



maintenance management order

SUBJECT: PM Guidelines for Mettler-Toledo Weigh
Conveyor on the Singulator Scan Induction Unit
(SSIU)

DATE: July 07, 2004

NO: MMO-045-04

TO: Bulk Mail Centers

FILE CODE: Y

Dfau:MM02058AD

Online Change Record		
Change #	Date	Description of Change
2	4/28/2022	Attachments 2-4, corrected skill level 4, no longer in use, to level 7.
1	3/12/2014	Safety Warning added for working around moving conveyors.

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Mettler-Toledo Weigh in motion Conveyor on the SSIU equipment.

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.

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

- Attachments:
1. Summary of Workload Estimate
 2. Mettler-Toledo Weigh Conveyor Master Checklist (Monthly)
 3. Mettler-Toledo Weigh Conveyor Master Checklist (Quarterly)
 4. Mettler-Toledo Weigh Conveyor Master Checklist (Semi-annual)

ATTACHMENT 1**SUMMARY****WORKLOAD ESTIMATE FOR
METLER-TOLEDO WEIGH CONVEYOR (SSIU)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
13.7	4.1	17.8	1.8	19.6

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

Monthly Time Total: 0.9 Hrs. ***

Quarterly Time Total: 0.4 Hrs. ***

Semi-Annual Time Total: 0.6 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 VMARS System.

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ATTACHMENT 2

METLER-TOLEDO WEIGH CONVEYOR (SSIU) MASTER CHECKLIST

03-SSIU-EA-001-M

MONTHLY

MONTHLY TIME TOTALS: 54 MINUTES

U.S. Postal Service Maintenance Checklist	IDENTIFICATION										
	Work Code		Equipment Acronym				Class Code		Number		Type
	0	3	S	S	I	U	E	A	0	0	1
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU				Bulletin Filename MM02058AD		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	1.	<p>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.</p> <p><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u></p> <p>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.</p>	3 min	All
SYSTEM	2.	<p>CHECK FOR MAIL. – Look for stray mail while performing all activities.</p>	2.5 min	7
		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">WARNING</div> <p>Be cautious when working around or on equipment when power has been applied.</p>		
CONVEYOR BELT	3.	<p>CHECK CONVEYOR BELT .</p> <ol style="list-style-type: none"> 1. Run conveyor and listen for bearing and belt noise. 2. Check belt for frayed edges or other visible wear and/or damage. 3. Check for proper tracking and belt tensioning (slippage). 	5 min	7

U.S. Postal Service Maintenance Checklist	IDENTIFICATION										
	Work Code		Equipment Acronym				Class Code		Number		Type
	0	3	S	S	I	U	E	A	0	0	1
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU			Bulletin Filename MM02058AD			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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STATIC SCALE WEIGHT DISTRIBUTION CHECK	4.	STATIC SCALE WEIGHT DISTRIBUTION CHECK . 1. With conveyor stopped, place the 50 lb. calibrated weight (came with SSIU as a "special tool") on one corner of the conveyor. 2. Check the scale's digital display and verify the weight is 50 lbs ± 1lb. 3. Record if it exceeds variance. 4. Do the same on the other three corners and the center of the scale. 5. If variance is exceeded, adjustments of the load cells will be required.	5 min	7
SYSTEM (Cont.)	5.	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
TACHOMETER	6.	CHECK AND CLEAN TACHOMETER. – 1. Ensure the tachometer is securely mounted. 2. Check for proper contact between tachometer wheel and conveyor. 3. Check for any damage. 4. Clean the tachometer housing and wheel by wiping with a damp cloth.	10 min	7
		<div style="border: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> Discard solvent soaked materials according to local procedures to prevent spontaneous combustion.		
WEIGH UNIT	7.	CLEAN WEIGH UNIT. – 1. Remove all covers and open all access panels. 2. Remove and clean main panel. 3. Using vacuum and rags, clean entire interior and exterior of the unit.	20 min	7

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		4. Clean photocells with soft lint-free cloth. 5. Re-install all covers and access panels.		
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">WARNING</div> Be cautious when working around or on equipment when power has been applied.		
SYSTEM	8.	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	9.	CLEAN-UP. – 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

METLER-TOLEDO WEIGH CONVEYOR (SSIU) MASTER CHECKLIST

03-SSIU-EA-002-M

QUARTERLY

QUARTERLY TIME TOTALS: 24.5 MINUTES

U.S. Postal Service Maintenance Checklist	IDENTIFICATION										
	Work Code		Equipment Acronym				Class Code		Number		Type
	0	3	S	S	I	U	E	A	0	0	2
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU				Bulletin Filename MM02058AD		Frequency QUARTERLY			

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>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.</p> <p><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u> 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.</p>	3 min	All
	2.	CHECK FOR MAIL. – Look for stray mail while performing all activities.	2.5 min	7
SYSTEM	3.	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
VFD	4.	<p>CHECK VARIABLE FREQUENCY DRIVE. –</p> <ol style="list-style-type: none"> 1. Remove covers as needed. 2. Check for visible damage to VFD. 3. Check cogged timing drive belts for proper tension and wear (1/2" deflection at center with 15 pounds pressure). 4. Replace covers. 	10 min	7

U.S. Postal Service Maintenance Checklist	IDENTIFICATION										
	Work Code		Equipment Acronym				Class Code		Number		Type
	0	3	S	S	I	U	E	A	0	0	2
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU				Bulletin Filename MM02058AD		Frequency QUARTERLY			

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: 1px solid black; padding: 2px; display: inline-block;">WARNING</div> Be cautious when working around or on equipment when power has been applied.		
SYSTEM	5.	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
	6.	CLEAN-UP. – 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

U.S. Postal Service Maintenance Checklist		IDENTIFICATION											
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		0	3	S	S	I	U	E	A	0	0	2	M
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU				Bulletin Filename MM02058AD		Frequency QUARTERLY					

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

METLER-TOLEDO WEIGH CONVEYOR (SSIU) MASTER CHECKLIST

03-SSIU-EA-003-M

SEMI-ANNUAL

SEMI-ANNUAL TIME TOTALS: 34.5 MINUTES

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym			Class Code		Number		Type		
	0	3	S	S	I	U	E	A	0	0	3	M
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU			Bulletin Filename MM02058AD			Frequency SEMI-ANNUAL				

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>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.</p> <p><u>THE USE OF COMPRESSED OR BLOWN AIR IS PROHIBITED.</u> 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.</p>	3 min	All
	2.	CHECK FOR MAIL. – Look for stray mail while performing all activities.	2.5 min	7
SYSTEM	3.	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	7
MAIN PANEL	4.	<p>CHECK MAIN PANEL. – Open and check main panel as follows:</p> <ol style="list-style-type: none"> 1. Check for damage to panel exterior switches and indicator lamps. 2. Check interior for loose components and loose connections in panel. 3. Close main panel. 	10 min	7
	5.	CHECK CONDUIT AND WIRING. – Check for damage to conduit and wiring to control panels and VFDs.	5 min	7

U.S. Postal Service Maintenance Checklist	IDENTIFICATION										
	Work Code		Equipment Acronym				Class Code		Number		Type
	0	3	S	S	I	U	E	A	0	0	3
Equipment Nomenclature METTLER-TOLEDO WEIGH CONVEYOR		Equipment Model SSIU				Bulletin Filename MM02058AD		Frequency SEMI-ANNUAL			

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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Flange Bearings	6.	LUBRICATE FLANGED BEARINGS. – Lubricate bearings (if not sealed) using a lithium based grease (NLGI-2).	5 min	7
		<div style="border: 1px solid black; padding: 5px; display: inline-block;">WARNING</div> Be cautious when working around or on equipment when power has been applied.		
SYSTEM	7.	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	8.	CLEAN-UP. – 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