



maintenance management order

SUBJECT: PM Guidelines for Postal Pak Loader (PPL)

DATE: December 5, 1999

NO: MMO-093-99

TO: Bulk Mail Centers

FILE CODE: Y

dewa:M99052AC

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

This Maintenance Management Order (MMO) provides Preventive Maintenance (PM) guidelines for the Postal Pak Loader (PPL). This MMO supersedes MMO-117-98.

The minimum maintenance skill level to perform each task on the various checklists is included in the Minimum Skill Level column. This does not preclude higher level employees from performing any of this work.

WARNING

Various products which require Material Safety Data Sheets (MSDS) may be utilized during the performance of the procedures in this bulletin. Ensure the current MSDS for each product used is on file and available by all employees.

The attached master checklist provides tasks to be performed at periodic intervals (as noted in the frequency column), the time required per task, and the minimum skill level for each task.

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

For questions or comments concerning this bulletin contact the MTSC HelpDesk, either online at **MTSC>HELPDESK>Create/Update Tickets** or call (800) 366-4123.

Rex M. Gallaher
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments: 1. Summary of Revised Workload Estimate
2. Postal Pak Loader (PPL) Master Checklist

ATTACHMENT 1**-SUMMARY-****REVISED WORKLOAD ESTIMATE****FOR****POSTAL PAK LOADER (PPL)**

Routine Servicing (hrs/yr)	Repair* (hrs/yr)	Total Servicing & Repair Time (hrs/yr)	Nonproductive Time ** (hrs/yr)	Total Servicing Per Machine (hrs/yr)
9.9	3.0	12.9	1.3	14.2

* Repair estimates based on 30% of servicing.

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

TIME TOTALS

<u>Monthly Time Total:</u>	25.5 min	0.4 Hrs. ***
<u>Quarterly Time Total:</u>	56 min	0.9 Hrs. ***
<u>Annual Time Total:</u>	40 min	0.7 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 time modification 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**POSTAL PAK LOADER (PPL) MASTER CHECKLIST**

03-CONTL-DA-001-M

The "Part or Component" column for each step on the Master Checklist provides a "Frequency Code" designation followed by a letter or series of letters. These letters correspond to the frequency codes as published in MS-63 and specify the frequency for which that instruction (step) must be performed. These frequency codes are in compliance with VMARS superseding route structure. The possible frequencies and their codes are given in the table below:

Table 2-1. MS-63 (VMARS) Frequency-Codes

<u>CODE</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
A	ANNUAL	Once every 13 APs.
B	BI-WEEKLY	Once every 2 weeks
C	BI-MONTHLY	Once every 2 APs.
D	DAILY	Once a day; 7 days a week.
E	DAILY	Once a day; 6 days a week.
F	DAILY	Once a day; 5 days a week.
G	DAILY	Once a day; 4 days a week.
H	DAILY	Once a day; 3 days a week.
J	SEMI-WEEKLY	2 days a week.
K	BI-ANNUAL	Once every 2 years.
L	TRI-ANNUAL	Once every 3 years.
M	MONTHLY	Once every AP.
N	QUAD-ANNUAL	Once every 4 years.
P	QUINT-ANNUAL	Once every 5 years.
Q	QUARTERLY	4 times every 13 APs.
S	SEMI-ANNUAL	Twice every 13 AP.
T	TOURLY	3 times a day; 7 days a week.
U	TOURLY	Twice a day; 7 days a week.
V	TOURLY	3 times a day; 6 days a week.
W	WEEKLY	Once a week.
X	TOURLY	Twice a day; 6 days a week.
Y	TOURLY	3 times a day; 5 days a week.
Z	TOURLY	Twice a day; 5 days a week.

U.S. Postal Service Maintenance Checklist	IDENTIFICATION											
	Work Code		Equipment Acronym				Class Code		Number		Type	
	0	3	C	O	N	T	L	D	A	0	0	1
Equipment Nomenclature POSTAL PAK LOADER (PPL)		Equipment Model				Bulletin Filename M99052AC		Frequency ALL				

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.	COMPLY WITH ALL SAFETY PRECAUTIONS. - Disconnect power and apply lockouts when required by this instruction. Refer to the current, local lockout procedures to properly shutdown and lockout this machine. Where air pressure is required for cleaning, use a low air pressure (30 psi or less) air source. Eye protection (goggles or face shield) must be used when utilizing compressed air for cleaning. Check to ensure all employees are clear of the machine. Report safety deficiencies to your supervisor immediately upon detection.	3 min	All
Frequency Code -M-Q-A-				
SYSTEM	2.	CHECK FOR MAIL. - Look for loose mail while performing all activities.	2.5 min	7
Frequency Code: M--Q-A-				
SYSTEM	3.	POWER DOWN AND LOCKOUT POWER. - Power down the equipment and lockout its electrical power as prescribed by current local lockout procedures.	3 min	All
Frequency Code: --M--Q-A-				
-CG-1 CRADLE ASSEMBLY	4.	CHECK CRADLE ASSEMBLY - Check jackscrew and associated motor and hardware as follows:	10 min	7
Frequency Code: -Q-A---		<ol style="list-style-type: none"> 1. Check all pivot points for excessive wear; apply light oil to all pivot points. 2. Check all pivot point set screws and associated bolts/nuts with appropriate wrench to ensure they are secure. 3. Check cradle assembly hardware for any damage or missing parts. 4. Check jackscrew motor mounting to ensure it is secure; tighten as needed. 		

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
		Work Code		Equipment Acronym			Class Code	Number	Type			
		0	3	C	O	N	T	L	D	A	0	0
Equipment Nomenclature POSTAL PAK LOADER (PPL)		Equipment Model			Bulletin Filename M99052AC		Frequency ALL					

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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Frequency Code: ---A---	7.	CHECK FRAME AND WELDMENTS. - Check frame weldments as follows: 1. Check frame weldments for cracks, distortion, and other damage. 2. Check forklift guards for broken weldments and loose anchor bolts.	15 min	7
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WARNING

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

-EC-1 ELECTRICAL Components Frequency Code: -Q-A---	8.	CHECK AND CLEAN CONTROL PANEL. - Check and clean control panel as follows: 1. Using vacuum/air, remove dirt and dust from exterior of panel. Check for any exterior damage. 2. Using vacuum/air, remove dirt and dust from interior of panel. 3. Look for burnt or damaged components, bare or burnt wiring, damaged insulation, and loose connections. 4. Check motor starter contacts for wear, dirt, or signs of arcing.	20 min	7
Frequency Code: -Q-A---	9.	CHECK PHOTO-SENSORS. - 1. Check photocell mounting. Tighten as required. 2. Clean photocell lens and reflector/receiver. 3. Check conduit and/or wiring leading to photocell for damage.	2 min per assy.	7

U.S. Postal Service		IDENTIFICATION										
Maintenance Checklist		Work Code		Equipment Acronym			Class Code	Number	Type			
		0	3	C	O	N	T	L	D	A	0	0
Equipment Nomenclature POSTAL PAK LOADER (PPL)		Equipment Model			Bulletin Filename M99052AC			Frequency ALL				

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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-GA-1
PARCEL
GATE
ASSEMBLY

10. **PARCEL GATE ASSEMBLY.** - Check parcel gate assembly as follows:

1. Check for damage, distortion, and misalignment.
2. Check all fasteners for tightness.

Frequency Code: --Q---A-

2 7
min

OILER-FILTER-DRYER ASSEMBLY

11. **SERVICE OILER-FILTER-DRYER** - Service oiler-filter-dryer as follows:

1. Drain moisture traps.
2. Check and fill air line oiler.

Frequency Code: -M-Q-A---

2 7
min

WARNING

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

Frequency Code: ---A---

12. **CLEAN CONTAINER LOADER AREA** - Vacuum/blow/wipe entire container loader frame and surrounding area.

20 7
min

WARNING

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

SYSTEM

13. **RESTORE EQUIPMENT TO SERVICE.** - Restore equipment to service as prescribed by current local lockout procedures

Frequency Code: -M-Q---A-

3 All
min

U.S. Postal Service Maintenance Checklist		IDENTIFICATION										
		Work Code		Equipment Acronym			Class Code	Number	Type			
		0	3	C	O	N	T	L	D	A	0	0
Equipment Nomenclature POSTAL PAK LOADER (PPL)		Equipment Model			Bulletin Filename M99052AC		Frequency ALL					

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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-GA-1 PARCEL GATE ASSEMBLY	14.	PARCEL GATE ASSEMBLY. - Check parcel gate assembly as follows: Check parcel gate area for pneumatic leaks.	2 min	7
Frequency Code: --Q---A-				
SYSTEM	15.	CHECK OPERATION OF PPL. - Check operation of PPL as follows: 1. Place a tall empty container into bucket and run one complete cycle. 2. Check status light assembly for proper operational sequence. 3. Listen for any unusual noises such as binding sounds. 4. Induce an "Unsafe Entry" fault to ensure loader stops.	6 min	7
Frequency Code: --M-Q---A				
CLEAN-UP	16	CLEAN-UP. - Ensure all tools, lubricants, rags, etc., are removed from the work area.	3 min	All
Frequency Code: --M-Q--A-				
START-UP Frequency Code: --M-Q---A	17.	START-UP. - Perform normal start-up procedures as follows: 1. Preset equipment. 2. Report all deficiencies to your supervisor in order to initiate any necessary work orders to make necessary repairs.	3 min	All