maintenance management order

UNITED STATES POSTAL SERVICE™

SUBJECT: PM Guidelines for Package Bar Code Sorter System (PBCSS) Secondary

TO: Bulk Mail Centers

DATE: August 12, 1999

NO: MMO-058-99

FILE CODE: Y

dewa:MM9606AB

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. Changed Items 10 and 11 from skill level 7 to level 9.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Package Bar Code Sorter Systems (PBCSS) Secondaries and supersedes MMO-010-94.

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.

A PBCSS Primary System consists of both a Scanner and a Printer Applicator. A PBCSS Secondary System contains only a Scanner. As a result, the maintenance time required for the Secondary System excludes Printer Applicator related items.

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 for reference by all employees. As a minimum, obtain a current SDS every two years.

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--Initial Workload Estimate of PBCSS Maintenance Hours.
                2.   PBCSS (Secondary) Master Checklist

ATTACHMENT 1

-SUMMARY-

REVISED WORKLOAD ESTIMATE

Package Bar Code Sorter System (PBCSS) Secondary

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
32.6	9.9	42.5	4.3	46.8

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

TIME TOTALS

Weekly Time Total:	0.5 Hrs.∗∗∗
Quarterly Time Total:	1.3 Hrs.∗∗∗
Semi-Annually Time Total:	0.7 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 MARS System.

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION								
		Work Code	Equipment Acronym			Class Code		Number		Type
		0 3	C V *	*	*	A A		0 0 1		M
Equipment Nomenclature **CONVEYOR TYPE 001**		Equipment Model		Bulletin Filename **MM9458BB**			Frequency			

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 2

PBCSS SECONDARY MASTER CHECKLIST

03-BCS-AB-001-M

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 NMICS superseding route structure. The possible frequencies and their codes are given in the table below:

Table 2-1. MS-63 (NMICS) 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		IDENTIFICATION							
Maintenance Checklist		Work Code	Equipment Acronym		Class Code		Number		Type
		0 3	B C S		A B		0 0 1		M
Equipment Nomenclature **PACKAGE BAR CODE SORTER SYSTEM (SECONDARY)**		Equipment Model	Bulletin Filename **MMO-058-99**			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: ---W-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 low air pressure. 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
PBCSS Frequency Code: ---W-Q-S-	2.	**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.	1 min	All

CAUTION

Do not use commercial glass cleaner.

| PBCSS

Frequency Code:
---W----- | 3. | **SERVICE PBCSS COMPONENTS. -** Service the following PBCSS components:

1. Clean all photo eyes and sensors.

2. Clean scanner laser exit window with 60%/40% denatured alcohol/ water solution. | 5 min | 7 |

U.S. Postal Service	IDENTIFICATION							
Maintenance Checklist	Work Code	Equipment Acronym			Class Code	Number		Type
	0 3	B C S			A B	0 0 1		M
Equipment Nomenclature **PACKAGE BAR CODE SORTER SYSTEM (SECONDARY)**	Equipment Model		Bulletin Filename **MMO-058-99**			Frequency **ALL**		

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

<div style="text-align:center;">

WARNING

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

</div>

Part or Component	Item No.	Task Statement and Instruction	Est. Time	Skill
SYSTEM CONTROL and OMNI-X SCANNER Frequency Code: ---W-----	4.	**SERVICE AIR FILTERS. -** Clean or replace (as determined locally necessary) air filters for both the System Controller and the OMNI-X Scanner.	5 min	7
PBCSS Frequency Code: -------S-	5.	**CLEAN LIGHTING FIXTURES AND HARDWARE TOPS. -** Clean all lighting fixtures and the tops of all related hardware (System Controller Enclosure, OMNI-Scanner, etc.)	15 min	7
SYSTEM CONTROL Frequency Code: -------S-	6.	**SERVICE SYSTEM CONTROLLER. -** Service the System Controller as follows:	15 min	7

1. Open the System Controller Enclosure.

<div style="text-align:center;">

WARNING

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

</div>

2. Vacuum and/or use low pressure air to clean accumulated dust and debris.

3. Visually check for loose connections.

4. Close System Controller Enclosure.

U.S. Postal Service		IDENTIFICATION						
Maintenance Checklist		Work Code	Equipment Acronym		Class Code		Number	Type
		0 3	B C S		A B		0 0 1	M
Equipment Nomenclature **PACKAGE BAR CODE SORTER SYSTEM (SECONDARY)**		Equipment Model		Bulletin Filename **MMO-058-99**		Frequency **ALL**		

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min Skill Level
OMNI-X SCANNER Frequency Code: -------Q-	7.	**SERVICE SCANNER. -** Service OMNI-X Scanner as follows: 1. Remove OMNI-X Scanner cover. 2. Vacuum to clean accumulated dust and debris. (Do not use compressed air for this cleaning operation.) 3. Visually check for loose connections. 4. Replace OMNI-X Scanner cover.	15 min	7
PBCSS Frequency Code: ---W--Q-S	8.	**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.	1 min	All

<div align="center">

WARNING

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

</div>

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min Skill Level
PBCSS Frequency Code: ---W-----	9.	**CHECK FAN OPERATION. -** Check fans on the System Controller Enclosure, 6000 Chassis, and OMNI-X Scanner for proper operation.	2 min	7

U.S. Postal Service	IDENTIFICATION									
Maintenance Checklist	Work Code	Equipment Acronym				Class Code		Number		Type
	0	3	B	C	S		A	B	0	0	1	M

Equipment Nomenclature **PACKAGE BAR CODE SORTER SYSTEM (SECONDARY)**	Equipment Model	Bulletin Filename **MMO-058-99**	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 CONTROLLER Frequency Code: ----S-	10.	**RUN THE "LEARN" FUNCTION.-** In accordance with MS-136	10 min	9
PBCSS Frequency Code: ---W-----	11.	**CHECK SYSTEM OPERATION. -** Check system operation with the HSIU running as follows: 1. Close two scanner "X" patterns by rotating the laser shut-off thumb screws clockwise. 2. Induct three bar-coded packages while checking the Operator Control Panel to ensure correct ZIP codes are displayed. For this operation use the following size packages 1 package less than one inch high to check the far zone, 1 package greater than six inches but less than twelve inches high to check the mid zone, and 1 package greater than twelve inches high but less than eighteen inches to check the near zone. 3. Repeat the same process for each of the remaining two "X" patterns. 4. Restore three "X" patterns by rotating the laser shut-off thumb screws fully counter-clockwise. 5. Note discrepancies and initiate work order as needed.	7 min	9

U.S. Postal Service		IDENTIFICATION							
Maintenance Checklist		Work Code	Equipment Acronym			Class Code		Number	Type
		0	3	B	C	S		A	B	0	0	1	M

Equipment Nomenclature	Equipment Model	Bulletin Filename	Frequency
PACKAGE BAR CODE SORTER SYSTEM (SECONDARY)		**MMO-058-99**	**ALL**

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

---

> ### WARNING
>
> **Only a trained person should work on the scanner unit! Avoid looking directly into the laser window or damage to eyes may result.**

Part or Component	Item No.	Task Statement and Instruction	Est. Time Req'd	Min Skill Level
SCANNER DIAGNOSTIC Frequency Code: -----Q---	12.	**RUN SCANNER DIAGNOSTICS. -** Run the ACCUVIEW software "manual mode" diagnostic procedures outlined in the OMNI-X Scanner Service Manual (most current revision) on all three lasers. Each laser must register a "Q value" of 80 or greater on each of the three zones (near, mid, and far). If the Scanner unit passes this diagnostic test, no further action is required. If any laser fails this diagnostic then report the deficiency to your supervisor to initiate a Work Order to perform the optical/electronic alignment procedures outlined in the OMNI-X Scanner Service Manual (most current revision).	60 min	7
CLEAN-UP Frequency Code: ---W-Q-S	13.	**CLEAN-UP. -** Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	2 min	All