



maintenance management order

SUBJECT: PM Guidelines for Key Stations for SSMs

DATE: October 30, 1998

NO: MMO-130-98

TO: Bulk Mail Centers

FILE CODE: Y

dewa:MM9583AC

Online Change Record		
Change #	Date	Description of Change
1	4/26/2022	Attachment 2, corrected skill level 4, no longer in use, to level 7.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for BMC Standard Key Stations for Sack Sorting Machines (SSMs).

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 which require 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 by all employees. When reordering such a product, it is suggested that a current MSDS be requested.

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.

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Maintenance Policies and Programs

Attachments: 1. Summary of Revised Workload Estimate
2. Key Station for SSMs, Master Checklist

ATTACHMENT 1**-SUMMARY-****REVISED WORKLOAD ESTIMATE****FOR****KEY STATIONS (SSM)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
6.5	2.0	8.5	0.9	9.4

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

Monthly Time Total:

0.5Hrs. ***

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.

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ATTACHMENT 2**KEY STATIONS FOR SSMs
MASTER CHECKLIST**

03-IDUCT-AA-003-M

The number (03-IDUCT-AA-003-M) shown above is a generic identification for a conveyor and must be adapted to meet the local equipment acronym numbering system.

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

<u>CODE</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
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 Maintenance Checklist				IDENTIFICATION													
				Work Code		Equipment Acronym				Class Code		Number			Type		
				0	3	I	D	U	C	T	A	A	0	0	3	M	
Equipment Nomenclature KEY STATIONS FOR SSMs				Equipment Model				Bulletin Filename MM9583AC				Frequency MONTHLY					

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

Frequency
Code:
--M-----

- 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 a low air pressure (30 psi or less) air source. 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

SYSTEM

Frequency
Code:
--M-----

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.

3 min All

KEY STATION

Frequency
Code:
--M-----

3. **CHECK KEY STATION.** - Check key station as follows:

1. Check for loose or broken hardware.
2. Check for damaged or frayed cabling.
3. Check for burned out “ready” light.

3 7
min

WARNING

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

KEY STATION

Frequency
Code:
--M-----

4. **CLEAN KEY STATION.** - Clean key station as follows:
 1. Clean exterior of key station.
 2. Remove cover and vacuum or blow out dust.

10 7
min

U.S. Postal Service		IDENTIFICATION											
Maintenance Checklist		Work Code		Equipment Acronym				Class Code		Number		Type	
		0	3	I	D	U	C	T	A	A	0	0	3
Equipment Nomenclature		Equipment Model				Bulletin Filename				Frequency			
KEY STATIONS FOR SSMs						MM9583AC				MONTHLY			

Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)	Est. Time Req'd	Min. Skill Level
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CLEAN-UP 5. **CLEAN-UP.** - Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.

Frequency
Code:
--M-----

3 All
min

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.

Frequency
Code:
--M-----

3 All
min

WARNING

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

START-UP 7. **START-UP.** - Perform normal start-up procedures as follows:

Frequency
Code:
--M-----

5 All
min

1. Start or preset equipment.
2. Check for proper operation.
3. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs, or to remove excessive debris.