



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for
Enhanced Airline Assignment (EAA_AA)

DATE: November 17, 2006

NO: MMO-124-06

TO: Maintenance Managers, All EAA Sites

FILE CODE: F3A

dgay:mm06105ad

**Daily Checklist, Item 6, substep 11 & 12 and Item 7, substep 5 & 6 have
added information for checking the D&R label and Scale check.**

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) Guidelines for the Enhanced Airline Assignment System (EAA_AA).

The workhours indicated in the workload estimate (Attachment 1) are based on a 16-hour operations window and reflect the *maximum* annual workhours required to maintain each system. Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, PM work hour requirements will vary day-to-day based on site specific machine utilization. Management may modify task frequencies to address local conditions.

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

WARNING

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

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

Maintenance Managers are to use these Preventive Maintenance guidelines when preparing the route sheets for local maintenance personnel.

Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.

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

Attachments: 1. Summary Workload Estimate for Enhanced Airline Assignment
2. Enhanced Airline Assignment Daily Master Checklist 03-EAA-AA-001-M
3. Enhanced Airline Assignment Weekly Master Checklist 03-EAA-AA-002-M
4. Enhanced Airline Assignment Monthly Master Checklist 03-EAA-AA-003-M
5. Enhanced Airline Assignment Quarterly Master Checklist 03-EAA-AA-004-M

MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

ENHANCED AIRLINE ASSIGNMENT SYSTEM

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**SUMMARY
WORKLOAD ESTIMATE
FOR
ENHANCED AIRLINE ASSIGNMENT**

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)	Operational Maintenance + Total Servicing		
						1 Tour (hrs/yr) 00	2 Tours (hrs/yr) 00	3 Tours (hrs/yr) 00
5	135	41	176	18	194	194	194	194
6	156	47	203	20	223	223	223	223
7	177	53	230	23	253	253	253	253

NOTES:

*Repair estimates based on 30% of servicing.

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

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ATTACHMENT 2

ENHANCED AIRLINE ASSIGNMENT DAILY MASTER CHECKLIST

03-EAA-AA-001-M

TIME TOTALS: (24) minutes

Refer to MS-242 if additional information is required.

MAINTENANCE MANAGEMENT ORDER

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	E	A	A				A	A	0	0	1	M	
Equipment Nomenclature Enhanced Airline Assignment			Equipment Model EAA_AA					Bulletin Filename MM06105			Frequency DAILY				

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

SAFETY STATEMENT

- COMPLY WITH ALL SAFETY PRECAUTIONS -** 5 All
Min
Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.
THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED -
When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.
- POWER DOWN AND LOCK OUT POWER -** 2 All
Min
Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.
- CLEAN THE THREE SCANNER WINDOWS -** 3 6
Min
Spray a lint free cloth with glass cleaner and gently wipe the scanner window.
- CLEANING AND MAIL SEARCH -** 5 6
Min
Vacuum each module of the EAA. Complete a mail search and return any found mail to the appropriate mail stream.

WARNING

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

- RESTORE EQUIPMENT TO SERVICE -** 3 6
Min
Restore equipment to service as prescribed by current local procedure providing lockout/restore procedures.

MAINTENANCE MANAGEMENT ORDER

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	E	A	A					A	A	0	0	1
Equipment Nomenclature Enhanced Airline Assignment	Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency DAILY			

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

Printer Applicator

6.

TEST PRINTER LABEL APPLICATOR -1 8
Min

1. Power off the printer.
2. Press and hold the Feed/Pause pushbutton while turning the printer on.
3. Continue holding the Feed/Pause pushbutton until the Alert LED turns off (approximately 5 seconds).
4. Press the Apply pushbutton. A blank label will fall off the applicator arm as the printer tries to apply the label.
5. Press the Apply pushbutton again. A 4420 Hardware Configuration label will fall off the applicator arm as the printer tries to apply the label.
6. Inspect the ten lines running horizontally across the label for any white gaps.
7. Report all deficiencies to your supervisor.
8. Cycle the printer power.
9. Wait five seconds and press the Apply pushbutton to remove any labels on the applicator arm.
10. Press the Online pushbutton.

NOTE

If discrepancies are found place the equipment out of service.

11. Place a calibrated known weight on the scale.
12. Ensure the scale is reading the correct weight $\pm .05$ pounds of calibrated weight.

Machine

7.

START EAA AND VERIFY OPERATION-2 6
Min

1. Start the EAA by pressing the Start System pushbutton.
2. Check system for unusual noises and vibrations. Verify that system startup warning lamps and horns are functioning.
3. Verify the startup amber lamp turns off and the green lamp turns on.
4. Run a few trays or tubs to verify system operation.

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

If discrepancies are found place the equipment out of service.

5. Print a test label.
6. Check the label quality to ensure it does not have any defects as described in MMO-012-09.
8. **CLEAN-UP -**

3 All
Min

NOTE

If problems are found and can be corrected on this tour generate a Reactive workorder and correct the problem. If the problem cannot be corrected on this tour generate a Corrective workorder so that the work can be scheduled.

Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.

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ATTACHMENT 3

ENHANCED AIRLINE ASSIGNMENT WEEKLY MASTER CHECKLIST

03-EAA-AA-002-M

TIME TOTALS: (27) minutes

Refer to MS-242 if additional information is required.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	E	A	A					A	A	0	0	2	M
Equipment Nomenclature Enhanced Airline Assignment	Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency WEEKLY				

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

SAFETY STATEMENT

1. **COMPLY WITH ALL SAFETY PRECAUTIONS -** 5 All
Min

Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.

THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED -

When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.

- Machine 2. **POWER DOWN AND LOCK OUT POWER -** 2 All
Min

Power down the machine and lock out its electrical power source as prescribed by the current local lockout/restore procedures.

- Printer Applicator 3. **CLEAN PRINTHEAD AND LABEL MARK SENSOR** 3 6
Min

– A cleaning kit is available. For more information refer to MMO-004-03 or the most current MMO for cleaning kits for the thermo printers.

1. Rotate the printhead lever clockwise (CW) until the printhead releases.
2. Remove label stock.
3. Remove dirt, adhesive, or debris from the bottom printhead print surface with a cotton swab and appropriate solution
4. Moisten a lint free cloth with an approved cleaning solution and clean roller surface to remove any adhesive and/or debris.
5. Moisten a cotton swab with appropriate cleaning solution and clean the Label Mark Sensor.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE	
	0	3	E	A	A					A	A	0	0	2
Equipment Nomenclature Enhanced Airline Assignment	Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency WEEKLY			

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

Printer Applicator 4. **CLEAN PRINTER LABEL PATH AND LABEL GAP SENSOR -** 4 6
Min

NOTE

The lower label guide is spring loaded and must be held open during cleaning process. Pull down lower label guide to access label path.

1. Pull down lower label guide to access label gap sensor.
2. Moisten a cotton swab with an appropriate cleaning solution and clean label gap sensor.
3. Moisten a lint free cloth with appropriate cleaning solution. Clean lower label path.
4. Remove all traces of dust, paper, and adhesive from the material path with a soft bristle brush or vacuum cleaner.
5. Moisten a lint free cloth with appropriate cleaner and clean all flat surfaces in the label path, including the edge guide.
6. Release the lower label guide.
7. Reinstall the labels.
8. Rotate printhead lever counterclockwise (CCW) until it locks in place.

WARNING

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

Machine 5. **RESTORE EQUIPMENT TO SERVICE -** 3 6
Restore equipment to service as prescribed by current local procedure providing lockout/restore procedures. Min

Printer Applicator 6. **TEST PRINTER LABEL APPLICATOR -** 1 8
Min

1. Power off the printer
2. Press and Hold the Feed/Pause pushbutton while turning the printer on.
3. Continue holding the Feed/Pause pushbutton until the Alert LED turns off approximately 5 seconds.
4. Press the Apply pushbutton. A blank label will fall off the applicator arm as the printer tries to apply the label.
5. Press the Apply pushbutton again. A 4420

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	0	3	E	A	A				A	A	0	0	2	M	
Equipment Nomenclature Enhanced Airline Assignment			Equipment Model EAA_AA					Bulletin Filename MM06105			Frequency WEEKLY				

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

Hardware Configuration label will fall off the applicator arm as the printer tries to apply the label.

6. Inspect the ten lines running horizontally across the label for any white gaps.
7. Report all deficiencies to your supervisor.
8. Cycle the printer power.
9. Wait five seconds and press the Apply pushbutton to remove any labels on the applicator arm.
10. Press the Online pushbutton.

Machine

- | | | | |
|-----|--|----------|-----|
| 7. | CHECK E-STOPS - | 2
Min | 6 |
| | 1. Press the Start System pushbutton. | | |
| | 2. Run a few trays. | | |
| | 3. While the trays are processing, stop the system by pressing the E-Stop above the right angle transfer unit. | | |
| | 4. Verify the red stack lamp illuminates. | | |
| | 5. Verify an E-Stop message displays on the LCD and the system stops immediately. | | |
| | 6. Press the Start button. Verify the machine does not start. | | |
| | 7. Reset E-Stop. | | |
| 8. | CHECK E-STOP AT INPUT - | 2
Min | 6 |
| | Repeat step 7 for the E-Stop located at the input of the machine. | | |
| 9. | START EAA AND VERIFY OPERATION- | 2
Min | 6 |
| | 1. Start the EAA by pressing the Start System pushbutton. | | |
| | 2. Check system for unusual noises and vibrations. Verify that system startup warning lamps and horns are functioning. | | |
| | 3. Verify the startup amber lamp turns off and the green lamp turns on. | | |
| | 4. Run a few trays or tubs to verify system operation. | | |
| 10. | CLEAN-UP - | 3
Min | All |
| | Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor. | | |

MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT 4

ENHANCED AIRLINE ASSIGNMENT MONTHLY MASTER CHECKLIST

03-EAA-AA-003-M

TIME TOTAL: (25) minutes

Refer to MS-242 if additional information is required.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	E	A	A					A	A	0	0	3	M
Equipment Nomenclature Enhanced Airline Assignment		Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency MONTHLY			

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

SAFETY STATEMENT

- COMPLY WITH ALL SAFETY PRECAUTIONS -** 5 All
Min
Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.

THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED -
When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.
- POWER DOWN AND LOCK OUT POWER -** 2 All
Min
 Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.
- CLEAN ROLLER AND O-RINGS -** 5 8
Min
 Moisten a lint free cloth with appropriate cleaning solution and clean conveyor O-rings, rollers, and photo sensors. Visually check all rollers, belts, and photo sensors for worn or defective parts.

WARNING

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

- RESTORE EQUIPMENT TO SERVICE -** 3 6
Min
 Restore equipment to service as prescribed by current local procedure providing lockout/restore procedures.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE	
	0	3	E	A	A					A	A	0	0	3	M
Equipment Nomenclature Enhanced Airline Assignment		Equipment Model EAA_AA						Bulletin Filename MM06105			Frequency MONTHLY				

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

Scale

5. **CHECK SCALE –**5 8
Min

1. Press an E-Stop to prevent the conveyors from starting.
2. Change user to Maintenance and select Devices.
3. Place the 50 pound weight in the center of the scale.
4. Press get weight and record weight.
5. Place the weight at each corner of the scale above the load cells.
6. Press get weight and record the weight at each corner.
7. Verify weight recordings are 50 pounds +/- 0.05.
8. If the weights are not within +/- 0.05, inform Supervisor.
9. Reset E-Stop and change user to Operator.

Machine

6. **START EAA AND VERIFY OPERATION-**2 6
Min

1. Start the EAA by pressing the Start System pushbutton.
2. Check system for unusual noises and vibrations. Verify that system startup warning lamps and horns are functioning.
3. Verify the startup amber lamp turns off and the green lamp turns on.
4. Run a few trays or tubs to verify system operation.

7. **CLEAN-UP -**3 All
Min

1. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.

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	0	3	E	A	A					A	A	0	0	3	M
Equipment Nomenclature Enhanced Airline Assignment		Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency MONTHLY			

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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ATTACHMENT 5

ENHANCED AIRLINE ASSIGNMENT QUARTERLY MASTER CHECKLIST

03-EAA-AA-004-M

TIME TOTAL: (41) minutes

Refer to MS-242 if additional information is required.

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MAINTENANCE MANAGEMENT ORDER

U.S. Postal Service Maintenance Checklist	IDENTIFICATION														
	WORK CODE		EQUIPMENT ACRONYM								CLASS CODE		NUMBER		TYPE
	0	3	E	A	A						A	A	0	0	4 M
Equipment Nomenclature Enhanced Airline Assignment			Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency QUARTERLY		

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

SAFETY STATEMENT

- COMPLY WITH ALL SAFETY PRECAUTIONS -**
 Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.

THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED -
 When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner or a damp rag must be used in place of compressed or blown air. A lint-free cloth or brush may be used on optical equipment only when other cleaning methods cannot be used. Report safety deficiencies to your supervisor immediately upon detection.
- POWER DOWN AND LOCK OUT POWER -**
 Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.
- CLEAN INSIDE PRINTER APPLICATOR HOUSING -**
 - Loosen latches on back panel and open panel.
 - Clean all dust and debris using a soft bristle brush and vacuum cleaner.
 - Close back panel and latch.
- CLEAN INSIDE MACHINE CABINETS -**
 Open Main Power Cabinet, Computer cabinet and Cross Transfer Box. Clean all dust and debris using a soft bristle brush and vacuum cleaner. Close Main Power Cabinet, Computer Cabinet and Cross Transfer Box.

Machine

Printer Applicator

Machine

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Equipment Nomenclature Enhanced Airline Assignment	Equipment Model EAA_AA						Bulletin Filename MM06105				Frequency QUARTERLY				

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		
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- | | | | | |
|---------|----|---|----------|---|
| Machine | 5. | CLEAN COMPUTER CABINET FILTER -
1. Remove metal filter screen from side of computer cabinet.
2. Wash metal filter screen with soap and water.
3. Gently shake excess water from metal filter screen.
4. Install metal filter screen on side of computer cabinet. | 3
Min | 8 |
|---------|----|---|----------|---|

WARNING

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

- | | | | | |
|-----------|----|--|-----------|---|
| Conveyors | 6. | RESTORE EQUIPMENT TO SERVICE -
Restore equipment to service as prescribed by current local procedure providing lockout/restore procedures. | 3
Min | 6 |
| Conveyors | 7. | CHECK CONVEYORS' SPEEDS -
1. Log on as Maintenance.
2. Lock out the Input conveyor to the EAA.
3. From Main screen select: CONVEYOR for the scale, staging, and processing zones and CROSS TRANSFER for the transfer zone.
4. From CONVEYOR or CROSS TRANSFER press run to start conveyor to be checked.
5. Measure roller speed by placing the tachometer wheel firmly against the roller near the center of the conveyor zone to be measured.
6. Verify the roller speed is 150 FPM +/- 5 FPM.
7. Select STOP from the CONVEYOR or CROSS TRANSFER screen to stop the conveyors.
8. Measure each zone and verify roller speeds are 150 FPM +/- 5 FPM for every zone.
9. Return the EAA to normal operating condition. | 16
Min | 8 |
| Machine | 8. | START EAA AND VERIFY OPERATION-
1. Start EAA by pressing Start System pushbutton.
2. Check system for unusual noises and vibrations. Verify that system startup warning lamps and horns are functioning.
3. Verify the startup amber lamp turns off and | 2
Min | 6 |

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

- the green lamp turns on.
4. Run a few trays or tubs to verify system operation.

9. **CLEAN-UP -** 3 All
Ensure all tools, lubricants, rags, etc., are Min
removed from the work area. Report all
deficiencies to your supervisor.

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