Maintenance Management Order

UNITED STATES POSTAL SERVICEᴛᴍ

SUBJECT: Preventive Maintenance Guidelines for
Automated Airline Assignment System

TO: All Automated Airline Assignment System Offices

DATE: May 15, 2006

NO: MMO-051-06

FILE CODE: F3

same:mm06072aa

Daily Checklist, Item 7, substep 2, 3 & 4 and Item 8, substep 1 & 2 have added information for checking the D&R label and Scale check.

This Maintenance Management Order (MMO) supersedes MMO-136-01. This MMO provides Preventive Maintenance (PM) guidelines for the Automated Airline Assignment System (AAA) with updated minimum skill levels.

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

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

WARNING

Various products which require 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 by all employees. When reordering such a product, it is suggested that a 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, 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.

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

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

Attachments: 1. Summary Workload Estimate for AAA
             2. AAA Master Checklist: 03-AAA-AA-001-M: Daily
             3. AAA Master Checklist: 03-AAA-AA-002-M: Weekly
             4. AAA Master Checklist: 03-AAA-AA-003-M: Monthly

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<u>ATTACHMENT 1</u>

SUMMARY

WORKLOAD ESTIMATE

FOR

AAA

SUMMARY
WORKLOAD ESTIMATE
FOR
AAA

Routine Servicing (hrs/yr)	Repair∗ (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ∗∗ (hrs/yr)	Total Servicing Per Machine (hrs/yr)
210	21	231	23	254

Service Condition is based on a seven day per week operation.

∗   Repair estimates based on 10% of servicing.
∗∗ Based on 10% of servicing and repair.

PM CHECKLIST TIME SUMMARY

Checklist	Checklist Times (per year)
03-AAA-AA-001-M (Daily)	10950 minutes
03-AAA-AA-002-M (Weekly)	1300 minutes
03-AAA-AA-003-M-(Monthly)	348 minutes

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<u>**ATTACHMENT 2**</u>

AUTOMATED AIRLINE ASSIGNMENT SYSTEM

03-AAA-AA-001-M

DAILY

AAA

TIME TOTALS: 30 Minutes

Refer to MS-179 if additional maintenance information is required.

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U.S. Postal Service		IDENTIFICATION					
Maintenance Checklist		Work Code	Equipment Acronym		Class Code	Number	Type
		0 3	A A A		A A	0 0 1	M
Equipment Nomenclature Automated Airline Assignment		Equipment Model AAA		Bulletin Filename MM06072AA		Frequency DAILY	

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SAFETY STATEMENT	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.** **THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.** **When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp cloth, lint-free cloth, or brush, must be used in place of compressed or blown air. Report safety deficiencies to your supervisor immediately upon detection.**	5 MIN	All
MACHINE	2.	**Power down and lockout power.** Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures**.**	3 MIN	All
SCANNER	3.	**Clean the 6 scanner windows.** Spray a lint free cloth with glass cleaner and gently wipe the scanner window**.**	3 MIN	6

WARNING

THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED. An alternative cleaning method such as a HEPA filtered vacuum cleaner, damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min. Skill Level
SYSTEM	4.	**Cleaning and mail search.** 1. Vacuum each module of the AAA**.** 2. Complete a mail search and return any found mail to the appropriate mail stream**.**	5 MIN	6

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	0	3	A	A	A		A A 0 0 1	M
Equipment Nomenclature Automated Airline Assignment	Equipment Model AAA		Bulletin Filename MM06072AA			Frequency DAILY		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
	5.	**Visually check** all rollers, belts, and photo sensors for worn or defective parts.	3 MIN	8

WARNING

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

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min. Skill Level
MACHINE	6.	**Restore equipment to service.** Return AAA to normal operation.	4 MIN	8
SCALE	7.	**Test scale for functionality.**	1 MIN	8

NOTE

If scale does not return to zero refer to MS handbook for the scale alignment/adjustment procedure.

1. Check weight display for a zero reading.

NOTE

If discrepancies are found place the equipment out of service.

2. Place a calibrated known weight on the scale.

3. Ensure the scale is reading the correct weight ± .05 pounds of calibrated weight.

4. If no discrepancies are found remove weight and check display for a zero reading.

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min. Skill Level
PRINTER LABEL APPLICATOR	8.	**Test printer label applicator** for proper operation. 1. Print a test label. 2. Check the label quality to ensure it does not have any defects as described in MMO-012-09.	3 MIN	8

NOTE

If discrepancies are found place the equipment out of service.

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		0 3	A A A				A A	0 0 1		M
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Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
CLEAN UP	9.	**Clean up.**	3 MIN	All

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

AUTOMATED AIRLINE ASSIGNMENT SYSTEM

03-AAA-AA-002-M

WEEKLY

AAA

TIME TOTALS: 25 Minutes

Refer to MS-179 if additional maintenance information is required.

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U.S. Postal Service		IDENTIFICATION							
Maintenance Checklist		Work Code	Equipment Acronym			Class Code		Number	Type
		0 | **3**	**A** | **A** | **A**			**A** | **A**		**0** | **0** | **2**	**M**
Equipment Nomenclature Automated Airline Assignment		Equipment Model AAA		Bulletin Filename MM06072AA			Frequency WEEKLY		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SAFETY STATEMENT	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.** **THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.** **When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp cloth, lint-free cloth, or brush, must be used in place of compressed or blown air. Report safety deficiencies to your supervisor immediately upon detection.**	5 MIN	All
MACHINE	2.	**Power down and lockout power.** Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures**.**	3 MIN	All
PRINTER APPLICATOR	3.	**Clean printer applicator.** 1. Rotate the printhead lever clockwise (CW) until the printhead releases**.** 2. Remove material and ribbon as necessary**.** 3. Remove dirt**,** adhesive**,** or debris from the bottom printhead print surface with a cotton swab and appropriate cleaning solution**.** 4. Moisten a lint free cloth with an approved cleaning solution and clean roller surface to remove any adhesive and/or debris**.**	2 MIN	6

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		0 3	A A A			A A	0 0 2		M
Equipment Nomenclature Automated Airline Assignment		Equipment Model AAA		Bulletin Filename MM06072AA		Frequency WEEKLY			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
GUIDES AND PATH	4.	**Clean material path.**	3 MIN	6

<div align="center">**NOTE**</div>

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

1. Moisten a lint free cloth with an appropriate cleaning solution. Clean the lower material guide.

2. Remove all traces of dust, paper, and adhesive from the material path with a soft bristle brush or vacuum cleaner.

3. Moisten a lint free cloth with an appropriate cleaner and clean all flat surfaces in the material path, including the edge guide.

4. Release the lower material guide.

5. Reinstall ribbon and materials.

6. Rotate printhead lever counterclockwise (CCW) until it locks in place.

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min. Skill Level
CONVEYOR	5.	**Clean roller and o-rings.** Moisten a lint free cloth with an appropriate cleaning solution and clean the conveyor o-rings and rollers.	5 MIN	6
MACHINE	6.	**Restore equipment to service.** Return AAA to normal service.	4 MIN	8
CLEAN UP	7.	**Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	3 MIN	All

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Equipment Nomenclature Automated Airline Assignment		Equipment Model AAA			Bulletin Filename MM06072AA			Frequency WEEKLY		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level

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MAINTENANCE MANAGEMENT ORDER

ATTACHMENT 4

AUTOMATED AIRLINE ASSIGNMENT SYSTEM

03-AAA-AA-003-M

MONTHLY

AAA

TIME TOTALS: 29 Minutes

Refer to MS-179 if additional maintenance information is required.

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U.S. Postal Service	IDENTIFICATION									
Maintenance Checklist	Work Code	Equipment Acronym			Class Code		Number			Type
	0	**3**	**A**	**A**	**A**	**A**	**A**	**0**	**0**	**3**	**M**

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
Automated Airline Assignment	AAA	MM06072AA	MONTHLY

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level

SAFETY STATEMENT — 1. **COMPLY WITH ALL SAFETY PRECAUTIONS. Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.**

THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.
When cleaning is required, an alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp cloth, lint-free cloth, or brush, must be used in place of compressed or blown air. Report safety deficiencies to your supervisor immediately upon detection.

5 MIN — All

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

MACHINE — 2. **Power down and lockout power.** Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.

3 MIN — All

LABEL MARK SENSOR — 3. **Clean the label mark sensor.**

1. Rotate the printhead lever clockwise (CW) until the printhead releases**.**

2. Remove material and ribbon as necessary**.**

3. Remove dust**,** paper**,** and other debris from label mark sensor with a soft bristle brush or vacuum.

4. Moisten cotton swab with appropriate cleaning solution and clean the label mark sensor**.**

2 MIN — 6

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	0 3	**A A A**		**A A**	**0 0 3**	**M**
Equipment Nomenclature	Equipment Model		Bulletin Filename		Frequency	
Automated Airline Assignment	AAA		MM06072AA		MONTHLY	

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level

MAINTENANCE MANAGEMENT ORDER

LABEL GAP SENSOR   4.   **Clean the label gap sensor.**   2 MIN   6

NOTE

Lower material guide is spring loaded and must be held open during cleaning procedure.

1. Pull down lower material guide to access the label gap sensor.

2. Remove dust, paper, and other debris with a soft bristle brush or vacuum cleaner.

3. Moisten a cotton swab with an appropriate cleaning solution and clean the label gap sensor.

4. Release lower material guide.

5. Install ribbon and materials.

6. Rotate printhead counterclockwise (CCW) until it locks in place.

$$\boxed{\textbf{WARNING}}$$

Some electrical components such as capacitors may hold a charge and electrical shock can cause severe injury. Exercise care when working inside the printer /applicator compartment.

PRINTER LABEL APPLICATOR HOUSING   5.   **Clean inside printer applicator housing.**   2 MIN   6

1. Loosen latches on back panel and open panel.

2. Clean all dust and debris using a soft bristle brush and vacuum cleaner.

3. Close back panel and latch.

MACHINE   6.   **Restore equipment to service.** Return AAA to normal operation.   4 MIN   8

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Automated Airline Assignment</td><td colspan="2">Equipment Model
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MONTHLY</td></tr>
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Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level

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IN MOTION SCALE   7.   **Check Trim.**   5 MIN   8

1. Place a weight between 20 and 50 pounds in the center of the scale.

2. Record weight.

3. Place the weight at the center of one end of the scale, directly above the weighing bar assembly, and record the weight.

4. Place the weight at the center of the other end of the scale, above the weighing bar assembly, and record the weight.

5. Verify the weight recordings are within ± 0.05 lbs.

6. If the weights are not within ± 0.05 lbs., record the difference between the two weight readings and adjust the trim and re-calibrate the scale. Refer to MS handbook for trim and calibration procedures.

PRINTER LABEL APPLICATOR   8.   **Test printer label applicator** for proper operation. Print 2 or 3 test labels. Looks for poor or incorrect print quality.   3 MIN   8

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

<div style="writing-mode: vertical;">MAINTENANCE MANAGEMENT ORDER</div>