICATI         | ON        |        |     |       |    |      |
|---|-----------------|---|---|---|---|--|-------------|---------------|------|---------------|-----------|--------|-----|-------|----|------|
| Maintenance Checklist                           | WC<br>CO        |   |   |   | _ |  | MENT<br>NYM | •             |      |               | CLA<br>CO |        | N   | UMBI  | ĒR | TYPE |
|   | 0               | 3 | Α | Т | U |  |             |               |      |               | Α         | Α      | 0   | 0     | 4  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |   |   |   |   |  | В           | ulletir<br>MI |      | name<br>070AG |           | Freque | - , | arter | ly |      |

| Part or                   | Item | Task Statement and Instruction  | Est.         | Min.  |       | Threshold    | g     |
|---------------------------|------|---|--------------|-------|-------|--------------|-------|
| Component                 | No   | (Comply with all current safety precautions)  | Time         | Skill | Run   | Pieces       | Weeks |
|                           |      |   | Req<br>(min) | Lev   | Hours | Fed<br>(000) |       |
|                           |      | when using the Ultrasonic detector to obtain a meaningful scan. Investigate the cause of an abnormal sound and notify your supervisor of necessary corrective action. |              |       |       |              |       |
|                           |      | NOTE  |              |       |       |              |       |
|                           |      | Manually activate all air valves, thrusters, and actuators to properly do the Ultrasonic scan on the equipment.   |              |       |       |              |       |
| STRAP                     | 20.  | Ultrasonic scan.  | 2            | 9     |       |              |       |
| REDUCTION<br>EQUIPMENT    |      | Use Ultrasonic detector to scan following:  |              |       |       |              |       |
|                           |      | Volume reduction equipment  |              |       |       |              |       |
|                           |      | 2. Cutter motor   |              |       |       |              |       |
|                           |      | 3. Coupler  |              |       |       |              |       |
|                           |      | 4. Cutter   |              |       |       |              |       |
|                           |      | 5. Blower motor   |              |       |       |              |       |
|                           |      | 6. Blower   |              |       |       |              |       |
|                           |      | 7. 4 inch piping  |              |       |       |              |       |
|                           |      | 8. Mufflers   |              |       |       |              |       |
|                           |      | 9. Connection joints  |              |       |       |              |       |
|                           |      | 10. Cyclonic separator for air leaks and wear through.  |              |       |       |              |       |
| ACTUATOR                  | 21.  | Ultrasonic scan.  | 1            | 9     |       |              |       |
| CONTROL VALVE<br>ASSEMBLY |      | Use Ultrasonic detector to scan following:  |              |       |       |              |       |
|                           |      | Actuator control valve assembly   |              |       |       |              |       |
|                           |      | 2. Tee connections going to it from the yellow hose   |              |       |       |              |       |
|                           |      | 3. Fittings on the actuator control valve assembly  |              |       |       |              |       |
|                           |      | 4. Valve island connections   |              |       |       |              |       |
|                           |      | 5. Air lines  |              |       |       |              |       |
|                           |      | 6. Connections  |              |       |       |              |       |
|                           |      | 7. Fittings.  |              |       |       |              |       |

Maintenance Technical Support Center

| U.S. Postal Service                             |                 |          |   |   |   |  |      | IDE | NTIF  | ICATI         | ON |           |   |       |    |      |
|---|-----------------|----------|---|---|---|--|------|-----|-------|---------------|----|-----------|---|-------|----|------|
| Maintenance Checklist                           | WC              | RK<br>DE |   |   | _ |  | MENT |     |       |               | _  | ASS<br>DE | N | UMBE  | ĒR | TYPE |
|   | 0               | 3        | Α | Т | U |  |      |     |       |               | Α  | Α         | 0 | 0     | 4  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  | В    |     | Filer | name<br>070AG |    | Freque    |   | arter | ly |      |

| _  | 1 -        |  |                              |                      |              |                                     |            |
|--|------------|--|------------------------------|----------------------|--------------|-------------------------------------|------------|
| Part or<br>Component   | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)  | Est.<br>Time<br>Req<br>(min) | Min.<br>Skill<br>Lev | Run<br>Hours | Threshold<br>Pieces<br>Fed<br>(000) | s<br>Weeks |
| STRAP CUTTER<br>ASSEMBLY  SLEEVE<br>GRIPPING<br>ASSEMBLY<br>(SLEEVE<br>GRIPPING<br>ACTUATOR) | 22.        | Ultrasonic scan. Use Ultrasonic detector to scan following:  1. Strap cutter assembly 2. Rod-less cylinder (horizontal actuator) 3. Air lines 4. Connections 5. Fittings.  Ultrasonic scan. Use Ultrasonic detector to scan following: 1. Sleeve gripping assembly 2. Sleeve gripping assembly actuator 3. Vertical actuator 4. Air lines 5. Connections | 1                            | 9                    |              |                                     |            |
| TRAY RAM VALVE<br>ASSEMBLY   | 24.        | 6. Fittings. Ultrasonic scan.  | 1                            | 9                    |              |                                     |            |
|  |            | Use Ultrasonic detector to scan following:  1. Tray ram valve assembly  2. Yellow hose connection coupler  3. Tray ram valve connections  4. Air lines  5. Fittings.   |                              |                      |              |                                     |            |
| STRAP TAKE-<br>AWAY ASSEMBLY<br>(STRAP PULLER)   | 25.        | Ultrasonic scan. Use Ultrasonic detector to scan following:  1. Strap take-away assembly 2. Rod-less cylinder (horizontal actuator) 3. Linear thruster (vertical actuator) 4. Air lines 5. Connections 6. Fittings.  | 1                            | 9                    |              |                                     |            |

| U.S. Postal Service                             |                 |          |   |   |   |  |             | IDE | NTIF                | ICATI | ON            |           |       |      |       |      |
|---|-----------------|----------|---|---|---|--|-------------|-----|---------------------|-------|---------------|-----------|-------|------|-------|------|
| Maintenance Checklist                           | 800             | RK<br>DE |   |   | _ |  | MENT<br>NYM |     |                     |       | _             | ASS<br>DE | NI    | JMBE | ĒR    | TYPE |
|   | 0               | 3        | Α | Т | U |  |             |     |                     |       | Α             | Α         | 0     | 0    | 4     | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  |             | В   | ulletir<br><b>M</b> |       | name<br>070AG |           | reque | _ ,  | arter | ly   |

| Part or               | Item | Task Statement and Instruction   | Est.         | Min.  |       | Threshold    | s     |
|-----------------------|------|--|--------------|-------|-------|--------------|-------|
| Component             | No   | (Comply with all current safety precautions)   | Time         | Skill | Run   | Pieces       | Weeks |
|                       |      |  | Req<br>(min) | Lev   | Hours | Fed<br>(000) |       |
| TDAY OTOD             | - 00 | THE STATE OF THE S | 4            |       |       | 1            | ı     |
| TRAY STOP<br>ASSEMBLY | 26.  | Ultrasonic scan.   | 1            | 9     |       |              |       |
| ,1002111521           |      | Use Ultrasonic detector to scan following:   |              |       |       |              |       |
|                       |      | Tray stop assembly   |              |       |       |              |       |
|                       |      | 2. Linear thruster   |              |       |       |              |       |
|                       |      | 3. Air lines   |              |       |       |              |       |
|                       |      | 4. Connections   |              |       |       |              |       |
|                       |      | 5. Fittings.   |              |       |       |              |       |
| AIR                   | 27.  | Ultrasonic scan.   | 1            | 9     |       |              |       |
| MANAGEMENT<br>SYSTEM  |      | Use Ultrasonic detector to scan following:   |              |       |       |              |       |
| ASSEMBLY              |      | Air management system assembly   |              |       |       |              |       |
|                       |      | Facility air lockout valve   |              |       |       |              |       |
|                       |      | 3. Connections to the filter/regulator combination   |              |       |       |              |       |
|                       |      | unit   |              |       |       |              |       |
|                       |      | 4. Smooth start exhaust valve  |              |       |       |              |       |
|                       |      | 5. Muffler   |              |       |       |              |       |
|                       |      | 6. Adjustable pressure switch  |              |       |       |              |       |
|                       |      | 7. Air pressure gauge  |              |       |       |              |       |
|                       |      | 8. Yellow hose connections throughout the machine.   |              |       |       |              |       |
| CLEAN UP              | 28.  | Clean up.  | 2            | All   |       |              |       |
|                       |      | Shut down machine. Close all panels and doors. Reset all interlock switches. Prepare machine for operation and verify machine is in operational status.  |              |       |       |              |       |
| ATU SYSTEM            | 29.  | Change to the operator mode.   | 1            | 7     |       |              |       |
|                       |      | Run several trays with tray labels in the lead and trail positions to verify machine operation.  |              |       |       |              |       |
|                       | 30.  | <b>Return ATU to service.</b> Return the ATU to normal operation.  | 2            | 9     |       |              |       |

| U.S. Postal Service                             |                 |          |   |   |   |  |                  | IDE | NTIF           | CAT | ON            |           |       |      |       |      |
|---|-----------------|----------|---|---|---|--|------------------|-----|----------------|-----|---------------|-----------|-------|------|-------|------|
| Maintenance Checklist                           | _               | RK<br>DE |   |   |   |  | MEN <sup>*</sup> |     |                |     | _             | ASS<br>DE | N     | JMBI | ER    | TYPE |
|   | 0               | 3        | Α | Т | U |  |                  |     |                |     | Α             | Α         | 0     | 0    | 4     | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  |                  | Е   | Bulletin<br>MN |     | name<br>070AG |           | reque | _ ,  | arter | ly   |

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

## THIS PAGE BLANK

#### **ATTACHMENT 6**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-005-M

**SEMI-ANNUAL** 

Time Total: 21 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service                             |                 |          |   |   |   |  |              | IDI                    | ENTIF | ICAT          | ON        |           |   |      |      |      |
|---|-----------------|----------|---|---|---|--|--------------|------------------------|-------|---------------|-----------|-----------|---|------|------|------|
| Maintenance Checklist                           | WC              | RK<br>DE |   |   |   |  | MENT<br>MYMC |                        |       |               | CL/<br>CC | ASS<br>DE | ۸ | UMB  | ΞR   | TYPE |
|   | 0               | 3        | Α | Т | U |  |              |                        |       |               | A         | A         | 0 | 0    | 5    | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |          |   |   |   |  | E            | Bulletir<br><b>M</b> l |       | name<br>070AG |           | Frequ     | , | -Ann | iual |      |

|                              | OHSIC      |  |  |            |               |       |                     |            |
|------------------------------|------------|--|--|------------|---------------|-------|---------------------|------------|
| Part or<br>Component         | Item<br>No | Task Statement and Instruction (Comply with all current safety precautions)  | Ti   | st.<br>me  | Min.<br>Skill | Run   | Threshold<br>Pieces | s<br>Weeks |
|                              |            |  |  | eq<br>nin) | Lev           | Hours | Fed<br>(000)        |            |
| SAFETY<br>STATEMENT          | 1.         | COMPLY WITH ALL SAFETY PRECAUTIONS Disconnect power and apply lockouts we required by this instruction. Refer to curre local lockout procedures to properly sedown and lock out this machine. On equipment and check dust conditions. Chefor suspicious dust or unusual debris. If unusual substance is found notify superviprior to proceeding with any further action the equipment. | rent<br>shut<br>pen<br>neck<br>any<br>isor | 1          | All           |       |                     |            |
|                              |            | THE USE OF COMPRESSED OR BLOWN AI IS PROHIBITED. When cleaning is required, an alterna cleaning method such as a HEPA filte vacuum cleaner or a damp rag must be u in place of compressed or blown air. A free cloth or brush may be used on opt equipment only when other cleaning method can not be used. Report safety deficiencies your supervisor immediately upon detections.    | ered<br>ised<br>lint-<br>tical<br>iods     |            |               |       |                     |            |
|                              |            | WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EN Personal Protective Equipment (PPE). Report to the current EWP MMO for appropriate ENPE and barricade requirements.  | WP)<br>efer                                |            |               |       |                     |            |
|                              |            | WARNING  |  |            |               |       |                     |            |
|                              |            | Be cautious when working around or or equipment when power has beer applied.   |  |            |               |       |                     |            |
| DC POWER<br>SUPPLIES         | 2.         | <b>Check DC power supplies.</b> Check power supoutputs. Check PS-1, PS-2, PS-3, and Poutputs for 24 ±0.2 VDC.  |  | 0          | 9             |       |                     |            |
|                              |            | WARNING  Eye protection (goggles or face shield) must be worn.   | )  |            |               |       |                     |            |
| STRAP<br>REDUCTION<br>SYSTEM | 3.         | Replace cyclone dust skirt.  |  | 5          | 7             |       |                     |            |

| U.S. Postal Service                             |                 |   |   |   |   |  |   | ID                     | ENTIF | ICAT          | ION |       |      |   |   |   |
|---|-----------------|---|---|---|---|--|---|------------------------|-------|---------------|-----|-------|------|---|---|---|
| Maintenance Checklist                           | _               | WORK EQUIPMENT CLASS NUMBER CODE ACRONYM CODE |   |   |   |  |   |                        |       |               |     | ĒR    | TYPE |   |   |   |
|   | 0               | 3   | Α | Т | U |  |   |                        |       |               | Α   | Α     | 0    | 0 | 5 | M |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model |   |   |   |   |  | E | Bulletir<br><b>M</b> l |       | name<br>070AG |     | reque | iual |   |   |   |

| Part or    | Item | Task Statement and Instruction   | Est.                 | Min.         |              | Threshold              | s     |
|------------|------|--|----------------------|--------------|--------------|------------------------|-------|
| Component  | No   | (Comply with all current safety precautions)   | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
| ATU SYSTEM |      | Change to the operator mode. Run several trays with tray labels in the lead and trail positions to verify machine operation.           | 1                    | 7            |              |                        |       |
| SYSTEM     |      | <b>Return ATU to service.</b> Return the ATU to normal operation.  | 2                    | 9            |              |                        |       |
| CLEAN UP   |      | <b>Clean up.</b> Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. | 2                    | All          |              |                        |       |

| U.S. Postal Service                             |                            |           |  |  |  |   |                | IDE | NTIF          | CAT | ON         |      |        |   |   |      |
|---|----------------------------|-----------|--|--|--|---|----------------|-----|---------------|-----|------------|------|--------|---|---|------|
| Maintenance Checklist                           | WORK EQUIPMEN CODE ACRONYM |           |  |  |  |   |                |     | CLASS<br>CODE |     |            |      | NUMBER |   |   | TYPE |
|   | 0                          | 0 3 A T U |  |  |  |   |                |     |               |     | Α          | Α    | 0      | 0 | 5 | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equipment Model            |           |  |  |  | В | Bulletin<br>MN |     | name<br>070AG |     | reque<br>S | iual |        |   |   |      |

| I | Part or   | Item | Task Statement and Instruction               | Est.  | Min.  |       | Threshold | S     |
|---|-----------|------|--|-------|-------|-------|-----------|-------|
| ı | Component | No   | (Comply with all current safety precautions) | Time  | Skill | Run   | Pieces    | Weeks |
| ı |           |      |  | Req   | Lev   | Hours | Fed       |       |
| ı |           |      |  | (min) |       |       | (000)     |       |

## THIS PAGE BLANK

#### **ATTACHMENT 7**

#### **ATU MASTER CHECKLIST**

03-ATU-AA-006-M

ANNUAL

Time Total: 63 Minutes

Refer to MS-243 if additional maintenance information is required.

| U.S. Postal Service                             |     |          |       |     |  |  |                  | ID | ENTIF                  | ICAT | ION           |           |       |      |    |      |
|---|-----|----------|-------|-----|--|--|------------------|----|------------------------|------|---------------|-----------|-------|------|----|------|
| Maintenance Checklist                           | WC  | RK<br>DE |       |     |  |  | MEN <sup>*</sup> |    |                        |      | _             | ASS<br>DE | N     | UMBI | ΞR | TYPE |
|   | 0   | 3        | ATU   |     |  |  |                  |    |                        |      | A             | A         | 0     | 0    | 6  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | ipmer    | nt Mo | del |  |  |                  | E  | Bulletir<br><b>M</b> l |      | name<br>070AG |           | reque |      |    |      |

|  | Pieces<br>Fed<br>(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 shut down and lock out this machine. Open equipment and check dust conditions. Check | Fed                    | 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 shut down and lock out this machine. Open equipment and check dust conditions. Check |                        |       |
| STATEMENT  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 check dust conditions. Check   |                        |       |
| STATEMENT  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 check dust conditions. Check   |                        |       |
| required by this instruction. Refer to current local lockout procedures to properly shut down and lock out this machine. Open equipment and check dust conditions. Check   |                        |       |
| local lockout procedures to properly shut down and lock out this machine. Open equipment and check dust conditions. Check  |                        |       |
| down and lock out this machine. Open equipment and check dust conditions. Check  |                        |       |
| equipment and check 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.  |                        |       |
| WARNING FOR EWP/PPE:   |                        |       |
| Steps contained in this bulletin may require   |                        |       |
| the use of Electrical Work Plan (EWP)  |                        |       |
| Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP  |                        |       |
| PPE and barricade requirements.  |                        |       |
|  |                        |       |
| SYSTEM 2.   Power down and lock out air and electrical 2   All   power.  |                        |       |
| Stop ATU. Power down machine and lock out air  |                        |       |
| and electrical power as prescribed by the current  |                        |       |
| local lockout procedures.  |                        |       |
| STRAP 3. Check blower interior for wear. 20 7  |                        |       |
| REDUCTION  Visually check the interior of the blower and   |                        |       |
| impeller for damage (chipped or cracked) or wear   |                        |       |
| ASSEMBLY   |                        |       |
| 1. Check blower impeller (fan blade) for chips or excessive wear. The impeller thickness   |                        |       |
| should not be thinner than 1/8" in any area. If  |                        |       |
| impeller thickness is less than 1/8", replace  |                        |       |
| impeller.  |                        |       |
| 2. Install new impeller if worn, chipped, or   |                        |       |
| cracked.   |                        |       |
|  |                        |       |
| 3. Check and clean muffler for debris hanging up in it.  |                        |       |
| III II.  |                        |       |

| U.S. Postal Service      |           |       |          |  |   |      |     | IDE | NTIF          | ICAT  | ION  |     |           |      |   |      |
|--------------------------|-----------|-------|----------|--|---|------|-----|-----|---------------|-------|------|-----|-----------|------|---|------|
| Maintenance Checklist    | _         | RK    |          |  | _ |      | MEN | -   |               |       |      | ASS | N         | JMBE | R | TYPE |
| Maintenance Checkiist    | CO        | DE    |          |  |   | ACRO | MYM |     |               | DE    |      |     |           |      |   |      |
|                          | 0 3 A T U |       |          |  |   |      |     |     |               | Α     | Α    | 0   | 0         | 6    | М |      |
| Equipment Nomenclature   | Equ       | ipmer | nt Model |  |   |      |     |     | Bulletin      | Filer | name | F   | Frequency |      |   |      |
| Automatic Tray Unsleever |           |       |          |  |   |      |     | M   | <b>/</b> 1140 | 070AG | i    |     |           |      |   |      |

| Part or                          | ltom       | Task Statement and Instruction  | Est.  | Min.  |       | Threshold | •     |
|----------------------------------|------------|---|-------|-------|-------|-----------|-------|
| Component                        | Item<br>No | (Comply with all current safety precautions)  | Time  | Skill | Run   | Pieces    | Weeks |
| ,                                |            |   | Req   | Lev   | Hours | Fed       |       |
|                                  |            |   | (min) |       |       | (000)     |       |
| ATU CHECK                        | 4.         | Check ATU.  | 20    | 9     |       |           |       |
|                                  |            | 1. Check entire machine.  |       |       |       |           |       |
|                                  |            | <ol><li>Check for loose bolts, air fittings, and other<br/>problems. Check all system hardware for<br/>tightness including:</li></ol>   |       |       |       |           |       |
|                                  |            | a. Blower.  |       |       |       |           |       |
|                                  |            | b. Cutter.  |       |       |       |           |       |
|                                  |            | c. Cyclone and its support stand.   |       |       |       |           |       |
|                                  |            | d. Tubing and fitting couplings.  |       |       |       |           |       |
|                                  |            | <ul> <li>e. Adjust, align, tighten, or repair components as necessary.</li> </ul>   |       |       |       |           |       |
| BASE MODULE                      | 5.         | Check and tighten.  | 5     | 9     |       |           |       |
| ASSEMBLY                         |            | Check and tighten index conveyor's four flange bearings and the six sprocket wheels on the Index Conveyor's Drive and Idler shafts.   |       |       |       |           |       |
| VOLUME                           | 6.         | Check blower tubing for wear leakage.   | 3     | 7     |       |           |       |
| REDUCTION<br>EQUIPMENT           |            | <ol> <li>Check exterior of all tubing and elbows for<br/>holes.</li> </ol>  |       |       |       |           |       |
|                                  |            | 2. Replace components with holes.   |       |       |       |           |       |
|                                  |            | WARNING  Eye protection (goggles or face shield) must be worn.  |       |       |       |           |       |
|                                  |            | Face the ladder and use both hands when ascending or descending the ladder. Keep your body centered between the rails of the ladder at all times. Failure to do so may cause injury or death. |       |       |       |           |       |
| VOLUME<br>REDUCTION<br>EQUIPMENT | 7.         | Replace cyclone dust bag.   | 5     | 7     |       |           |       |
| -                                |            | WARNING   |       |       |       |           |       |
|                                  |            | Be cautious when working around or on equipment when power has been applied.  |       |       |       |           |       |

Maintenance Technical Support Center

| U.S. Postal Service                             |     |          |       |     |  |  |                  | ID | ENTIF                  | ICAT | ION           |           |       |      |    |      |
|---|-----|----------|-------|-----|--|--|------------------|----|------------------------|------|---------------|-----------|-------|------|----|------|
| Maintenance Checklist                           | WC  | RK<br>DE |       |     |  |  | MEN <sup>*</sup> |    |                        |      | _             | ASS<br>DE | N     | UMBI | ΞR | TYPE |
|   | 0   | 3        | ATU   |     |  |  |                  |    |                        |      | A             | A         | 0     | 0    | 6  | М    |
| Equipment Nomenclature Automatic Tray Unsleever | Equ | ipmer    | nt Mo | del |  |  |                  | E  | Bulletir<br><b>M</b> l |      | name<br>070AG |           | reque |      |    |      |

| Part or    | Item | Task Statement and Instruction  | Est.                 | Min.         |              | Threshold              | s     |
|------------|------|---|----------------------|--------------|--------------|------------------------|-------|
| Component  | No   | (Comply with all current safety precautions)  | Time<br>Req<br>(min) | Skill<br>Lev | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |
| ATU SYSTEM | 8.   | Restore air and electrical power.   | 2                    | 7            |              |                        |       |
|            |      | Restore power to machine as prescribed by local lockout instructions providing lockout/restore procedures.  |                      |              |              |                        |       |
|            | 9.   | Validate machine operation. Change to the operator mode and run several trays with tray labels in the lead and trail positions to verify machine operation. |                      | 7            |              |                        |       |
| SYSTEM     | 10.  | <b>Return ATU to service.</b> Return the ATU to normal operation.   | 2                    | 9            |              |                        |       |
| CLEAN UP   | 11.  | <b>Clean up.</b> Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.                      | 2                    | All          |              |                        |       |

#### **ATTACHMENT 8**

#### ATU OPERATIONAL MAINTENANCE PROCEDURES

OPERATIONAL TOUR

09-ATU-AA-001-M

Time Total: 13 Minutes

#### TIME PER TOUR

| ITEM | TIME | MULTIPLIER | TOTAL |
|------|------|------------|-------|
| 1    | 1    | 1          | 1     |
| 2    | 1    | 1          | 1     |
| 3    | 1    | 3          | 3     |
| 4    | 1    | 3          | 3     |
| 5    | 5    | 1          | 5     |
|      |      |            | 13    |

| U.S. Postal Service      |                 |   |  |  |   |           |      | IDE | NTIF              | ICAT | ION |        |  |           |     |    |      |
|--------------------------|-----------------|---|--|--|---|-----------|------|-----|-------------------|------|-----|--------|--|-----------|-----|----|------|
| Matatanana Objection     | WC              | RK  |  |  | Е | QUIF      | PMEN |     |                   |      | CL  | ASS    |  | N         | UMB | ĒR | TYPE |
| Maintenance Checklist    | CO              | CODE ACRONYM CODE                         |  |  |   |           |      |     |                   |      |     |        |  |           |     |    |      |
|                          | 0               | 0   9   A   T   U           A   A   O   O |  |  |   |           |      |     |                   |      | 1   | M      |  |           |     |    |      |
| Equipment Nomenclature   | Equipment Model |   |  |  |   |           |      | Ві  | Bulletin Filename |      |     |        |  | Frequency |     |    |      |
| Automatic Tray Unsleever |                 |   |  |  |   | MM14070AG |      |     |                   |      |     | Tourly |  |           |     |    |      |

| 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 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  | Don't on them Took Otatement and before the Took Mile Took 11 |      |   |      |      |   |   |        |  |  |  |  |  |
|---|---|------|---|------|------|---|---|--------|--|--|--|--|--|
| 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 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following  6 Any work orders generated  | Part or   | Item | Task Statement and Instruction (Comply with all current safety precautions) | Est. | Min. |   |   |        |  |  |  |  |  |
| 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 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.  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 lintifere 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, odors. Be allett for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY  NDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated | Component   | NO   | (Comply with all current safety precautions)                                |      | _    |   |   | vveeks |  |  |  |  |  |
| 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY 4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY 4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   | CAFETV  | 1    | COMPLY WITH ALL SAFETY DECALITIONS  | 1    | ΔII  | 1 | 1 | 1      |  |  |  |  |  |
| 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   | 1.   |   |      | All  |   |   |        |  |  |  |  |  |
| 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM 3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   | STATEMENT   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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.  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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, 1 9 other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | •   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons on start-ups.  Every two hours check warning horn and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following formation:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  At the end of tour compile the following horns and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  At the end of tour compile the following information:  Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  At the end of tour compile the following horns and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  At the end of tour compile the following information:  Any work orders generated  |   |      | THE LISE OF COMPDESSED OF BLOWN AIR   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY  A. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY 4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  3. Every two hours check for unusual sounds, of other indication of potential failure of the ATU.  SYSTEM SAFETY  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM 3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY 4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| 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 Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| your supervisor immediately upon detection.  WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM 3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| WARNING FOR EWP/PPE: Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | your supervisor immediately upon detection.                                 |      |      |   |   |        |  |  |  |  |  |
| Steps contained in this bulletin may require the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM  GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | WARNING FOR EWP/PPE:  |      |      |   |   |        |  |  |  |  |  |
| the use of Electrical Work Plan (EWP) Personal Protective Equipment (PPE). Refer to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| to the current EWP MMO for appropriate EWP PPE and barricade requirements.  MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY 4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | the use of Electrical Work Plan (EWP)                                       |      |      |   |   |        |  |  |  |  |  |
| MACHINE LOG  2. At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| At the beginning of the tour examine machine log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| log. Examine log and bring forward any unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   | MA OLUME 1 00   |      |   |      | _    |   |   |        |  |  |  |  |  |
| unresolved problems from the previous tour.  NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  | MACHINE LOG   | 2.   |   |      | 9    |   |   |        |  |  |  |  |  |
| NOTE  Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      |   |      |      |   |   |        |  |  |  |  |  |
| Operational checks must be made with machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  At the end of tour compile the following information:  • Any work orders generated  |   |      | ·   |      |      |   |   |        |  |  |  |  |  |
| machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | NOTE  |      |      |   |   |        |  |  |  |  |  |
| machine processing mail in a normal operating mode.  SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated  |   |      | Operational checks must be made with  |      |      |   |   |        |  |  |  |  |  |
| SYSTEM GENERAL  3. Every two hours check for unusual sounds, odors, or other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| GENERAL       odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.         SYSTEM SAFETY INDICATORS       4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.       1       9         ADMINISTRATIVE       5. At the end of tour compile the following information: <ul> <li>Any work orders generated</li> <li>9</li> </ul>  |   |      |   |      |      |   |   |        |  |  |  |  |  |
| GENERAL       odors. Be alert for unusual sounds, odors, or other indication of potential failure of the ATU.         SYSTEM SAFETY INDICATORS       4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.       1       9         ADMINISTRATIVE       5. At the end of tour compile the following information: <ul> <li>Any work orders generated</li> <li>9</li> </ul>  | CVCTEM  | 2    |   | 1    | _    |   |   |        |  |  |  |  |  |
| other indication of potential failure of the ATU.  SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated   |   | ა.   |   |      | 9    |   |   |        |  |  |  |  |  |
| SYSTEM SAFETY INDICATORS  4. Every two hours check warning horn and beacons. Check for proper operation of warning horns and beacons on start-ups.  5. At the end of tour compile the following information:  • Any work orders generated   | GENERAL   |      |   |      |      |   |   |        |  |  |  |  |  |
| INDICATORS  beacons. Check for proper operation of warning horns and beacons on start-ups.  ADMINISTRATIVE  5. At the end of tour compile the following information:  • Any work orders generated   |   |      | ·   |      |      |   | 1 |        |  |  |  |  |  |
| horns and beacons on start-ups.  ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated   | SYSTEM SAFETY   | 4.   |   |      | 9    |   |   |        |  |  |  |  |  |
| ADMINISTRATIVE 5. At the end of tour compile the following information:  • Any work orders generated  | INDICATORS  |      |   |      |      |   |   |        |  |  |  |  |  |
| information:  • Any work orders generated   |   |      | horns and beacons on start-ups.   |      |      |   |   |        |  |  |  |  |  |
| information:  • Any work orders generated   | ADMINISTRATIVE  | 5.   | At the end of tour compile the following                                    | 5    | 9    |   |   |        |  |  |  |  |  |
|   |   |      |   |      |      |   |   |        |  |  |  |  |  |
|   |   |      | Any work orders generated   |      |      |   |   |        |  |  |  |  |  |
| Make entries in Machine Logbook of any  |   |      | Any work orders generated   |      |      |   |   |        |  |  |  |  |  |
|   |   |      | Make entries in Machine Logbook of any                                      |      |      |   |   |        |  |  |  |  |  |

MMO-017-16

| U.S. Postal Service      | IDENTIFICATION  |    |           |   |   |  |   |                   |       |      |       |           |        |    |       |      |
|--------------------------|-----------------|----|-----------|---|---|--|---|-------------------|-------|------|-------|-----------|--------|----|-------|------|
| Maintananaa Chaaklist    | WC              |    | EQUIPMENT |   |   |  |   |                   | CLASS |      |       |           | NUMBER |    |       | TYPE |
| Maintenance Checklist    | CO              | DE | ACRONYM   |   |   |  |   |                   | C     |      |       | DE        |        |    |       |      |
|                          | 0               | 9  | Α         | Т | U |  |   |                   |       |      | Α     | Α         | 0      | 0  | 1     | М    |
| Equipment Nomenclature   | Equipment Model |    |           |   |   |  | Е | Bulletin Filename |       |      |       | Frequency |        |    |       |      |
| Automatic Tray Unsleever |                 |    |           |   |   |  |   |                   | MI    | M140 | 070AG | i         |        | To | ourly |      |

| Part or   | Item | Task Statement and Instruction   | Est.<br>Time<br>Req<br>(min) | Min.<br>Skill<br>Lev | Thresholds   |                        |       |  |
|-----------|------|--|------------------------------|----------------------|--------------|------------------------|-------|--|
| Component | No   | (Comply with all current safety precautions)   |                              |                      | Run<br>Hours | Pieces<br>Fed<br>(000) | Weeks |  |
|           |      | discrepancies found during the tour  Turn this information into Maintenance  Supervision. Brief personnel coming on duty |                              |                      |              |                        |       |  |