



maintenance management order

SUBJECT: Operational Maintenance Guidelines for
DBCS, Models 990, 994, 995, 996, and 998

DATE: February 25, 2005

NO: MMO-013-05

TO: All DBCS Offices

FILE CODE: D2, D3, D4, D5, D6,
D7, D9, D10

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MAINTENANCE MANAGEMENT ORDER

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This Maintenance Management Order (MMO) provides guidelines for Operational Maintenance of the DBCS, Phase I through V machines. This MMO supersedes MMO-022-01 and MMO-049-01. If the USPS is to receive the highest return on investment for these systems and improve service to its customers, it is imperative that ALL personnel take an active role in maintaining the system at optimum levels. Monitoring of the equipment during mail processing is essential to ensure missorted and miscoded mail is held to a minimum and overall equipment efficiency (OEE) is maintained at the highest levels. This will reduce the overall system downtime by correcting minor problems before they become failures. These procedures are intended to supplement those already being performed during Preventive Maintenance routines.

All offices should use the MPEWatch Real-time Reporting Utility in conjunction with this MMO to monitor machine performance during operational tours. This utility is not yet available at all offices. This issue is being addressed by USPS Software Engineering and a resolution will be forthcoming.

All offices must use the MPEWatch Daily Summary Report or a similar End of Run summary report to analyze machine performance. Maintenance management must then identify machine performance problems and ensure that necessary corrective action is taken during the Preventive Maintenance Windows.

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 to 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.

Web Access: <http://mtsc.usps.gov/pdf/mmo/2005/mmo01305.doc>

Direct any questions or comments concerning this bulletin to the Help Desk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone FTS 2000 (405) 573-2123 or toll free (800) 366-4123.

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

Attachment: Operational Maintenance Procedures

MAINTENANCE MANAGEMENT ORDER

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ATTACHMENT
OPERATIONAL MAINTENANCE PROCEDURES

DBCS MODELS 990, 994, 995, 996, and 998

09-DBCS--001-M**

OPERATIONAL TOUR

** Class Codes: AA, AB, CA, CB, CC, CD, DA

U.S. Postal Service		IDENTIFICATION									
Operational Maintenance Checklist		Work Code	Equipment Acronym			Class Code		Number			Type
		0 9	D B C S			* *	0 0 1			M	
Equipment Nomenclature Delivery Bar Code Sorter		Equipment Model 990, 994, 995, 996, and 998			Bulletin Filename MM05010AA			Frequency OPERATIONAL TOUR			
*Class Codes: AA, AB, CA, CB, CC, CD, DA											
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 can not be used. Report safety deficiencies to your supervisor immediately upon detection.</p> | Tour | All |
| SYSTEM | 2. | <p>OPERATIONAL CHECKS MUST BE MADE WITH MACHINE PROCESSING MAIL IN A NORMAL OPERATING MODE.</p> | Tour | All |
| MACHINE LOGBOOK | 3. | <p>EXAMINE MACHINE LOGBOOK - Examine log and bring forward any unresolved problems from the previous tour.</p> | Begin Tour | All |
| MACHINE SAFETY | 4. | <p>BE ALERT FOR UNUSUAL SOUNDS OR ODORS - While performing listed operational maintenance tasks, be alert for unusual sounds, odors, or other indications of potential failure conditions in the machine.</p> | Tour | All |
| MACHINE SAFETY | 5. | <p>OBSERVE WARNING HORN AND BEACONS- Watch for proper operation of warning horn and beacons on MACHINE start-ups.</p> | Tour | All |
| MACHINE SAFETY | 6. | <p>OBSERVE ALL MACHINE LAMPS FOR PROPER OPERATION INCLUDING JAM, EMERGENCY STOP, STACKER-FULL, OPERATOR CONTROL PANEL, AND READER MODULE INDICATOR LAMPS – Watch for proper functionality of all indicator lamps during normal machine operations. Correct deficiencies as</p> | Tour | All |

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soon as practical.

COMPUTER MONITOR	7.	CHECK MAIL PROCESSING SCREEN - Check current GAR, MAR, Jams, mechanical rejects and fault indications and ensure all performance metrics are meeting their target.	Hourly	All
MACHINE	8.	Use the Diagnostic Tracking Report (Select F9 and then F6) to view diagnostic information if problems are noted on Step 7. Take appropriate corrective action based upon the diagnostic information.	Per Step 7	All
READER, WFOV	9.	IF MAR OR GAR IS BELOW ACCEPTABLE VALUES - Check for dust/debris accumulations on faceplate - Check cooling fan filter for accumulated dust and debris on WFOV computer. Correct as necessary.	Hourly	All
OVERFLOW STACKER	10.	CHECK MAIL IN LAST/OVERFLOW STACKERS ON EACH TIER - Check the type of mail present in the overflow stackers to determine which areas of the machine might be malfunctioning.	Every 2 Hours	All
FEEDER	11.	OBSERVE FEEDER OPERATION - Check area for debris. Verify feeding of mail is smooth and consistent. Loud popping noises made when mail is being inducted indicate a possible feeder alignment problem. Correct as necessary.	Every 2 Hours	All
OSS (only) REJECT STACKERS & INK JET PRINTER	12.	CHECK FOR IMPROPER POSTNET BARCODE PRINTING ON DBCS/OSS MACHINE - Check for print quality of bar code being sprayed. Is the bar code smudged, unreadable or out of tolerance? Check Ink Jet Printer for problems and correct as necessary.	Hourly	All
OSS (only) MACHINE	13.	ENSURE DSU IS CONNECTED IN OSS MODE	Hourly	All
Non-OSS REJECT STACKERS	14.	Check for print quality of bar code as well as the quality of the barcode in the address block. Is the bar code smudged or out of tolerance? Notify upstream operation of any problems discovered.	Every 2 Hours	All
READER, ICS-3	15.	IF EXCESSIVE ID TAG ERROR MESSAGES ARE OCCURRING - Identify the type by using the online display and machine fault log. Check ICS-3 ID tag reader exterior for accumulated dust, dirt and debris or	Every 2 Hours	All

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loose/worn belts. Pay particular attention to the aperture and to the raised portion of the faceplate. Clean/adjust/replace as necessary.

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| CERTIFIED MAIL STACKER | 16. | CHECK CERTIFIED MAIL STACKER - Check for presence of certified mail. If none is present, investigate. Notify Operations and SMO if CMD read problem is discovered with WFOV system. Correct as necessary. | Every 4 Hours | All |
| OPERATORS | 17. | ENQUIRE IF OPERATORS ARE HAVING EXCESSIVE PROCESSING PROBLEMS AND INVESTIGATE AS NECESSARY. INITIATE CORRECTIVE ACTION AS APPROPRIATE. | Tour | All |
| MACHINE LOGBOOK AND SMO | 18. | LOG PROBLEMS DISCOVERED AND WORK PERFORMED - Report unresolved problems at the end of tour to the SMO and generate appropriate work orders. | Tour | All |