

DRYDOCK SOP



Production Machine Maintenance

1. Process Unit
 - a. Remove Drums
 - b. Remove Developing unit
 - c. Remove Charging Pole
 - d. Remove Intermediate Transfer Unit
 - e. Clean the rear wall connectors
 - f. Clean all the contact inside the back wall where the process unit makes contact
 - g. Inspect each drum deteriorate and replace if needed
2. Developing Unit
 - a. Inspect the developer powder if even across the unit, Inspect blank area in the roller
3. Transfer Belt Unit
 - a. Remove transfer belt and change all 4-1st transfer roller and 2nd transfer roller /up
 - b. Inspect the 1st transfer roller holder piece (power block), clean sensor (pressure sensor) PS50-PS51
 - c. Clean the assembly, free of toner
 - d. Install new transfer belt and cleaning unit
4. Charge Corona
 - a. Replace 4 main charging pole (regardless of still in use)
5. Dust Proof Glass
 - a. Clean the Dust Proof Glass
6. Fusing Unit
 - a. Replace the upper fuser assembly
 - b. Replace the fusing roller /lw, bearing and insulating sleeve
 - c. Clean the assembly, free of toner
 - d. Clean the pressure release sensor on the bottom rear corner
7. Correction Unit
 - a. Clean the sensor on the color registration unit and the sensor
8. Duplex Unit
 - a. Remove the registration unit completely, follow the instructions from the video on the technical chat and clean all the sensor and section free of toner
 - b. Change the lower 2nd transfer roller /lw
 - c. Remove all duplex front cover and change the 2 clutches on the right side and 2 on the middle
 - d. Clean the back section of the duplex section, sensors and actuator free of toner
 - e. Clean the paper path sensor for the double-sided section
9. Paper Tray 1 and Tray 2
 - a. Replace all the paper feed rubber roller (x6 units)
10. Paper Feed Unit
 - a. Blow air with the blower to dust off all the sensors of the unit
11. Adjustments
 - a. Calibration
 - b. Color Registration
 - c. Gamma Adjustment
 - d. If you change the developer, make sure to initiate the Toner Density Initializing
12. Others
 - a. Reset Counter for all the parts that has been replaced
 - b. Replace the Toner Filter Box and waste toner if its full
 - c. Clean the exterior cover of the machine

- d. Remove the back cover of the Fiery and make sure the CPU fan is turning, while the Fiery is on

NOTE: Parts asked to be replaced are based on the conditions of the parts, if any were replaced before the Dry Dock don't change it. Take pictures for proof of Job Completed.

Inventory Management

1. Full inventory count
2. OBP update with current last count
3. OBP Orders
 - a. What and when are your orders for the next 6 months
 - b. CT orders placed
 - c. SISO orders update calendar from Inv. Manager
4. Items that are required urgency
5. Working Tools audit – request all missing items

Printshop Management

1. Desk cleanup / organize
2. PC Files cleanup / organize
3. IDD Files cleanup / organize
4. Scrub the floor and paint if necessary
5. Printshop storage maximization
6. Communicate with GMS/Dexter items that do not belong to your working area
7. Prepare Sign-off Handover notes

Additional for AZAMARA

Cruise Cancellation to Do List

1. Organize Print Shop and count inventory
 - a. paper by size
 - b. toner by model and color
 - c. parts by model and color
 - d. label inventory for easy counting and locating.
2. Organize Locker room and count inventory
3. MFD walkthrough
 - a. check machine condition and copy quality.
 - b. clean platen glass and scanner glass
 - c. test document feeders and paper tray for jamming
 - b. check feed rollers for all tray
 - c. double check if the default admin password is set to 12345678 for all the MFD (you could check by web connecting with IP address of machine)