

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Operational Maintenance Guidelines for the  
Manual Scan Where You Band II (MSWYB II)  
System

**DATE:** May 8, 2015

**NO:** MMO-056-15

**TO:** Maintenance Managers, All MSWYB II Sites

**FILE CODE:** F6

pmur:mm15001ab

This Maintenance Management Order (MMO) provides Operational Maintenance Guidelines for the MSWYB II System. This bulletin applies to acronym MSWYBII, Class Code AC.

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

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.

**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.**

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



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HQ Maintenance Operations

- Attachments
1. Summary Workload Estimate for MSWYB II System
  2. Master Checklist: 09-MSWYB-AC-001-M: Operational Maintenance

**ATTACHMENT 1**

**SUMMARY**

**WORKLOAD ESTIMATE**

**FOR MSWYB II SYSTEM**

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**SUMMARY  
WORKLOAD ESTIMATE  
FOR MSWYB II**

**Operational Maintenance**

Operation	1 Tour	2 Tours	3 Tours
5 day/week	26.00 Hrs	52.00 Hrs	78.00 Hrs
6 day/week	31.20 Hrs	62.40 Hrs	93.60 Hrs
7 day/week	36.40 Hrs	72.80 Hrs	109.20 Hrs

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**ATTACHMENT 2**

**MSWYB MASTER CHECKLIST**

09- MSWYB -AC-001-M

Operational Maintenance

Time Total: 6 minutes

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION													
	WORK CODE		EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	9	M	S	W	Y	B			A	C	0	0	1
Equipment Nomenclature MSWYB II	Equipment Model						Bulletin Filename mm15001				Occurrence TOURLY			

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)	Freq.

SAFETY STATEMENT	1.	<p><b>COMPLY WITH ALL SAFETY PRECAUTIONS.</b></p> <p>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.</p> <p><b>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</b></p> <p>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.</p> <p><b>WARNING:</b> 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.</p>	1	All			
	2.	<p><b>MSWYB Hand Scanner.</b></p> <p>1. Observe the operation of the hand scanner when the clerk or mail handler is scanning the mail. The laser beam should be visible and an audible beep should be heard when scanning barcodes.</p> <p>2. Visually make sure the hand scanner is not damaged in any way.</p>	0.5	9			



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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)	Freq.

SCALE	3.	<b>MSWYB Scale.</b>  1. Observe the operation of the scale when the clerk or mail handler loads mail onto the scale platform. The scale display should reflect the weight of the mail, and when it is removed, return back to zero lbs.  2. With no mail on the scale, make sure the scale platform is clear and not touching anything that would give erroneous readings. With no mail on the scale platform, the scale should read zero lbs.	0.5	9			
PRINTER	4.	<b>MSWYB Printer.</b>  1. Observe the operation of the printer when the clerk or mail handler is processing mail. The labels should come out smoothly and pull off the substrate easily.  2. Scan the printed labels to make sure the label quality is good and not smeared or has any missing bars. Also, make sure the print is centered from top to bottom and from side to side on the label.	1	9			
MSWYB COMPUTER AND SYSTEM TEST	5.	<b>System Computer and System Test.</b>  1. Ensure proper operation of the fan on the back of the system computer and make sure it is not blocked or obstructed.  2. Communicate with the clerk or mail handler and ask them if the system is functioning correctly.  3. Observe the date and time on the computer monitor GUI screen and ensure it is correct.	2	9			
SYSTEM	6.	<b>Return to Operation.</b>  1. Remove any maintenance tools or equipment from the area.  2. Ensure the system is ready for normal operation.  3. Inform supervisor of any problems noted during inspection.	1	9			