MAINTENANCE TECHNICAL SUPPORT CENTER HEADQUARTERS MAINTENANCE OPERATIONS UNITED STATES POSTAL SERVICE

Maintenance Management Order POSTAL SERVICETM

SUBJECT: Flats Sequencing System (FSS) Optical Character Reader (OCR) Pool Preventative Maintenance Plan DATE: September 17, 2013

NO: MMO-087-13

TO: All FSS Offices

FILE CODE: H1

wvol:mm13041ag

Item # 9730 changed to reflect the addition of WorkFlow Computers Restart procedure. Rollup changed to reflect the additional time.

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Flats Sequencing System (FSS) Optical Character Reader (OCR) Pool. This bulletin applies to Acronym FSSOCR, Class Code AA.

The workhours indicated in the workload estimate (Attachment 1) are based on a 20hour operations window and reflect the *maximum* annual workhours required to maintain each system. Actual workhour requirements and the frequency of tasks are dependent on run time and pieces processed. Therefore, PM workhour requirements will vary day-to-day based on site specific machine utilization. Management may modify task frequencies to address local conditions.

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 Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current MSDS be requested. Refer to MSDS for appropriate personal protective equipment.

WARNING

The use of compressed or blown air is prohibited. An alternative cleaning method such as a HEPA filtered vacuum cleaner, a damp rag, lint-free cloth, or brush must be used in place of compressed or blown air.

WARNING

Steps contained in this bulletin may require the use of Personal Protective Equipment (PPE). Refer to the current Electrical Work Plan (EWP) MMO for appropriate PPE requirements.

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

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Robert E. Albert Manager Maintenance Technical Support Center HQ Maintenance Operations

Attachments 1. Summary of Workload Estimate

2. Master Checklist 03-FSSOCR-AA-001-M - FSS OCR PM

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

FSSOCR SYSTEM

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SUMMARY WORKLOAD ESTIMATE FOR FSSOCR

			Routine		Total
Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Servicing + Repair Time (hrs/yr)	Non- productive Time**	Servicing Per Machine (hrs/yr)
				(TITS/yr)	
5	43.59	13.08	56.67	5.67	62.33
6	50.52	15.16	65.68	6.57	72.24
7	53.12	15.94	69.06	6.91	75.97

NOTES:

 $\ast Repair$ estimates based on 30% of servicing.

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

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ATTACHMENT 2

FSSOCR MASTER CHECKLIST

03-FSSOCR-AA-001-M

Time Total: See Attachment 1

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Part or Component	Item No	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time	Min. Skill		Threshold	s
Component	110		Req (min)	Lev	Run Hours	Pieces Fed (000)	Freq.

SAFETY STATEMENT	1000	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.	1	All		
		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 requirements.				
FSS OCR POOL CABINET ASSEMBLY	9710	Clean computer cabinet(s) and computer(s) filters	15	09		52
		1. Open OCR cabinet rear doors.				
		2. Remove dust and debris from the interior and exterior of the OCR cabinet and the following components using vacuum cleaner, soft cleaning brush, or lint-free towel:				
		a. AC fans				
		b. KVM switch				
		c. OCR computers				
		d. 15-inch monitor with keyboard				
		e. junction box assembly				

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Maintenance Checklist WORK CODE EQUIPMENT CODE CLASS ACRONYM NUMBER TYPE Equipment Nomenclature 0 9 F S 0 C R A A 0 0 1 M Equipment Nomenclature Equipment Model Builetin Filename mm13041 Occurrence Occurrence Part or Component Item No Task Statement and Instruction (Comply with all current safely precautions) Est. Est. (Comply with all current safely precautions) Min. Req (min) Thresholds Image: State of the complexity of the current safely precautions) Est. (Complexity with all current safely precautions) Image: State of the current safely precautions) Est. (Complexity with all current safely precautions) Min. No Thresholds Image: State of the current safely precautions) Est. (Complexity with all current safely precautions) Image: State of the current safel	U.S. Postal																						
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c. Verify the following results:				C.	Verif	y the	fol	lowin	ig re	sults:													
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2) The other OCR status should report "Standby database instance synchronized				 The other OCR status should report "Standby database instance synchronized 																			
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		This proc	edure sh	ould not be perforn	med v	while								
		the FSS r	nachines	are processing ma	ail.									
		1. Press	compute	er selection pushb	utton	on								
		KVM	switch to	connect selecting	Wor	kflow #1								
			Juler.											
		2. Log ir crede	nto the co entials.	omputer using mai	nt1									
		3. Perfo	rm the fo	llowing at compute	er key	yboard:								
		a. C	lick Star	t on Task bar at bo	ottom	of								
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		5. Onc	e the st	artı	up is ob	serv	ed o	n Wo	orkflov	v					
		Con	omputer #1 (OCR #1) perform the restart												
		proc	rocedure on WorkFlow #2 (OCR #2). ress computer selection pushbutton on VM switch to connect selecting Workflow #2 omputer												
		6. Pres								N #2					
		Con													
		7. Log	into the	to the computer using maint1											
		crec	dentials. form the following at computer keyboard: Click Start on Task bar at bottom of Windows desktop. Select Shut Down on Start menu)												
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		9. Obs	erve co	mp	uter so	ftwar	e sh	utdov	vn an	d					
		rest	art sequ	rt sequence. Confirm startu											
		spla	erving the Windows Operating system sh screen. at least 15 Min after Workflow #2 has							1					
		10. Wai								s					
		rest	arted be	efor	e perfo	rmin	g Dir	ector	y y						
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		11. Ope	n Intern	et	Explore	er (IE) by	clicki	ng St	art,					
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		12. Clic	k the Op	bera	ational	Cont	rol a	nd th	en						
		Dire	ctories	link	s from	the l	eft co	ontrol	colu	mn.					
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Final-Cleanup	9990	Clean up Ensure al removed deficienci Maintena generate documen for deficie	Il tools, lu from the ies founc nce logb work orc t/initiate encies fo	ubrica worl l and ook. lers l corre und.	ants, c are repa Noti per lo ective	, rag ea. A airs fy su ocal e ma	is, eta nnot perfo uperv SOF ainter	c., are ate rmed risor a rto nance	e I ir an e a	n the d/or ctivity	5	All					

* --- the tasks marked with an asterisk are per unit tasks.
** --- the tasks marked with two asterisk are critical tasks.