



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

Klinik Kesihatan Arau

**JKN PERLIS
(ZONE 1)**

1st Preventive Maintenance Report

P.M. Date	28 FEBRUARY 2019
Report ID	PM/REPORT/ZONE1/KKARAU
Report Version	V1.0



PhIS & CPS PROJECT

pharmaniaga

2019
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Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	24/02/2019	Mohd Rizal Shaarin	Initial document	 Mohd Rizal Shaarin Field Technical Engineer 24/2/2019

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	 NUR BAIT ACHIA BT RAHIM, RPh 6453 PEGAWAI FARMASI KLINIK KESIHATAN ARAU
Designation / Department	
Date	08/2/19



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Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

**1st Preventive Maintenance (2019)
For
Klinik Kesihatan Arau**

Summary findings for Preventive Maintenance conducted on 26/02/2019

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	4	4	
2	LaserJet Printer	1	1	
3	Switch	1	1	
4	Server	1	1	
5	UPS	1	1	
6	Thermal Printer	2	2	

Signature & Stamp:

<p><u>For PLSB</u></p>  <p>Name: Mohd Rizal Shaarin Designation: Field Technical Engineer Date: 26/2/2019</p>	<p><u>For Facility</u></p>  <p>Name: Nur Baiti Noha BT Rahim, RPh 6453 Designation: PEGAWAI FARMASI Date: KLINIK KESIHATAN ARAU</p>
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Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

ZONE : 1

STATE : PERLIS

LOCATION :

DEPT : OUTPATIENT PHARMACY

FACILITY : KLINIK KESIHATAN ARAU

PAT ID : CPS/PLS-01/KKS-04/PCD-001
 S/N CPU : PC04MX8E
 MONITOR : V901BZ3H
 KEYBOARD : 0003774
 MOUSE : H5515HA1SBS
 Location : Procurement
 Relocated :

PART I - STANDARD TASK
 N/A
Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition 118 229
 2nd Partition 77.2 135
Device is harden Yes No N/A

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A

Function	Not Function & Resolved	Alert	Ticket No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used	Free	Alert	Ticket No
118	229		
77.2	135		

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)

PAT ID : CPS/PLS-01/KKS-04/PCD-002
 S/N CPU : PC04MX8J
 MONITOR : V901BZ3H
 KEYBOARD : 01282923
 MOUSE : H5509HA013T
 Location : Screening, Verification, Labelling & Dispensing 1
 Relocated :

PART I - STANDARD TASK
 N/A
Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition 129 109
 2nd Partition 93.1 129
Device is harden Yes No N/A

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A

Function	Not Function & Unresolved	Alert	Ticket No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used	Free	Alert	Ticket No
129	109		
93.1	129		

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)

PAT ID : CPS/PLS-01/KKS-04/PCD-003
 S/N CPU : PC05FKY9
 MONITOR : V901TYHK
 KEYBOARD : 01281578
 MOUSE : H5509HA0MY8
 Location : Screening, Verification, Labelling & Dispensing 2
 Relocated :

PART I - STANDARD TASK
 N/A
Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition 118 121
 2nd Partition 75.6 136
Device is harden Yes No N/A

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A

Function	Not Function & Unresolved	Alert	Ticket No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used	Free	Alert	Ticket No
118	121		
75.6	136		

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)

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

DEPT : OUTPATIENT PHARMACY

LOCATION : PERLIS

STATE : PERLIS

ZONE : 1

FACILITY : KLINIK KESIHATAN ARAU

PAT ID : CPS/PLS-01/KKS-04/PCD-004
 S/N CPU : ~~PE04MYR~~ PC04MX 46
 MONITOR: V901TYZG
 KEYBOARD: 006507
 MOUSE: 44N0963
 Location: Pegawai Farmasi, Medication Counselling & MTAC
 Relocated: Unlocated: Loaned:

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition 114
 2nd Partition 76.1
 MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition 125
 2nd Partition 136
 MEMORY : 2 GB 4 GB

PART III - STANDARD SETUP
 Verification:
 WWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PAT ID : CPS/PLS-01/KKS-04/LJP-001
 S/N CPU : 45146PLM2X2T3
 MONITOR:
 KEYBOARD:
 MOUSE:
 Location: Screening, Verification, Labelling & Dispensing 1
 Relocated: Unlocated: Loaned:

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB 4 GB

PART III - STANDARD SETUP
 Verification:
 WWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PAT ID : CPS/PLS-01/KKS-04/THP-001
 S/N CPU : 2305Y00866
 MONITOR:
 KEYBOARD:
 MOUSE:
 Location: Screening, Verification, Labelling & Dispensing 2
 Relocated: Unlocated: Loaned:

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB 4 GB

PART III - STANDARD SETUP
 Verification:
 WWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY : **KLINIK KESIHATAN ARAU** DEPT : **OUTPATIENT PHARMACY** LOCATION : **PERLIS** ZONE : **1**

PAT ID : **CPS/PLS-01/KKS-04/THP-002** DEPT : **OUTPATIENT PHARMACY** LOCATION : **PERLIS** ZONE : **1**
 S/N CPU : **230GT000703** MONITOR : **N/A** KEYBOARD : **N/A** MOUSE : **N/A** Location : **Screening, Verification, Labelling & Dispensing 1**
 Relocated : Loaned : Unlocated :

PART I - STANDARD TASK **PART II - STANDARD HEALTH CHECK** **PART III - STANDARD SETUP**

All Device:
 Cleaning **Verify Condition :**
 Connection via LAN / USB **Alert** **Ticket No**
 Fan/ Power Supply/ Charger **Free** **Alert** **Ticket No**
Desktop/Notebook: Yes No N/A
 Device is harden
 MEMORY : 2 GB 4 GB

Verification:
 IWP **Auto update disabled:**
 KYM (a) Java (JDK 6 update 30)
 PHIS Portal (b) Internet Explorer 9 (64bits)
 ClamAv - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PAT ID : _____ LOCATION : _____
 S/N CPU : _____ MONITOR : _____ KEYBOARD : _____ MOUSE : _____
 Relocated : Loaned : Unlocated :

PART I - STANDARD TASK **PART II - STANDARD HEALTH CHECK** **PART III - STANDARD SETUP**

All Device:
 Cleaning **Verify Condition :**
 Connection via LAN / USB **Alert** **Ticket No**
 Fan/ Power Supply/ Charger **Free** **Alert** **Ticket No**
Desktop/Notebook: Yes No N/A
 Device is harden
 MEMORY : 2 GB 4 GB

Verification:
 IWP **Auto update disabled:**
 KYM (a) Java (JDK 6 update 30)
 PHIS Portal (b) Internet Explorer 9 (64bits)
 ClamAv - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER
 Signature & Stamp
 Customer Name
 Date

PHARMANIAGA LOGISTICS Sdn Bhd (PLSB)
 Signature & Stamp
 Engineer Name
 Date

**PREVENTIVE MAINTENANCE CHECKLIST.
(CORE SWITCH / DISTRIBUTION SWITCH)**

(FORM 3)

FACILITY : **KLINIK KESIHATAN ARAU** DEPT : **IT** STATE : **PERLIS** ZONE : **1**

PAT ID : **CPS/PLS-01/KKS-04/DSW-001** Location : **Blilik Bacaan**

SERIAL NO: **DNI19240BMV** Loaned Unlocated Relocated

PART I - STANDARD TASK	PART II - STANDARD HEALTH CHECK			PART III - STANDARD SETUP		
	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Alert	Ticket No
Cleaning <input checked="" type="checkbox"/> Verify Condition : Cable & Connection Power Supply Check LED Status System LED Master LED STACK ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PAT ID : _____ Location : _____

SERIAL NO: _____ Loaned Unlocated Relocated

PART I - STANDARD TASK	PART II - STANDARD HEALTH CHECK			PART III - STANDARD SETUP		
	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Alert	Ticket No
Cleaning <input type="checkbox"/> Verify Condition : Cable & Connection Power Supply Check LED Status System LED Master LED STACK ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PART IV - FINDINGS / COMMENTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp: **NUR BAITI ACHMAD RAHIM, RPH 6463**
 Pegawai Farmasi
 Klinik Kesihatan Arau

Customer Name: **Mohd Rizal Shaarin**
 Field Technical Engineer

Date: **28/2/2019**

PHARMANIAGA LOGISTICS SDN BHD (PMSB)

Signature & Stamp: _____
 Engineer Name: _____
 Date: _____

**PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)**

(FORM 2)

FACILITY : KLINIK KESIHATAN ARAU DEPT : IT LOCATION : Billik Pegawai Farmasi

STATE : PERLIS ZONE : 1

SERVER 1	SERVER 2	UPS
PAT ID : <u>CPS/PLS-01/KKS-04/SVR-001</u>	PAT ID : <u>CPS/PLS-01/KKS-04/UPS-001</u>	PAT ID : <u>CPS/PLS-01/KKS-04/UPS-001</u>
SERIAL NO : <u>J30PHRG</u>	SERIAL NO : _____	SERIAL NO : <u>1526803081AF413</u>
MODEL : <u>LENOVO X3500 M5</u>	MODEL : _____	MODEL : <u>EmersonGXT9-1000RT230</u>

If Alerts are tick (V), fill in & elaborate details in FINDINGS / COMMENTS / DETECTION session.

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

Standard Task:

Cleaning

Verify Condition :

Connection via LAN / USB

Fan/ Power Supply

Light Path Diagnosis panel

UTP Cable connect to switch

HA Gateway to Core Switch

(For Hospital only)

SERVER 1		SERVER 2	
Function	Not Function & Resolved	Function	Not Function & Unresolved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

UPS	
Function	Not Function & Resolved
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

By pass Test

Webcard

Multilink

Available	Type	Faculty	Qty
<u>5</u>	<u>BOX</u>	<u>-</u>	<u>-</u>

PART II - SETUP & HEALTH CHECK

Function	Not Function & Resolved	Not Function & Unresolved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Run DSA & collect DSA Log

SERVER 1

SERVER 2

N/A

SERVER 1	
Current	Updated
0.99.1	
2.2.6	
5.2.12	
3.1.2.2	
1.11	
1.75	

SERVER 2	
Current	Updated

Software/Firmware Version :

ClemAV

Zaobix

Bacula

Glassfish

UEFI

IMM2

SERVER 1	
Current	Updated
SUSE 11	
3-0.76-0.11	
4.3.4	

SERVER 2	
Current	Updated

SERVER 1	
Current	Updated

SERVER 2	
Current	Updated

Housekeeping:

Clear /tmp folder > 2 weeks

Archive Log Files

**PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)**

(FORM 2)

PAT ID : _____
 SERIAL NO: _____
 TYPE : _____ STORAGE

N/A

Function	Not Function & Resolved		Not Function & Unresolved	
	Alert	Alert	Alert	Ticket No
Perform Health Check:				
Storage Manager Error Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage events logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HDD indicator lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enable read/write cache	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enable Media Scan both at controller level and LUN level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Software/Firmware Version :

Controller	Current	Updated
ESM		
Driver		

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
 Customer Name
 Date


 NUR BAITULLAH BIN RAHIM, RPN 6453
 PEGAWAI FARMASI
 KLINIK KESIHATAN ARAU

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
 Engineer Name
 Date


 Mohd Rizal Shaarin
 Field Technical Engineer
 28/7/2019



Appendix C

Hardware Inventory List



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	PC04MX8E	V901BZ3H	0003774	H5515HA1SB5	CPS/PLS-01/KKS-04/PCD-001	Outpatient Pharmacy	Procurement
2	PC04MX8J	V902BTE6 V901FWJET	01282923	HS509HA0JBT	CPS/PLS-01/KKS-04/PCD-002	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 1
3	PC05FKY9	V901TYHK	01281578	HS509HA0MY8	CPS/PLS-01/KKS-04/PCD-003	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 2
4	PC04MX8R	V901TXZG	006507	44N0963	CPS/PLS-01/KKS-04/PCD-004	Outpatient Pharmacy	Pegawai Farmasi, Medication Counselling & MTAC

2. THERMAL PRINTER

No.	THERMAL S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305Y000866	CPS/PLS-01/KKS-04/THP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 2
2	2306T000703	CPS/PLS-01/KKS-04/THP-002	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 1

3. LASERJET PRINTER

No.	LASERJET S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	45146PLM2X2T3	CPS/PLS-01/KKS-04/LIP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing

4. NETWORK SWITCH

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19240BMV	CPS/PLS-01/KKS-04/DSW-001	IT	Bilik Bacaan

5. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	J30FHRG	CPS/PLS-01/KKS-04/SVR-001	IT	Bilik Pegawai Farmasi



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6. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1526803081AF413	CPS/PLS-01/KKS-04/UPS-001	IT	Bilik Pegawai Farmasi