MAINTENANCE TECHNICAL SUPPORT CENTER / MAINTENANCE POLICIES & PROGRAMS ENGINEERING / UNITED STATES POSTAL SERVICE

maintenance management order

SUBJECT: PM Guidelines for Parcel Induction Stations

DATE: April 18, 2001

NO: MMO-038-01

TO: Bulk Mail Centers
Phoenix P&DC

FILE CODE: Y

dewa:M00043AA

Online Change Record		
Change #	**Date**	**Description of Change**
1	4/27/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) supersedes MMO-034-98. MMO-034-98 included preventive maintenance tasks covering only posidyne clutch-brake units on High Speed Induction Units. All sites should have removed most, if not all, of the original posidyne clutch-brake units and installed Variable Frequency Drives (VFDs). As we understand, some sites have modified the functionality of some clutch-brake units to run at a constant speed. For this reason, this MMO addresses these changes by allocating time on a per assembly basis for clutch-brake units. Sites having only VFDs are to reduce the Workload Estimate Hours by the amount allocated for the posidyne clutch-brake unit tasks (#5, #14, #15 & #16).

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

WARNING

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

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), the time required per task, and the minimum skill level for each task.

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

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

Rex M. Gallaher
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments: 1. Summary of Revised Workload Estimate
2. Parcel Induction Station Master Checklist

ATTACHMENT 1

-SUMMARY-

REVISED WORKLOAD ESTIMATE

FOR

PARCEL INDUCTION STATIONS

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
64.7	19.4	84.1	8.4	92.5

* Repair estimates based on 30% of servicing.
** Based on 10% of total servicing and repair.

TIME TOTALS

Monthly Time Total:	4.5 Hrs. ***
Quarterly Time Total:	0.8 Hrs. ***
Semi-Annual Time Total:	1.0 Hrs. ***
Annual Time Total:	1.0 Hrs. ***

NOTE

The time shown does not allow for multiple assemblies on any equipment. Should multiple assemblies exist, the time must be modified at the local level to account for those occurrences. Other unique site conditions that requires additional time are to be addressed at the local level.

*** These times are provided for data entry for the VMARS System.

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ATTACHMENT 2

PARCEL INDUCTION STATION MASTER CHECKLIST

03-IDUCT-AA-001-M

The number (03-IDUCT-AA-001-M) shown above is a generic identification for Parcel Induction Station and must be adapted to meet the local equipment acronym numbering system.

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with VMARS superseding route structure. The possible frequencies and their codes are given in the table below:

Table 2-1. MS-63 (VMARS) Frequency-Codes

CODE	FREQUENCY	DESCRIPTION
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service **Maintenance Checklist**	IDENTIFICATION											
	Work Code		Equipment Acronym					Class Code		Number		Type
	0	**3**	**I**	**D**	**U**	**C**	**T**	**A**	**A**	**0**	**0**	**1**	**M**
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**					Bulletin Filename **M00043AA**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SAFETY STATEMENT Frequency Code ---M-Q-S--	1.	**COMPLY WITH ALL SAFETY PRECAUTIONS. – Disconnect power and activate lockouts as appropriate while working on this equipment. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.**	3 min	All
SYSTEM Frequency Code: -----M-Q-S--	2.	**CHECK FOR MAIL. -** Look for loose mail while performing all activities.	2.5 min	7
		WARNING **Be cautious when working around or on equipment when power has been applied.**		
BELTS Frequency Code: --M-Q-S--	3.	**CHECK BELTS, BEARINGS/SHAFTS. -** Run/Jog HSIU and check belts as follows: 1. Check all bearings and shafts for quiet and vibration-free operation. 2. Examine all surfaces of belt. 3. Check belts for damage. Examine top and bottom covers for wear, scuffs, gouging, strapping, cracking, swells, or ply separation. 4. Check wear or tears along edges. 5. Check for build-up of foreign materials. 6. Examine lacing for wear and damage. 7. Check for proper tracking.	15 min	7

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	Work Code	Equipment Acronym					Class Code		Number			Type	
	0	3	I	D	U	C	T	A	A	0	0	1	M
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**					Bulletin Filename **M00043AA**			Frequency **ALL**				

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
SYSTEM Frequency Code: ---M--------	4.	**CHECK LIMIT SWITCHES. -** Check operation of door, transfer plate and Motor Control panel guard limit switches.	15 min	7
Posidyne Clutch/Brake Unit Frequency Code: ---M----------	5.	**CHECK POSIDYNE CLUTCH BRAKE. –** If applicable, check Posidyne unit for proper operation as follows: 1. Operate and check for slippage and excess vibration.	5 min per assy.	7
SYSTEM (Cont.) Frequency Code: --M-Q-S--	6.	**POWER DOWN AND LOCKOUT POWER. -** Power down the equipment and lockout its electrical power as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
BELTS Frequency Code: --M-Q-S--	7.	**CHECK BELT TENSIONS. -** Check belt tensions and adjust as needed: **NOTE** When adjusting tension, move take-up equal number of turns each side to avoid tracking problems. 1. Adjust all belt tensions as necessary to achieve proper operation.	30 min	7
Frequency Code: -----Q-S--	8.	**CHECK AND TIGHTEN MOUNTING BOLTS AND SET SCREWS. -** Check and tighten as necessary all mounting bolts and set screws on the following. 1. Hubs, taperlocks. 2. Motors.	15 min	7

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	Work Code	Equipment Acronym						Class Code		Number		Type
	0 3	I	D	U	C	T		A	A	0 0 1		M
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**				Bulletin Filename **M00043AA**					Frequency **ALL**		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
Frequency Code: ----Q-S--	9.	**CHECK DRIVE BELTS. -** Check drive belts for proper tension and wear (1/2" deflection at center with 15 pounds pressure).	25 min	7
MOTOR PANELS Frequency Code: --------S-A	10.	**CHECK MOTOR PANELS. -** Open and check motor panels as follows: 1. Feel control and/or motor panels to be sure they are securely mounted. 2. Check for damage to panel exterior switches and indicator lamps. 3. Check for loose components and loose connections in panels. Look for bad contacts and evidence or arcing.	20 min	7
Frequency Code: -------S--	11.	**CHECK CONDUIT AND WIRING. -** Check for damage to conduit and wiring between control panel and motor panels. Look for conduit being used for handhold or steps.	15 min	7
Frequency Code: -------S--	12.	**CHECK AND CLEAN PULLEY BEARINGS. -** Check all pulley bearings for dirt, damage, and tightness. Clean as necessary.	20 min	7
Frequency Code: ----------S--	13.	**LUBRICATE BEARINGS. -** Using GR-2 lubricant, lubricate all bearings not permanently sealed.	5 min	7
Posidyne Clutch/Brake Unit Frequency Code: ---M--------	14.	**CHECK AIR FILTER/ACCUMULATOR. –** If applicable, check and drain filter/accumulator as needed.	1 min per assy.	7

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	0	3	I	D	U	C	T	A	A	0	0	1	M
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**					Bulletin Filename **M00043AA**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
Posidyne Clutch/Brake Unit Frequency Code: -------Q--S--	15.	**CHECK FLUID LEVEL. –** If applicable, check fluid level as follows: 1. Check sight gauge or remove fluid level plug to determine level of fluid. 2. Look for evidence of leakage from housing. 3. Add fluid (ATF-210) as required to reach proper level. 4. Replace fluid level plug. Wipe fluid drippage and accumulation dry.	5 min per assy.	7
Posidyne Clutch/Brake Unit Frequency Code: ----------A	16.	**DRAIN FLUID. –** If applicable, drain fluid as follows: 1. Drain fluid from clutch brake housing and refill to the proper level with ATF-210. 2. Wipe fluid drippage or accumulation dry.	60 min per assy.	7

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	0 3	I	D	U	C	T		A	A	0 0 1		M
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**				Bulletin Filename **M00043AA**			Frequency **ALL**				

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

WARNING

Eye protection (goggles or face shield) must be worn when using compressed air for cleaning.

WARNING

Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.

Frequency Code: ---M-Q-S--	17.	**CLEAN UNIT. -** Remove and install panels as necessary to clean HSIU as follows: 1. Clean VFD housing, removing dust, and foreign material by wiping, vacuuming, or blowing. Use solvent to remove hardened deposits. 2. Clean interior frame structure and floor under HSIU. Clean exterior of the motor control panels. Wipe, vacuum, or blow as necessary. 3. Clean top of HSIU belting, framework and photocell assemblies. Wipe, vacuum, or blow as necessary. **4.** Clean interior of motor control panels. Wipe, vacuum, or blow as necessary.	180 min	7
CLEAN-UP Frequency Code: ---M-Q-S--	18.	**CLEAN-UP. -** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	3 min	All

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	0	3	I	D	U	C	T	A	A	0	0	1	M
Equipment Nomenclature **PARCEL INDUCTION STATION**	Equipment Model **IDUCT**					Bulletin Filename **M00043AA**				Frequency **ALL**			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
		WARNING **Be cautious when working around or on equipment when power has been applied.**		
SYSTEM Frequency Code: ---M-Q-S--	19.	**RESTORE EQUIPMENT TO SERVICE. -** Restore equipment to service as prescribed by the procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.	3 min	All
START-UP Frequency Code: ---M-Q-S--	20.	**START-UP. -** Perform normal start-up procedures as follows: 1. Start or preset equipment. 2. Check for proper operation by correctly inducting three parcels onto the sorter trays. 3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.	5 min	All