



# maintenance management order

**SUBJECT:** PM Guidelines for Pivoting Deflector on the RTFS Section  
of the Singulate Scan Induction Unit (SSIU)

**DATE:** July 07, 2004

**NO:** MMO-046-04

**TO:** Bulk Mail Centers

**FILE CODE:** Y

Dfau:MM02059AD

Online Change Record		
Change #	Date	Description of Change
2	4/28/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.
1	3/12/2004	Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Pivoting Deflector on the Recirculation Transport Feed System (RTFS) Section of the Singulate Scan Induction Unit (SSIU).

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

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

The attached master checklist provides tasks to be performed at periodic intervals, the time required per task, and the minimum skill level for each task.

## 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. 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 only on optical equipment when other cleaning methods can not be used.

**WARNING**

**Moving conveyors may expose employees to personal safety hazards. Do not climb, sit or walk on conveyors without first performing local Energy Control Procedure (ECP).**

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

Robert Tschantz  
Manager (A)  
Maintenance Technical Support Center  
Maintenance Policies and Programs

Attachments:   1.   Summary of Workload Estimate  
                  2.   RTFS Pivoting Deflector (SSIU) Master Checklist (Quarterly)  
                  3.   RTFS Pivoting Deflector (SSIU) Master Checklist (Annual)

**ATTACHMENT 1****SUMMARY****WORKLOAD ESTIMATE FOR  
RTFS PIVOTING DEFLECTOR (SSIU)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
2.2	0.7	2.9	0.3	3.2

\* Repair estimates based on 30% of servicing.

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

**TIME TOTALS**

Quarterly Time Total: 0.5 Hrs. \*\*\*

Annual Time Total: 0.3 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 require additional time are to be addressed at the local level.

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

**THIS PAGE BLANK**

**ATTACHMENT 2**

**RTFS PIVOT DEFLECTOR (SSIU) MASTER CHECKLIST**

**03-SSIU-AA-001-M**

**QUARTERLY**

**QUARTERLY TIME TOTALS: 29.5 MINUTES**

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION										
	Work Code	Equipment Acronym				Class Code	Number	Type			
	0	3	S	S	I	U	A	A	0	0	1
Equipment Nomenclature <b>RTFS PIVOTING DEFLECTOR (SSIU)</b>	Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02059AD</b>			Frequency <b>QUARTERLY</b>			

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

SAFETY STATEMENT	1.	<p><b>COMPLY WITH ALL SAFETY PRECAUTIONS. – Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</b></p> <p><b><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></b></p> <p><b>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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</b></p>	3 min	All
		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Be cautious when working around or on equipment when power has been applied.</b></p>		
SYSTEM	2.	<b>CHECK FOR MAIL. –</b> Look for stray mail while performing all activities.	2.5 min	7
	3.	<b>CHECK AIR LINES. –</b> Check deflector air lines for leakage at couplings and fittings, also air lines at control manifold. Verify proper settings on regulator. Drain dryer as necessary. Operate PD manually, verify proper operation, look for binding, and listen for noise.	5 min	7
SYSTEM	4.	<b>POWER DOWN AND LOCKOUT POWER. –</b> 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

U.S. Postal Service		IDENTIFICATION										
<b>Maintenance Checklist</b>		Work Code		Equipment Acronym				Class Code		Number		Type
		0	3	S	S	I	U	A	A	0	0	1
Equipment Nomenclature		Equipment Model				Bulletin Filename				Frequency		
<b>RTFS PIVOTING DEFLECTOR (SSIU)</b>		<b>SSIU</b>				<b>MM02059AD</b>				<b>QUARTERLY</b>		

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

PIVOT DEFELCTOR ASSEMBLY	5.	<b>CHECK DEFLECTOR.</b> – With deflector power locked out, check deflector as follows: 1. Check deflector for free movement and damage. 2. Check air cylinder mounting, pivots, and linkage for wear or looseness.	5 min	7
	6.	<b>CLEAN PIVOTING DEFLECTOR SHOE.</b> – Clean deflector shoe face and remove debris.	5 min	7
		<div style="border: 1px solid black; padding: 5px; text-align: center;"><b>WARNING</b></div> <p><b>Be cautious when working around or on equipment when power has been applied.</b></p>		
SYSTEM	7.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – 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
CLEAN-UP	8.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc., are removed from the work area.  Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.	3 min	All

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION										
		Work Code		Equipment Acronym				Class Code		Number		Type
		0	3	S	S	I	U	A	A	0	0	1
Equipment Nomenclature <b>RTFS PIVOTING DEFLECTOR (SSIU)</b>		Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02059AD</b>				Frequency <b>QUARTERLY</b>		

  

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

**THIS PAGE BLANK**



**ATTACHMENT 3**

**RTFS PIVOT DEFLECTOR (SSIU) MASTER CHECKLIST**

**03-SSIU-AA-002-M**

**ANNUAL**

**ANNUAL TIME TOTALS: 15 MINUTES**

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	S	S	I	U		A	A	0	0	2
Equipment Nomenclature <b>RTFS PIVOTING DEFLECTOR (SSIU)</b>	Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02059AD</b>				Frequency <b>ANNUAL</b>			

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

SAFETY STATEMENT	1.	<b>COMPLY WITH ALL SAFETY PRECAUTIONS. – Disconnect power and apply lockouts when required by this instruction. Refer to current local lockout procedures to properly shutdown and lockout this machine. Open equipment and inspect dust conditions. Check for suspicious dust or unusual debris. If any unusual substance is found notify supervisor prior to proceeding with any further action on the equipment.</b>  <b><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></b> <b>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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</b>	3 min	All
	2.	<b>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.</b>	3 min	All
	3.	<b>LUBRICATE BEARINGS. – Using GR-2, lubricate bearings.</b>	3 min	7
		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>WARNING</b> </div> <p style="text-align: center;"><b>Be cautious when working around or on equipment when power has been applied.</b></p>		
	4.	<b>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.</b>	3 min	All

U.S. Postal Service  <b>Maintenance Checklist</b>		IDENTIFICATION											
		Work Code		Equipment Acronym				Class Code		Number			Type
		0	3	S	S	I	U	A	A	0	0	2	M
Equipment Nomenclature <b>RTFS PIVOTING DEFLECTOR (SSIU)</b>		Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02059AD</b>				Frequency <b>ANNUAL</b>			

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

SYSTEM	5.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc., are removed from the work area.  Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.	3 min	All
--------	----	---	-------	-----