Maintenance Management Order

UNITED STATES POSTAL SERVICE™

SUBJECT:	Bar Code Scanner TMS BCS Preventive Maintenance	**DATE:** December 18, 2013
		NO: MMO-111-13
TO:	All Novasort TMS Sites	**FILE CODE:** TM
		tpor:mm13051ac

This Maintenance Management Order (MMO) provides Operational and Preventive Maintenance Guidelines for the Novasort Scanning Station. This bulletin applies to Acronym BCS, Class Code EA.

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 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.

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

Attachments   1.   Summary of Workload Estimate
              2.   Master Checklist 03-BCS-EA-001-M – Monthly PM

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR TMS NOVASORT SCANNING STATION

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SUMMARY
WORKLOAD ESTIMATE
FOR TMS NOVASORT SCANNING STATION

Operation	Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Routine Servicing + Repair Time (hrs/yr)	Non-productive Time** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
Monthly	5.20	1.56	6.76	.68	7.44

NOTES:
∗Repair estimates based on 30% of servicing.
∗∗Based on 10% of total servicing and repair.

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 also to be addressed at the local level.

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ATTACHMENT 2

TMS NOVASORT SCANNING STATION MASTER CHECKLIST

03-BCS-EA-001-M

MONTHLY

Time Total: (26) minutes

U.S. Postal Service **Maintenance Checklist**		IDENTIFICATION											
		WORK CODE	EQUIPMENT ACRONYM						CLASS CODE		NUMBER		TYPE
		0 3	B	C	S				E	A	0 0	1	M
Equipment Nomenclature NOVASORT SCANNING STATION		Equipment Model				Bulletin Filename mm13051ac				Occurrence MONTHLY			

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 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.** **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.**	3	All			
	2.	**Lockout Power.** Lockout the power distribution section associated with the area of the TMS you are working on and install a LOCKOUT/TAGOUT device.	2	All			

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

Equipment Nomenclature NOVASORT SCANNING STATION	Equipment Model	Bulletin Filename mm13051ac	Occurrence MONTHLY

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.
BAR CODE SCANNERS	3.	**CLEAN BAR CODE SCANNER EXTERIORS.** **WARNING** **The solid state lasers in the barcode scanners can cause eye damage if viewed directly. Avoid looking into the window when the scanner is energized.** Using a soft-bristle brush or a clean, soft cloth dampened slightly with a mild detergent solution, clean all dust and debris from the external surfaces of the scanner (except the laser exit windows).	6	7			
SCANNER WINDOWS	4.	**CLEAN SCANNER LASER EXIT WINDOWS.** **WARNING** **Clean the window of the scanner when the scanner is turned off.** 1. Make a solution of seven parts denatured alcohol to three parts water. **WARNING** **Discard or dispose of chemical soaked materials in accordance with MSDS and local procedures.** 2. Clean the laser exit windows with a soft, lint-free cloth or lens paper moistened with the solution made in the previous step. Avoid abrasive substances. 3. Remove any streaks or remaining moisture from the windows with a dry, soft, lint-free cloth or lens paper.	6	7			

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	0 3	B	C	S			E A	0 0	1	M
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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.
PHOTO SENSORS AND REFLECTORS	5.	**CLEAN PHOTO SENSORS AND REFLECTORS.** **WARNING** **Discard or dispose of chemical soaked materials in accordance with MSDS and local procedures.** 1. Wipe exterior body of sensors of dust and debris with a soft, lint-free cloth. 2. Clean the sensor lenses and reflectors with a soft, lint-free cloth moistened with the solution made in step 4 above. 3. Remove any streaks or remaining moisture with a dry, soft, lint-free cloth.	3	7			
		WARNING **Be cautious when working around or on equipment when power has been applied.**					
	6.	**RESTORE EQUIPMENT TO SERVICE.** Restore equipment to service by removing your LOCKOUT/TAGOUT device and apply power to the area of TMS you are working on.	2	All			
FUNCTIONAL TEST	7.	**PERFORM FUNCTIONAL TEST.** 1. Reset any faults that may have occurred. 2. Pass a barcode label in front of the scanner and listen for a beep. 3. Report discrepancies to supervisor.	4	7			