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

Maintenance Management Order

SUBJECT: PM (

- PM Guidelines for Singulator Transport Conveyors with Variable Frequency Drive and Reducer on the Singulator Scan Induction Unit (SSIU)
- DATE: December 9, 2006

NO: MMO-128-06

Υ

FILE CODE:

TO: SSIU Sites

dfau:mm06022ab

MAINTENANCE MANAGEMENT ORDER

		Online Change Record
Change #	Date	Description of Change
3	5/2/2022	Attachments 2-6, corrected skill level 4, no longer in use, to level 7.
2	10/20/2015	Updated roll-up.
1	3/12/2014	Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for Singulator section transport conveyors on the SSIU system which use Variable Frequency Drives (VFDs) and reducers.

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 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. 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.

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.

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

Maintenance Managers are to use these preventive maintenance guidelines when preparing the route sheets for local maintenance personnel.

It is the responsibility of each Maintenance Manager to ensure all WARNINGS, CAUTIONS, and NOTES are included with each applicable task as part of the preparation of any local route sheets.

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.

Earl J. Jones Manager Maintenance Technical Support Center Maintenance Policies and Programs

Attachments: 1. Summary of Workload Estimate

- 2. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Weekly)
- 3. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Monthly)
- 4. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Quarterly)
- 5. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Semi-annual)
- 6. Singulator Transport Conveyor with VFDs and Reducer Master Checklist (Bi-annual)

SUMMARY

WORKLOAD ESTIMATE FOR

SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER

Routine Servicing (hrs/yr)	Repair∗ (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
41.53	12.46	53.99	5.4	59.39

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

Weekly Time Total:	16.9 Hrs.***
Monthly Time Total:	15.9 Hrs.***
Quarterly Time Total:	2.13 Hrs.***
Semi-Annual Time Total:	5.98 Hrs.***
Bi-Annual Time Total:	0.62 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 eMARS System.

SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER MASTER CHECKLIST

03-SSIU-BA-001-M

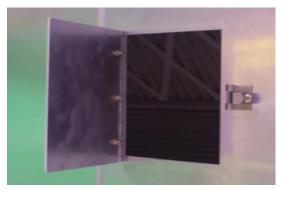
WEEKLY

Time Total: 19.5 Minutes

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Equipment Nomenclature Singulator Transport Conve VFDs and Reducer	eyor with	Equipmer		a SSIU			В		n Filer M060	name 022AE	В	Freque	ncy WEI	EKL	Y		
VEDS and Reducer	5																
Part or Item Component No	(C	Task S Comply witl		ent and rrent sa			ns)			Est. Time	Min. Skill		Thre	shold	S		
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	VFDs and Reducers																	
Part or	Item			Task	State	ment	and I	Instru	ction				Est.	Min.		Thre	shold	ls
Component	No	(0	Comp	oly wit	h all d	currer	nt saf	ety pr	ecauti	ons)			Time	Skill				
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Remove and replace primary filter as needed.

If primary filters are dirty and need replacing, open the filter access doors on each side of the Debris Removal System to remove and replace.



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Equipment Nomenclature Singulator Transport VFDs and Re	-	Equ	ipmer	nt Mo	^{del} SSI	U			Bulletir MI		name 022AI	3	Freque		EKL	Y	
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4. Check secondary filter. Unclamp the 4 clamps 5 holding the catch bin unit to the center unit to MIN expose the secondary filter.

7



Check condition of the secondary filter located in the center unit and replace filter as needed.

- 5. Restore equipment to 3 All service. Restore equipment to service as prescribed by the MIN procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.
- 6. Clean up. Ensure all tools, lubricants, rags, etc., All 3 are removed from the work area. MIN

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

MAINTENANCE MANAGEMENT ORDER

SYSTEM

CLEAN UP

SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER MASTER CHECKLIST

03-SSIU-BA-002-M

MONTHLY

Time Total: 79.5 Minutes

MMO-128-06								chnic	al Sup	port Ce	enter		
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Equipment Nomenclature Singulator Transport VFDs and Re	Conv		Equipme			Bulletin File	ename		Freque	ncy	2 M ONTHLY Diverses Pieces Fed Weeks Fed		
Part or	ltom		Took	Statement and	Instruction		F ot	Min.		Thrashal		•	
Component	Item No	(th all current sa		ns)	Est. Time	Skill			-		
							Req (min)	Lev	Run Hours		Weeks		
SAFETY STATEMENT	1.	Disconr required local shutdow equipme Check f If any supervis	ect pow I by this lockout vn and ent and or suspi unusual sor pric	ALL SAFE ver and ap s instructio procedur lockout th d inspect cious dust substanc or to pro- n the equip	ply lockou n. Refer to res to iis machin dust co or unusua e is foun ceeding v	ts when o current properly e. Open nditions. al debris. d notify	3 MIN	All				T ORDER	
		IS PROF When of cleaning vacuum in place free clo equipme can not	IBITED. cleaning metho cleaner of com th or br ent only be used	MPRESSE is requir of such as or a damp pressed o ush may h when othe l. Report sa immediate	ed, an al s a HEPA o rag must r blown ai pe used o r cleaning ifety deficie	ternative filtered be used r. A lint- n optical methods encies to						MANAGEMENT	
	2.	Check performi		I. Look fo tivities.	r loose m	ail while	2.5 MIN	7				NCE	
			oment	WARNIN when worki when pov	ing around							MAINTENA	
CONVEYOR BELT	3.	Check c	onveyor	^r belt.			5	7				A	
		1. Run	conveyo	r belt.			MIN					Σ	
		2. Liste belt.	n for be	earing noise	e from ope	eration of							
		3. Liste	n for noi	se from mot	or/reducer.								
			ck for pro bage).	oper belt tra	cking and t	ensioning							
SYSTEM	4.	the equip prescribe locally d Maintena	oment ar ed by th eveloped ance N	d lockout nd lockout it ne procedur l in accorda Managemen /restore proc	s electrical es contain nce with, th t Order	power as ed in, or	3 MIN	All					

MMO-128-06

U.S. Posta	a Service									IDE	ATION						
Maintenance	e Check	list	-)rk De					MENT	•	-	LASS ODE		NL	JMBE	R	TYPE
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Equipment Nomenclatu Singulator Transpo VFDs and		Equ	ipme	nt Mo	^{del} SSI	U			В	ilename)6022A	В	Fr	equei 1		ITHL	Y	
Part or Component	ltem No	((Instruc ety pr	ction ecautio	ons)	Est. Time	Min Skil				shold	
										Req (min)	Lev	-	Run ours	F	eces ed	Weeks	

		WARNING		
		Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.		
	5.	Clean transport conveyor unit.	60	7
		1. Open all access panels.	MIN	
		2. Check for damage and/or debris.		
		3. Using vacuum and rags, clean entire interior and exterior of the unit.		
		4. Clean mail slide area if applicable.		
		5. Clean any photocells with a lint-free cloth.		
		6. Re-install all covers and access panels.		
		WARNING		
		Be cautious when working around or on equipment when power has been applied.		
SYSTEM	6.	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
CLEAN UP	7.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 MIN	All
		Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive		

debris.

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	Equipment Nomenclature							U				В	A	0	0	2	М
Equipment Nomenclature Singulator Transpor VFDs and R	•	Equ	ipmer	nt Mo	^{del} SSI	U			Bu		lename 6022A	В	Freque		NTH	_Y	
Part or Component	Item No	((Instruction	tion ecautio	ons)		Est. Time	Min. Skill		Thre	eshold	ls
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SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER MASTER CHECKLIST

03-SSIU-BA-003-M

QUARTERLY

Time Total: 32 Minutes

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Maintenance	Chec	klist	CODE	ACRO		C	ODE				
Equipment Nomenclature			03 Equipme	SSJU	Bulletin	B Filename	A	0 Freque	0 3	М	
Singulator Transport VFDs and Re	t Conv		Equipmo	SSIU		106022A	В		UARTER	RLY	
Part or	Item			Statement and Instruc		Est.	Min.		Threshold	ls	
Component	No	(Comply wit	th all current safety pro	ecautions)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed	Weeks	
SAFETY STATEMENT	1.	Disconr required local shutdow equipme Check f If any supervis further a THE US IS PROF When of cleaning vacuum in place free clo	ect pow by this lockout vn and ent and or suspi unusual sor price action or E OF CC HIBITED. cleaning g metho cleaner e of com th or br	lockout this m d inspect dus icious dust or u l substance is or to proceedi n the equipment.	ockouts whe fer to current to proper achine. Oper achine. Oper t condition nusual debris found notif ng with an BLOWN AIR BLOWN AIR BLOWN AIR an alternativ HEPA filtere must be use wn air. A lin ed on optic	en MIN nt ly s. s. fy yy ve ed ed t- al	All		(000)		MANAGEMENT ORDER
SYSTEM	2.	Power o the equi prescribe locally d Maintena	pervisor down an pment ar ed by th eveloped ance	I. Report safety of immediately up ad lockout powe and lockout its elect and procedures co d in accordance w Management C /restore procedure	n detection. r. Power dow trical power a pontained in, o vith, the curren order (MMC	vn 3 as MIN or nt	All				NCE
VFD MOTOR/ REDUCER	3.	 Rem Che shaf tight Re-t Che Ch Ch Ch Ch Ch	nove cove ck all m t setsc ness. ighten as ck reduce ck reduce ck reduce ck for da ck for da	ounting bolts, ta	r and prope	or Dil	7				MAINTENA
		8. Adju	st as nee	eded.							

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Singulator Transpo	ingulator Transport Conveyor w						U				Μ	M06	022AI	3	Q	UAF	RTEF	RLY
VFDs and I																		
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																(0	00)	

9. Replace covers.

WARNING

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

- 4. Restore equipment to service. Restore 3 All equipment to service as prescribed by the MIN procedures contained in, or locally developed in accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.
 - 5. **Clean up.** Ensure all tools, lubricants, rags, etc., 3 All are removed from the work area. MIN

Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.

SYSTEM

CLEAN UP

MIMO-128-06									Ň	/lair	itenar	ce le	chnic	al Sup	por	t Ce	nter
U.S. Postal S	Service		IDENTIFICATION														
Maintenance)rk De				EQUIP ACRC	MENT NYM			-	CLASS CODE		NUMBER		TYPE		
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Equipment Nomenclature Singulator Transpor VFDs and R		Equ	ipmer	nt Mo	^{del} SSI	U			В	ulletin Fi MMC	lename 6022A	В	Frequency QUARTERLY				
Part or Component	Item No	((Instruction	tion ecautio	ons)		Est. Time	Min. Skill		Thre	shold	ls
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SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER MASTER CHECKLIST

03-SSIU-BA-004-M

SEMI-ANNUAL

Time Total: 179.5 Minutes

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SAFETY STATEMENT	1.	Disconner required local loc and loc and loc suspicio unusual	ect pow by this kout pro kout thi spect c us dus substar proceed	ver and ap instruction ocedures to is machine lust cond t or unus nce is four	ETY PRECA pply lockor on. Refer to o properly s e. Open e ditions. Cl sual debris nd notify s ny further	uts when o current shutdown quipment neck for s. If any upervisor		All				IT ORDER
		IS PROH When c cleaning vacuum place of cloth of equipme can not	IBITED. leaning metho cleaner compre r brush ent only be used	is requi d such a or a damp essed or b may be when othe . Report s	D OR BLOW red, an a as a HEPA rag must b blown air. A e used or er cleaning afety defici ely upon defi	Iternative filtered e used in lint-free o optical methods encies to						MANAGEMENT
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MAIN CONTROL CABINET (MCC)	3.	Through	PROW Utility	ORX on th	n pter battery he SPC, la k processo	unch the		7				MAINTENAN
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MAIN CONTROL CABINET AND/OR DRIVE CONTROL CABINET	5.	Drive Co cabinets 1. Chec	ontrol Ca as follow	abinet (DC /s: mage to pa	binet (MCC C). Open a anel exterio	and check	min	7				

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Equipment Nomenclature Singulator Transport VFDs and Re			Equipm	nent Model S	SIU	1 1	ename 6022A	З	Frequency SEMI-ANNUAL					
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		Check wi cables be					e to wiring nents.	10 MIN	7					
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SYSTEM			nt to es con ce w nent	tained ir rith, the Order	as p n, or lo e curr (M	cally dev	Restore by the eloped in intenance providing	MIN	All					
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MIMO-128-06									Ň	/lain	tenan	<u>ce le</u>	chnic	al Sup	por	t Ce	nter
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SINGULATOR TRANSPORT CONVEYOR WITH VFDS AND REDUCER MASTER CHECKLIST

03-SSIU-BA-005-M

BI-ANNUAL

Time Total: 74.5 Minutes

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Equipment Nomenclature Singulator Transpor VFDs and R	t Conv		Equipme			<u> </u>	Bulletin File MM06	ename		Freque			
Part or	Item		Task	Statement a	and Inst	ruction		Est.	Min.		Threshol	ds	
Component	No	(th all curren			ns)	Time	Skill	D			
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SAFETY STATEMENT	1.	Disconn required local shutdow equipme Check f If any supervis	ect pow I by this lockout vn and ent and or suspi unusual sor pric	s instruc proced lockout d insped cious du substa	apply tion. I dures this ct du ust or ince i procee	lockou Refer to to machin ust con unusua is foun ding w	ts when current properly	3 MIN	All				
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SYSTEM	2.	Check performi			for lo	oose m	ail while	2.5 MIN	7				Ľ
	3.	the equip prescribe locally d Maintena	oment ar ed by th eveloped ance N	nd lockou ne proced	it its el dures dance nent	lectrical containe with, th Order	ver down bower as ed in, or e current (MMO)	3 MIN	All				MAINTENAN
REDUCER	4.	Change	gear rec	ducer oil.				60	7				Ì
		629 or (equivaler	ar reduce nt). If you ask and fr	u have	e an òil	analysis	MIN					
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SYSTEM	5.		nt to s	ment t service a ained in,	as pre		Restore by the eloped in	3 MIN	All				

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All

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Equipment Nomenclature Singulator Transport Conveyor with VFDs and Reducers	Equipment Model Bi								ulletir MI		name 022AE		Frequency BI-ANNUAL				
Part or Item Component No (Comp		State th all o					ions)			Est. Time Req (min)	Min. Skill Lev	Run Hours	-	ces ed	s Weeks	

accordance with, the current Maintenance Management Order (MMO) providing lockout/restore procedures.

CLEAN UP

Clean up. Ensure all tools, lubricants, rags, etc., 6. MIN 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.