



Maintenance Management Order

SUBJECT: Preventive Maintenance Guidelines for Semi-Automatic Scan Where You Band

DATE: May 16, 2006

NO: MMO-053-06

TO: All Semi-Automatic Scan Where You Band Facilities

FILE CODE: F5

same:mm06073aa

Daily Checklist, Item 9, substep 1 & 2 and Item 11, substep 2 & 3 have added information for checking the D&R label and Scale check.

This Maintenance Management Order (MMO) supersedes MMO-031-03. This MMO provides Preventive Maintenance (PM) guidelines for the Semi-Automatic Scan Where You Band (SASWYB) system with updated minimum skill levels. The eMARS acronym is SWYB. Class code is BA.

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 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.

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

MAINTENANCE MANAGEMENT ORDER

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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 Workload Estimate for SASWYB
 2. SWYB Master Checklist: 03-SWYB-BA-001-M: Daily
 3. SWYB Master Checklist: 03-SWYB-BA-002-M: Weekly
 4. SWYB Master Checklist: 03-SWYB-BA-003-M: Monthly

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ATTACHMENT 1

SUMMARY

WORKLOAD ESTIMATE

FOR

SASWYB

MAINTENANCE MANAGEMENT ORDER

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SUMMARY
WORKLOAD ESTIMATE FOR
SASWYB

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
413	41	454	45.4	499.4

Service Condition is based on a seven day per week operation.

* Repair estimates based on 10% of servicing.

** Based on 10% of servicing and repair.

PM Checklist Time Summary

Checklist	Checklist Times (per year)
03-SWYB-BA-001-M (Daily)	18,615 minutes
03-SWYB-BA-002-M (Weekly)	4,420 minutes
03-SWYB-BA-003-M (Monthly)	1740 minutes

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ATTACHMENT 2

SASWYB MASTER CHECKLIST

03-SWYB-BA-001-M

DAILY

TIME TOTALS: 51 Minutes

Refer to MS-180 if additional maintenance information is required.

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U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number			Type
	0	3	S	W	Y	B	B	A	0	0	1	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA			Frequency DAILY			

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>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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	5 MIN	All
MACHINE	2.	<p>Power down and lockout power. Power down the machine and lockout electrical power as prescribed by current local lockout instructions providing lockout/restore procedures.</p>	3 MIN	All
SYSTEM	3.	<p>Mail search. Perform mail search of complete SASWYB. Follow local procedures for returning mail to operations for processing.</p>	2 MIN	6
	4.	<p>Clean entire SASWYB.</p> <ol style="list-style-type: none"> 1. Remove dust and debris from entire SASWYB. Use vacuum to clean inside and outside of SASWYB. 2. Clean the 4 overhead scanner windows (2 over the Belted Conveyor Input Staging Section C1, 1 over the Belted Conveyor Operator Section C6, and 1 over the Roller Conveyor Buffer Zone Section CR3). There are also 2 under roller scanner windows, both under the Scanner Zone (CR2) of the roller conveyor – spray a lint free cloth with glass cleaner and gently wipe each scanner window. 3. Clean all sensors, photocells, and reflectors (14 pairs) on belted and roller conveyors, and 2 banner mini-array emitters and receivers (one pair at end of 	10 MIN	6

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Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA			Frequency DAILY			

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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Belted Conveyor Section C1, another pair at end of Belted Conveyor C3). Use Chempads and gently wipe off each sensor, photocell, reflectors, and both mini-array emitters and receivers.

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LABEL PRINTER	5.	Clean label printer thermal printhead. Clean thermal printhead as follows: 1. Remove media (label printer) cover. 2. Disengage printhead by rotating the head lift lever clockwise until the printhead releases. This raises the printhead so it can be cleaned. 3. Remove labels if necessary. 4. Use a Chempads to remove dirt, adhesive, and debris from print surface on bottom of printhead. 5. Wait 5 to 10 seconds for the print surface to dry, and then replace the labels if removed. 6. Engage the printhead by rotating the printhead lift lever counterclockwise until it locks in place. 7. Replace the media (label printer) cover.	5 MIN	6
MACHINE	6.	Restore equipment to service. Return SASWYB to normal service.	4 MIN	8

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
		Work Code		Equipment Acronym				Class Code		Number		Type
		0	3	S	W	Y	B	B	A	0	0	1
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		Frequency DAILY				

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	7.	Check all photocells, sensors, and mini-arrays. Using the GUI, check all photocells, sensors, and mini-arrays for proper operation. Verify that the GUI shows blocked when each photocell is blocked and shows open when unblocked.	3 MIN	8
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8.	Check all 5 scanners. Utilizing the GUI and a DNR barcode or tray label barcode on the appropriate scanner, check each scanner for proper operations.	5 MIN	8
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LABEL PRINTER	9.	Check the label printer. Utilizing the GUI print a test label.	5 MIN	8
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NOTE

If discrepancies are found place the equipment out of service.

1. Print a D&R label.
2. Check the label quality to ensure it does not have any defects as described in MMO-012-09.

SYSTEM	10.	Check all E-Stops (E-Stop 1 through E-Stop 8 and E-Stop ES1). Utilizing the GUI and SASWYB in operating, check all E-Stops for proper operation, that is machine stops, GUI indicates proper E-Stop activated, and that it can be reset and the machine restarted.	5 MIN	8
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SCALE	11.	Check the Scale.	1 MIN	6
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NOTE

If discrepancies are found place the equipment out of service.

1. Utilizing the zero button on scale to zero the scale.
2. Place a calibrated known weight on the scale.
3. Ensure the scale is reading the correct weight \pm .05 pounds of calibrated weight.

CLEAN UP	12.	Clean up.	3 MIN	ALL
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NOTE

If problems are found and can be corrected on this tour generate a Reactive workorder and correct the

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		0	3	S	W	Y	B	B	A	0	0	1
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		Frequency DAILY				

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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problem. If the problem cannot be corrected on this tour generate a Corrective workorder so that the work can be scheduled.

Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.

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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 3

SASWYB MASTER CHECKLIST

03-SWYB-BA-002-M

WEEKLY

TIME TOTALS: 85 Minutes

Refer to MS-180 if additional maintenance information is required.

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U.S. Postal Service Maintenance Checklist		IDENTIFICATION											
		Work Code		Equipment Acronym				Class Code		Number		Type	
		0	3	S	W	Y	B	B	A	0	0	2	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA			Frequency WEEKLY				

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>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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	5 MIN	All
MACHINE	2.	<p>Power down and lockout power. Power down the machine and lockout its electrical power as prescribed by the current local lockout instructions providing lockout/restore procedures.</p>	3 MIN	All
SYSTEM	3.	<p>Check entire machine. Look for safety issues, loose nuts, bolts, and screws, etc.</p>	5 MIN	6
	4.	<p>Check and clean conveyor belts. Check all conveyor belts (C1 through C7) for fraying, cracks, tears, and wear. Ensure proper tracking. Clean with Chempads or replace as necessary.</p>	5 MIN	6
	5.	<p>Clean roller conveyor rollers and roller conveyor o-ring drive belts. Clean all conveyor rollers and conveyor drive o-rings. Clean with Chempads.</p>	12 MIN	6
	6.	<p>Check roller conveyor rollers and roller conveyor o-ring drive belts. Check all conveyors for cracks, tears, and wear. Replace as necessary.</p>	3 MIN	8

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number			Type
	0	3	S	W	Y	B	B	A	0	0	2	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA			Frequency WEEKLY			

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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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.

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LABEL PRINTER	7.	Clean thermal printhead and label printer. Clean label printer and thermal printhead as follows:	15 MIN	6
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Clean thermal printer

1. Remove media (label printer) cover.
2. Disengage printhead by rotating head lift lever clockwise until printhead releases. This raises printhead so it can be cleaned.
3. Remove labels if necessary.
4. Use Chempads to remove any dirt, adhesive, and debris from print surface on the bottom of printhead.

Clean label printer

5. Clean the printer rollers by using a Chempads. Move the pad over the rollers in a side-to-side motion. Rotate the rollers to clean all areas.

NOTE

Rotate the TTR assist roller toward you to clean the entire drive roller surface.

6. Clean the tear bar with a Chempads and remove dust, paper, and adhesive.

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
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		0	3	S	W	Y	B	B	A	0	0	2
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		Frequency WEEKLY				
Part or Component	Item No.	Task Statement and Instruction (Comply with all current safety precautions)								Est. Time Req'd	Min. Skill Level	

7. Clean label path:
 - a. Pull down the lower media (label) guide to open up the label path.
 - b. Clean the lower media (label) guide with a Chempads. The lower media (label) guide is spring loaded and must be held open to clean.
 - c. Use a Chempad to clean the upper media (label) guide. Remove debris.
 - d. Remove dust and paper from the label path.
 - e. Clean the flat surfaces of the label path (including the edge guide) with a Chempad.
 - f. Release the lower media (label) guide.
8. Clean label gap and label mark sensors.
 - a. Clean label mark sensor with a Chempad.
 - b. Pull down the lower media (label) guide to expose the label gap sensor.
 - c. Using a vacuum, remove debris and dust from label gap sensor.
 - d. Clean upper and lower gap sensor with a Chempad.
 - e. Replace the labels.
 - f. Engage the printhead by rotating the head lift lever counterclockwise until it locks in place.
9. Replace the media (label printer) cover.

MACHINE	8.	Restore equipment to service. Restore SASWYB to normal operation.	4	8
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U.S. Postal Service Maintenance Checklist		IDENTIFICATION											
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		0	3	S	W	Y	B	B	A	0	0	2	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		Frequency WEEKLY					

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	9.	Check all belted conveyors (C1 - C7) and roller conveyors (CR4 – CR1).	15 MIN	8
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Using the GUI, check all conveyors in operation for:

1. Ease of conveyor operation.
2. Proper conveyor belt tracking.
3. Conveyor belt rubbing.
4. Abnormal conveyor motor noise.
5. Abnormal conveyor bearing noise.

MERGE (PUSHER) ARM	10.	Check operation of merge (pusher) arm.	10 MIN	8
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Using the GUI, check merge (pusher) arm during Operational Cycle for:

1. Ease of pusher operation.
2. Abnormal merge (pusher) arm linkage noise.
3. Abnormal merge (pusher) arm motor noise.

LABEL PRINTER	11.	Check the label printer. Utilizing the GUI, print a test label.	5 MIN	8
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CLEAN UP	12.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	3 MIN	All
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U.S. Postal Service Maintenance Checklist		IDENTIFICATION											
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		0	3	S	W	Y	B	B	A	0	0	2	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		Frequency WEEKLY					

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

SASWYB MASTER CHECKLIST

03-SWYB-BA-003-M

MONTHLY

TIME TOTALS: 145 Minutes

Refer to MS-180 if additional maintenance information is required.

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U.S. Postal Service Maintenance Checklist		IDENTIFICATION											
		Work Code		Equipment Acronym				Class Code		Number		Type	
		0	3	S	W	Y	B	B	A	0	0	3	M
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA			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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MAINTENANCE MANAGEMENT ORDER

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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>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 on optical equipment only when other cleaning methods can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p>	5 MIN	All
MACHINE	2.	<p>Power down and lockout power. Power down machine and lockout electrical power as prescribed by current local lockout instructions providing lockout/restore procedures.</p>	3 MIN	All
SYSTEM	3.	<p>Check all exposed electrical wiring and electrical connectors. Check all exposed wiring, cabling, and electrical connectors (including all SDS, power, and E-Stop T Connectors). Check for insulation cracking, fraying, and overheating of wiring and cables, and security of connectors. Check all electrical connectors (including all SDS, power, and E-Stop T connectors) enclosed in cabinets, covers, and junction boxes.</p>	30 MIN	8
SYSTEM	4.	<p>Check all photocells, sensors, and mini-arrays. Check all photocells, sensors, and mini-arrays for proper alignment and secure cable connections.</p>	10 MIN	8

WARNING

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

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
		Work Code		Equipment Acronym				Class Code		Number		Type
		0	3	S	W	Y	B	B	A	0	0	3
Equipment Nomenclature Semi-Automatic Scan Where You Band		Equipment Model				Bulletin Filename MM06073AA		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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MACHINE	5.	Restore equipment to service. Restore SASWYB to normal operation.	4 MIN	8
DRIVE ROLLERS	6.	Check belted conveyor and roller conveyor drive roller speeds. Check and adjust all drive roller speeds for both seven belted roller conveyors (C1 through C7) and the four roller conveyors (CR1 through CR4).	30 MIN	8
SCALE	7.	Check scale. Check and adjust scale. 1. Check and adjust trim of Summing Junction Card. 2. Check and adjust scale calibration.	60 MIN	8
CLEAN UP	8.	Clean up. Ensure all tools, lubricants, rags, etc., are removed from the work area. Report all deficiencies to your supervisor.	3 MIN	All

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