MAINTENANCE TECHNICAL SUPPORT CENTER MAINTENANCE OPERATIONS / UNITED STATES POSTAL SERVICE Maintenance Management Order

- SUBJECT: Preventive Maintenance (PM) Guidelines for Automatic Tray Sleever Updated (ATSU) and Automatic Tray Sleever II (ATS II)
 - TO: All ATS II Offices All ATSU Offices

The Summary Workload Estimate has been updated.

This Maintenance Management Order (MMO) supersedes PM guidelines MMO-002-07 and MMO-003-07. This MMO updates Preventive Maintenance (PM) guidelines for the ATS II and the ATS conversion to the ATSU, and adds Infrared and Ultrasound monitoring procedures for the Automatic Tray Sleever II and the Automatic Tray Sleever Updated.

DATE: November 10, 2011

NO:

FILE CODE:

MMO-132-11

F10, F10A, F10B

same:mm10040ab

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.

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

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. 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.

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.

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 Maintenance Operations

Attachments:

- 1. Summary Workload Estimate
- 2. ATSU & ATS II Master Checklist: 03-****-AA-001-M: Daily
- 3. ATSU & ATS II Master Checklist: 03-****-AA-002-M: Weekly
- 4. ATSU & ATS II Master Checklist: 03-****-AA-003-M: Monthly
- 5. ATSU & ATS II Master Checklist: 03-****-AA-004-M: Quarterly
- 6. ATSU & ATS II Master Checklist: 03-****-AA-005-M: Annual

ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

ATSU & ATS II

SUMMARY

WORKLOAD ESTIMATE FOR ATSU & ATSII

Days	Routine Servicing (hrs/yr)	Repair∗ (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
5 Day	414.85	82.97	497.82	49.78	547.60
6 Day	462.52	92.50	555.02	55.50	610.52
7 Day	510.18	102.04	612.22	61.22	673.44

NOTES

*Repair estimates based on 20% of servicing. **Based on 10% of servicing and repair.

Service Condition is based on a five, six, or seven day per week operation.

PM CHECKLIST TIME SUMMARY

Checklist	Checklist Times (per year) for 5 day PM week (minutes)	Checklist Times (per year) for 6 day PM week (minutes)	Checklist Times (per year) for 7 day PM week (minutes)
03-****-AA-001-M: Daily	14300	17160	20020
03-****-AA-002-M: Weekly	8216	8216	8216
03-****-AA-003-M: Monthly	1320	1320	1320
03-****-AA-004-M: Quarterly	1000	1000	1000
03-****-AA-005-M: Annual	55	55	55

ATTACHMENT 2

ATSU & ATS II MASTER CHECKLIST

03-****-AA-001-M

DAILY

Time Total: 55 Minutes

***** = ATSU, ATSII

Refer to MS-295 for ATSU if additional maintenance information is required. Refer to MS-240 for ATS II if additional maintenance information is required.

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Maintenance Checklist			WORK CODE				PMEN ONYN				LASS ODE	NU	JMBER	TYPE	
			0 3		* *	*	*			Α	Α	0	0 1	М	
Equipment Nomenclature Automatic Tray Sle Automatic Tray	ever l		Equipme	nt Mode	I				Bulletin File MM10		В	Freque	ncy DAILY		
***** = ATSU, ATSII	01001														
Part or	Item			Stateme					-)	Est.	Min.		Threshold	ls	
Component	No	((Comply wi	th all cur	rent sa	atety p	recaut	ions	5)	Time Req (min)	Skill Lev	Run Hours	Pieces Fed (000)	Weeks	
SAFETY STATEMENT	1.	COMPLY Disconner required local lo down a equipme Check for If any supervis further a THE USE IS PROH When c cleaning vacuum in place free clot equipme can not l your sup	ect pow by this ckout nd lock or suspi unusua or prio ction or E OF CO IIBITED. cleaning methor cleaner of com th or bi- ent only be used	ver an procect k out d ins icious l sub or to the e MPRE is r od suc or a press rush r when . Rep	d ap uctio lures this pect dust stanc quip SSE equir ch a damp ed ou nay othe ort sa	pply n. F to du or f e is ceect ment D OF red, s a o raç r blo be u r cle afety	locke lock prop achin st c unus fou ing BLC an HEF mus wn a sed anin defie	out to per e. cor ual unc w o DW alt PA alt PA alt PA alt cie	ts when current ly shut Open nditions. I debris. d notify ith any 'N AIR ernative filtered be used A lint- optical nethods ncies to	5	ALL				
SYSTEM	2.	Lower H	-Block.							2	9				
		1. Log i	n as Ma	intenar	nce.										
		2. Selec	ct Manua	al Mode	э.										
		3. Selec	ct Manua	al Scre	en 1.										
		4. Selec	ct Lower	H-Blo	ck.										
ELEVATOR/ SLEEVER CARTS	3.	Remove button. down pus elevators	After sy sh buttor	/stem n on bo	stops oth el	, pre evate	ess ti ors to	he	elevator	2	7				
SYSTEM	4.	Shut dow currently computer	SMO-0							1	9				
	5.	Power d the mac pneumati local lock procedure	hine ar ic powe cout instr	nd loc ras p	k ou presci	t its ibed	ele by	ctri the	ical and current	3	All				
INSERTER	6.	Clean A from the Use a va the ATSU	ATSU /	′ ATS clean	II, ind	cludir	ng ins	ser	ter area.	10	7				

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Maintenance	Chec	klist	WORK CODE				PMENT				ASS DDE	NU	JMBER	ΤY	PE
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Equipment Nomenclature Automatic Tray Sle Automatic Tray	ever L		Equipme	nt Model				Bulletin MN	Filenam 110040		3	Freque	ncy DAIL	Y	
***** = ATSU, ATSII															
Part or Component	ltem No	(Task Comply wi	Statemei th all curr				ns)	Es Tim		Min. Skill		Thresho	lds	
								,	Re (mi		Lev	Run Hours	Pieces Fed (000)	We	eks
PNEUMATIC AIR SYSTEM ENCLOSURE	7.	Check for Check for separator Check for	or prese r filter	nce of water	wat cani	er in sters	regu	lator mi	ist		7				
			n, if wate m of filt l or rag.												
			rn water bowls to been dra	the cl	losed	pos	ition a	fter wat							
MAIL SEARCH	8.	Perform inserter.							1g 5		7				
		1. Rem	ove cove	ers and	pane	els.									
		2. Sear	ch for m	ail piece	es.										
			w local ations fo				eturnir	ıg mail	to						
		4. Repla	ace cove	ers and	pane	els.									
INSERTER FUNNEL FLAPS	9.	Check f cracks, k broken d of funnel superviso	oroken, iagonal flaps.	loose, springs	orm . En	nissin Isure	g har free r	dware, noveme	or nt		7				
SPECIAL	10.	Check b any bel replacem linear b belt/vertic	t(s) rep ent. The pelt/horiz	olaced e belts contal/X	for are	3 insei	days ter be	followir	ng is,)	9				
				WAF	RNING	G									
			utious ment ed.												
POWER UP	11.	Restore equipme prescribe procedur	e nt. Re d by	estore	powe	er to	equi	oower oment a out/tago	as		All				

MMO-132-11

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U.S. Postal S	Service		WORK	-					ENTIFIC					
Maintenance	Maintenance Checklist					ACR	PMENT ONYM		. <u> </u>		CLASS	NL	JMBER	TYPE
			0 3	* *	*	*	*			A	A	0	0 1	М
Automatic Tray	ever L		Equipme	nt Model				B		ilename 10040		Freque	ncy DAILY	
_***** = ATSU, ATSII														
Part or	Item			Statemen						Est.	Min. Skill		Threshold	ls
Component	No	(Comply wi		ent sai	ety p	ecaulic	ons)		Time Req (min)	Lev	Run Hours	Pieces Fed	Weeks
													(000)	
PNEUMATIC AIR SYSTEM ENCLOSURE	12.	Check A input air air adjust follows:	pressure	e on regi	ulato	r mis	t sepa	ara	tor filte	ər	7			
		Read pre gauge.	essure or	n regula	tor m	ist s	epara	tor	filter					
		Report ar	ny defici	encies to	o sup	pervi	sor.							
	13.	Check so pressure			-	essı	ire. C	eck air	1	7				
		read	With ATSU / ATS II ready to process trays, read pressure on soft start valve gauge. Pressure should be 90 +0/-2 PSI.											
		2. Press PSI.	s an E-S	Stop. Pro	essui	re sh	ould g	go t	to 0					
		3. Repo	ort any d	eficienci	ies to	the	super	vis	or.					
		4. Rese	et E-Stop	and res	start	mac	nine.							
	14.	Check va vacuum g						ə. (Check	1	7			
		1. Read Press	l vacuun sure sho					aug	ge.					
		2. Repo	ort any d	eficienci	ies to	the	super	vis	or.					
ELEVATOR/ SLEEVER CARTS	15.	Install bo both ATS to service	SU / ATS								7			
SYSTEM	16.	Perform equipme normal of machine	ent to se	n. Rur		rn A		/ A	retur TS II f verif	to	9			
CLEAN UP	17.	Clean up are remo deficienc	oved fro	om the	work	c are			gs, etc port a		All			

ATTACHMENT 3

ATSU & ATS II MASTER CHECKLIST

03-****-AA-002-M

WEEKLY

Time Total: 158 Minutes

***** = ATSU, ATSII

Refer to MS-295 for ATSU if additional maintenance information is required. Refer to MS-240 for ATS II if additional maintenance information is required.

U.S. Postal S	Service		WORK				D1 1 1 1		NTIFIC						T
Maintenance	tic Tray Sleever Upgr omatic Tray Sleever II FSU, ATSII rt or Item No 1. CO ENT Dis rec Ioc do							-			LASS ODE	NU	JMBE	Ŕ	TYPE
			0 3	* *		*	*			Α	A	0	0	2	М
Automatic Tray	ever L		Equipme	nt Model				В		ilename I 0040A	В	Freque	ncy WEE	EKL	Y
***** = ATSU, ATSII															
Part or Component		(Task Comply wi	Stateme th all cur				ons)		Est. Time	Min. Skill		Three	shold	S
		, , , , , , , , , , , , , , , , , , ,						,		Req (min)	Lev	Run Hours	Piec Fe (00	ed	Weeks
SAFETY STATEMENT	1.	COMPLY Disconn required local lo down a equipme Check fo If any supervis further a THE USE IS PROH When co cleaning vacuum in place free close equipme can not	ect pow by this ckout p nd loc or susp unusua or prio ction or E OF CC IBITED leaning metho cleaner of com h or bi nt only be used	ver an s instru- proced k out d ins- icious l subs- or to n the e- od suc- or a o presso rush n when l. Repo	d ap iction ures this bect dust dust stance proo quipn SSEE equire ch as damp ed or hay b other ort sa	ply to to ma du or u e is ceed nent) OF ed, a ply blo blo blo blo ceu cle fety	locko Refer f prop achine st co unusu fou ling t R BLO an a HEP y mus wn ai sed co aning defic	uts to c erly ond al c nd with WN alter A f t be ir.	where current / shu Oper litions debris notify h any A AIR rnative filtered e used A lint optica ethods cies to	n t t t s y y y y y s	ALL				
SYSTEM	2.	Lower H	-Block.							2	9				
		1. Log i	n as Ma	intenan	ce.										
		2. Selec	ct Manua	al Mode) .										
		3. Seleo	ct Manua	al Scree	en 1.										
		4. Seleo	ct Lower	H-Bloc	k.										
ELEVATOR/ SLEEVER CARTS	3.	Remove button. down pus elevators	After sy sh buttor	/stem s n on bo	stops, oth ele	pre evato	ess th ors to	e e	levato	r	7				
SYSTEM	4.	Shut dov currently computer	SMO-0	-							9				
	5.	computer. Power down and lock out power. Power down 3 All the machine and lock out its electrical and pneumatic power as prescribed by the current local lockout instructions providing lockout/restore procedures.													

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Maintenance	Check	list)rk De					PMEN DNYM					ASS DDE	NU	JMBE	ĒR	TYPE
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Equipment Nomenclature Automatic Tray Sle Automatic Tray	•	Equipment Model Bulletin Filename Frequency MM10040AB WEEP									EKL	Y						
***** = ATSU, ATSII																		
Part or Component	ltem No	((ask Statement and Instruction y with all current safety precautions)								Est. Time	Min. Skill		Thre	eshold	S
												Weeks						

SYSTEM

 Clean sensors. Wipe off faces of sensors (38) 15 and check that they are properly aligned and secure (including cables). Use care not to bump sensors out of alignment. Using a clean, dry, soft cloth, wipe dust off faces of sensor:

- 1. PE-1 Half Tray
- 2. PE-2 EMM Tray
- 3. PE-3 Tray in Sleever
- 4. PE-4 Tray at Funnel
- 5. PE-5 Inserter Arm Down
- 6. PE-6 Inserter Arm Up
- 7. PE-7 Extend Overtravel, Inserter
- 8. PE-8 Home, Inserter
- 9. PE-9 Retract Overtravel, Inserter
- 10. PE-10 Zone 4 TPS 1
- 11. PE-11 Right Elevator Up
- 12. PE-12 Right Elevator Overtravel
- 13. PE-13 Right Cart Half Sleeves
- 14. PE-14 Right Cart Empty
- 15. PE-15 Left Elevator Up
- 16. PE-16 Left Elevator Overtravel
- 17. PE-17 Left Cart Half Sleeves
- 18. PE-18 Left Cart Empty
- 19. PE-19 Right Elevator Down
- 20. PE-20 Left Elevator Down
- 21. PE-21 Linear Slide Left Overtravel
- 22. PE-22 Linear Slide Home
- 23. PE-23 Linear Slide Right Overtravel
- 24. PE-24 H-Block Down Overtravel
- 25. PE-25 H-Block Up Overtravel

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Maintenance	Chec	klist	WORK EQUIPMEN CODE ACRONYM		C	ASS ODE			TYPE
Equipment Nomenclature	3		0 3 * * * * * * Equipment Model	Bulletin File	A	A	0 Frequer	0 2	М
Automatic Tray Sle Automatic Tray	ever L				040AI	В		WEEKL	Y
***** = ATSU, ATSII			•						
Part or Component	Item No	(Task Statement and Instruction Comply with all current safety precauti	ons)	Est. Time	Min. Skill		Threshold	ls
					Req (min)	Lev	Run Hours	Pieces Fed (000)	Weeks
		26 PE-2	6 – H-Block Home						
			27 – Right Cart EMM Sleeves						
			8 – Left Cart EMM Sleeves						
		29. PE-2	9 – Zone 4 TPS 2						
		30. PE-3	0/32 – Right Cart in Position						
		31. PE-3	1/33 – Left Cart in Position						
		32. PE-3	4 – Exit TPS						
		33. PE-3	5 – H-Block Up Sensor						
		34. PE-3	6 – Left Cylinder Sleeve Form	er Up					
		35. PE-3	87 – Right Cylinder Sleeve Forr	mer Up					
			0 – Stand Alone Conveyor Ful omer supplied)	l (optional,					
INSERTER	7.	Axis) slid Scotch E light coa synthetic equivaler	ide rails. Check that linear/ho de rails are clean and oiled. Brite Pads to remove corrosion at of Petrochem HYSN F oil, Grainger item number nt 10W ISO 32 Synthetic oil to port any scoring to the supervi	Use fine n. Apply a GH-32-001 6HXK2, or linear slide	4	7			
	8.	Replace	for scoring and wear of s slide rails as necessary due to and wear.		1	9			
INSERTER ARM	9.	inserter a and that tight. Wi	inserter arm adjustments arm down position for proper the cylinder shaft clevis pin th the inserter arm down, there 7/16" between the lowest spo	adjustment locknut is should be	5	9			

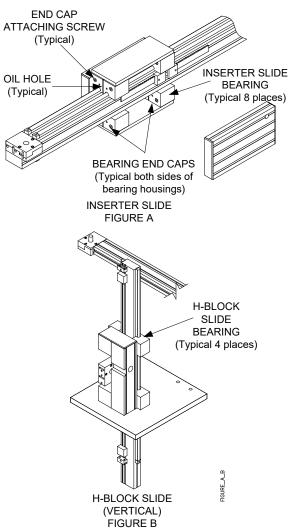
inserter arm to the rollers.

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Maintenance	Check	list)rk)de			_		MEN NYM	-				ASS DDE	NU	JMBE	ĒR	TYPE
			0	3	*	*	*	*	*				Α	Α	0	0	2	Μ
Equipment Nomenclature Automatic Tray Sle Automatic Tray		Equ	ipmei	nt Mo	del				E	Bulletii M		name 040AE		Freque	-	EKL	Y	
***** = ATSU, ATSI																		
Part or Component	Part or Item			Task Statement and Instruction Comply with all current safety precautions)									Est. Time	Min. Skill		Thre	eshold	s
				-							-		Req (min)	Lev	Run Hours	F	eces ed 00)	Weeks

H-BLOCK

 Clean horizontal/vertical slide assemblies. 3 Check that the H-Block/horizontal (Y Axis) linear/horizontal (X Axis), and H-Block/vertical (Z Axis) assembly slide rails are clean and oiled. Apply a light coat of Petrochem HYSN FGH-32-001 synthetic oil, Grainger item number 6HXK2, or equivalent 10W ISO 32 Synthetic oil. Refer to Figures A and B.



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Maintenance	Check	list		DRK DE			_	QUIF ACRO		-				ASS ODE	N	JMBE	ĒR	TYPE
			0	3	*	*	*	*	*				Α	Α	0	0	2	М
Equipment Nomenclature Automatic Tray Sle Automatic Tray		Equipment Model Bulletin Filename MM10040/										3	Freque		EKL	Y		
***** = ATSU, ATSII																		
Part or Component	Part or Item			Task Statement and Instruction Comply with all current safety precautions)								Est. Time	Min. Skill		Thre	shold	s	
	, , , , , , , , , , , , , , , , , , ,									,		Req (min)	Lev	Run Hours	F	eces ed 00)	Weeks	

SYSTEM	11.	Check for scoring and wear of horizontal slide assemblies. Slide felt pads are on the inserter/horizontal slide assembly (Y Axis) and on the H-Block/vertical Slide assembly (Z Axis). Slide felt pads should have adequate oil to maintain a light coat of oil on the rails. If needed, apply oil to felt pads through oil holes in the bearing housing end caps. Use any locally approved 10W spindle oil available. Replace horizontal slide assemblies, as necessary, due to excessive scoring and wear.	2	9
H-BLOCK/ VERTICAL (Z AXIS) ASSEMBLY BEARINGS	12.	Check H-block slide assembly for bearing alignment. Check H-block/vertical (Z Axis) slide assembly for proper bearing alignment. Check for proper bearing alignment; grasp sleeve former assembly and manually try to move back and forth, there should be no play (looseness) in the slide assembly. Adjust as necessary.	5	9
H-BLOCK, LINEAR,	13.	Check axis belts. Check axis belts for wear and proper tension. Ensure belt does not move along its axis of motion. Check axis belts as follows:	10	9
& INSERTER SLIDES, (X, Y, & Z AXIS SLIDES)		 Check belts for any signs of wear, chafing, or cracking. 		
		 Check belt tensioners for signs of looseness or play. 		
		 Check and adjust belt tension, as required, replace if needed. 		
SLEEVE FORMER ASSEMBLY	14.	Check sleeve former vacuum cups. Check sleeve former vacuum cups for cracks, tears, broken or torn screens, and cleanliness. Clean cups with damp cloth. Replace damaged cup(s).	1	7

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Maintenance		klist	WORK CODE		EQUIPMENT ACRONYM	Г	CL	ASS ODE	NUI	MBER	TYPE
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Equipment Nomenclature				ent Model	<u></u>	Bulletin File	ename		Frequen	су	
Automatic Tray Sle						MM10	0040A	В	\	NEEKL	Y
Automatic Tray ***** = ATSU, ATSII	SIEEV										
Part or	Item	1	Taek	Statement	t and Instruction		Est.	Min.	-	Threshold	s
Component	No	(ent safety precaution	ons)	Time	Skill			
	l						Req (min)	Lev	Run Hours	Pieces Fed	Weeks
							· · /		0	(000)	
ELEVATORS	15.	vertical b	oelts pe f require	r elevato ed, readju	Check both e or, for wear a ust. Check tha follows:	and proper		9			
		1. Chec crack		for signs	of wear, chafiı	ng, or					
			U U	djust beli	t tension as re	quired.					
					lave lift plates at belts if necess						
SYSTEM ROLLER O-RINGS	16.	Clean ro roller o-ri		'ings. ા	Use Chempad	ls to clean	30	7			
				WAR	NING						
		prohi an alt a HE damp comp cloth optica	bited. ternative PA filte rag n ressed or bru al equip	When c e cleani ered va nust be or blov ush may	ssed or blown cleaning is re ing method s cuum cleane e used in pl wn air. A l wn air. A l y be used o vhen other cl used.	equired, such as er or a lace of int-free only on					
CONTROL CONSOLE	17.	Clean co treat filter			vent filters.	Clean and	10	7			
		1. Rem	ove filter	rs and va	acuum.						
			n filters i noroughl		soapy water. I	Rinse and					
		3. Treat FLTA		vith Filter	r Spray Adhesi	ive, P/N A-					
		4. Reins	stall filte	r.							
				WAR	NING						
			ment		orking around power has						
SYSTEM	18.	Restore equipme prescribe procedur	e nt. Ro d by	estore p	l pneumatic power to equ t local locl			All			

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Maintenance (Chec	klist	WORK CODE		A	UIPMENT CRONYM	1 1	CL C	ASS ODE	_	IMBER	TYPE
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Equipment Nomenclature Automatic Tray Slee Automatic Tray		10	Equipme	nt Model			Bulletin File MM10		В	Frequer	NCY WEEKL	Y
***** = ATSU, ATSII												
Part or	Item			Statement				Est.	Min.		Threshold	ls
Component	No	()	Comply wit	In all curre	nt satet	y precautio	ns)	Time Req	Skill Lev	Run	Pieces	Weeks
								(min)		Hours	Fed (000)	
H-BLOCK/ SLEEVE FORMER	19.		ors. Ch	eck calik	oration	values	vacuum on sleeve	5	9			
		Digital re vacuum ç					/e former					
SYSTEM SENSORS	20.	Check s sensors listed in it	are ope	erating o			at all 38 nsors are	15	9			
ELEVATOR/ SLEEVER CARTS	21.	Check sl sleeve ca with both ATS II:	art prese	nt senso	r oper	ations as	follows,	5	9			
			ess trays		consol	Mode (re e rear do						
		2. Chec CRS	k that K 2 are off		8 LEDs	s on CRS	1 and					
		3. Verify POS				NOT IN on monite	or.					
		4. Reins	stall slee	ver carts	s in bo	th elevate	ors.					
			k that k 2 are lit.	<2 and 1	K3 LE	Ds on C	RS1 and					
		6. Close	e rear co	onsole do	oor.							
SYSTEM	22.	Test ATS machine Log into I Mode, an ensure co	function: Maintena Id exerci	s to ensu ance Mo se all fui	ure pro de, Se	oper oper elect Man	ation.	10	9			
		Run the 3 Manual N Use ATS operate f	/lode, an U / ATS	d observ II Manua	/e for s	smooth o	peration.					
SYSTEM	23.	Perform equipme normal machine	ent to se	n. Run		n ATSU	return / ATSII to verifying	3	9			

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Maintenance	Check	list	WC CO				_		MEN NYM	-				ASS DDE	NU	JMBE	ĪR	TYPE
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Automatic Tray	Automatic Tray Sleever Upgrad Automatic Tray Sleever II					del				E	Bulletin M		name 040AE		Freque	•	EKL	Y
***** = ATSU, ATSII																		
Part or Component	ltem No	((nstruc ety pr	ction ecauti	ons)		Est. Time	Min. Skill		Thre	shold	S
													Req (min)	Lev	Run Hours	F	eces ed 00)	Weeks

CLEAN UP

24. **Clean up.** Ensure all tools, lubricants, rags, etc., 3 All are removed from the work area. Report all deficiencies to your supervisor.

ATTACHMENT 4

ATSU / ATS II MASTER CHECKLIST

03-****-AA-003-M

MONTHLY

Time Total: 110 Minutes

***** = ATSU, ATSII

Refer to MS-295 for ATSU if additional maintenance information is required. Refer to MS-240 for ATS II if additional maintenance information is required.

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		4. Selec	ct Lower	H-Blo	ock.										
ELEVATOR/ SLEEVER CARTS	3.	Remove button. down pus elevators	After sy sh butto	/stem n on l	stop both	ps, elev	pre: /ato	ss the rs to l	е е	elevator		7			
SYSTEM	4.	Shut dov currently computer	SMO-0								1	9			
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H-BLOCK	7.	Lubricate 1. Rem beari 2. If usi Petro Grair 10W beari 3. If usi HYS beari 4. Repla	s. Luk pillow blo as follow ove sma ing housi ing housi ing housi ing housi ng a gall N FGH-3 ing housi	oricate 4 ock bearing ws: Il plastic plu ing. ump spray YSN FGH- number 6 Synthetic o ing (1 or 2 f on bottle, a 22-001 synt ing until slig tic plug.	gs. Re ug fron bottle, 32-00' HXK2, il into o trigger apply F hetic c	fer to n side spray synth or equ orifice depre etroch il into	(H-block) Figure C. of each etic oil, uivalent in ssions). em orifice in is visible.	5	7		(000)	
				ATS-JB2	•							
				LEFT SIDE VIEW Figure C			FIGURE_C					

Maintenance Technical Support Center

Hours

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SYSTEM

Lubricate Macron slide and elevator belts. 8. 10 Lubricate teeth and backsides of Macron slide belts for the linear belt/horizontal (X Axis), the Hblock belt/vertical (Z Axis), the 8 vertical elevator belts/ vertical (Z Axis), and, inserter belt (Y Axis) with 3-in-1 Oil. Clean oil from the rails and apply locally approved 10W spindle oil. Procedure for lubricating Macron slide belts:

NOTE

Ensure there is no overspray on the sensors.

- 1. Rotate vertical elevator belts on bottom section of actuator (inside each of 4 elevator cabinets) 45 degrees. Apply 3-in-1 Oil, using pump sprayer, to belt teeth up to drive assembly and down to belt tensioner.
- 2. Rotate the H-block belt/vertical (Z Axis) 45 degrees and apply 3-in-1 Oil, using a pump sprayer, to the belt teeth up to the drive assembly and down to the belt tensioner.
- 3. Let belt relax and spray the backside of the belt up to the drive assembly and down to the belt tensioner.
- 4. Wipe off any excess lubricant. If any 3-in-1 Oil gets on the Z Axis rails, wipe it off and apply any locally approved 10W spindle oil to the rails.
- 5. Lubricate the linear belt/horizontal (X Axis) and the inserter belt (Y Axis) in the same manner (steps 2 through 4 above).

ELEVATORS

9. Check and oil crossover chains. Apply Mobil 30 SHC 630 synthetic gear oil, Grainger item number 6Y778, or equivalent Grade 90, ISO 220, Synthetic Gear Oil, to elevator crossover chains and check tension. Remove crossover chain cover, and ensure there is no slack in the horizontal crossover chain. If there is slack, loosen two nylock nuts securing both idler sprocket lift arm assemblies. Raise both idlers equally until the slack is removed from the horizontal cross over chain. Tighten two locknuts

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securing idler sprocket lift arm assembly.

ELEVATOR/ SLEEVER CARTS 10. **Install both sleever carts.** Install sleever carts in 3 7 both ATSU / ATS II elevators.

WARNING

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

SYSTEM

11. **Restore electrical and pneumatic power to** 3 **equipment.** Restore power to equipment as prescribed by current local lockout/tagout procedures.

All

25

7

CAUTION

Do not activate E-Stop switches, access door interlock switches, or Stop switch during the homing sequence. If these switches are activated before the green stack light is illuminated, the H-Block will suddenly drop, and damage will occur to the machine.

SYSTEM

12. Perform E-Stop switches, access door interlock switches, and stop switch, and GUI functionality tests.

NOTE

The ATSU / ATS II has two Stop switches, six E-Stop switches, and six access door interlock switches.

- 1. Operate both Stop switches, one at a time with the machine running.
 - a. Observe graphic user interface (GUI) display operator menu screen for proper change of state.

Maintenance Technical Support Center

Hours

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- b. Restart machine and check second stop switch.
- 2. Check each E-Stop switch.
 - a. Activate an E-Stop after ATSU / ATS II has started and green stack light is on.
 - 1) Machine stops.
 - 2) Red stack light illuminates.
 - Observe graphic user interface (GUI) display operator menu screen for proper change of state.
 - b. De-activate the E-Stop.
 - c. Start machine.
 - 1) Green stack light illuminates.
 - Observe graphic user interface (GUI) display operator menu screen for proper change of state.
 - d. Repeat sub-steps a thru c until all E-Stops have been checked.
- Check all access door interlock switches one at a time while the machine is running and not processing letter mail trays.
 - a. Activate an access door interlock switch after the ATSU / ATS II has started and the green stack light is on.
 - 1) Machine stops.
 - 2) Red stack light illuminates.
 - Observe graphic user interface (GUI) display operator menu screen for proper change of state.
 - b. Close door to de-activate the access door interlock switch.
 - c. Start machine.
 - 1) Green stack light illuminates.
 - Observe graphic user interface (GUI) display operator menu screen for proper change of state.

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- d. Repeat sub-steps a thru c until all access door interlocks have been checked.
- 2. Report any discrepancies to the supervisor.
- 13. **Perform functional check and return** 3 9 **equipment to service.** Return the ATSU / ATS II to normal operation. Run a few trays to verify machine operation.
- CLEAN UP
- 14. **Clean up.** Ensure all tools, lubricants, rags, etc., 3 All are removed from the work area. Report all deficiencies to your supervisor.

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ATTACHMENT 5

ATSU & ATSII MASTER CHECKLIST

03-****-AA-004-M

QUARTERLY

Time Total: 250 Minutes

***** = ATSU, ATSII

Refer to MS-295 for ATSU if additional maintenance information is required. Refer to MS-240 for ATS II if additional maintenance information is required.

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SYSTEM	2.	Lower H				•••				2	9			
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ELEVATOR/ SLEEVER CARTS	3.	Remove button. down pus elevators	After sy sh butto	/stem s n on bo	stops th el	, pre evato	ss th rs to	e el	evator	2	7			
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GENERAL	6.	Check e supplies, connection for tightne	circui ons for c	it boa overhea	ards, ating.	an Che	d tr eck.co	anst onne	former	30	9			
PNEUMATIC AIR	7.	Replace	muffler	s. Rep	lace	OS⊦	IA loc	kout	valve	10	7			

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		3. Repl	ace dam	aged parts	as ne	cessai	гу.					
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ELEVATORS	11.	Lubricate and the coating synthetic	e the lef four ele of Pe oil, Gra	tor ball s t and right evator lift g etrochem ainger iten SO 32 Synt	t eleva juides. HYSN n num	tor ba App FG ber 6	all screws ly a light iH-32-001		7			
H-BLOCK ASSEMBLY	12.	ejectors	, mul	H-Block ti-port ssociated	distrib	ution	vacuum block	-	9			
		multi	-port di	um ejector istribution gns of exce	block	asse						
		2. Verif corre	y the v	acuum eje of the multi	ctors	conne						
		eject	ors for c	viring assoc racks, cuts rt circuit co	s, and	nicks t						
		4. Verif	y cable	s are pr	operly	dres	sed and					

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Maintenance Checklist CODE ACRONYM CODE A 0 0 4 M Equipment Nomendature Automatic Tray Sleever II 3 * * * * A 0 0 4 M ***** = ATSU, ATSII Equipment Model Buildin Flename MM10040AB Frequency QUARTERLY ***** = ATSU, ATSII Task Statement and Instruction Component Task Statement and Instruction (Comply with all current safety precautions) Est. Min. Thresholds Times Skill Thresholds Part or Component No (Comply with all current safety precautions) Est. Min. Thresholds Times Skill Thresholds Part or Component No (Comply with all current safety precautions) Est. Min. Thresholds Thresholds Secured and not in contact with any moving parts. Skill Thresholds Thresholds Thresholds ELEVATOR/ SLEEVER CARTS 13. Install both sleever carts. Install sleever carts in 3 7 Be cautious when working around or on equipment. Restore power to equipment as prescribed by current local lockout/tagout procedures. All SYSTEM 14. Restore power to equipment as prescribed by current local lockout/tagout procedures. All Use non-contact infrared to oobtain a meanin	U.S. Postal S	Service		WODK			C.				ENTIFICA		Δ <u>9</u> 9	N		R	TVDE
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SLEEVER CARTS both ATS II / ATSU elevators. WARNING Be cautious when working around or on equipment when power has been applied. SYSTEM 14. Restore electrical and pneumatic power to guipment as prescribed by current local lockout/tagout procedures. 3 All SYSTEM 14. Restore electrical and pneumatic power to guipment as prescribed by current local lockout/tagout procedures. 3 All NOTE The machine must have been running for a minimum of 15 minutes and remain running when using the non-contact infrared to obtain a meaningful scan. Investigate the cause of an abnormal temperature and notify your supervisor of necessary corrective action. 5 9 INSERTER 15. Infrared Scan. 5 9 ASSEMBLY 14. Momentum module (MM2) top hat and base 1. JB1 a. Momentum module (MM2) top hat and base 5 9 I. JB1 a. Momentum module (MM2) top hat and base b. PNP/NPN converter (only ATSU) c. Relay c. Jumpers I. Inserter servo motor (MS3) Inserter servo motor (MS3) 1. Inserter conveyor assembly, 3 power rollers 5. Ancillary input conveyor assembly, 2 power					l no	ot in c	onta	ct w	ith ar	ny	moving						
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Equipment Nomenclature Automatic Tray Sle Automatic Tray	eever l / Sleev		0 3 Equipme	* ent N			*		Bulletin File MM10	A ename 0040AI	B	Frequ C		4 RTEF	M RLY
***** = ATSU, ATSII Part or			Tack	C+	tomast	and Inct	ruotion			Eat	Min		The	oobol	
Part or Component	Item No	(Task Comply w			and Inst nt safety		tion	is)	Est. Time	Min. Skill			esholo	
										Req (min)	Lev	Run Hours	5	ieces Fed 000)	Weeks
		6. Tran	sformer	box	(opti	onal)									
		7. Term	ninal cor	nnec	ctions										
		8. Con	nectors												
		9. Jum	oers												
				١	NARI	NING]								
		sides	ot cros of ATS Il parts (SU /	ATS	II. M	oving	A	TSU /						
DUAL ELEVATOR	16.	Infrared	Scan.							4	9				
ASSEMBLY			to moni	itor	and				n-contact ving dual						
			elevat or (MS1)						al servo r (MS2)						
			– Z Axi runs in t						ake cable						
		3. Six p	ort distr	ibut	ion bl	ock									
DUAL ELEVATOR ASSEMBLY	17.	Infrared Use non following	-contact					nd	scan the	5	9				
		1. Eleva	ator con	vey	or as	sembly	- 3 po	we	er rollers						
		2. Exit	conveyo	or - p	oower	roller									
		3. Term	ninal cor	nnec	ctions										
		4. Con	nectors												
		5. Jum	oers												
		6. Air s	ystem a	ssei	mbly	pressu	re swit	tch							
		7. JB7													
		a. I	Noment	um I	modu	le 7 ba	se and	d to	op hat						
		b. ⁻	Ferminal	l blo	ocks										
		c. I	use blo	ocks											
		d. I	Relays												
		е.	Ferminal	l stri	ip cor	nector	S								

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Equipment Nomenclature Automatic Tray Sle	ever l		Equipme	nt Mode	•				I	Bulletin File MM10		З	Freque Q		RTEF	RLY
Automatic Tray	Sleev	ver II														
***** = ATSU, ATSII Part or	Item		Task	Statem	ent ar	ıd Ir	nstrue	tion			Est.	Min.		Thre	shold	s
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			PNP/NPI			•										
ELEVATOR/ SLEEVER CARTS	18.	Remove button.	After sy	/stem	stop	os,	pre	ss th	ne	elevator	2	7				
		down pu elevators							lov	ver both						
SYSTEM	19.	Shut do currently									1	9				
	<i>.</i> -	compute	r.						_							
SYSTEM	20.	the mad	Power down and lockout power. Power down 3 All he machine and lock out its electrical and													
			oneumatic power as prescribed by the current ocal lockout/restore procedures.													
SYSTEM	21.	Infrared	Scan.								25	9				
		Use non- following							id s	scan the						
		•	(only on													
			、 JB3 relay		•											
			۔ eft stacl_		asse	emb	oly									
		2. Left		•			•)								
		a. I	Momentu	ım mo	dule	4 k	base	and	to	p hat						
			Terminal													
		c. F	Fuse blo	cks												
		d. F	PNP/NPI	N conv	erte	rs (only	on A	٩T	SU)						
		3. JB4 ATS	-	t stacł	ig	ht	asse	embl	у (only on						
		4. Righ	,	anel as	sem	nbly	/ (JE	85)								
		Ū	' Momentu				`	,	to	p hat						
			Terminal						•							
		c. F	Fuse blo	cks												
		d. F	PNP/NPI	N conv	erte	rs (only	on A	٩T	SU)						
		5. JB2				`										
			Momentu nats	ım mo	dule	s 5	8 8 6	bas	ses	and top						

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Equipment Nomenclature Automatic Tray Sle Automatic Tray	eever l		Equi	pment	Model		1			Bulletin MN		name 040Al	В	Fre	equer Ql		RTEF	RLY
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		b. E	Ethern	net h	ub													
		c. F	use	block	s													
			Relay															
					conve	rtor (oply	on 17	гο									
							Uniy		10	0)								
					locks													
ELEVATOR/ SLEEVER CARTS	22.	Replace	left a	nd ri	ght sle	eve c	arts.					3	7					
				Ľ	WAR	NING	6											
		Be ca equip applie	men		hen w /hen					or on been								
SYSTEM	23.	Restore equipme prescribe procedur	e nt. ed k	Res	al and store currer	powe		equi	ipr		as	3	All					
DUAL ELEVATOR	24.	Run ATS	SU / A	ATS I	ll in M	anua	l Mo	de O	ре	ratior	1 .	15	9					
ASSEMBLY		1. While press appe	s Al		displa keys			velco swore		e mei Scre								
		2. Ente	r mai	ntena	ance p	assw	ord a	and cl	lic	k OK.								
					Mode													
		4. Alter up ar	-		erate or 10 r			Right	tΕ	Elevato	ors							
SYSTEM	25.		wn co SM	omp	uter.	Follo	w mo					1	9					
SYSTEM	26.	Power d the mac pneumat local lock	hine ic po	anc ower	d lock as pi	c out rescri	its bed	elec	ctri	cal a	nd	3	All					
DUAL ELEVATOR ASSEMBLY	27.	Infrared Use non- following	-conta	act ir					d :	scan t	the	5	9					

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Equipment Nomenclatu	re		Equ	iipmei	nt Mo	del				В	ulletir	n File	name		Freque	ncy		
Automatic Tray S	leever Up	ograde									M	M10	040AE	3	Q	UAF	RTEF	RLY
Automatic Tra	y Sleeve	rll																
***** = ATSU, ATS	11																	
Part or	Item			Task	State	ment	and I	Instru	ction				Est.	Min.		Thre	eshold	S
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- 1. Left elevator
 - a. Servo motor (MS5)
 - b. Coupler
 - Ball nut and screw C.
 - d. Pillow bearing blocks (in both left elevator cabinets)
- Right elevator
 - a. Servo motor (MS6)
 - b. Coupler
 - c. Ball nut and screw
 - d. Pillow bearing blocks (in both right elevator cabinets)

WARNING

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

SYSTEM

CONSOLE

ASSEMBLY

28. Restore electrical and pneumatic power to 3 All equipment. Restore power to equipment as prescribed by current local lockout/tagout procedures. Replace left and right sleeve carts.

Infrared Scan. 29.

5 9

Use non-contact infrared to monitor and scan the following for abnormal temperatures:

- 1. Back panel 1 assembly
 - a. Fan 1
 - Main power circuit breaker (MCB) b.
 - c. 3 phase circuit breakers
 - d. Motor contactor (C1)
 - e. Power filter (F1)
 - f. Servo amplifiers SA1 thru SA5
 - 1) Linear slide SA1
 - 2) H-block SA2

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Equipment Nomenclature Automatic Tray Sle Automatic Tray	ever L		Equipmer	nt Moo	del			I	Bul	letin File MM10	ename 0040A	В	Freque	ency UAR	TEF	RLY
***** = ATSU, ATSI																
Part or Component	Item No		Task (Comply wit						ne)		Est. Time	Min. Skill		Thre	shold	ls
Component	NO		(Comply wit	in an c	Junei	it said	sty pre	caulo	113)		Req	Lev	Run		ces	Weeks
											(min)		Hours		ed 00)	
		g. h. i. j. k. l. 2. Bacl a. b. c. d. e. f. g. h. i. j.	 Insert Right Right Left E PS1 power Fuse block Relays Terminal Connector Jumpers k panel 2 Fan 2 Ethernet Safety rel Control ref Fuse block PS2 power Momentu PNP/NPN Terminal Connector Jumpers 	Eleva Eleva er su ks blocl ors asse hub asse blay v cks er su m m V cor conr	vator ttor { ipply ks embl with ipply odul	y base r e 1 h er (c	Ð		•							
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	o /	4. Fittir	•								_	~				
DUAL ELEVATOR ASSEMBLY	31.		und Scar								5	9				
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		1. Dua	l elevator	asse	emb	ly										

Maintenance Technical Support Center

Hours

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Equipment Nomenclatu	re		Equ	iipme	nt Mo	del				В	Bulletir	n Filei	name		Frequ	ency		
Automatic Tray S	leever Up	ograde									M	M10	040AE	3	(QUAI	RTEF	RLY
Automatic Tra	y Sleeve	rII																
***** = ATSU, ATS	1																	
Part or	Item			Task	State	ment	and I	nstru	ction				Est.	Min.		Thr	eshold	ls
Component	No	(Comp	oly wit	th all (curre	nt saf	ety pr	ecaut	ions))		Time	Skill				
													Req	Lev	Run	Pi	eces	Weeks

- 2. Air system assembly
- 3. Manifold valve
- 4. Solenoid valve
- 5. Soft start valve
- 6. OSHA lockout valve
- 7. Regulator
- 8. Sleeve former assembly
- 9. Inline flow control valve
- 10. Left vacuum assembly
- 11. Right vacuum assembly
- 12. Air cylinder assembly
- 13. Multi-stage ejector vacuum assembly
 - a. Airlines
 - b. Fittings
 - c. Connections

SYSTEM

CLEAN UP

- 32. **Perform functional check and return** 3 9 **equipment to service.** Return ATSU / ATS II to normal operation. Run a few trays verifying machine operation.
- Clean up. Ensure all tools, lubricants, rags, etc., 3 All are removed from the work area. Report all deficiencies to your supervisor.

ATTACHMENT 6

ATSU & ATS II MASTER CHECKLIST

03-****-AA-005-M

ANNUAL

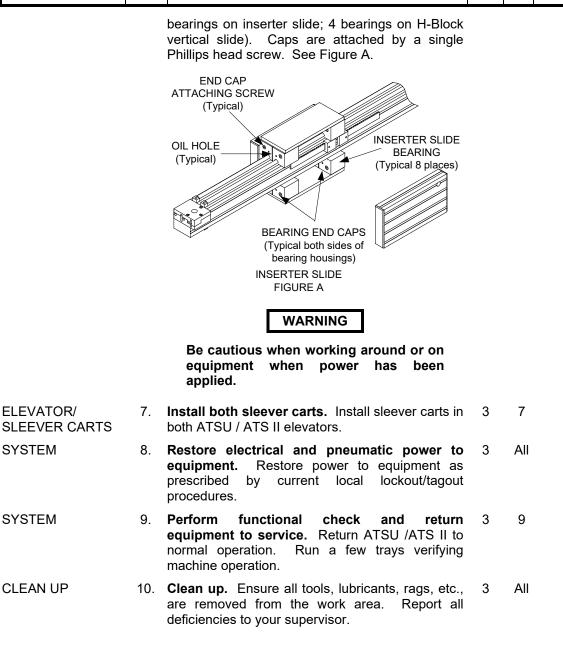
Time Total: 55 Minutes

***** = ATSU, ATSII

Refer to MS-295 for ATSU if additional maintenance information is required. Refer to MS-240 for ATS II if additional maintenance information is required.

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Maintenance	Chec	klist	WORK CODE				MENT NYM			_ASS ODE	NU	JMBER	TYPE
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Equipment Nomenclature			Equipme	nt Model	•			Bulletin F			Freque		
Automatic Tray Sle								MM1	0040A	В		ANNUA	L
Automatic Tray ***** = ATSU, ATSII	Sieev												
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SAFETY STATEMENT	1.	COMPLY Disconner required local lo down a equipme Check for If any supervis further a THE USE IS PROH When c cleaning vacuum in place free clot equipme can not l your sup	ect pov by this ckout p nd lock or suspi unusua or pric ction or E OF CO IBITED. leaning metho cleaner of com th or bi nt only be used	ver and sinstruct procedu k out t d inspe- icious d I substa or to p n the equ MPRES is rec od such or a da pressec rush ma when o I. Repor	app tion. res his ect ust c ance proce i as SED quired amp l or l ay be ther t safe	ly la Retor mac dus or un is eedin ent. OR d, a rag blow ∋ us clea ety o	ockou efer te prope chine. t co nusua foun ng v BLOV an al HEPA must vn air ed o ning deficie	vits when o curren rly shu Oper anditions al debris d notify vith any VN AIR ternative be used to a lint n optica methods encies to	n t t //// / //// ////.	All			
SYSTEM	2.	Lower H	-Block.		-	-			2	9			
		1. Logi	n as Ma	intenanc	e.								
		2. Selec	ct Manua	al Mode.									
		3. Selec	ct Manua	al Screer	n 1.								
		4. Selec	ct Lower	H-Block									
ELEVATOR/ SLEEVER CARTS	3.	Remove button. down pus elevators	After sy sh buttor	/stem ste n on both	ops, 1 elev	pres vator	s the s to lo	e elevato	r	7			
SYSTEM	4.	Shut dov currently computer	SMO-0							9			
SYSTEM	5.	Power d the mac pneumati local lock procedure	hine ar ic powe cout instr	nd lock r as pre	out escrib	its bed	elect by th	rical and e curren	d t	All			
SYSTEM	6.	Replace inserter lubricatin both end	felt pa slide g end ca	Macron aps (NSI	bea N 534	aring 40-06	gs. 3-000-	Replace -0110) or	e 1	7			

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MAINTENANCE MANAGEMENT ORDER