Maintenance Management Order

SUBJECT: Preventive, Predictive, and Operational Maintenance Guidelines for Combined Input Output Sub-System (CIOSS) Using Electronic Conditioned Based Maintenance (eCBM)

TO: All CIOSS Offices

DATE: September 15, 2016

NO: MMO-125-16

FILE CODE: 2CA

gmor:mm14121ad

Online Change Record		
Change #	**Date**	**Description of Change**
2	05/22/2020	Added the Infrared Thermography information after the online change record.
1	3/30/2018	Attachment 2, Task 39, Step added to check area around printer nozzle.

Infrared Thermography Information for DBCS Based Sorting Equipment – Plug and Receptacle Connectors is located at **MTSC>HELPDESK>Service Portal>Knowledge Base>KB0013384.**

This Maintenance Management Order (MMO) provides Preventive, Predictive, and Operational Maintenance Guidelines for the Combined Input Output Sub-System (CIOSS). This MMO **supersedes MMO-015-13**.

The method used to generate these maintenance tasks is WEB based through the Electronic Maintenance Activity Reporting and Scheduling system (eMARS) using the Electronic Conditioned Based Maintenance (eCBM) module.

The workhours indicated in the workload estimate (Attachment 1) reflect the *maximum* annual workhours required to maintain each system. Actual workhour requirements and the frequency of tasks are dependent on pieces processed to satisfy software counters that trigger the assignment of these tasks. Therefore, PM workhour requirements will vary day-to-day based on site specific machine utilization.

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

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

WARNING

Various products requiring 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. 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 https://tickets.mtsc.usps.gov/login.php or call (800) 366-4123.

Kevin Couch
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachments: 1. Summary of Workload Estimate
2. Master Checklist: 03-CIOSS-AB-001-M: Power OFF/ON Tasks
3. Master Checklist: 09-CIOSS-AB-001-M: Operational Maintenance

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

CIOSS SYSTEM

SUMMARY
WORKLOAD ESTIMATE
FOR
CIOSS

			SUMMARY WORK LOAD ESTIMATES FOR CIOSS-AB					
Number of mail pieces Processed for 1 Year >	**63,000,000**		**High end estimate**		**For a 110 Stacker Machine**			
						Operational Maintenance + Total Servicing		
Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)	1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
5 Days	1142.00	342.60	1484.60	148.46	1633.06	1,966.73	2,300.39	2,634.06
6 Days	1323.13	396.94	1720.07	172.01	1892.08	2,292.48	2,692.88	3,093.28
7 Days	1504.26	451.28	1955.54	195.55	2151.09	2,618.23	3,085.36	3,552.49

* Repair maintenance estimates based on 30% of preventive maintenance.

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

	THRESHOLDS and PM TIME SUMMARY Hrs PER Year			OPERATIONAL MAINTENANCE		
	Daily	1,267.93		77 MIN. PER TOUR PER MACHINE		
	Monthly	9.40		One Tour	Two Tours	Three Tours
	0	0.00	5 Day	333.67	667.33	1001.00
	0	0.00	6 Day	400.40	800.80	1201.20
	1,100,000	19.09	7 Day	467.13	934.27	1401.40
	1,200,000	126.00				
	2,200,000	20.05				
	4,800,000	57.53				
	14,300,000	1.47				
	15,600,000	3.97				
	20,000,000	12.08				
	62,400,000	2.25				

Machine Operating 5 Days/Week

# of Stackers	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing		
						1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
110	1142.00	342.60	1484.60	148.46	1633.06	1966.73	2300.39	2634.06
126	1161.42	348.43	1509.85	150.99	1660.84	1994.51	2328.17	2661.84
142	1176.38	352.91	1529.29	152.93	1682.22	2015.89	2349.55	2683.22
158	1191.38	357.41	1548.79	154.88	1703.67	2037.34	2371.00	2704.67
174	1206.35	361.91	1568.26	156.83	1725.09	2058.76	2392.42	2726.09
190	1225.84	367.75	1593.59	159.36	1752.95	2086.62	2420.28	2753.95
206	1240.78	372.24	1613.02	161.30	1774.32	2107.99	2441.65	2775.32
222	1255.82	376.75	1632.57	163.26	1795.83	2129.50	2463.16	2796.83
238	1266.45	379.94	1646.39	164.64	1811.03	2144.70	2478.36	2812.03
254	1289.99	387.00	1676.99	167.70	1844.69	2178.36	2512.02	2845.69
270	1304.94	391.48	1696.42	169.64	1866.06	2199.73	2533.39	2867.06
286	1319.94	395.98	1715.92	171.59	1887.51	2221.18	2554.84	2888.51
302	1334.90	400.47	1735.37	173.54	1908.91	2242.58	2576.24	2909.91

Machine Operating 6 Days/Week

# of Stackers	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)	Operational Maintenance + Total Servicing		
						1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
110	1323.13	396.94	1720.07	172.01	1892.08	2292.48	2692.88	3093.28
126	1344.29	403.29	1747.58	174.76	1922.34	2322.74	2723.14	3123.54
142	1360.11	408.03	1768.14	176.81	1944.95	2345.35	2745.75	3146.15
158	1375.98	412.79	1788.77	178.88	1967.65	2368.05	2768.45	3168.85
174	1391.82	417.55	1809.37	180.94	1990.31	2390.71	2791.11	3191.51
190	1413.04	423.91	1836.95	183.70	2020.65	2421.05	2821.45	3221.85
206	1428.85	428.66	1857.51	185.75	2043.26	2443.66	2844.06	3244.46
222	1444.75	433.43	1878.18	187.82	2066.00	2466.40	2866.80	3267.20
238	1456.25	436.88	1893.13	189.31	2082.44	2482.84	2883.24	3283.64
254	1481.52	444.46	1925.98	192.60	2118.58	2518.98	2919.38	3319.78
270	1497.34	449.20	1946.54	194.65	2141.19	2541.59	2941.99	3342.39
286	1513.21	453.96	1967.17	196.72	2163.89	2564.29	2964.69	3365.09
302	1529.03	458.71	1987.74	198.77	2186.51	2586.91	2987.31	3387.71

# of Stackers	Machine Operating 7 Days/Week					Operational Maintenance + Total Servicing		
	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per Machine (Hrs/Yr)	1 Tour Hrs/Yr OpM x 1	2 Tours Hrs/Yr OpM x 2	3 Tours Hrs/Yr OpM x 3
110	1504.26	451.28	1955.54	195.55	2151.09	2618.22	3085.36	3552.49
126	1527.16	458.15	1985.31	198.53	2183.84	2650.97	3118.11	3585.24
142	1543.84	463.15	2006.99	200.70	2207.69	2674.82	3141.96	3609.09
158	1560.58	468.17	2028.75	202.88	2231.63	2698.76	3165.90	3633.03
174	1577.29	473.19	2050.48	205.05	2255.53	2722.66	3189.80	3656.93
190	1600.24	480.07	2080.31	208.03	2288.34	2755.47	3222.61	3689.74
206	1616.92	485.08	2102.00	210.20	2312.20	2779.33	3246.47	3713.60
222	1633.68	490.11	2123.79	212.38	2336.17	2803.30	3270.44	3737.57
238	1646.05	493.82	2139.87	213.99	2353.86	2820.99	3288.13	3755.26
254	1673.05	501.92	2174.97	217.50	2392.47	2859.60	3326.74	3793.87
270	1689.74	506.92	2196.66	219.67	2416.33	2883.46	3350.60	3817.73
286	1706.48	511.94	2218.42	221.84	2440.26	2907.39	3374.53	3841.66
302	1723.16	516.95	2240.11	224.01	2464.12	2931.25	3398.39	3865.52

Repair maintenance estimates based on	30.00%	**of preventive maintenance.**
Based on	10.00%	**of total PM and repair.**

Power Off Tasks								
	Threshold ->	3K	1.2M	2.2M	4.8M	4.8M	62.4M	
	Item # ->	5	9	10	30	31	32	
# Stackers	110	9	37	37	71	21	70	Minutes
	126	1	5	3	10	3	10	
	142	2	10	6	20	6	20	
	158	3	15	9	30	9	30	
	174	4	20	12	40	12	40	
	190	5	25	15	50	15	52	
	206	6	30	18	60	18	62	
	222	7	35	21	70	21	72	
	238	8	40	24	80	24	82	
	254	9	45	27	90	27	90	
	270	10	50	30	100	30	100	
	286	11	55	33	110	33	110	
	302	12	60	36	120	36	120	

Power On Tasks							
	Threshold ->	Monthly	1K	1.2M	15.6M	20M	
	Item # ->	36	33	44	45	56	
# Stackers	110	22	10	7	14	230	Minutes
	126	2	1	1	2	10	
	142	4	1	2	2	20	
	158	6	1	3	3	30	
	174	8	1	4	3	40	
	190	10	2	5	4	52	
	206	12	2	6	4	62	
	222	14	2	7	5	72	
	238	16	2	8	5	82	
	254	18	3	9	6	90	
	270	20	3	10	6	100	
	286	22	3	11	7	110	
	302	24	3	12	7	120	

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ATTACHMENT 2

CIOSS MASTER CHECKLIST

03-CIOSS-AB-001-M

POWER OFF AND POWER ON TASKS

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 3	C	I	O	S	S			A	B	0 0 1	M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.	**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.**	1	All			
CIOSS SYSTEM REPORTS	2.	**Prior to performing the power down lockout procedures, generate, print, or view an End of Day Report and Tracking Report.** Analyze data provided on these reports to determine if any areas of machine are degraded or in need of attention.	4	10		1	
CIOSS SYSTEM SHUTDOWN PRINTERS AND COMPUTERS	3.	**Shut down the CIOSS System in accordance with the most recent documentation.** **Shut down the CIOSS System in accordance with the following references:** 1. ID-Tag and POSTNET Ink Jet Printers refer to the manufacturers manual Chapter 3 Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235).	12	9		1	

U.S. Postal Service	IDENTIFICATION													
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM							CLASS CODE		NUMBER			TYPE
	0	3	C	I	O	S	S			A	B	0	0	1	M
Equipment Nomenclature Combined Input Output Sub-System	Equipment Model						Bulletin Filename MM14121				Occurrence eCBM			

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.
	2.	For detailed steps to properly shut down the system refer to MS Handbook MS-252 Volume B, Section 5.3. **NOTE** If any problems are encountered while performing these procedures report them to your supervisor.					
CIOSS SYSTEM POWER DOWN	4.	**Power down and lock out power.** **WARNING** **Electrical power will always be present at the input of the disconnect device unless the circuit is disabled at the facility power distribution panel located at _____.** Power down the machine and lock out its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.	1	ALL		1	
CIOSS SYSTEM MAIL SEARCH	5.	**Mail search.** 1. Remove all machine panels, except for diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. Ensure each of the cover's gas springs and retaining clips can hold the cover in the uppermost position. Report defective components to the supervisor and/or create a work order. 3. Search all base plate areas and module interiors for mail. 4. Remove any mail pieces found. 5. Remove any large amounts of debris while doing this mail search to prevent clogging of the vacuum when doing vacuuming tasks. 6. Follow local procedures for returning mail to operations for processing.	9	7		3	

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION									
		WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER	TYPE
		0 3	C	I	O	S	S	A B		0 0 1	M
Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121			Occurrence eCBM		

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.
CIOSS SYSTEM VACUUM 1	6.	**Vacuum/clean machine.** **WARNING** **Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral-stacking auger.** **WARNING** **Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.** **WARNING** **Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous combustion.** **NOTE** While performing this task, check for loose, cracked, or damaged hinges in Reader Module. Notify supervisor if problem found. Refer to the most recent MMO, currently MMO-077-03, dealing with this problem. http://mtsc.usps.gov/bulletins.cfm Vacuum and clean internal and base-plate areas of the machine starting at the front of stacker module #1 and proceed toward the feeder and around the machine to end up and include the rear of stacker module #1. In the process of doing this, ensure the following areas are cleaned: 1. The P-SEN10 and P-LED10 assemblies. 2. Feeder section two power supplies (exterior cage). 3. Outside surfaces of jogger assembly. 4. Exterior of monitor, keyboard, printer, and printer stand.	35	7		60	

U.S. Postal Service	IDENTIFICATION												
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER			TYPE
	0	3	C	I	O	S	S			A	B	0	0	1	M
Equipment Nomenclature Combined Input Output Sub-System	Equipment Model				Bulletin Filename MM14121			Occurrence eCBM					

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.
		5. Ensure laser printer has an adequate amount of paper for three tours of operation, add paper if necessary, by following instructions in most current MS-229. http://mtsc.usps.gov/msbooks/ a. Open paper tray. b. Fill paper tray with paper. c. Close paper tray. 6. Reader Module 5v power supply and light barriers. 7. Exterior of the IPC and the WFOV Processor. 8. Tray label printers cleaning and label stock loading. a. Clean/vacuum interior and exterior of label printers, located on first and eighth stacker modules. b. Ensure label printers are loaded with a sufficient supply of label material to support three tours of operation. If required, load the label printer: 1) Insert label stock between guides into back of label printer. 2) Place wide end of label stock into label printer first, face down. 3) Push print head lever back. 4) Push label stock through until it comes out front of label printer.					
CIOSS SYSTEM VACUUM FILTERS	7.	**Ensure the cleaning of the following filters are done:** 1. Transport module: The two inlet filters on the air pump. 2. Drying turn module: The three Variable Frequency Drive (VFD) filters. 3. OCR/Tag Printer module: a. Air filters in door in front of CM card cage.	20	7		150	

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Maintenance Checklist</td><td colspan="11">IDENTIFICATION</td></tr>
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CODE</td><td colspan="4">EQUIPMENT
ACRONYM</td><td colspan="2">CLASS
CODE</td><td colspan="3">NUMBER</td><td>TYPE</td></tr>
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Combined Input Output Sub-System</td><td colspan="4">Equipment Model</td><td colspan="3">Bulletin Filename
MM14121</td><td colspan="4">Occurrence
eCBM</td></tr>
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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.
		b. Filter on the ICS reader electronics unit.					
		c. Air pump inlet filter for IJP.					
		4. HSLA module:					
		a. Four rear door filters.					
		b. Filter on ICS reader.					
		c. Two inlet filters on air pump for Doubles Detector.					
		d. Vacuum the two filters located on the back of the PostJet HSLP Controller.					
		e. Vacuum the filter located on the top of the HSLP Print Engine.					
		5. Drying Transport module: Filters on ICS reader electronics unit.					
		6. Leveler module: Three Variable Frequency Drive (VFD) filters.					
		7. Reader module: WFOV and IPC computer filters.					
		8. Computer system component air filters cleaning.					
		a. At front of computer cabinet, loosen thumbscrews on following components filter grills:					
		1) Host computer.					
		2) OCR computer.					
		3) VPC.					
		4) VPC2.					
		5) IS computer.					
		b. Remove each filter grill and filter material.					
		c. Clean each filter grill and filter material.					
		d. Re-install the filter material and filter grill.					
		e. Tighten thumbscrews.					
CIOSS SYSTEM: COMPUTER SYSTEMS FILTER WASHING	8.	**Clean and wash computer cabinet and IPC filters.** 1. Vacuum and wash IPC filter. Vacuum filter located on IPC computer. Remove and	22	7		1200	

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
		0 3	C	I	O	S	S		A	B	0 0 1		M
Equipment Nomenclature Combined Input Output Sub-System		Equipment Model					Bulletin Filename MM14121			Occurrence eCBM			

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.
		wash, in warm water, filter located on computer assembly.					
		2. IS computer filter cleaning.					
		a. Vacuum filter located on IS computer. Pull gently on rear corner of square filter holder to remove it.					
		b. Remove and wash, in warm water, filter located on IS computer assembly.					
		c. Allow filter to dry, then reassemble and reinstall filter assembly.					
		3. VPC, VPC1, OCR, and Host computer filter cleaning.					
		a. Remove and vacuum four filters located in computer cabinet on weekly basis. Pull gently on rear corner of square filter holder to remove it.					
		b. Remove filters and wash in warm water.					
		c. Allow filters to dry, and then reassemble and reinstall filter assembly.					
CIOSS SYSTEM VACUUM 3	9.	**Clean stacker modules 2 through to the end module by vacuuming; remove dust and debris as follows:**	37	7		1200	
		WARNING					
		Edges of spiral stacking auger may be sharp. Use extreme caution when working near spiral-stacking auger.					
		WARNING					
		Use extreme caution in area of pocket assembly wear plate. On some machines, wear plate extends past edge of its base and into stacker area, exposing sharp edges.					
		WARNING					
		Discard solvent soaked materials according to local procedures to prevent pollution or spontaneous combustion.					

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 3	C	I	O	S	S			A	B	0 0 1	M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.

		1. Clean stacker modules #2 through End Module, transport area, interior, and pocket assemblies, including light barriers. This does not include the Wimpy Panels.
		
		2. Ensure light barriers are clean.
		
		3. Do the following to clean filters associated with the PostJet HSLP:
		
		   a. Using vacuum cleaner, vacuum fan filter on back side of PostJet Print Station.
		
		   b. Check fan filter on back of Print Station. Create work order if replacement is required.
		
		   c. Check fan filters on back of Controller. Create work order if replacement is required.					

CIOSS SYSTEM BELTS AND ROLLERS	10.	**Check belts and rollers.** Starting at the front of stacker module #1, proceed toward the feeder and around the machine to end up and include the rear of stacker module #1. Then proceed down the back of the stacker modules and around to the front of the stacker modules. 1. Check all belts (drive and letter transport) for indications of wear. Replace worn, deformed, split, or torn belts. 2. Check for broken or burred gate flags. 3. Write work orders as needed for replacement of belts and/or gates. 4. Check all rollers (drive and idler) for proper adjustment, dirt build-up, and indications of wear. Replace rollers as necessary. 5. In the Reader Module clean the motor power unit filter. 6. Write work orders as needed for adjustments, cleaning, and/or replacement of rollers.	37	9		2200	
CIOSS SYSTEM FOAM ROLLERS	11.	**Foam roller checks.** 1. Check WFOV foam roller in the OCR/Tag printer module. Replace roller if necessary.	3	9		4800	

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION										
	WORK CODE	EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
	0 3	C	I	O	S	S			A B	0 0 1	M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		2. Check the foam rollers in the HSLA module. Replace the roller/s if necessary.					
		3. Check the WFOV foam roller in the Reader Module. Replace the roller if necessary.					
CIOSS SYSTEM SAFETY WARNING LABELS	12.	**Verification of safety warning labels.** **NOTE** Refer to the most recent MMO dealing with safety warning labels; currently, this is MMO-056-09, for label locations and part numbers. http://mtsc.usps.gov/bulletins.cfm 1. Verify feeder modules have safety warning labels present, correctly located and in good condition. 2. Verify stacker modules have safety warning labels present, correctly located and in good condition. 3. Notify supervisor of missing or worn feeder/stacker safety warning labels and initiate a work order to replace or remove and replace as necessary.	2	7		4800	
CIOSS SYSTEM: ENCODERS	13.	**Replace Encoder (Tachometer) Tube Coupler and Hose Clamp.** **NOTE** There are two types of Hose Couplers: The 7/32 ID by 1.269 inches in length, which is PSN 4720-02-000-4060, and the Hose Coupler, that is 39 mm with PSN 4730-10-000-5863; consult your most current MS Manual Illustrated Parts Breakdown on the MTSC web site to be certain which to use. 1. Remove and replace the Encoder Tube Coupler and Hose Clamp located on the Drying Turn Module, Label Printer Base Plate, Drying Turn Transport Module, and Reader Module Plate. 2. The date this document was written the	40	9		15600	

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		following references in the MS-252 parts volume applied: a. Drying Turn Module – Fig 6-5, items 6 & 7 b. Label Printer Baseplate – Fig 10-29, items 8 & 9 c. Drying Transport Module – Fig. 12-10, items 3 & 4 d. Reader Module – Fig 14-62, items 16 & 17 3. If problems occur while doing these procedures notify your supervisor and if needed generate a work order to resolve those problems.					
CIOSS SYSTEM UNDER MACHINE CLEANING	14.	**Check for mail under machine.** 1. Remove foam strips from back side of machine and outer side of Feeder, Transport Section, and Tag scanner. 2. Using a flashlight, start at transport, and look for mail pieces under machine, proceed to check for mail to last stacker. 3. Remove any mail pieces found. 4. Follow local procedures for returning mail to operations for processing. **Clean under machine.** 1. Clean/vacuum any dust and debris found from under machine, recommend start at backside of last stacker and work back to transport and feeder. 2. Re-install foam strips to backside of machine.	64	7		62400	
READER MODULE ICS AND WFOV	15.	**Reader Module cleaning.** 1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, PSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 2. Clean WFOV camera lens and lamp assemblies as follows:	10	7		180	

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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model			Bulletin Filename MM14121			Occurrence eCBM			

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.
		WARNING **Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.** **CAUTION** **Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after immediate area is clear of mail dust.** a. Remove WFOV LED Aperture/ Illumination assembly by loosening thumbscrew and pulling unit up. b. Visually check the aperture plates and sapphire glass for foreign objects. c. Remove dust on the exterior of camera sapphire glass using dry cotton swabs. If adhesive build-up is on the sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner. **CAUTION** **Do not contact camera LED arrays or diffuser when cleaning inside of sapphire glass.** d. Clean dust from inside WFOV camera LED assembly with lens brush or air syringe. e. Clean dirt or streaks from LED assembly, using lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down the slot in the Aperture/Illumination assembly while keeping brush or cleaning media pressed to sapphire glass to remove any dust. f. Replace LED assembly and tighten thumbscrew.					

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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					Run Hours	Pieces Fed (000)	
		3. Vacuum/clean dust and debris from Reader Module.					
READER MODULE ICS AND WFOV	15.5.	**Vacuum/clean top of Reader Module.**	5	7			Month
READER MODULE COMPUTERS	16.	**Clean WFOV and IPC assemblies.** Clean WFOV and IPC assemblies as follows: 1. Slide out WFOV processor slide shelf. 2. Remove cover from WFOV processor. 3. Clean assembly interior, using vacuum cleaner. 4. Replace cover. 5. Slide WFOV processor slide shelf back. 6. Repeat process for IPC computer.	15	10		4800	
ADDRESS PRINTER MODULE: FILTERS	17.	**Address Printer service.** 1. Engage red shipping clip on the left side of the Print Station as you look at it from the front. 2. Disconnect the three electrical connectors from the Print Station, (Encoder X4, Data X32, and Power X33). 3. Remove the two nuts, lock, and flat washers securing the Print Station to the base plate. 4. Leave the ink line connected but exercise care so as not to kink the line. This will prevent dirt and dust from contaminating the ink system. 5. Lift the Print Station from the operational position and place it on the CIOSS deck plate so the front faceplate is accessible. 6. Remove six 2.5mm screws securing the faceplate to the print station. 7. Remove faceplate. 8. Inspect inside floor of Print Station. If ink or dirt buildup is visible, use lint free wipe (PSN 5836-13-000-7200) and with extreme caution remove any dirt or ink build up. 9. Verify that no internal connectors were dislodged during the cleaning process.	6	9			Week

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		10. Using a lint free wipe (PSN 5836-13-000-7200) only, clean both sides of the faceplate.					
		11. Reinstall the faceplate and start all six screws before tightening any of them. Slightly tighten each screw a little at a time until all are secure. The two screws near the nozzle plate should be the first ones to tighten. Using this technique will ensure the faceplate will self-align.					
		12. Place the Print Station back on its mounting bolts.					
		13. Install the flat washers, lock washers, and nuts, and secure them.					
		14. Reinstall connectors removed in step 2.					
		15. Ensure ink line is not kinked.					
		16. Disengage red shipping clip on left side of the print station.					
(HSLA) MODULE: OTHER SIDE ID TAG READER	18.	**Clean the OSR (ICS3) read head and associated reflector:** Recommended cleaner is Riptide, PSN 6850-01-394-0164, P/N RIP-TIDE-BX4EA 4.	1	7		173	
HIGH SPEED LABEL APPLICATOR (HSLA) MODULE DOUBLES DETECTOR	19.	**Clean the Double Detector Glass Window.** Using lens paper or optics brush, clean the Doubles Detector glass window. The window is accessed via the rectangular opening in the side of the unit.	1	7		180	
HIGH SPEED LABEL APPLICATOR (HSLA) MODULE CLEANING HSLA 1 & 2	20.	**Check and clean HSLA1 and HSLA2.** **CAUTION** **Do not use strong, caustic, or solvent-based liquids for cleaning HSLA. Do not apply a liquid directly on machine. Apply liquid to cleaning cloth, and then use the cloth to clean HSLA. Failure to comply may result in damage to HSLA.** 1. Check and clean HSLA 1 and HSLA 2 as follows. a. Unlock and pull the HSLA application slide outward to its service position.	10	7		180	

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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.
		b. Remove label material from HSLA if not previously removed.					
		2. Remove the guiding and shaping area cover plate, located at the vacuum/guide-shaping areas, and clean as required.					
		3. Using Simple Green, or equivalent, clean any glue and /or dust from guiding and shaping unit.					
		4. Replace the guiding and shaping area cover plate when completed.					
		5. Using Simple Green, or equivalent, clean any glue and/or dust from the surface of the applicator drum.					
		a. Loosen the two captive screws securing the application head to the cutter unit using a 5 mm hex key.					
		b. Raise application head until it reaches its stop limit, and place in service position.					
		WARNING					
		When checking the moving and stationary be cautious of sharp blades edges.					
		c. Check moving and stationary blades for damage, debris, and adhesive build-up. Take corrective action as needed.					
		d. Ensure cutter unit area is free of label material slivers and adhesive build-up.					
		e. Rotate or replace moving blade as required in accordance with MS-227, Vol. A.					
HIGH SPEED LABEL APPLICATOR (HSLA) MODULE TURBINE FILTERS	21.	**Clean the vacuum turbine control unit filters.** 1. Unlock and open the 2 front doors in the module immediately to the left of the HSLAs. 2. Locate air filter grills on both sides of control units for 2 vacuum turbine assemblies. 3. Remove (Unsnap) the 4 air filter grills. 4. Remove air filter elements from air filter grills.	18	7		1200	

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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121			Occurrence eCBM		

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		Freq.
					Run Hours	Pieces Fed (000)	
		5. Wash the air filter elements in clean, warm, soapy water.					
		6. Thoroughly rinse the air filter elements in clean water.					
		7. Blot the air filter elements in paper towels to remove as much moisture as possible.					
		8. Air dry filter elements.					
		9. Put an air filter element into left air filter grill with blue surface of air filter element oriented toward exterior of the control unit. Put an air filter element into right air filter grills with the white surface of the air filter element oriented toward the exterior of the control unit. Snap air filter grills in place directly adjacent to fan on each side of control units.					
		10. Repeat steps 2 thru 9 with the remaining vacuum turbine control unit.					
HIGH SPEED LABEL APPLICATOR (HSLA) MODULE VACUUM PUMP CLEANING	22.	**Vacuum pump cleaning and servicing.** 1. Locate the two vacuum turbines. Open the vacuum turbine air filter assemblies. Clean the vacuum turbine air intake assembly and the air filters. Replace filters as necessary. 2. Close vacuum turbine air filter assemblies. 3. Close and lock the front door.	5	7			Week
OCR/TAG PRINTER MODULE ICS, WFOV/OCR, ID TAG PRINTER	23.	**OCR/Tag Printer module cleaning.** 1. Clean the ICS read head and associated reflector. Recommended cleaner is Riptide, PSN 6850-01-394-0164, and P/N RIP-TIDE-BX4EA. 2. Clean WFOV camera lens and lamp assemblies as follows: **WARNING** **Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.**	13	7		180	

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Combined Input Output Sub-System		MM14121	eCBM

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.
		CAUTION					
		Ensure surrounding transport area is free of dust and debris before removing the Aperture/Illumination assembly. Cleaning or checks should occur only after the immediate area is clear of mail dust.					
		a. Remove WFOV LED Aperture/ Illumination assembly by loosening thumbscrew and pulling unit up.					
		b. Visually check the aperture plates and sapphire glass for foreign objects.					
		CAUTION					
		Do not contact the camera LED arrays or diffuser when cleaning the inside of the sapphire glass.					
		c. Remove dust on the exterior of camera sapphire glass, using dry cotton swabs. If adhesive build-up is on sapphire glass, remove it with a soft cloth dampened with a site-approved cleaner.					
		d. Clean dust from inside WFOV camera LED assembly with a lens brush or air syringe.					
		e. Clean dirt or streaks from LED assembly, using a lens brush or optical lens cleaning kit. Carefully, move brush or cleaning media straight down slot in Aperture/Illumination assembly while keeping brush or cleaning media pressed to the sapphire glass to remove any dust.					
		f. Replace LED assembly and tighten thumbscrew.					
		WARNING					
		When disposing of ink or ink-saturated waste in following steps, refer to procedures outlined in Safety Data Sheets (SDS). Eye protection (goggles or face shield) must be worn when					

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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.
		flushing away contaminants using makeup ink.					
		WARNING					
		The Imaje Ink Jet Printer (IJP) print head must be dried as a part of its service. Do not use compressed or blown air. Appropriate, alternate means of drying head must be implemented and may include use of paper towels or use of vacuum suction. Other, equally effective methods may be determined locally.					
		CAUTION					
		Use extreme care in charge tunnel area. Do not touch or bump charge tunnel area during checks or cleaning.					
		3. Clean the Imaje ID Tag printer print head and guide plate (fence) as follows:					
		a. Lift fence off its mounting studs.					
		b. Remove print head from deck plate mount.					
		c. Install print head onto service mount, and place service tray directly below it.					
		d. Clean base plate of any ink, using towel and cleaning solution or replenished fluid.					
		e. Clean fence using a towel and cleaning solution or replenished fluid.					
		f. Clean up any spilled or splattered ink.					
		g. Remove print head cover and check print head assembly for traces of ink.					
		h. Clean print head as required in accordance with Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235), Chapter 3, Page 3-1, Paragraph A.					
		i. Replace print head cover and re-install print head onto deck plate mount.					

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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.
		j. Re-install fence on mounting studs.					
		4. Ink jet printer fluid replenishment.					
		NOTE					
		Do not use expired ink.					
		NOTE					
		Retain empty Imaje cartridges. Empty cartridges are required for draining and flushing Imaje printers.					
		a. Check and replenish (if necessary) Imaje ID Tag printer fluid bottles.					
		b. Remove and retain ink or make-up ink cartridge if empty.					
		NOTE					
		Cartridge holder is common to both ink and replenished fluid. Ink and replenisher fluid cartridge holders are located on the right side of printer. The ink cartridge holder is towards the front and the replenisher fluid cartridge holder is installed towards the back of printer.					
		1) Insert new bottle of ink or make-up ink into cartridge holder.					
		2) Install new cartridge holder.					
		c. Clean up any spilled or splattered ink.					
FEEDER MODULE HARDWARE	24.	**Check feeder wear items as follows:** 1. Teflon strip. 2. Rubber strippers. 3. Pick-off belts. 4. Compensator Levers. 5. Generate a Work Order to replace as required. Refer to the most recent Maintenance Management Order covering feeder alignment and performance adjustments.	1	9		173	

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					Run Hours	Pieces Fed (000)	
FEEDER MODULE ALIGNMENT CHECK	25.	**Check Feeder alignment.** Check Feeder alignment (those steps that do not require power) using template, PSN 5220-04-000-5005, and in accordance with the most recent Maintenance Management Order, currently MMO-029-08, covering Feeder alignment and performance adjustments. **NOTE** If any discrepancies are found, write a work order to do a full Feeder alignment in accordance with the most recent MMO, currently MMO-029-08, covering Feeder alignment and performance adjustments.	15	7		1100	
FEEDER MODULE: MAIL TRANSPORT HARDWARE	26.	**Check Feeder transport for wear.** 1. Remove bottom feeder panel (clean). Check transport belt for splits, tears, and deformity. Check drive chain for stretch, sprockets for broken teeth and sprocket teeth wear. If chain needs lubrication, refer to DBCS maintenance handbook at completion of this route. 2. Check transport blade, transport blade mounting bracket, and sliding bearing block for loose bolts. 3. Check transport blade assembly for bearing wear. Ensure transport assembly moves smoothly along guide rod. 4. Check pawl for wear.	5	9		1100	
FEEDER MODULE REPORT PRINTER	27.	**Report printer cleaning and paper check.** 1. Clean report printer using a vacuum cleaner. 2. Ensure there is enough paper to support at least three tours of operation; add paper as necessary.	2	7		1200	
LEVELER MODULE BASE PLATE AMD IMAJE PRINTER	28.	**Leveler module cleaning, checks, and fluid replacement.** 1. Clean the Imaje POSTNET bar code printer print head and guide plate (fence) as follows:	15	7		200	

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		WARNING
		
		When disposing of ink or ink-saturated waste, refer to procedures outlined in Safety Data Sheets (SDS). Eye protection (goggles or face shield) must be worn when flushing away contaminants using makeup ink.
		
		WARNING
		
		Ink Jet Printer (IJP) print head must be dried as part of its service. Do not use compressed or blown air. Appropriate, alternate means of drying head must be implemented and may include use of paper towels or use of vacuum suction. Other, equally effective methods may be determined locally.
		
		CAUTION
		
		During print head check and cleaning, use extreme care in charge tunnel area. Do not touch or bump charge tunnel.
		
		a. Lift fence off its mounting studs.
		
		b. Remove print head from deck plate mount.
		
		c. Install print head onto service mount and place service tray directly below it.
		
		d. Clean base plate of any ink, using towel and cleaning solution or replenisher fluid.
		
		e. Clean fence using a towel and cleaning solution or replenisher fluid.
		
		f. Clean up any spilled or splattered ink.
		
		   1) Remove print head cover, and check print head assembly for traces of ink.
		
		   2) Clean print head as required in accordance with Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235), Chapter 2, Page 2-1, Paragraph B.					

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					Run Hours	Pieces Fed (000)	Freq.
		g. Replace print head cover and re-install print head onto deck plate mount. h. Re-install fence on mounting studs. 2. Ink jet printer fluid replenishment**.** a. Check and replenish Imaje POSTNET printer fluid bottles. **NOTE** Do not use expired ink. **NOTE** Retain empty Imaje cartridges. Empty cartridges are required for draining and flushing Imaje printers. b. Remove and retain ink or make up ink cartridge if empty. **NOTE** Cartridge holder is common to both ink and replenisher fluid. Ink and replenisher fluid cartridge holders are located on the right side of printer. The ink cartridge holder is towards the front and replenisher fluid cartridge holder is installed towards the back of printer. c. Insert new bottle of ink or make-up ink into cartridge holder. d. Install new cartridge holder. e. Clean up any spilled or splattered ink.						
STACKER MODULE LABEL PRINTERS	29.	**Tray label printers cleaning and label stock loading.** 1. Clean interior and exterior of label printers, located on first and eighth stacker modules. 2. Ensure label printers are loaded with a sufficient supply of label material to support three tours of operation. If required, load the label printer: a. Insert label stock between guides into back of label printer. b. Place wide end of label stock into label printer first, face down.	2	7		180	

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		c. Push print head lever back.					
		d. Push label stock through until it comes out front of label printer.					
STACKER MODULE GENERAL HARDWARE	30.	**Stacker module cleaning.** 1. **Open covers and remove panels.** In the Stacker section, open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels) and stacker lower front panel assemblies. 2. **Clean stacker module.** Clean all plates, covers, doors, framework, stacker display panels back and front side, etc. Do a visual check of wiring harnesses, cabling, and connector for wear, loose connections, etc., while cleaning.	71	7		4800	
STACKER MODULE GENERAL HARDWARE	30.5.	**Vacuum/clean top of stacker modules.**	20	7			Month
STACKER MODULE POWER SUPPLIES	31.	**Power supply cleaning.** **WARNING** **Use non-metallic ends on the vacuum while cleaning the power supplies.** 1. Remove the covers on the power supplies located in each stacker module. 2. Using an approved vacuum cleaner, clean the inside of each power supply assembly. 3. Install the covers.	21	9		4800	
STACKER MODULES: FOAM PADS	32.	**Check the Foam Pads located on every Guard Finger of the Stacker Fence Assembly in each Stacker Pocket area all Tiers.** **NOTE** For a location reference use MS-229, Vol E, Figure 11-10, Tier 1 Fence Assembly, Index Number 38. This reference was valid as of the date of this writing, as always use the most recent documentation available.	70	9		62400	

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					Run Hours	Pieces Fed (000)	Freq.
		1. Check the Foam Pads (PSN 9320-03-000-0023) to see if they are missing, damaged, and/or degraded in any way. 2. Make a list of the Foam Pads needing replacement and their locations. 3. Generate a Work Order to replace the Foam Pads found and recorded in Steps 1 and 2 of this instruction.					
CIOSS SYSTEM RESTORE POWER	33.	**System power up.** **WARNING** **Be cautious when working around or on equipment when power has been applied. Some of the following tasks require that the machine be running. Take precautions to prevent hair, clothing, tools, and test equipment from being caught in moving parts.** 1. Power up preparation. a. Ensure tools and materials are removed from work area. b. Replace all machine panels. c. Close all machine doors and covers. 2. Restore power to equipment. Restore power as prescribed by the current local procedures providing lockout/restore procedures and procedures as outlined in MS-252, Vol B, Section 5.10, Steps 1-5.	10	7		1	
CIOSS SYSTEM COMPUTERS AND PRINTERS	34.	**Power on computer systems and IJP.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. Power on the computer systems in accordance with MS-252, Vol B, Section 5.10, Steps 6 -10. If you encounter problems notify your supervisor.	12	10		1	

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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		Freq.
					Run Hours	Pieces Fed (000)	
		2. IJP printers start up. Start up Imaje printers in accordance with Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235), Chapter 3, Page 3-1, and Paragraph A. Check printers for proper operation after restoring CIOSS to normal operating conditions.					
CIOSS SYSTEM: DIRECTORY DOWNLOAD	35.	**Directory downloads FIN files from NDSS.** Download FIN files as follows: $\boxed{\textbf{WARNING}}$ **Be cautious when working around or on equipment when power has been applied.** 1. From level three DIOSS Main Menu, select Disk Base Lookup. 2. From Disk Base Lookup Menu, select Reload FIN Files From NDSS. 3. Select YES to answer prompt, "Do you want to reload FIN files from NDSS?" 4. Click OK when message "Reload FIN files completed" appears. 5. Press F1 three times to return to Main Menu.	2	10		1200	
CIOSS SYSTEM EMERGENCY AND INTERLOCK SWITCHES	36.	**Check E-Stops and interlocks.** $\boxed{\textbf{WARNING}}$ **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** **NOTE** When performing this step, check only one interlock switch and one emergency stop switch with machine running. Check all other interlock and E-Stop switches while machine is stopped. Check all system interlocks and Emergency Stop	22	7			M

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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121			Occurrence eCBM		

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.
		switches. Requires two people. Time is doubled for staffing purposes. Verify light conditions and warning sounds for each E-Stop and interlock.					
		1. Start machine. Verify that when START switch is pressed, start-up warning indicators around sorter flash amber. At same time, start-up warning horns sound. The horns sound for 5 seconds and go off, while warning indicators flash for a total of 10 seconds. Machine runs.					
		2. Press EMERG STOP mushroom switch on feeder control panel assembly and note that following occurs:					
		a. Machine stops immediately.					
		b. Lamp lights in EMERG STOP switch.					
		c. Red EMERG STOP indicator lights on appropriate system control panel column.					
		d. READY lamp goes out on system control panel.					
		e. Pressing Start pushbutton does not start machine.					
		3. Reset EMERG STOP mushroom switch and note that following occurs:					
		a. System READY lamp illuminates on system control panel.					
		b. Red EMERG STOP indicator goes out on appropriate system control panel column.					
		c. Lamp goes out in module control panel EMERG STOP switch.					
		d. Machine can now be started.					
		e. Start machine. Verify that when START switch is pressed, start-up warning indicators around sorter flash amber. At same time, start-up warning horns sound. The horns sound for 5 seconds and go off, while warning indicators flash for a total of 10 seconds. Machine runs.					
		f. Open Reader module front panel door and note that the following occurs:					

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model		Bulletin Filename MM14121	Occurrence eCBM

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.
		1) Machine stops immediately.					
		2) Red EMERG STOP indicator goes out on appropriate system control panel column.					
		3) READY lamp goes out on system control panel.					
		4) Pressing Start pushbutton does not start machine.					
		g. Close Reader module front panel door and note that the following occurs:					
		1) System READY lamp illuminates on system control panel.					
		2) Red EMERG STOP indicator goes out on appropriate system control panel column.					
		h. Machine can now be started.					
	4.	Without starting and stopping machine, check all remaining EMERG STOP mushroom switches one at time to ensure that each one causes actions as described in items 2-b, c, and d above to occur when pressed and actions described in items 3-a, b, and c above to occur when they are reset.					
	5.	Without starting and stopping machine, check interlocks one at a time, by opening of panel or door, to ensure that each one causes actions described in items 2-c and d above to occur when opened and actions described in items 3-a and c occur when panel or door closed. When an interlock is activated in stacker, there will be an indication on stacker display panel. Red full bin lights will flash on top row of panel. When interlock is deactivated lights will go out.					
	6.	If any problems are found, notify supervisor.					

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
CIOSS SYSTEM ICS READERS INSPECT	37.	**ID Tag Reader System electrical enclosure inspection.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** Use the most recent Maintenance Management Order covering ICS ID-Tag reader system electrical enclosure inspection to perform procedures on all three ICS readers in order to locate enclosures with defective power supplies, switches not configured properly, incorrect lamps, and lamps not installed properly.	15	10		4800	
CIOSS SYSTEM WFOV ALIGNMENT	38.	**Perform the following on all WFOV Read Head Assemblies on the CIOSS.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. The WFOV Read Head Assembly (RHA) is position-mounted on a spacer plate. On the DBCS, DIOSS, and CIOSS the spacer plate is secured to a mounting plate. Ensure the Spacer Plate is properly aligned in accordance with the most recent documentation covering this procedure, currently this will be MS-212 section 5.2.1. 2. Perform the WFOV Installation Alignment in accordance with the most recent documentation covering this procedure, currently this will be MS-212 Section 5.2.2.1. 3. If any problems arise necessitating corrective actions, write a work order to document the time and events associated with those problems.	16	10		4800	
ADDRESS PRINTER MODULE: PURGE	39.	**Perform the following to Purge the PostJet High Speed Label Applicator Printer:**	3	9		1	

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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121		Occurrence eCBM			

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.
		WARNING **Be cautious when working around or on equipment when power has been applied.** 1. Check the area around the PostJet Printer Nozzle Assembly for dirt and debris. If necessary, write a work order to clean. 2. Press "Yellow Short Purge" or "Red Long Purge" Button. 3. Using approved wipe (PSN 5836-13-000-7200) quickly wipe across the face plate of the print station horizontally in the direction of mail flow to remove the ejected ink. 4. Using the PostJet Priming Vacuum Pump, clean the nozzle plate using existing procedures, even if all nozzles are present during test fire. 5. Hold a blank test card or equivalent in front of the nozzles and press the "Green Test Fire" Button. 6. Inspect card to verify all dots are present. If not repeat procedure. 7. For more detail refer to the manufacturer's manual located on the MTSC CIOSS Equipment web page. 8. If problems are found notify your supervisor and generate a work order.					
OCR/TAG PRINTER MODULE IMAJE ID TAG PRINTER	40.	**Perform an auto-calibration on the ID Tag Imaje IJP.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.**	60	10		4800	

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		WARNING **When disposing of ink or ink-saturated waste, refer to procedures outlined in Safety Data Sheets (SDS) and local procedures already established. Eye protection (Goggles or face shield) must be worn when flushing away contaminants using replenisher.** **WARNING** **The Imaje Ink Jet Printer (IJP) must be dried as part of its service. Do not use compressed or blown air. Appropriate, alternate means of drying the head must be implemented and may include the use of paper towels or use of vacuum suction. Other equally effective methods may be determined locally.** Refer to Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235), Chapter 4, Page 4-7, Paragraph F.					
FEEDER MODULE ALIGNMENT CHECK W/POWER	41.	**Check Feeder alignment.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** Check Feeder alignment (Power On steps) using template, PSN 5220-04-000-5005, and in accordance with most recent MMO, currently MMO-029-08, covering feeder alignment and performance adjustments. **NOTE** If any discrepancies are found, write a work order to do a full feeder alignment in accordance with the most recent MMO, currently MMO-029-08, covering feeder alignment and performance adjustments.	15	7		1200	

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model		Bulletin Filename MM14121	Occurrence eCBM

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.
READER MODULE: POWER SUPPLY	42.	**Power supply PS1 (5VDC Reader) adjustment.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. Open Reader lower left door. 2. Place multimeter leads with clips on connectors J14 and J15 of Reader card cage backplane. 3. A reading of 5.1 VDC should be present, if not adjust, 5 VDC power supply potentiometer to obtain a reading of +5.1 VDC. 4. Close door.	5	9		15600	
LEVELER MODULE IMAJE POSTNET IJP	43.	**Perform an auto-calibration on the POSTNET Imaje IJPs.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** **WARNING** **When disposing of ink or ink-saturated waste, refer to procedures outlined in Safety Data Sheets (SDS) and local procedures already established. Eye protection (Goggles or face shield) must be worn when flushing away contaminants using replenisher.** **WARNING**	60	10		4800	

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		WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER		TYPE
		0 3	C I O S S					A B		0 0 1		M
Equipment Nomenclature Combined Input Output Sub-System		Equipment Model					Bulletin Filename MM14121			Occurrence eCBM		

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.
		The Imaje Ink Jet Printer (IJP) must be dried as part of its service. Do not use compressed or blown air. Appropriate, alternate means of drying the head must be implemented and may include the use of paper towels or use of vacuum suction. Other equally effective methods may be determined locally. Refer to Imaje S7 Supra Postal User Guide (PSN 7610-07-000-5515, P/N 0250235), Chapter 4, Page 4-7, Paragraph F.					
STACKER MODULE: FULL BIN SWITCH CHECK	44.	**Stacker bin-full switch checks.** **WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. Pull each stacker blade to its 3/4 full position and note that it's associated red indicator on stacker module display panel flashes and stacker module horn beeps. Note defective stacker switches. 2. Pull each stacker blade to its full position and note that its associated red indicator on stacker module display panel is constantly illuminated and stacker module horn beeps. Note defective stacker switches. 3. Verify the stacker blade rides smoothly on the guide rod. 4. Notify supervisor of defective stacker switches and initiate a work order to repair or replace as necessary.	7	7		1200	
STACKER MODULES: POWER SUPPLY	45.	**Power supply adjust PS1 - 5 volts (stackers).** **WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. Place multimeter leads with clips on	14	9		15600	

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	0 3	C	I	O	S	S		A B	0 0 1		M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Occurrence
Combined Input Output Sub-System		MM14121	eCBM

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.
		connectors J10 and J11 of the stacker backplane.					
		2. A reading of 5.1 VDC should be present, if not adjust the power supply potentiometer to obtain a reading of +5.1 VDC.					
STACKER MODULES: GATE SOLENOID PUSHERS	46.	**Gate and solenoid pusher assembly test.** **⬜ WARNING** **Be cautious when working around or on equipment when power has been applied.** 1. Main Menu, select following maintenance test: Maintenance-Systems Tests-Stacker Module Test-Gate Activation Test. 2. At the Gate Activation Test screen select the following: Select Stackers-All, Select Gates-All, and Select Action-Sequence. **NOTE** Identify visually inoperative solenoid pusher assemblies and gates by viewing each stacker module one by one. 3. One stacker module will be tested at a time, energizing every gate and solenoid pusher assembly sequentially, repeatedly. By responding to the testing screen on the DBCS monitor and answering Yes or No, the test will move to the next stacker module. The testing will be identical for each stacker module. 4. Type T to begin-Start Test. 5. Verify gate and pusher solenoids are firing in each stacker. Also verify driver module LEDs are operating for each gate and pusher. Green LED is for power and amber LED blinks when a solenoid is to be energized. 6. Refer to safety bulletin MMO-035-04 for corrective procedures and additional	20	9		14300	

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	0	3	C	I	O	S	S			A	B	0 0 1		M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		information. 7. Exit maintenance menu.					
CIOSS VALIDATION MACHINE VALIDATION	47.	**Mail path validation.** Check basic machine functions as follows: **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** 1. Turn Maintenance Mode key switch on operator control panel to MAINT position. Start machine. 2. Start machine. Verify when START switch is pressed, start-up warning indicators around sorter flash amber. At the same time, start-up warning horns sound. Horns sound for 5 seconds and go off, while warning indicators continue to flash for a total of 10 seconds. 3. Do a visual and audible check of machine to verify there are no problems with belt tracking, bearing noise, inappropriate bin gate activity, or any indications of impending or existing machine problems. 4. Proceed to end stacker and press Emergency Stop button. Verify machine stops. 5. If machine fails to stop, notify supervisor and refer to the most recent Maintenance Management Order or document covering the SBK-11 Backplane Switch Configuration. 6. De-activate E-Stop and turn Maintenance Mode switch back to NORMAL on operator control panel.	4	9		3	
CIOSS VALIDATION POSTNET IJP VALIDATION	48.	**POSTNET IJP validation.** Check POSTNET bar code printing as follows: **WARNING**	4	10		3	

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		WORK CODE	EQUIPMENT ACRONYM			CLASS CODE	NUMBER	TYPE
		0 3	C I O S S			A B	0 0 1	M
Equipment Nomenclature Combined Input Output Sub-System		Equipment Model			Bulletin Filename MM14121		Occurrence eCBM	

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.
		Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.					
		1. From Main Menu, select Maintenance, System Tests, and then Bar Code Printer Test.					
		2. At ZIP Code field, type in a 5-digit ZIP Code.					
		3. At Carrier Route field, type in from 1-4 ASCII characters.					
		4. Press F2 key.					
		5. Start machine with control panel MAINTENANCE MODE key in NORMAL mode and feed five blank cards (PSN 5220-03-000-5975, P/N CO-2823NH).					
		NOTE					
		Right edge of letter to left framing bar should be 4 1/8" to 4 1/4". Bottom of bars should be even and 1/4" +/- 1/16" above bottom edge.					
		6. Check bar codes for location and quality.					
		7. If necessary, align with procedures found in the most recent documentation, presently that is the MS 252, Volume B, Paragraph 6.12.2, POSTNET Print Head Adjustment, and repeat test.					
		8. Once satisfactory bar codes are sprayed, press F1 key three times to return to Main Menu screen. If satisfactory bar codes cannot be obtained write a work order to properly correct the problem.					
CIOSS VALIDATION ID TAG IJP PRINTER VALIDATION	49.	**ID Tag IJP validation. Check ID Tag as follows:** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions**	2	10		3	

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		WORK CODE	EQUIPMENT ACRONYM				CLASS CODE		NUMBER		TYPE
		0 3	C	I	O	S S	A	B	0 0	1	M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Thresholds		Freq.
					Run Hours	Pieces Fed (000)	
		to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.					
		1. From Main Menu, select Maintenance, System Tests, and then ID Tag Printer Test.					
		2. Fill in fields as follows:					
		a. Machine Number - between 1-3999.					
		b. Time of Day - between 0-47.					
		c. Day of Month - between 1 - 31.					
		d. Sequence Number - between 1-25,000.					
		e. Mail Class - 1 or 3.					
		3. Press F2 key.					
		4. Start machine with MAINTENANCE MODE key in NORMAL mode and feed five blank cards, PSN 5220-03-000-5975, P/N CO-2823NH.					
		5. Check ID Tag quality and position using the ID TAG template, PSN 9330-03-000-6399, P/N MM959601.					
		6. Adjust Control Module P-IJP02 circuit board and/or ID Tag printer, if needed, refer to the most recent documentation; presently that is the MS-252 Volume B, Paragraph 6.6.11 ID Tag Printer Print Head Adjustment. Repeat test, if necessary.					
		7. Save above 5 cards for ICS validation.					
		8. Once satisfactory bar codes are sprayed, press F1 key three times to return to Main Menu screen. If satisfactory barcodes cannot be obtained, write a work order to properly correct the problem.					
CIOSS VALIDATION ICS READER VALIDATION	50.	**ICS Reader validation. Validate ICS-3 readers as follows:** ┌─────────────┐ │ **WARNING** │ └─────────────┘ **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools,**	7	10		3	

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	0 3	C I O S S			A B		0 0 1	M

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Combined Input Output Sub-System		MM14121	eCBM

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.
		and test equipment from being caught in moving parts.					
		1. Set machine up to run in ISS/OCR mode.					
		2. From ONLINE MAIL PROCESSING screen, select Display ZIPs/Pkts.					
		3. From Select Display Option screen, select Online Display.					
		4. Start machine and re-run 5 test cards saved from the ID Tag IJP validation.					
		5. At Online Display Screen, verify that ICS-3 Pre-reader and ICS-3 Verifier detected 5 ID Tags present and they read the same.					
		6. Stop the machine.					
		7. Retrieve the cards from the stackers.					
		8. Start machine and re-run 5 test cards with the ID Tags facing to the front.					
		9. Stop the machine.					
		10. Press F1 key to return to ONLINE MAIL PROCESSING screen.					
		11. Press F1 key to stop mail processing. Click on Yes to exit run and click on Yes to print an End of Run Report.					
		12. Validate on End of Run report that ID Tags were detected by OSR (opposite side ICS reader).					
CIOSS VALIDATION ICS STRESS TEST	51.	**Run the ICS Stress Test Deck by doing the following:** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** 1. Set machine to run DBCS mode using Sort Plan icstst1.ebf or icstst2.ebf. 2. Start machine and run the stress deck, PSN 3915-10-000-6361, in normal mail	7	9		3	

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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model			Bulletin Filename MM14121			Occurrence eCBM					

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.
		orientation, ID Tag facing toward the feeder belts.					
		3. Before ending run, select Interim Run Report.					
		4. At the Online Display screen, scroll down to Para. 1.7 ID Tag Report and verify that ICS-3 Pre-Reader and ICS-3 Verifier detected all ID Tags present and that they read the same. If needed, print the report.					
		5. Stop machine and verify cards sorted in accordance with the most current Maintenance Management Order or document covering the procedures for running the ICS ID Tag Reader System Stress Test Deck.					
		6. Repeat this procedure with mail oriented backwards (ID Tag out from feeder belts).					
		7. With the Interim Report verify that the Reverse ICS-3 Reader detected all ID Tags present. If needed print the report.					
		8. If the ICS Stress Test Deck fails, write a work order, and refer to the procedures in the most current Maintenance Management Order, currently MMO-144-15, dealing with sorting problems. HTTPS://www.MTSC.usps.gov/Bulletins.cfm					
CIOSS VALIDATION HSLA ADDRESS PRINTER/DOUBLE DETECTOR VALIDATION	52.	**HSLA validation, address printer, and Doubles Detector validation.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** 1. Select Maintenance from the Main menu. 2. Select System Test from Maintenance menu. 3. Select Label Module Test from the System Test menu.	9	9		3	

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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model						Bulletin Filename MM14121			Occurrence eCBM				

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.
		4. Select Label Test from Label Module Test menu.					
		5. On the Label Test screen, select following:					
		a. Label Applicator #1.					
		b. Label Applicator #2.					
		c. Print Bar code.					
		d. Label Printer.					
		6. Using documents from Doubles Detector test deck, (PSN 3915-07-000-0157, P/N 506-03184-00), insert documents at an interval of approximately 1/8 to 1/4 inches into a deck of blank cards (9.5" x 4.25" part of PSN 3915-07-000-0155, P/N 506-03171-00).					
		7. Start the machine by pressing Start button.					
		8. Verify the cards are sorted to the correct pockets, Label OK LA1 and Label OK LA2.					
		9. Visually verify address and bar code information is legible and free from streaks or other anomalies.					
		10. Verify label is placed properly on card stock. Label should be place 1 - 2 mm from bottom of document and 5 mm ± 3 mm from the leading edge of document.					
		11. Verify documents from the Doubles Detector test deck are sorted to the doubles pocket.					
CIOSS VALIDATION OCR VALIDATION	53.	**OCR validation.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** 1. Press Maintenance button on Main Menu screen. 2. Press System Tests button on Maintenance screen.	3	10		3	

		IDENTIFICATION				

<table>
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Maintenance Checklist</td><td colspan="7">IDENTIFICATION</td></tr>
<tr><td colspan="2" rowspan="2"></td><td>WORK
CODE</td><td colspan="4">EQUIPMENT
ACRONYM</td><td colspan="2">CLASS
CODE</td><td colspan="2">NUMBER</td><td>TYPE</td></tr>
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Work code 0 3 — C I O S S — Class A B — Number 0 0 1 — Type M

Equipment Nomenclature: Combined Input Output Sub-System | Equipment Model | Bulletin Filename: MM14121 | Occurrence: eCBM

Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req (min)	Min. Skill Lev	Run Hours	Pieces Fed (000)	Freq.
		3. Press the Sort Tests button on the System Tests screen.					
		4. Press the OCR Test Deck button on the Sort Tests screen.					
		5. Press Start OCR Test Deck button on the OCR Test Deck screen.					
		6. Run the test deck (PSN 3915-07-000-0160, P/N 506-03192-00).					
		7. When finished running the test deck, press Stop OCR Test Deck.					
		8. Report will automatically be displayed on screen. To print the report, press the Print button at the top of the screen.					
		9. Log off the system computer.					
CIOSS VALIDATION WFOV 400 PIECE TEST DECK	54.	**In OCR Mode, run the WFOV 400 piece test deck to verify proper GAR and that both readers are reading.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** **NOTE** Ensure that read head aperture is clean. Using WFOV 400-piece test deck (PSN 3915-06-000-8292, P/N 237A073-2), perform following at Main Menu: 1. Select Mail Processing. 2. Load Run Information. 3. Enter 750 for operation number. 4. Press F2. 5. Load Sortplan. 6. Select All button (displays all sort plans).	9	9		3	

U.S. Postal Service	IDENTIFICATION										
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER		TYPE
	0 3	C	I	O	S	S		A B		0 0 1	M
Equipment Nomenclature Combined Input Output Sub-System	Equipment Model						Bulletin Filename MM14121		Occurrence eCBM		

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.
		7. Double Click sortplan WFOV_TDK.EBF.					
		8. Select Start Mail Processing.					
		9. Select Display ZIPs/Pkts and Online Display.					
		10. Start machine and process WFOV test deck. Ensure WFOV has a GAR that equals 99% or greater. If the GAR is lower than 99%, check read reject bins for any test cards that may have unreadable bar codes. If necessary, perform a WFOV auto-calibration.					
		11. Verify the Certified Mail portion of the test deck sorts properly.					
		12. On screen, verify ZIPs/Pkts results for both readers are the same.					
		13. If any additional time is needed to correct ZIP result discrepancies and/or GAR issues, including auto-calibration, initiate a work order.					
CIOSS VALIDATION UAA INTERCEPT WITH AND WITHOUT BARCODES	55.	**UAA intercept with and without bar codes.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** 1. Verify that the OCR engine in OCR mode can intercept UAA without bar code mail: Using the Xanadu Test Deck, PSN 9310-08-000-3865, P/N 66.1026.035-00, do the following: From the Main Menu: a. Select Mode Select. b. OCR. c. Load Run Information. d. Enter Operation Number. e. Select F2 to accept.	15	9		1200	

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	0	3	C	I	O	S	S			A	B	0	0	1	M
Equipment Nomenclature Combined Input Output Sub-System	Equipment Model			Bulletin Filename MM14121					Occurrence eCBM						

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.
		f. Load a sort plan that has a confirmed UAA pocket assigned. (PARS Special Pockets.ebf assigns pocket 39 for UAA)					
		g. Start Mail Run.					
		h. Access System Components menu.					
		i. Disable Barcode IJP.					
		j. Start mail processing and run UAA test deck.					
		k. Access System Component menu.					
		l. Enable Barcode IJP.					
		m. Print the end of run report.					
		n. Calculate the intercept rate (# confirmed UAA test pieces divided by the total # of test pieces fed, multiplied by 100).					
		o. Verify that at least 90% of the UAA test deck was intercepted.					
	2.	Verify that OCR engine in DBCS mode can intercept UAA with bar coded mail:					
		Using Xanadu Test Deck, PSN 9310-08-000-3864, P/N 66.1026.034-00, do the following:					
		a. Select Mode Select.					
		b. DBCS.					
		c. Load Run Information.					
		d. Enter Operation Number.					
		e. Select F2 to accept.					
		f. Load a sortplan that has a confirmed UAA pocket assigned. (ParsSpecial Pockets.ebf assigns pocket 39 for UAA.)					
		g. Start Mail Processing and run UAA test deck.					
		h. Print End of Run report.					
		i. Calculate intercept rate (# confirmed UAA test pieces divided by total # of test pieces fed, multiplied by 100).					
		j. Verify that at least 90% of the UAA test					

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION									
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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121			Occurrence eCBM		

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.
		deck was intercepted. k. Log off system computer.					
PREDICTIVE MAINT. ULTRASONIC AND INFRARED SCANS	56.	**Predictive maintenance tasks and procedures.**	230	10		20000	

WARNING

Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.

NOTE

While performing all the PdM tasks, make a note of any area where excessive vibration, noise, and/or heat are detected. Recommend using the PdM Form found on the MTSC web site to facilitate recording areas of questionable bearings. Initiate a work order to cover any annotated area that requires additional investigation.

1. Prepare machine.

   a. Perform shutdown procedures for the CIOSS in accordance with the Image S7 Supra printer manual Chapter 3 and the MS-252 Vol. B, Sec. 5-3.

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

   c. Open covers and remove panels.

   d. Open all machine doors including Main AC Power Panel, Feeder Distribution Panel, and Motor Distribution Panel Open or remove all machine panels, this includes diverter plate cover assemblies (Wimpy panels).

   e. Override interlock switches.

NOTE

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Maintenance Checklist		WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER		TYPE
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Equipment Nomenclature Combined Input Output Sub-System		Equipment Model				Bulletin Filename MM14121			Occurrence eCBM			

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.
		Rear Main Power Unit must by-pass the magnetic contacts for CIOSS to run. f. Restore power to equipment in accordance with MS-252 Vol. B Sec 5.10 and current local procedures providing lockout/restore procedures					
		NOTE					
		Machine must have been running for a minimum of 15 minutes prior to doing the ultrasonic and infrared scans.					
	2.	Ultrasonic scans.					
		NOTE					
		Use the Long-Range Module (cone) on the Ultra-Probe when doing the ultrasonic scans.					
		a. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Feeder, for excessive vibration and noise.					
		b. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Transport, for excessive vibration and noise.					
		c. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Drying Turn module, for excessive vibration and noise.					
		d. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the OCR/Tag Printer module, for excessive vibration and noise.					
		e. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Left Computer Rack module, for excessive vibration and noise.					
		f. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of High-Speed Label Applicator module, for excessive vibration and noise.					
		g. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of					

U.S. Postal Service	IDENTIFICATION										
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER		TYPE
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Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence eCBM

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.
		the Address Printer module, for excessive vibration and noise.					
		h. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Right Computer Rack module, for excessive vibration and noise.					
		i. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Reader module, for excessive vibration and noise.					
		j. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Leveler module, for excessive vibration and noise.					
		k. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of Motor Power Distribution, for excessive vibration and noise.					
		l. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of the Drying Transport module, for excessive vibration and noise.					
		m. Use ultrasonic detector to monitor all bearing assemblies, top and bottom of Tiers 1-4 of the Stacker modules, for excessive vibration and noise.					
	3.	Infrared scans.					
		a. Use non-contact infrared to scan Main Power Unit front and rear (magnetic interlock on panel).					
		b. Start CIOSS machine, the machine must be running a minimum of 15 minutes before using non-contact infrared thermometer.					
		c. Scan all terminal connections and connector plugs.					
		d. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Feeder for abnormal temperature.					
		e. Use non-contact infrared to monitor all terminal connections and connection					

	IDENTIFICATION											
U.S. Postal Service	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
Maintenance Checklist	0 3	C	I	O	S	S		A	B	0 0 1		M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Occurrence
Combined Input Output Sub-System		MM14121	eCBM

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.
		plugs in the Feeder Distribution Panel for abnormal temperature.					
		f. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Transport for abnormal temperature.					
		g. Use non-contact infrared to monitor all terminal connections and connection plugs in the Drying Turn module for abnormal temperature.					
		h. Use non-contact infrared to monitor all terminal connections and connection plugs in the OCR/Tag Printer module for abnormal temperature.					
		i. Use non-contact infrared to monitor all terminal connections and connection plugs in the Left Computer Rack module for abnormal temperature.					
		j. Use non-contact infrared to monitor all terminal connections and connector plugs in the High Speed Label Applicator module for abnormal temperature.					
		k. Use non-contact infrared to monitor all terminal connections and connection plugs in the Address Printer module for abnormal temperature.					
		l. Use non-contact infrared to monitor all terminal connections and connection plugs in the Right Computer Rack module for abnormal temperature.					
		m. Use non-contact infrared to monitor to scan all terminal connections and connection plugs in the Drying Transport module for abnormal temperature.					
		n. Use non-contact infrared to monitor all terminal connections and connection plugs in Leveler module for abnormal temperature.					
		o. Use non-contact infrared to monitor all motors, terminal connections, and connector plugs in the Reader module for abnormal temperature.					
		p. Use non-contact infrared to monitor all					

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
		0	3	C	I	O	S	S			A	B	0	0	1	M
Equipment Nomenclature Combined Input Output Sub-System		Equipment Model			Bulletin Filename MM14121				Occurrence eCBM				

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.
		terminal connections and connector plugs in the Motor Distribution Panel for abnormal temperature.					
		q. Use non-contact infrared to monitor all terminal connections and connector plugs in the Stacker Modules, Tiers 1-4 for abnormal temperature.					
		4. Restore equipment to ready status.					
		a. Perform Power Down procedures as described in Step 1 sub-steps a and b of this document.					
		b. Replace all machine panels. Close all machine doors and covers. Report all deficiencies to your supervisor.					
		c. Restore power by performing the Power Up procedures in accordance with MS-252, Vol. B, Sec 5.10 and current local procedures providing lockout / restore procedures and the Image S7 manual chapter 3 for the Ink Jet Printers.					
FINAL CLEAN UP	57.	**Clean up.** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	4	All			

ATTACHMENT 3

CIOSS MASTER CHECKLIST

09-CIOSS-AB-001-M

Operational Maintenance

Task Item Number	Basic Task Time Min.	Times Done During Tour	Total Time per Tour Min.
1	1	1	1
2	1	1	1
3	1	3	3
4	1	3	3
5	1	3	3
6	1	3	3
7	3	3	9
8	2	3	6
9	2	3	6
10	2	2	4
11	2	3	6
12	1	3	3
13	2	3	6
14	2	3	6
15	5	3	15
16	2	1	2
		Total OPM Time	**77**

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION											
		WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
		0 9	C I O S S						A B		0 0 1		M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model		Bulletin Filename MM14121	Occurrence Tour

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.	**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 Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE and barricade requirements.**	1	All			T
CIOSS OPM: MACHINE LOG	2.	**At the beginning of the operation examine machine log.** **WARNING** **Be cautious when working around or on equipment when power has been applied. This task requires that the machine be running. Take precautions to prevent hair, clothing, jewelry, tools, and test equipment from being caught in moving parts.** **NOTE** While performing listed operational maintenance tasks, be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine.	1	9			T

U.S. Postal Service	IDENTIFICATION											
Maintenance Checklist	WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
	0 9	C	I	O	S	S			A	B	0 0 1	M
Equipment Nomenclature Combined Input Output Sub-System	Equipment Model				Bulletin Filename MM14121				Occurrence Tour			

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.
		Examine log and document any unresolved problems from the previous tour. **NOTE** Operational checks must be made with machine processing mail in a normal operating mode.					
CIOSS OPM: SYSTEM SAFETY INDICATORS	3.	**Every two hours check warning horn and beacons.** Watch for proper operation of warning horns and beacons on start-ups.	1	9			T
CIOSS OPM: MACHINE INDICATOR LAMPS	4.	**Every two hours check lamps.** Watch for proper functionality of indicator lamps used during normal machine operations. Correct deficiencies as soon as practical.	1	9			T
CIOSS OPM: OPERATORS	5.	**Every two hours observe feeder.** Observe the Feeder operation and inquire if operators are having excessive processing problems. Investigate as necessary. Initiate corrective action as appropriate.	1	9			T
CIOSS OPM: WFOV CAMERAS	6.	**Every two hours check the Online Mail Processing screen.** **WARNING** **Use caution when working around WFOV aperture. Edges of aperture may become extremely sharp during machine use.** If MAR or GAR is below acceptable values: 1. Check for degraded image and/or dust/debris accumulations on WFOV faceplate by observing the thumbnail image on the upper left on the GUI. 2. If the image is degraded or if problems are noted take appropriate corrective action.	1	9			T

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION								
	WORK CODE	EQUIPMENT ACRONYM				CLASS CODE	NUMBER		TYPE
	0 9	C I O S S				A B	0 0 1		M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence Tour

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.
CIOSS OPM: READERS, ICS-3 (3 READERS)	7.	**Every two hours check for dirt accumulations.** 1. Check ICS-3 ID tag reader's exterior for accumulated dust, dirt and debris or loose/worn belts, paying particular attention to the aperture and to the raised portion of the faceplate. 2. Document any problems found, and if needed write a work order.	3	9			T
CIOSS OPM: IMAJE INK JET PRINTER, POSTNET	8.	**Every two hours check for dirt/ink accumulations.** Check POSTNET Ink Jet Printer to ensure there is no build-up of foreign material or accumulation of ink at the print head. Document any problems found, and if needed write a work order.	2	9			T
CIOSS OPM: IMAJE INK JET PRINTER, ID TAG	9.	**Every two hours check for dirt/ink accumulations.** Check ID Tag Ink Jet Printer to ensure there is no build-up of foreign material or accumulation of ink at the print head. Document any problems found, and if needed write a work order.	2	9			T
CIOSS OPM: HSLA (BOTH)	10.	**Every three hours check for dirt accumulations.** Check and remove debris from the HSLA 1 and HSLA 2 areas. Wipe application drum**.**	2	9			T
CIOSS OPM: POSTJET ADDRESS LABEL PRINTER	11.	**Every two hours check for quality of print.** When on this operation check the quality and readability of the labels being applied. Document any problems found, and if needed write a work order.	2	9			T
CIOSS OPM: BAR CODES	12.	**Every two hours check bar code printing.** Check for print quality of POSTNET and ID Tag bar codes. Document any problems found and if needed write a work order. If further analysis is needed refer to an Electronic Technician.	1	9			T

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION									
	WORK CODE	EQUIPMENT ACRONYM					CLASS CODE		NUMBER	TYPE
	0 9	C I O S S					A B		0 0 1	M

Equipment Nomenclature Combined Input Output Sub-System	Equipment Model	Bulletin Filename MM14121	Occurrence Tour

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.
CIOSS OPM: SORTING STACKERS	13.	**Every two hours check for missorts.** Take a sample from at least 5 stackers and verify the address block matches the scheme for that pocket. Verify mail pieces enter stacker in a uniform manner. Document any problems found and if needed write a work order.	2	9			T
CIOSS OPM: OVERFLOW STACKER	14.	**Every two hours check mail in the Overflow/Reject Stacker.** Check type of mail present in overflow stacker to determine which area(s) of the machine might be malfunctioning. Check for indications of double feeds, one code, a single gate, or mail path blockage problem. Document any problems found and if needed write a work order.	2	9			T
CIOSS OPM: ACE/MKAT LAPTOP COMPUTER	15.	**Every 2 hours check all performance indicators displayed on the MPEWatch Realtime Maintenance View Screen including the following items:** 1. Key Performance Indicators (KPI) report. **NOTE** Access to KPI can be done by clicking on the hyperlink located in the column titled "KPI%". 2. Unplanned Events. 3. DPS Information. 4. Take appropriate action to investigate and correct any abnormalities detected in viewing MPEWatch. Generate a work order for further maintenance actions if required.	5	9			T
CIOSS OPM: ADMINISTRATIVE	16.	**At the end of the operation tour, compile the following information:** 1. Route sheet information. 2. Any work orders generated. 3. Make entries in Machine Logbook of any discrepancies found during the mail run. 4. Turn this information into Maintenance Supervision. Brief personnel coming on duty.	2	9			T