PhIS

Pharmacy Information System (PhIS)
and
Clinic Pharmacy System (CPS)

Hospital Tanjung Karang

JKN SELANGOR
(ZONE 9)

1ST Preventive Maintenance Report

P.M. Date	3 MAY 2018
Report ID	PM/REPORT/Z9/HOSPTANJUNGKARANG
Report Version	V1.0

Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	3.5.18	Ahmad Heiqal Bin Noor Zaman	Initial document	Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd.

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	SITI NOOR ADILA BINTI HAMDAN Pegawai Farmasi U44 Hospital Tanjong Karang
Designation / Department	
Date	3/5/2018

Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Hospital Tanjung Karang

Summary findings for Preventive Maintenance conducted on : 3. 5. 18

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	16	16	
2	Laserjet Printer	3	3	
3	Server	2	2	
4	Ups	1	1	
5	Switch	3	3	
6	Thermal Printer	4	4	•THP-080 is a loan unit
7	Notebook	2	2	
8	Storage	1	1	

Signature & Stamp:

For PLSB	For Facility
Name: Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Designation: Date:	Name: SITI NOOR ABILA BINTI HAMDAN Pegawai Farmasi U44 Hospital Tanjong Karang Designation: Date: 3/5/2018

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

FACILITY : HOSPITAL TANJUNG KARANG

STATE : SELANGOR

ZONE : 9

IT

LOCATION : Bilik Rekod Perubatan

	SERVER 1	SERVER 2	UPS
PAT ID :	PhIS/SEL-05/HSP-01/SVR-001	PhIS/SEL-05/HSP-01/SVR-002	PhIS/SEL-05/HSP-01/UPS-001
SERIAL NO :	06GXMRV	06GXMTP	15194O3027AF453
MODEL :	LENOVO X3650 M5	LENOVO X3650 M5	UEBERT 3KVA

If Alert is tick (√), Fill in & elabrate details in FINDINGS / COMMENTS /DETECTION session.

PART I - HARDWARE , CABLING & CONNECTIVITY (INSPECTION & PHYSICAL CHECK)

Standard Task:						
Cleaning	☑				☑	

Verify Condition :

	SERVER 1				SERVER 2			
	Function	Not Function & Resolved	Alert	Not Function & Unresolved — Ticket No	Function	Not Function & Resolved	Alert	Not Function & Unresolved — Ticket No
Connection via LAN / USB	☑	☐	☐		☑	☐	☐	
Fan/ Power Supply	☑	☐	☐		☑	☐	☐	
Light Path Diagnosis panel	☑	☐	☐		☑	☐	☐	
UTP Cable connect to switch	☑	☐	☐		☑	☐	☐	
HA Gateway to Core Switch	☑	☐	☐		☑	☐	☐	
(For Hospital only)								

UPS

	Function	Not Function & Resolved	Alert	Not Function & Unresolved — Ticket No
By pass Test	☑		☐	
Webcard	☑		☐	
Multilink	☑		☐	

Backup Tape	Available	Faulty	Type
Qty	5	-	RDX

N/A ☐

PART II - SETUP & HEALTH CHECK

	SERVER 1				SERVER 2			
	Function	Not Function & Resolved	Alert	Not Function & Unresolved — Ticket No	Function	Not Function & Resolved	Alert	Not Function & Unresolved — Ticket No
Run DSA & collect DSA Log								
SERVER 1	☑	☐	☐					
SERVER 2	☑	☐	☐					

Software/Firmware Version :

	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
ClamAV	0.99.1		0.99.1	
Zabbix	2.2.6		2.2.6	
Bacula	5.2.12		5.2.12	
Glassfish	3.1.2.2		3.1.2.2	
UEFI	1.2		1.2	
IMM2	1.92		1.92	

System Software	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
SUSE LINUX (OS)	X86_64		X86_64	
Kernel	3.0.75		3.0.75	
GCC	4.3.4		4.3.4	

Housekeeping:

	SERVER 1	SERVER 2
Clear /tmp folder > 2 weeks	☐	Screenshot / attachment
Archive Log Files	☐	Screenshot / attachment

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

PAT ID : PhIS/SEL-05/HSP-01/STR-001

SERIAL NO: D6FTWLC

TYPE : STORAGE

PART III - STORAGE

Perform Health Check:	Function	Not Function & Resolved	Alert	Not Function & Unresolved	
					Ticket No
Storage Manager Error Alerts	☑	☐	☐		
Storage events logs	☑	☐	☐		
HDD indicator lights	☑	☐	☐		
Enable read/write cache	☑	☐	☐		
Enable Media Scan both at controller level and LUN level	☑	☐	☐		

Software/Firmware Version :	Current	Updated
Controller	27.016	
ESM	00.01.067	
Driver	5.2.GL2	

N/A ☐

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp

Customer Name

Date

RANAU DIN BIN HASHIM
Pembantu Tadbir N19
Unit Rekod Perubatan
Hospital Tanjong Karang

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name

Date

Ahmad Heiqal Noor Zaman
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWITCH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY :	HOSPITAL TANJUNG KARANG	DEPT : IT	LOCATION :	STATE :	SELANGOR	ZONE : 9

Unit 1

PAT ID : PMS/SEL-05/HSP-01/CSW-001

SERIAL NO: DNI139204FR

Location : Bilik Rekod Perubatan

CORE SWITCH / DISTRIBUTION SWITCH

Loaned ☐ Unlocated ☐ Relocated ☐

If Alert is tick (√), fill in & elobrate details in FINDINGS / COMMENTS /DETECTION session.

PART I - STANDARD TASK

Cleaning	☑

PART II - STANDARD HEALTH CHECK

Verify Condition :	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Cable & Connection	☑	☐	☐	
Power Supply	☑	☐	☐	
Check LED Status				
System LED	☑	☐	☐	
Master LED	☑	☐	☐	
STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

SSH Access & Connection	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Execute Putty to start	☑	☐	☐	
Specify the IP to connect	☑	☐	☐	
Test Login	☑	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

Unit 2

PAT ID : PMS/SEL-05/HSP-01/DSW-001

SERIAL NO: DNI19260AN8

Location : Prepacking Room

CORE SWITCH / DISTRIBUTION SWITCH

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning	☑

PART II - STANDARD HEALTH CHECK

Verify Condition :	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Cable & Connection	☑	☐	☐	
Power Supply	☑	☐	☐	
Check LED Status				
System LED	☑	☐	☐	
Master LED	☑	☐	☐	
STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

SSH Access & Connection	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Execute Putty to start	☑	☐	☐	
Specify the IP to connect	☑	☐	☐	
Test Login	☑	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

Unit 3

PAT ID : PMS/SEL-05/HSP-01/DSW-002

SERIAL NO: DNI19240BNM

Location : Ward 3

CORE SWITCH / DISTRIBUTION SWITCH

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning	☑

PART II - STANDARD HEALTH CHECK

Verify Condition :	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Cable & Connection	☑	☐	☐	
Power Supply	☑	☐	☐	
Check LED Status				
System LED	☑	☐	☐	
Master LED	☑	☐	☐	
STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

SSH Access & Connection	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Execute Putty to start	☑	☐	☐	
Specify the IP to connect	☑	☐	☐	
Test Login	☑	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWITCH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY :   DEPT :   STATE :   ZONE :

PAT ID :   LOCATION :   Location :

SERIAL NO: Loaned ☐ Unlocated ☐ Relocated ☐

CORE SWITCH / DISTRIBUTION SWITCH

PART I - STANDARD TASK

Cleaning ☐

PART II - STANDARD HEALTH CHECK

Verify Condition :	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Cable & Connection	☐	☐	☐	
Power Supply	☐	☐	☐	
Check LED Status				
System LED	☐	☐	☐	
Master LED	☐	☐	☐	
STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
SSH Access & Connection				
Execute Putty to start	☐	☐	☐	
Specify the IP to connect	☐	☐	☐	
Test Login	☐	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

PAT ID :   Location :

SERIAL NO: Loaned ☐ Unlocated ☐ Relocated ☐

CORE SWITCH / DISTRIBUTION SWITCH

PART I - STANDARD TASK

Cleaning ☐

PART II - STANDARD HEALTH CHECK

Verify Condition :	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Cable & Connection	☐	☐	☐	
Power Supply	☐	☐	☐	
Check LED Status				
System LED	☐	☐	☐	
Master LED	☐	☐	☐	
STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
SSH Access & Connection				
Execute Putty to start	☐	☐	☐	
Specify the IP to connect	☐	☐	☐	
Test Login	☐	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

PART IV - FINDINGS / COMMENTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Signature & Stamp	Signature & Stamp
Customer Name	Engineer Name
Date	Date

BAHAAUDDIN BIN HASHIM
Pembantu Tadbir N19
Unit Rekod Perubatan
Hospital Tanjong Karang

Ahmad Heiqal Noor Zaman
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

| FACILITY: | HOSPITAL TANJUNG KARANG | DEPT: | LOCATION: | STATE: SELANGOR | ZONE: 9 |

PAT ID : PhIS/SEL-05/HSP-01/PCD-001   **Location :**   Procurement LP 2

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

S/N CPU : PC071CIE   **MONITOR:** V901TY2E   **KEYBOARD :** 0003207   **MOUSE:** SG345039198   Loaned ☐   Unlocated ☐   Relocated ☐

PART I – STANDARD TASK | N/A ☐

All Device:
Cleaning — ☑

Desktop/Notebook/TAB: Yes ☑ No ☐ N/A ☐
* Device is harden

MEMORY : 2 GB ☑ 4 GB ☑

PART II – STANDARD HEALTH CHECK | N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	118	121	☐	
2nd Partition	75.6	136	☐	
Storage (TAB only)			☐	

PART III – STANDARD SETUP | N/A ☐

	Function	Not Function & Resolved		Function	Not Function & Resolved	Current Version	Updated Version
Verification:			**Auto update disabled:**				
IWP	☑	☐	(a) Java (JKD 6 update 30)	☑	☐	☑	
KYM	☑	☐	(b) Internet Explorer 9 (64bits)	☑	☐	☑	
PhIS Portal	☑	☐	ClamAv - Ver 0.99.1	☑	☐	☑	
			Microsoft Office	☐		☐	
			BCP (BCP PC only)	☑		☑	
			Backup PC (Bacula Web)	☐		☐	
			IOS Version – TAB only				

PAT ID : PhIS/SEL-05/HSP-01/PCD-002   **Location :**   Receiving & Distribution

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

S/N CPU : PC071CIF   **MONITOR:** V90185EK   **KEYBOARD :** 0003199   **MOUSE:** SG345039909B   Loaned ☐   Unlocated ☐   Relocated ☐

PART I – STANDARD TASK | N/A ☐

All Device:
Cleaning — ☑

Desktop/Notebook/TAB: Yes ☐ No ☑ N/A ☐
* Device is harden

MEMORY : 2 GB ☐ 4 GB ☑

PART II – STANDARD HEALTH CHECK | N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	117	122	☐	
2nd Partition	75.6	136	☐	
Storage (TAB only)			☐	

PART III – STANDARD SETUP | N/A ☐

	Function	Not Function & Resolved		Function	Not Function & Resolved	Current Version	Updated Version
Verification:			**Auto update disabled:**				
IWP	☑	☐	(a) Java (JKD 6 update 30)	☑	☐	☑	
KYM	☑	☐	(b) Internet Explorer 9 (64bits)	☑	☐	☑	
PhIS Portal	☑	☐	ClamAv - Ver 0.99.1	☑	☐	☑	
			Microsoft Office	☐		☐	
			BCP (BCP PC only)	☑		☑	
			Backup PC (Bacula Web)	☐		☐	
			IOS Version – TAB only				

PAT ID : PhIS/SEL-05/HSP-01/PCD-003   **Location :**   Dispensing 3

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

S/N CPU : PC071CL1   **MONITOR:** V901W2D3   **KEYBOARD :** 0009048   **MOUSE:** SG345C09518   Loaned ☐   Unlocated ☐   Relocated ☐

PART I – STANDARD TASK | N/A ☐

All Device:
Cleaning — ☑

Desktop/Notebook/TAB: Yes ☐ No ☑ N/A ☐
* Device is harden

MEMORY : 2 GB ☐ 4 GB ☑

PART II – STANDARD HEALTH CHECK | N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	132	117	☐	
2nd Partition	788	133	☐	
Storage (TAB only)			☐	

PART III – STANDARD SETUP | N/A ☐

	Function	Not Function & Resolved		Function	Not Function & Resolved	Current Version	Updated Version
Verification:			**Auto update disabled:**				
IWP	☑	☐	(a) Java (JKD 6 update 30)	☑	☐	☑	
KYM	☑	☐	(b) Internet Explorer 9 (64bits)	☑	☐	☑	
PhIS Portal	☑	☐	ClamAv - Ver 0.99.1	☑	☐	☑	
			Microsoft Office	☐		☐	
			BCP (BCP PC only)	☑		☑	
			Backup PC (Bacula Web)	☐		☐	
			IOS Version – TAB only				

NOTE: Device is harden = "Yes", task complete. If ="No", Inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : LOCATION : DEPT : STATE : ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/PCD-004

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD/ TAB

Location : Screening , Verification & Labelling

S/N CPU : PC071CL7 **MONITOR:** V901TY4C **KEYBOARD:** N/A **MOUSE:** SG345C09568 **N/A** Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Desktop/Notebook/TAB:	Yes	No	N/A
All Device: Cleaning		☑	
* Device is harden	☐	☑	☐
MEMORY : 2 GB	☐		
4 GB		☑	

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		Not Function & Unresolved	
			Alert	Ticket No	Alert	Ticket No
Verify Condition :						
Connection via LAN / USB	☑	☐	☐		☐	
Fan/ Power Supply/ Charger	☑	☐	☐		☐	
Hard Disk Utilization (GB) :	Used	Free				
1st Partition	129	109				
2nd Partition	75.6	136				
Storage (TAB only)						

PART III - STANDARD SETUP

N/A ☐

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Verification:						
IWP	☑	☐				
KYM	☑	☐				
PhIS Portal	☑	☐				
Auto update disabled:						
(a) Java (JKD 6 update 30)			☑	☐	☑	☐
(b) Internet Explorer 9 (64bits)			☑	☐	☑	☐
ClamAv - Ver 0.99.1			☑	☐	☑	☐
Microsoft Office			☑	☐	☑	☐
BCP (BCP PC only)			☐	☐	☐	☐
Backup PC (Bacula Web)			☐	☐	☐	☐
IOS Version - TAB only			☐	☐	☐	☐

Dispensing 1

PAT ID : PhIS/SEL-05/HSP-01/PCD-005

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD/ TAB

Location :

S/N CPU : PC071CKU **MONITOR:** V901AV1C **KEYBOARD:** N/A **MOUSE:** SG345C1631B **N/A** Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Desktop/Notebook/TAB:	Yes	No	N/A
All Device: Cleaning		☑	
* Device is harden	☐	☑	☐
MEMORY : 2 GB	☐		
4 GB		☑	

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		Not Function & Unresolved	
			Alert	Ticket No	Alert	Ticket No
Verify Condition :						
Connection via LAN / USB	☑	☐	☐		☐	
Fan/ Power Supply/ Charger	☑	☐	☐		☐	
Hard Disk Utilization (GB) :	Used	Free				
1st Partition	165	74.4				
2nd Partition	108	103				
Storage (TAB only)						

PART III - STANDARD SETUP

N/A ☐

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Verification:						
IWP	☑	☐				
KYM	☑	☐				
PhIS Portal	☑	☐				
Auto update disabled:						
(a) Java (JKD 6 update 30)			☑	☐	☑	☐
(b) Internet Explorer 9 (64bits)			☑	☐	☑	☐
ClamAv - Ver 0.99.1			☑	☐	☑	☐
Microsoft Office			☑	☐	☐	☐
BCP (BCP PC only)			☐	☐	☐	☐
Backup PC (Bacula Web)			☐	☐	☐	☐
IOS Version - TAB only			☐	☐	☐	☐

Dispensing 2

PAT ID : PhIS/SEL-05/HSP-01/PCD-006

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD/ TAB

Location :

S/N CPU : PC071CKX **MONITOR:** V901850C **KEYBOARD:** N/A **MOUSE:** SG345C1606B **N/A** Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Desktop/Notebook/TAB:	Yes	No	N/A
All Device: Cleaning		☑	
* Device is harden	☐	☑	☐
MEMORY : 2 GB	☐		
4 GB		☑	

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		Not Function & Unresolved	
			Alert	Ticket No	Alert	Ticket No
Verify Condition :						
Connection via LAN / USB	☑	☐	☐		☐	
Fan/ Power Supply/ Charger	☑	☐	☐		☐	
Hard Disk Utilization (GB) :	Used	Free				
1st Partition	102	117				
2nd Partition	75.6	136				
Storage (TAB only)						

PART III - STANDARD SETUP

N/A ☐

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Verification:						
IWP	☑	☐				
KYM	☑	☐				
PhIS Portal	☑	☐				
Auto update disabled:						
(a) Java (JKD 6 update 30)			☑	☐	☑	☐
(b) Internet Explorer 9 (64bits)			☑	☐	☑	☐
ClamAv - Ver 0.99.1			☑	☐	☑	☐
Microsoft Office			☑	☐	☑	☐
BCP (BCP PC only)			☐	☐	☐	☐
Backup PC (Bacula Web)			☐	☐	☐	☐
IOS Version - TAB only			☐	☐	☐	☐

NOTE: Device is harden = "Yes", task complete. If ="No", Inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :   LOCATION :   DEPT :   STATE :   ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/PCD-007   **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB**   Location :   Relocated ☐   **Medication Counselling, MTAC & DICE**

S/N CPU : PC071CQU   MONITOR : V901W2CS   KEYBOARD : 0009066   MOUSE : SG345C0958B   N/A ☐   Loaned ☐   Unlocated ☐   Location ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☑   No ☐   N/A ☐
* Device is harden   Yes ☑   No ☐
MEMORY :   2 GB ☐   4 GB ☑

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	122	117	☐	
2nd Partition	75.6	136	☐	
Storage (TAB only)				

PART III - STANDARD SETUP

	Function	Not Function & Resolved		Current Version	Updated Version
Verification:					
IWP	☑	☐		☑	
KYM	☑	☐		☑	
PhIS Portal	☑	☐		☑	
Auto update disabled:					
(a) Java (JKD 6 update 30)	☑	☐		☑	
(b) Internet Explorer 9 (64bits)	☑	☐		☐	
ClamAv - Ver 0.99.1	☑	☐		☐	
Microsoft Office	☐			☐	
BCP (BCP PC only)	☐			☐	
Backup PC (Bacula Web)	☐			☐	
IOS Version – TAB only					

Device 2

PAT ID : PhIS/SEL-05/HSP-01/PCD-008   **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB**   Location :   Relocated ☐   **Screening, Verification & Labelling**

S/N CPU : PC071CLE   MONITOR : V901W2AF   KEYBOARD : 0009065   MOUSE : SG345C0949B   N/A ☐   Loaned ☐   Unlocated ☐   Location ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐   No ☑   N/A ☐
* Device is harden   Yes ☐   No ☑
MEMORY :   2 GB ☐   4 GB ☑

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	116	122	☐	
2nd Partition	77.1	135	☐	
Storage (TAB only)				

PART III - STANDARD SETUP

	Function	Not Function & Resolved		Current Version	Updated Version
Verification:					
IWP	☑	☐		☑	
KYM	☑	☐		☑	
PhIS Portal	☑	☐		☑	
Auto update disabled:					
(a) Java (JKD 6 update 30)	☑	☐		☑	
(b) Internet Explorer 9 (64bits)	☑	☐		☑	
ClamAv - Ver 0.99.1	☑	☐		☐	
Microsoft Office	☐			☐	
BCP (BCP PC only)	☐			☐	
Backup PC (Bacula Web)	☐			☐	
IOS Version – TAB only					

Device 3

PAT ID : PhIS/SEL-05/HSP-01/PCD-009   **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB**   Location :   Relocated ☐   **Dispensing**

S/N CPU : PC071CLS   MONITOR : V901W2CT   KEYBOARD : 0001844   MOUSE : SG345C1789B   N/A ☐   Loaned ☐   Unlocated ☐   Location ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☑   No ☐   N/A ☐
* Device is harden   Yes ☑   No ☐
MEMORY :   2 GB ☐   4 GB ☑

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	118	121	☐	
2nd Partition	75.6	136	☐	
Storage (TAB only)				

PART III - STANDARD SETUP

	Function	Not Function & Resolved		Current Version	Updated Version
Verification:					
IWP	☑	☐		☑	
KYM	☑	☐		☑	
PhIS Portal	☑	☐		☑	
Auto update disabled:					
(a) Java (JKD 6 update 30)	☑	☐		☑	
(b) Internet Explorer 9 (64bits)	☑	☐		☑	
ClamAv - Ver 0.99.1	☑	☐		☐	
Microsoft Office	☐			☐	
BCP (BCP PC only)	☐			☐	
Backup PC (Bacula Web)	☐			☐	
IOS Version – TAB only					

NOTE: Device is harden = "Yes", task complete.   If = "No", inform IT / Facility Representative

(FORM 1)

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :   LOCATION :   DEPT :   STATE :   ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/PCD-010   DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB   Location :   Prepack & Galenical

S/N CPU : PC071CL2   MONITOR: V901W2D8   KEYBOARD : 0001320   MOUSE: 5G34SC1768B   Loaned ☐   Unlocated ☐   Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☑   No ☐   N/A ☐
* Device is harden

MEMORY :   2 GB ☑ ☐   4 GB ☑ ☐

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II - STANDARD HEALTH CHECK   N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
1st Partition	114	124	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

Device 2

PAT ID : PhIS/SEL-05/HSP-01/PCD-011   DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB   Location :   TDM

S/N CPU : PC071CI9   MONITOR: V901W2B3   KEYBOARD : 0003247   MOUSE: 5G34SC0934B   Loaned ☐   Unlocated ☐   Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐   No ☑   N/A ☐
* Device is harden

MEMORY :   2 GB ☐   4 GB ☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II - STANDARD HEALTH CHECK   N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
1st Partition	116	123	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

Device 3

PAT ID : PhIS/SEL-05/HSP-01/PCD-012   DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB   Location :   Ward 1

S/N CPU : PC071CIM   MONITOR: V901W7ML   KEYBOARD : 0003246   MOUSE: 5G34SC0944B   Loaned ☐   Unlocated ☐   Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐   No ☑   N/A ☐
* Device is harden

MEMORY :   2 GB ☐   4 GB ☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II - STANDARD HEALTH CHECK   N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
1st Partition	116	122	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

NOTE: Device is harden = "Yes", task complete.   If="No", inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :　　　　DEPT :　　　　LOCATION :　　　　STATE :　　　　ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/PCD-013　　　　DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB　　　　Location :　　　　Ward 2

S/N CPU : PC071CGH　　MONITOR: V901W7VY　　KEYBOARD : V901W7VY　　MOUSE: 5G345C0920B

N/A ☐　　Loaned ☐　　Unlocated ☐　　Relocated ☐

PART I – STANDARD TASK

All Device:

Cleaning　☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☑ ☐ ☐
MEMORY :　2 GB　☑ ☐
　　　　　4 GB　☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
	122	116	☐	
	75.6	136	☐	

PART III – STANDARD SETUP

N/A ☐

Verification:

	Function	Not Function & Resolved
IWP	☑	☐
KYM	☑	☐
PhIS Portal	☑	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
	☑	☐	☑	
	☑	☐	☑	
	☑	☐	☑	
	☐	☐		
	☐	☐		

Device 2

PAT ID : PhIS/SEL-05/HSP-01/PCD-014　　　　DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB　　　　Location :　　　　Ward 3

S/N CPU : PC071CGS　　MONITOR: V901W215　　KEYBOARD : V901W215　　MOUSE: 5G345C0910B

N/A ☐　　Loaned ☐　　Unlocated ☐　　Relocated ☐

PART I – STANDARD TASK

All Device:

Cleaning　☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☑ ☐ ☐
MEMORY :　2 GB　☑ ☐
　　　　　4 GB　☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
	119	120	☐	
	75.6	136	☐	

PART III – STANDARD SETUP

N/A ☐

Verification:

	Function	Not Function & Resolved
IWP	☑	☐
KYM	☑	☐
PhIS Portal	☑	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
	☑	☐	☑	
	☑	☐	☑	
	☑	☐	☑	
	☐	☐		
	☐	☐		

Device 3

PAT ID : PhIS/SEL-05/HSP-01/PCD-015　　　　DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB　　　　Location :　　　　Ward 2 Padietrik

S/N CPU : PC080EHD　　MONITOR: V902HP9H　　KEYBOARD : 3655290　　MOUSE: 44LS575

N/A ☐　　Loaned ☐　　Unlocated ☐　　Relocated ☐

PART I – STANDARD TASK

All Device:

Cleaning　☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☑ ☐ ☐
MEMORY :　2 GB　☑ ☐
　　　　　4 GB　☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	

	Used	Free	Alert	Ticket No
	116	122	☐	
	75.6	136	☐	

PART III – STANDARD SETUP

N/A ☐

Verification:

	Function	Not Function & Resolved
IWP	☑	☐
KYM	☑	☐
PhIS Portal	☑	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version – TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
	☑	☐	☑	
	☑	☐	☑	
	☑	☐	☑	
	☐	☐		
	☐	☐		

NOTE:　Device is harden = "Yes", task complete.　　If = "No", inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :　　　LOCATION :　　　DEPT :　　　STATE :　　　ZONE :

Device 1

PAT ID :	PHIS/SEL-05/HSP-01/PCD-016	DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB		Location :		ZONE : A&E
S/N CPU :	PCO80EH4	MONITOR: V902HPA4	KEYBOARD : 3655309	MOUSE: 4413556	Loaned ☐ Unlocated ☐ Relocated ☐	

PART I – STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☑ ☐ ☐
MEMORY :　2 GB　☑ ☐ ☐
　　　　　4 GB　☑ ☐ ☐

PART II – STANDARD HEALTH CHECK — N/A ☐

Verify Condition:

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Connection via LAN / USB	☑		☐	
Fan/ Power Supply/ Charger	☑		☐	

Hard Disk Utilization (GB):

	Used	Free	Alert	Ticket No
1st Partition	120	119	☐	
2nd Partition	46.3	136	☐	
Storage (TAB only)				

PART III – STANDARD SETUP — N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:				
(a) Java (JKD 6 update 30)	☑	☐	☑	
(b) Internet Explorer 9 (64bits)	☑	☐	☑	
ClamAv - Ver 0.99.1	☑	☐	☑	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only	☐	☐	☐	

Verification:

	Function	Not Function & Resolved	Current Version	Updated Version
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

Device 2

PAT ID :	PHIS/SEL-05/HSP-01/LJP-001	DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB		Location :	Procurement LP 1
S/N CPU :	451457LM2GMNK	MONITOR:	KEYBOARD :	MOUSE:	Loaned ☐ Unlocated ☐ Relocated ☐

PART I – STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☐ ☐ ☐
MEMORY :　2 GB　☐ ☐ ☐
　　　　　4 GB　☐ ☐ ☐

PART II – STANDARD HEALTH CHECK — N/A ☐

Verify Condition:

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Connection via LAN / USB	☑		☐	
Fan/ Power Supply/ Charger	☑		☐	

Hard Disk Utilization (GB):

	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III – STANDARD SETUP — N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:				
(a) Java (JKD 6 update 30)	☐	☐	☐	
(b) Internet Explorer 9 (64bits)	☐	☐	☐	
ClamAv - Ver 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only	☐	☐	☐	

Verification:

	Function	Not Function & Resolved	Current Version	Updated Version
IWP	☐	☐		
KYM	☐	☐		
PhIS Portal	☐	☐		

Device 3

PAT ID :	PHIS/SEL-05/HSP-01/LJP-002	DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB		Location :	Screening, Verification & Labelling
S/N CPU :	451457LM2GMNM	MONITOR:	KEYBOARD :	MOUSE:	Loaned ☐ Unlocated ☐ Relocated ☐

PART I – STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB:　Yes　No　N/A
* Device is harden　☐ ☐ ☐
MEMORY :　2 GB　☐ ☐ ☐
　　　　　4 GB　☐ ☐ ☐

PART II – STANDARD HEALTH CHECK — N/A ☐

Verify Condition:

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Connection via LAN / USB	☑		☐	
Fan/ Power Supply/ Charger	☑		☐	

Hard Disk Utilization (GB):

	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III – STANDARD SETUP — N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:				
(a) Java (JKD 6 update 30)	☐	☐	☐	
(b) Internet Explorer 9 (64bits)	☐	☐	☐	
ClamAv - Ver 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only	☐	☐	☐	

Verification:

	Function	Not Function & Resolved	Current Version	Updated Version
IWP	☐	☐		
KYM	☐	☐		
PhIS Portal	☐	☐		

NOTE: Device is harden = "Yes", task complete.   If ="No", Inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :
DEPT :
LOCATION :
STATE :
ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/LIP-003
S/N CPU : 4S1457LM2GMNR

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

KEYBOARD :
MONITOR : N/A ☐
MOUSE:
Location :
Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐
* Device is harden
MEMORY : 2 GB ☐ 4 GB ☐

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III - STANDARD SETUP
N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐		
KYM	☐	☐		
PhIS Portal	☐	☐		
Auto update disabled:				
(a) Java (JKD 6 update 30)	☐	☐	☐	
(b) Internet Explorer 9 (64bits)	☐	☐	☐	
ClamAv - Ver 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version - TAB only	☐	☐		

Screening, Verification & Labelling

Device 2

PAT ID : PhIS/SEL-05/HSP-01/LIP-004
S/N CPU : 4S1457LM2GMNY

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

KEYBOARD :
MONITOR : N/A ☐
MOUSE:
Location :
Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐
* Device is harden
MEMORY : 2 GB ☐ 4 GB ☐

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III - STANDARD SETUP
N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐		
KYM	☐	☐		
PhIS Portal	☐	☐		
Auto update disabled:				
(a) Java (JKD 6 update 30)	☐	☐	☐	
(b) Internet Explorer 9 (64bits)	☐	☐	☐	
ClamAv - Ver 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version - TAB only	☐	☐		

Prepack & Galenical

Device 3

PAT ID : PhIS/SEL-05/HSP-01/THP-001
S/N CPU : 2305P002219

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB

KEYBOARD :
MONITOR : N/A ☐
MOUSE:
Location :
Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐
* Device is harden
MEMORY : 2 GB ☐ 4 GB ☐

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III - STANDARD SETUP
N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐		
KYM	☐	☐		
PhIS Portal	☐	☐		
Auto update disabled:				
(a) Java (JKD 6 update 30)	☐	☐	☐	
(b) Internet Explorer 9 (64bits)	☐	☐	☐	
ClamAv - Ver 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version - TAB only	☐	☐		

Screening, Verification & Labelling

NOTE: Device is harden = "Yes", task complete. If = "No", Inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :　　　　　LOCATION :　　　　　DEPT :　　　　　STATE :　　　　　ZONE :

Device 1

PAT ID : PhIS/SEL-05/HSP-01/THP-002

S/N CPU : 2305P000277

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB

Location : ☐ Unlocated ☐ Relocated ☐ Loaned ☐

KEYBOARD :　MONITOR : N/A ☐　MOUSE :

Screening, Verification & Labelling

PART I – STANDARD TASK

All Device:
Cleaning ☑

Verify Condition :
Connection via LAN / USB
Fan / Power Supply / Charger

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐

* Device is harden

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

MEMORY :   2 GB ☐   4 GB ☐

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	
	Used	Free	Alert	Ticket No
			☐	
			☐	

PART III – STANDARD SETUP N/A ☑

Verification:
IWP
KYM
PhIS Portal

	Function	Not Function & Resolved
IWP	☐	☐
KYM	☐	☐
PhIS Portal	☐	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version - TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
(a) Java	☐	☐	☐	☐
(b) IE9	☐	☐	☐	☐
ClamAv	☐	☐	☐	☐
Microsoft Office	☐	☐	☐	☐
BCP	☐	☐	☐	☐
Backup PC	☐	☐	☐	☐
IOS Version	☐	☐	☐	☐

Device 2

PAT ID : PhIS/SOE/THP-080

S/N CPU : 2305Y001283

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB

Location : ☐ Unlocated ☐ Relocated ☐ Loaned ☐

KEYBOARD :　MONITOR : N/A ☐　MOUSE :

Prepack & Galenical

PART I – STANDARD TASK

All Device:
Cleaning ☐

Verify Condition :
Connection via LAN / USB
Fan / Power Supply / Charger

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐

* Device is harden

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

MEMORY :   2 GB ☐   4 GB ☐

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☐	☐	☐	
	☐	☐	☐	
	Used	Free	Alert	Ticket No
			☐	
			☐	

PART III – STANDARD SETUP N/A ☐

Verification:
IWP
KYM
PhIS Portal

	Function	Not Function & Resolved
IWP	☐	☐
KYM	☐	☐
PhIS Portal	☐	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version - TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
(a) Java	☐	☐	☐	☐
(b) IE9	☐	☐	☐	☐
ClamAv	☐	☐	☐	☐
Microsoft Office	☐	☐	☐	☐
BCP	☐	☐	☐	☐
Backup PC	☐	☐	☐	☐
IOS Version	☐	☐	☐	☐

Device 3

PAT ID : PhIS/SEL-05/HSP-01/NBK-001

S/N CPU : R90GR3QC

DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB

Location : ☐ Unlocated ☐ Relocated ☐ Loaned ☐

KEYBOARD :　MONITOR : N/A ☐　MOUSE :

Pool Basis 1

PART I – STANDARD TASK

All Device:
Cleaning ☑

Verify Condition :
Connection via LAN / USB
Fan / Power Supply / Charger

Desktop/Notebook/TAB: Yes ☑ No ☐ N/A ☐

* Device is harden

Hard Disk Utilization (GB) :
1st Partition
2nd Partition
Storage (TAB only)

MEMORY :   2 GB ☑   4 GB ☑

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	
	Used	Free	Alert	Ticket No
	45.2	192	☐	
	96.3M	210	☐	

PART III – STANDARD SETUP N/A ☐

Verification:
IWP
KYM
PhIS Portal

	Function	Not Function & Resolved
IWP	☑	☐
KYM	☑	☐
PhIS Portal	☑	☐

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version - TAB only

	Function	Not Function & Resolved	Current Version	Updated Version
(a) Java	☑	☐	☑	☐
(b) IE9	☑	☐	☑	☐
ClamAv	☑	☐	☑	☐
Microsoft Office	☐	☐	☐	☐
BCP	☐	☐	☐	☐
Backup PC	☐	☐	☐	☐
IOS Version	☐	☐	☐	☐

NOTE: Device is harden = "Yes", task complete.   If = "No", inform IT / Facility Representative

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :　　　　　DEPT :　　　　　LOCATION :　　　　　STATE :　　　　　ZONE :

PAT ID : PhIS/SEL-05/HSP-01/NBK-002　　　　DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB　　　　Location :　　　Pool Basis 2

S/N CPU : R90GR3P4　　　MONITOR :　　　KEYBOARD :　　　MOUSE :　　　Loaned ☐　　Unlocated ☐　　Relocated ☐

PART I - STANDARD TASK　　　N/A ☐

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐　No ☐　N/A ☐
* Device is harden　☑　☐
MEMORY : 2 GB ☑ ☐
4 GB ☑

PART II - STANDARD HEALTH CHECK

Verify Condition :

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	

Hard Disk Utilization (GB) :

	Used	Free	Alert	Ticket No
1st Partition	44.8	192	☐	
2nd Partition	16.3m	210	☐	
Storage (TAB only)				

PART III - STANDARD SETUP　　　N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐	☑	
KYM	☑	☐	☑	
PhIS Portal	☑	☐	☑	
Auto update disabled:				
(a) Java (JKD 6 update 30)			☐	
(b) Internet Explorer 9 (64bits)			☐	
ClamAv - Ver 0.99.1			☐	
Microsoft Office			☐	
BCP (BCP PC only)			☐	
Backup PC (Bacula Web)			☐	
IOS Version – TAB only			☐	

PAT ID :　　　　　LOCATION :　　　　　Location :

S/N CPU :　　　MONITOR :　　　KEYBOARD :　　　MOUSE :　　　Loaned ☐　　Unlocated ☐　　Relocated ☐

PART I - STANDARD TASK　　　N/A ☐

All Device:
Cleaning ☐

Desktop/Notebook/TAB: Yes ☐　No ☐　N/A ☐
* Device is harden　☐　☐
MEMORY : 2 GB ☐ ☐
4 GB ☐

PART II - STANDARD HEALTH CHECK

Verify Condition :

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Connection via LAN / USB	☐	☐	☐	
Fan/ Power Supply/ Charger	☐	☐	☐	

Hard Disk Utilization (GB) :

	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)				

PART III - STANDARD SETUP　　　N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐	☐	
KYM	☐	☐	☐	
PhIS Portal	☐	☐	☐	
Auto update disabled:				
(a) Java (JKD 6 update 30)			☐	
(b) Internet Explorer 9 (64bits)			☐	
ClamAv - Ver 0.99.1			☐	
Microsoft Office			☐	
BCP (BCP PC only)			☐	
Backup PC (Bacula Web)			☐	
IOS Version – TAB only			☐	

PART IV - FINDINGS / ALERTS / DETECTION

• THP-080 is a loan unit

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Signature & Stamp	Signature & Stamp
Customer Name	Engineer Name
Date	Date

SITI NOOR ADILA BINTI NAMRAN
Pegawai Farmasi U44
Hospital Tanjong Karang

3/5/2018

Ahmad Heiqal Noor Zaman
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.

Appendix C

Hardware Inventory List

PhIS & CPS PROJECT

Hardware Inventory List

List of equipment available in the facility as per below table:

1. PCD

No	CPU	MONITOR	KEYBOARD	MOUSE	ASSET TAGGING	DEPARTMENT	LOCATION
1	PC071CJE	V901TY2E	0003207	5G34503919B	PhIS/SEL-05/HSP-01/PCD-001	Main Store	Procurement LP 2
2	PC071CJF	V90185EK	0003199	5G34503909B	PhIS/SEL-05/HSP-01/PCD-002	Main Store	Receiving & Distribution
3	PC071CL1	V901W2D3	0009048	5G345C0951B	PhIS/SEL-05/HSP-01/PCD-003	Outpatient Pharmacy	Dispensing 3
4	PC071CL7	V901TY4C	0003178	5G345C0956B	PhIS/SEL-05/HSP-01/PCD-004	Outpatient Pharmacy	Screening , Verification & Labelling
5	PC071CKU	V901AV1C	0001325	5G345C1631B	PhIS/SEL-05/HSP-01/PCD-005	Outpatient Pharmacy	Dispensing 1
6	PC071CKX	V901850C	0001324	5G345C1606B	PhIS/SEL-05/HSP-01/PCD-006	Outpatient Pharmacy	Dispensing 2
7	PC071CQU	V901W2C5	0009066	5G345C0958B	PhIS/SEL-05/HSP-01/PCD-007	Outpatient Pharmacy	Medication Counselling, MTAC & DICE
8	PC071CLE	V901W2AF	0009065	5G345C0949B	PhIS/SEL-05/HSP-01/PCD-008	Ward Supply Pharmacy	Screening, Verification & Labelling
9	PC071CL5	V901W2CT	0001844	5G345C1789B	PhIS/SEL-05/HSP-01/PCD-009	Ward Supply Pharmacy	Dispensing
10	PC071CL2	V901W2D8	0001320	5G345C1768B	PhIS/SEL-05/HSP-01/PCD-010	Manufacturing	Prepack & Galenical
11	PC071CJ9	V901W2B3	0003247	5G345C0934B	PhIS/SEL-05/HSP-01/PCD-011	TDM	TDM
12	PC071CJM	V901W7ML	0003246	5G345C0944B	PhIS/SEL-05/HSP-01/PCD-012	Ward	Ward 1
13	PC071CGH	V901W7VY	0003235	5G345C0920B	PhIS/SEL-05/HSP-01/PCD-013	Ward	Ward 2
14	PC071CG5	V901W215	0003236	5G345C0910B	PhIS/SEL-05/HSP-01/PCD-014	Ward	Ward 3
15	PC080EHD	V902HP9H	3655290	44L5575	PhIS/SEL-05/HSP-01/PCD-015	Ward	Ward 2 Padietrik
16	PC080EH4	V902HPA4	3655309	44L3556	PhIS/SEL-05/HSP-01/PCD-016	A&E	A&E

PhIS & CPS PROJECT

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMNK	PhIS/SEL-05/HSP-01/LJP-001	Main Store	Procurement LP 1
2	451457LM2GMNM	PhIS/SEL-05/HSP-01/LJP-002	Outpatient Pharmacy	Screening , Verification & Labelling
3	451457LM2GMNR	PhIS/SEL-05/HSP-01/LJP-003	Ward Supply Pharmacy	Screening, Verification & Labelling
4	451457LM2GMNY	PhIS/SEL-05/HSP-01/LJP-004	Manufacturing	Prepack & Galenical

3.NETWORK SWITCH

No.	SW S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI193204FR	PhIS/SEL-05/HSP-01/CSW-001	IT	Bilik Rekod Perubatan
2	DNI19260AN8	PhIS/SEL-05/HSP-01/DSW-001	IT	Prepacking Room
3	DNI19240BNM	PhIS/SEL-05/HSP-01/DSW-002	IT	Ward 3

4.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06GXMRV	PhIS/SEL-05/HSP-01/SVR-001	IT	Bilik Rekod Perubatan
2	06GXMTP	PhIS/SEL-05/HSP-01/SVR-002	IT	Bilik Rekod Perubatan

5.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1519403027AF453	PhIS/SEL-05/HSP-01/UPS-001	IT	Bilik Rekod Perubatan

6.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P002219	PhIS/SEL-05/HSP-01/THP-001	Outpatient Pharmacy	Screening , Verification & Labelling
2	2305P000277	PhIS/SEL-05/HSP-01/THP-002	Ward Supply Pharmacy	Screening, Verification & Labelling
3	~~2305P000229~~ 2305Y001283	~~PhIS/SEL-05/HSP-01/THP-003~~ PhIS/SOE/THP-080	Manufacturing	Prepack & Galenical

7.NOTEBOOK

No.	NB S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	R90GR3QC	PhIS/SEL-05/HSP-01/NBK-001	Outpatient Pharmacy	Pool Basis 1
2	R90GR3P4	PhIS/SEL-05/HSP-01/NBK-002	Ward Supply Pharmacy	Pool Basis 2

8.STORAGE

No.	STORAGE S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FTWLC	PhIS/SEL-05/HSP-01/STR-001	IT	Bilik Rekod Perubatan