



# maintenance management order

**SUBJECT:** PM Guidelines for the CiMatrix Singulation  
Verification System (SVS) on the Singulate Scan  
Induction Unit (SSIU)

**DATE:** July 07, 2004

**NO:** MMO-043-04

**TO:** Bulk Main Centers

**FILE CODE:** Y

dfau:MM02055AD

Online Change Record		
Change #	Date	Description of Change
3	4/28/2022	Attachments 2 - 4, corrected skill level 4, no longer in use, to level 7.
2	3/12/2014	Safety Warning added for working around moving conveyors.
1	5/8/2013	Attachment 1 Summary of this bulletin has been updated to reflect accurate rollup times using the standard two decimal place rounding.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the CiMatrix Singulation Verification System (SVS) on the Singulator Scan Induction Unit (SSIU).

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 Safety Data Sheets (SDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current SDS for each product used is on file and available to all employees. When reordering such a product, it is suggested that current SDS be requested. Refer to SDS 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 cannot 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.

**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.

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Manager (A)  
Maintenance Technical Support Center  
Maintenance Policies and Programs

- Attachments:
1. Summary of Workload Estimate
  2. CiMatrix Singulation Verification System (SVS) Master Checklist (Weekly)
  3. CiMatrix Singulation Verification System (SVS) Master Checklist (Monthly)
  4. CiMatrix Singulation Verification System (SVS) Master Checklist (Semi-annual)

**ATTACHMENT 1****SUMMARY****WORKLOAD ESTIMATE FOR  
CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
49.10	14.73	63.83	6.38	70.21

\* Repair estimates based on 30% of servicing.

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

**TIME TOTALS**

Weekly Time Total: 0.7 Hrs. \*\*\*

Monthly Time Total: 0.7 Hrs. \*\*\*

Semi-Annual Time Total: 0.8 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 require additional time are to be addressed at the local level.

\*\*\* These times are provided for data entry for the VMARS System.

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**ATTACHMENT 2**

**CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS) MASTER CHECKLIST**

**03-SSIU-FA-001-M**

**WEEKLY**

**WEEKLY TIME TOTALS: 44.5 MINUTES**

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION										
	Work Code:		Equipment Acronym			Class Code:		Number		Type	
	0	3	S	S	I	U	F	A	0	0	1
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>		Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>			Frequency <b>WEEKLY</b>			

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	1.	<p><b>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.</b></p> <p><b><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></b></p> <p><b>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.</b></p>	3 min	All
	2.	<p><b>CHECK FOR MAIL. – Look for stray mail while performing all activities.</b></p>	2.5 min	7
SYSTEM (Cont.)	3.	<p><b>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.</b></p>	3 min	All
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>WARNING</b></div> <p><b>Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.</b></p>		

U.S. Postal Service  <b>Maintenance Checklist</b>	IDENTIFICATION									
	Work Code:	Equipment Acronym				Class Code:	Number	Type		
	<b>03SSIU</b>	<b>FA</b>				<b>001</b>	<b>M</b>			
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>	Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>			Frequency <b>WEEKLY</b>			

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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CIMATRIX CAMERA ASSEMBLIES	4.	<b>CHECK AND CLEAN CAMERA HARDWARE. –</b> 1. Ensure camera mounting hardware is secure. 2. Remove housing lens cover. 3. Clean camera lens. Recommended cleaning materials are Accu-Sort Optical Surface Cleaner, Scott Pure Critical Task Wipes (#06192), and Opto-Wipes Precision Cleaning Wipes (#LCW304). 4. Re-install and clean the camera housing lens cover. 5. Clean exterior camera cover housing using vacuum and/or damp cloth.	10 min per assy.	7
BACKLIGHT STROBE WINDOW ASSEMBLY	5.	<b>CHECK AND CLEAN STROBE WINDOW. –</b> 1. Ensure the strobe window hardware is secure. 2. Check for damage to the strobe window surface. 3. Clean strobe window surface using a mild non-abrasive cleaner and a lint free cloth.	10 min	7
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>WARNING</b></div>  <b>Ensure the sodium lights are allowed to cool before cleaning these assemblies.</b>		
SODIUM LIGHT ASSEMBLIES	6.	<b>CHECK AND CLEAN SODIUM LIGHT ASSEMBLIES. –</b> 1. Ensure the sodium light assembly hardware is secure. 2. Check for damage to the sodium light assembly. 3. Check and clean filter as needed. 4. Clean exterior of light assembly using vacuum and/or damp cloth. 5. Clean glass cover on the light assembly. Recommended cleaning materials are Accu-Sort Optical Surface Cleaner, Scott Pure Critical Task Wipes (#06192), and Opto-Wipes Precision Cleaning Wipes (#LCW304).	10 min per assy.	7

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	0	3	S	S	I	U	F	A	0	0	1	M
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>		Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02055AD</b>		Frequency <b>WEEKLY</b>				

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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		<div style="border: 2px solid black; padding: 5px; display: inline-block;"><b>WARNING</b></div>  <b>Be cautious when working around or on equipment when power has been applied.</b>		
SYSTEM	7.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – 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	8.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc. 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.	3 min	All

**ATTACHMENT 3**

**CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS) MASTER CHECKLIST**

**03-SSIU-FA-002-M**

**MONTHLY**

**MONTHLY TIME TOTALS: 44.5 MINUTES**

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION										
	Work Code:		Equipment Acronym			Class Code:		Number		Type	
	<b>0 3</b>		<b>S S I U</b>			<b>F A</b>		<b>0 0 2</b>		<b>M</b>	
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>			Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>		Frequency <b>MONTHLY</b>			

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	1.	<p><b>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.</b></p> <p><b><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></b></p> <p><b>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.</b></p>	3 min	All
SYSTEM	2.	<b>CHECK FOR MAIL. –</b> Look for stray mail while performing all activities.	2.5 min	All
	3.	<b>POWER DOWN AND LOCKOUT POWER. –</b> 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
CIMATRIX (SVS) MONITOR AND COMPUTER	4.	<p><b>CLEAN MONITOR AND COMPUTER. –</b> Clean monitor and computer as follows:</p> <ol style="list-style-type: none"> <li>1. Clean exterior of CRT and screen.</li> <li>2. Clean fan and exterior of computer using vacuum and mild detergent and water dampened cloth as needed.</li> </ol>	5 min	7
CIMATRIX KEYBOARD	5.	<p><b>CLEAN KEYBOARD. –</b> Clean keyboard as follows:</p> <ol style="list-style-type: none"> <li>1. Clean keyboard using vacuum, mild detergent and water dampened cloth as needed.</li> <li>2. Thoroughly dry keyboard.</li> </ol>	5 min	7

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	Work Code:		Equipment Acronym				Class Code:		Number		Type	
	0	3	S	S	I	U	F	A	0	0	2	M
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>			Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>			Frequency <b>MONTHLY</b>			

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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CIMATRIX COMPUTER CABINET	6.	<b>CLEAN CABINET INTERIOR AND EXTERIOR.</b> – Using vacuum clean the interior components and exterior of the cabinet. Use mild detergent and water dampened cloth as needed.	20 min	7
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>WARNING</b></div>  <b>Be cautious when working around or on equipment when power has been applied.</b>		
SYSTEM	7.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – 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
	8.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc. 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.	3 min	All

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	Work Code:		Equipment Acronym				Class Code:		Number		Type	
	0	3	S	S	I	U	F	A	0	0	2	M
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>		Equipment Model <b>SSIU</b>				Bulletin Filename <b>MM02055AD</b>		Frequency <b>MONTHLY</b>				

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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**ATTACHMENT 4**

**CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS) MASTER CHECKLIST**

**03-SSIU-FA-003-M**

**SEMI-ANNUAL**

**SEMI-ANNUAL TIME TOTALS: 49.5 MINUTES**

U.S. Postal Service <b>Maintenance Checklist</b>	IDENTIFICATION										
	Work Code:		Equipment Acronym			Class Code:		Number		Type	
	0	3	S	S	I	U	F	A	0	0	3
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>			Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>		Frequency <b>SEMI-ANNUAL</b>			

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	1.	<p><b>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.</b></p> <p><b><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></b></p> <p><b>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.</b></p>	3 min	All
SYSTEM	2.	<p><b>CHECK FOR MAIL. – Look for stray mail while performing all activities.</b></p>	2.5 min	7
	3.	<p><b>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.</b></p>	3 min	All
INTERFACE CABINET, STROBE CONTROLLER CABINET, & CIMAX 7500A BOX	4.	<p><b>CHECK AND CLEAN INTERFACE CABINET, STROBE CONTROLLER CABINET, AND CIMAX 7500A BOX – Open, check, and clean cabinets as follows:</b></p> <ol style="list-style-type: none"> <li>1. Check for damage to panel, exterior switches, and/or indicator lamps.</li> <li>2. Check for loose components and loose connections in panels.</li> <li>3. Clean the interior of the cabinet and any associated filters using vacuum.</li> <li>4. Clean the exterior of the cabinet using a damp cloth.</li> </ol>	20 min per assy	7

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	0	3	S	S	I	U	F	A	0	0	3	M
Equipment Nomenclature <b>CIMATRIX SINGULATION VERIFICATION SYSTEM (SVS)</b>		Equipment Model <b>SSIU</b>			Bulletin Filename <b>MM02055AD</b>			Frequency <b>SEMI-ANNUAL</b>				

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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SYSTEM	5.	<b>CHECK WIRING CABLES.</b> – Check for loose or damaged wiring cables between control cabinets and associated components.	10 min	7
CIMATRIX FANS	6.	<b>CLEAN FANS.</b> – Clean fans using vacuum.	4 min	7
SYSTEM	7.	<b>RESTORE EQUIPMENT TO SERVICE.</b> – 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	7
CIMATRIX FANS	8.	<b>CHECK FANS.</b> – Ensure fans are operating.	1 min	7
SYSTEM	9.	<b>CLEAN-UP.</b> – Ensure all tools, lubricants, rags, etc. 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.	3 min	All