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

Klinik Kesihatan AU2

JKN SELANGOR
(ZONE 10)

1st Preventive Maintenance Report

P.M. Date	02 FEBRUARY 2018
Report ID	PM/REPORT/Z10/KKAU2
Report Version	V1.0

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Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	0? /02/2018	Muhammad Anuar bin Awaluddin	Initial document	MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementation Pharmaniaga Logistic Sdn Bhd 2/2/18

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	NURDIANA BINTI HASSAN Pegawai Farmasi UF48 RpH: 7982 Klinik Kesihatan AU2
Designation / Department	
Date	2/2/18

Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan AU2

Summary findings for Preventive Maintenance conducted on 0L/02/2018

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	8	8	
2	LaserJet Printer	1	1	
3	Thermal Printer	3	3	
4	Switch	1	1	
5	Server	1	1	
6	UPS	1	1	

Signature & Stamp:

For PLSB	For Facility
Name: MUHAMMAD ANUAR B. AWALUDDIN Designation: PhIS & CPS Implement... Pharmaniaga Logistic Sdn ... Date: 2/7/18	NURDIANA BINTI HASSAN Pegawai Farmasi UF48 RpH: 7982 Klinik Kesihatan AU2 Name: Designation: Date: 2/2/18

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

FACILITY :	KLINIK KESIHATAN AU2	LOCATION : Outpatient Pharmacy
STATE :	SELANGOR	DEPT : IT
		ZONE : 10

SERVER 1

PAT ID :	CPS/SEL-08/KKS-05/SVR-001
SERIAL NO :	06FKYBP
MODEL :	IBM X3500 M5

SERVER 2

PAT ID :	
SERIAL NO :	
MODEL :	

UPS

PAT ID :	CPS/SEL-08/KKS-05/UPS-001
SERIAL NO :	1520603166AF413
MODEL :	LIEBERT GXT3-1000RT230

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

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

Standard Task:

Cleaning ☐

Verify Condition :

SERVER 1

	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 Swtich (For Hospital only)	☐	☐	☐		

SERVER 2

	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 Swtich (For Hospital only)	☐	☐	☐		

UPS

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

Backup Tape	Available	Type	Faulty
	Qty		

PART II – SETUP & HEALTH CHECK   N/A ☐

Run DSA & collect DSA Log

SERVER 1

	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
SERVER 1	√	☐	☐		
SERVER 2	☐	☐	☐		

Software/Firmware Version :

SERVER 1 / SERVER 2

	SERVER 1 Current	SERVER 1 Updated	SERVER 2 Current	SERVER 2 Updated
ClamAV	0.98.3			
Zabbix	2.2.6			
Bacula	5.2.12			
Glassfish	3.1.2.2			
UEFI	(handwritten)			
IMM2	(handwritten)			

System Software

	SERVER 1 Current	SERVER 1 Updated	SERVER 2 Current	SERVER 2 Updated
SUSE LINUX (OS)	SUSE 11			
Kernel	3-0.76-0.11			
GCC	4.3.4			

Housekeeping:

Clear /tmp folder > 2 weeks ☐

Archive Log Files ☐

SERVER 1	SERVER 2
Screenshot / attachment	Screenshot / attachment

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

PAT ID	:	
SERIAL NO:		
TYPE	:	STORAGE

PART III - STORAGE

N/A ☐

Perform Health Check:	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	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		
ESM		
Driver		

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

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

NUR VANA BINTI HASSAN
Pegawai Farmasi UF48
RpH: 7982
Klinik Kesihatan AU2

FnS & CPS implementer
Pharmaniaga Logistic Sdn. Bhd.

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

| FACILITY : | KLINIK KESIHATAN AU2 | DEPT : IT | LOCATION : | STATE : | SELANGOR | ZONE : 10 |

PAT ID : CPS/SEL-08/KKS-05/DSW-001

SERIAL NO: DNI19270626

Location : BILIK RAWATAN

Loaned ☐   Unlocated ☐   Relocated ☐

CORE SWTICH / DISTRIBUTION SWITCH

PART I - STANDARD TASK

| | Cleaning | ☑ |

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Verify Condition :				
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 : _____

SERIAL NO: _____

Location : _____

Loaned ☐   Unlocated ☐   Relocated ☐

CORE SWITCH / DISTRIBUTION SWITCH

PART I - STANDARD TASK

| | Cleaning | ☐ |

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved Alert	Ticket No
Verify Condition :				
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

Signature & Stamp

NURDIANA BINTI HASSAN
Pegawai Farmasi UF48
RPh: 7992
Klinik Kesihatan AU2

Customer Name

Date

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

MUHAMMAD ANUAR B. AWALUDDIN
PhIS & CPS Implementer
Pharmaniaga Logistic Sdn Bhd

Engineer Name

Date

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : **KLINIK KESIHATAN AU2**   DEPT : OUTPATIENT PHARMACY   LOCATION :   STATE : **SELANGOR**   ZONE : **10**

Device 1

PAT ID : CPS/SEL-08/KKS-05/PCD-001   Location : Procurement, Receiving, Distribution

S/N CPU : **PCO5FKRX**   MONITOR : **V901ERP4**   N/A ☐

DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~   Loaned ☐   Unlocated ☐   Relocated ☐

KEYBOARD : 0000905   MOUSE : HS515HA1PBJ   N/A ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

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

	Used	Free	Alert	Ticket No
		12.4	☐	☐
	76.2	13.6	☐	☐

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version

Auto update disabled:
(a) Java (JKD 6 update 30) ☑ ☐
(b) Internet Explorer 9 (64bits) ☑ ☐
ClamAv - Ver 0.98.3 ☑ ☐

Verification:
IWP ☑ ☐
KYM ☑ ☐
PhIS Portal ☑ ☐

Microsoft Office ☑ ☐
BCP (BCP PC only) ☑ ☐
Backup PC (Bacula Web) ☑ ☐

Device 2

PAT ID : CPS/SEL-08/KKS-05/PCD-002   Location : Screening, Verification & Labelling 1

S/N CPU : **PCO5FLOS**   MONITOR : **V901ERVW**   N/A ☐

DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~   Loaned ☐   Unlocated ☐   Relocated ☐

KEYBOARD : 0000902   MOUSE : HS515HA1P94   N/A ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

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

	Used	Free	Alert	Ticket No
	116	12.4	☐	☐
	73.6	13.6	☐	☐

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version

Auto update disabled:
(a) Java (JKD 6 update 30) ☑ ☐
(b) Internet Explorer 9 (64bits) ☑ ☐
ClamAv - Ver 0.98.3 ☑ ☐

Verification:
IWP ☑ ☐
KYM ☑ ☐
PhIS Portal ☑ ☐

Microsoft Office ☑ ☐
BCP (BCP PC only) ☑ ☐
Backup PC (Bacula Web) ☐ ☐

Device 3

PAT ID : CPS/SEL-08/KKS-05/PCD-003   Location : Screening, Verification & Labelling 2

S/N CPU : **PCO5FLJG**   MONITOR : **V901ETKT**   N/A ☐

DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~   Loaned ☐   Unlocated ☐   Relocated ☐

KEYBOARD : 0002844   MOUSE : HS515HA157M   N/A ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

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

	Used	Free	Alert	Ticket No
	120	14	☐	☐
	76.6	13.4	☐	☐

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version

Auto update disabled:
(a) Java (JKD 6 update 30) ☑ ☐
(b) Internet Explorer 9 (64bits) ☑ ☐
ClamAv - Ver 0.98.3 ☑ ☐

Verification:
IWP ☑ ☐
KYM ☑ ☐
PhIS Portal ☑ ☐

Microsoft Office ☑ ☐
BCP (BCP PC only) ☑ ☐
Backup PC (Bacula Web) ☐ ☐

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : **KLINIK KESIHATAN AU2** DEPT: OUTPATIENT PHARMACY LOCATION : STATE : **SELANGOR** ZONE : **10**

PAT ID : CPS/SEL-08/KKS-05/PCD-004 Location : Dispensing 1

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

S/N CPU : PCO5FL3E MONITOR: V901ERZD KEYBOARD : 0001299 MOUSE: HS516HA15PH Leaned☐ Unlocated☐ Relocated:☐

PART I - STANDARD TASK N/A ☐

All Device:

Cleaning — ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
	☑	☐	☐		
	☑	☐	☐		
	Used	Free	Alert	Ticket No	
1st Partition	121	11.7	☐		
2nd Partition	756	636	☐		

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 0.98.3	☑	☐		
Microsoft Office	☐	☐		
BCP (BCP PC only)	☐	☐		
Backup PC (Bacula Web)				
Verification:				
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

PAT ID : CPS/SEL-08/KKS-05/PCD-005 Location : Dispensing 2

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

S/N CPU : PCO5FLHV MONITOR: V901ETLE KEYBOARD : 0000841 MOUSE: HS515HA1SC7 Leaned☐ Unlocated☐ Relocated:☐

PART I - STANDARD TASK N/A ☐

All Device:

Cleaning — ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
	☑	☐	☐		
	☑	☐	☐		
	Used	Free	Alert	Ticket No	
1st Partition	121	117	☐		
2nd Partition	756	136	☐		

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 0.98.3	☑	☐		
Microsoft Office	☐	☐		
BCP (BCP PC only)	☐	☐		
Backup PC (Bacula Web)				
Verification:				
IWP	☑	☐		
KYM	☑	☐		
PhIS Portal	☑	☐		

PAT ID : CPS/SEL-08/KKS-05/PCD-006 Location : Dispensing 3

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

S/N CPU : PCO5FLGX MONITOR: V901ETM2 KEYBOARD : 0000843 MOUSE: HS515HA1SC5 Leaned☐ Unlocated☐ Relocated:☐

PART I - STANDARD TASK N/A ☐

All Device:

Cleaning — ☑

Desktop/Notebook: 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

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
	☑	☐	☐		
	☑	☐	☐		
	Used	Free	Alert	Ticket No	
1st Partition	123	115	☐		
2nd Partition	756	636	☐		

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 0.98.3	☑	☐		
Microsoft Office	☑	☐		
BCP (BCP PC only)	☑	☐		
Backup PC (Bacula Web)	☐			
Verification:				
IWP	☑			
KYM	☑			
PhIS Portal	☑			

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY :	KLINIK KESIHATAN AU2	DEPT: OUTPATIENT PHARMACY	LOCATION :	STATE : SELANGOR	ZONE : 10

Device 1

PAT ID : CPS/SEL-08/KKS-05/PCD-007 Location : Prepack
S/N CPU : PC05FKQY MONITOR: V901ETLD KEYBOARD : 0001828 MOUSE: HS516HA1XTL N/A ☐ Loaned ☐ Unlocated ☐ Relocated ☐

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Desktop/Notebook: Yes / No / N/A
- Device is harden ☑ ☐ ☐
- Hard Disk Utilization (GB):
  - 1st Partition
  - 2nd Partition

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	
1st Partition	115	124	☐		
2nd Partition	75.7	92	☐		

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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☑	☐	☐	
Backup PC (Bacula Web)	☑	☐	☐	

Device 2

PAT ID : CPS/SEL-08/KKS-05/PCD-008 Location : Medication Counselling & MTAC
S/N CPU : PC05FKSZ MONITOR: V901R4HV KEYBOARD : 0001312 MOUSE: HS516HA15M8 N/A ☐ Loaned ☐ Unlocated ☐ Relocated ☐

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Desktop/Notebook: Yes / No / N/A
- Device is harden ☑ ☑ ☐
- Hard Disk Utilization (GB):
  - 1st Partition
  - 2nd Partition

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	
1st Partition	120	119	☐		
2nd Partition	XC-6	134	☐		

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 0.98.3	☑	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

Device 3

PAT ID : CPS/SEL-08/KKS-05/LJP-001 Location : Procurement, Receiving, Distribution
S/N CPU : 451457LM2GM5D MONITOR: KEYBOARD : MOUSE: N/A ☑ Loaned ☐ Unlocated ☐ Relocated ☐

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Desktop/Notebook: Yes / No / N/A
- Device is harden ☐ ☐ ☐
- Hard Disk Utilization (GB):
  - 1st Partition
  - 2nd Partition

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	
1st Partition			☐		
2nd Partition			☐		

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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN AU2 DEPT : OUTPATIENT PHARMACY LOCATION : STATE : SELANGOR ZONE : 10

Device 1

PAT ID : CPS/SEL-08/KKS-05/THP-001
Location : Screening, Verification & Labelling 1
S/N CPU : 2305N001073

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER
KEYBOARD : MOUSE : MONITOR : N/A
Leaned ☐ Unlocated ☐ Reloacted ☐ N/A ☑

PART I – STANDARD TASK

All Device:
Cleaning ☑

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

Desktop/Notebook: Yes ☐ No ☐ N/A ☐
Hard Disk Utilization (GB):
Device is harden ☐ 1st Partition
MEMORY : 2 GB ☐ 2nd Partition
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

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:						
(a) Java (JKD 6 update 30)			☐	☐	☐	
(b) Internet Explorer 9 (64bits)			☐	☐	☐	
ClamAv - Ver 0.98.3			☐	☐	☐	
Verification:						
IWP	☐	☐				
KYM	☐	☐				
PhIS Portal	☐	☐				
Microsoft Office			☐	☐	☐	
BCP (BCP PC only)			☐	☐	☐	
Backup PC (Bacula Web)			☐	☐	☐	

Device 2

PAT ID : CPS/SEL-08/KKS-05/THP-002
Location : Screening, Verification & Labelling 2
S/N CPU : 2305N001170

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER
KEYBOARD : MOUSE : MONITOR : N/A
Leaned ☐ Unlocated ☐ Reloacted ☐ N/A ☑

PART I – STANDARD TASK

All Device:
Cleaning ☑

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

Desktop/Notebook: Yes ☐ No ☐ N/A ☐
Hard Disk Utilization (GB):
Device is harden ☐ 1st Partition
MEMORY : 2 GB ☐ 2nd Partition
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

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:						
(a) Java (JKD 6 update 30)			☐	☐	☐	
(b) Internet Explorer 9 (64bits)			☐	☐	☐	
ClamAv - Ver 0.98.3			☐	☐	☐	
Verification:						
IWP	☐	☐				
KYM	☐	☐				
PhIS Portal	☐	☐				
Microsoft Office			☐	☐	☐	
BCP (BCP PC only)			☐	☐	☐	
Backup PC (Bacula Web)			☐	☐	☐	

Device 3

PAT ID : CPS/SEL-08/KKS-05/THP-003
Location : Prepack
S/N CPU : 2305N001120

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER
KEYBOARD : MOUSE : MONITOR : N/A
Leaned ☐ Unlocated ☐ Reloacted ☐ N/A ☑

PART I – STANDARD TASK

All Device:
Cleaning ☑

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

Desktop/Notebook: Yes ☐ No ☐ N/A ☐
Hard Disk Utilization (GB):
Device is harden ☐ 1st Partition
MEMORY : 2 GB ☐ 2nd Partition
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

	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
Auto update disabled:						
(a) Java (JKD 6 update 30)			☐	☐	☐	
(b) Internet Explorer 9 (64bits)			☐	☐	☐	
ClamAv - Ver 0.98.3			☐	☐	☐	
Verification:						
IWP	☐	☐				
KYM	☐	☐				
PhIS Portal	☐	☐				
Microsoft Office			☐	☐	☐	
BCP (BCP PC only)			☐	☐	☐	
Backup PC (Bacula Web)			☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : KLINIK KESIHATAN AU2   DEPT : OUTPATIENT PHARMACY   LOCATION :   STATE : SELANGOR   ZONE : 10

PAT ID :   Location :

S/N CPU :   ~~DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER~~

MONITOR :   KEYBOARD :   MOUSE :   Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:

Cleaning ☐

Verify Condition :

Connection via LAN / USB

Fan / Power Supply / Charger

Hard Disk Utilization (GB) :

Desktop/Notebook:	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	
	☐	☐	☐		
	☐	☐	☐		
	Used	Free	Alert	Ticket No	
			☐		
			☐		

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 0.98.3			☐	
			Microsoft Office			☐	
			BCP (BCP PC only)			☐	
			Backup PC (Bacula Web)			☐	

PAT ID :   Location :

S/N CPU :   ~~DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER~~

MONITOR :   KEYBOARD :   MOUSE :   Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:

Cleaning ☐

Verify Condition :

Connection via LAN / USB

Fan / Power Supply / Charger

Hard Disk Utilization (GB) :

Desktop/Notebook:	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	
	☐	☐	☐		
	☐	☐	☐		
	Used	Free	Alert	Ticket No	
			☐		
			☐		

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 0.98.3			☐	
			Microsoft Office			☐	
			BCP (BCP PC only)			☐	
			Backup PC (Bacula Web)			☐	

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER	PHARMANIAGA LOGISTICS SDN BHD
Signature & Stamp	Signature & Stamp
NURDIANA BINTI HASSAN	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Pegawai Farmasi UF48	MUHAMMAD ANUAR B. AWALUDIN
Customer Name RpH: 7982	Engineer Name PhIS & CPS Implementer
Klinik Kesihatan AU2	Pharmaniaga Logistic Sdn. Bhd.
Date	Date

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	PC05FKRX	V901ERP4	0000905	HSS15HA1PBJ	CPS/SEL-08/KKS-05/PCD-001	Outpatient Pharmacy	Procurement, Receiving, Distribution
2	PC05FL0S	V901ERVW	0000902	HSS15HA1P94	CPS/SEL-08/KKS-05/PCD-002	Outpatient Pharmacy	Screening, Verification & Labelling 1
3	PC05FLJG	V901ETKT	0002844	HSS15HA15TM	CPS/SEL-08/KKS-05/PCD-003	Outpatient Pharmacy	Screening, Verification & Labelling 2
4	PC05FL3E	V901ERZD	0001299	HSS16HA15PH	CPS/SEL-08/KKS-05/PCD-004	Outpatient Pharmacy	Dispensing 1
5	PC05FLHV	V901ETLE	0000841	HSS15HA1SC7	CPS/SEL-08/KKS-05/PCD-005	Outpatient Pharmacy	Dispensing 2
6	PC05FLGX	V901ETM2	0000843	HSS15HA1SC5	CPS/SEL-08/KKS-05/PCD-006	Outpatient Pharmacy	Dispensing 3
7	PC05FKQY	V901ETLD	0001828	HSS16HA1XTL	CPS/SEL-08/KKS-05/PCD-007	Outpatient Pharmacy	Prepack
8	PC05FKSZ	V901R4HV	0001312	HSS16HA15M8	CPS/SEL-08/KKS-05/PCD-008	Outpatient Pharmacy	Medication Counselling & MTAC

2. TOSHIBA PRINTER

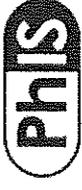| No.	TOSHIBA	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305N001073	CPS/SEL-08/KKS-05/THP-001	Outpatient Pharmacy	Screening, Verification & Labelling 1
2	2305N001170	CPS/SEL-08/KKS-05/THP-002	Outpatient Pharmacy	Screening, Verification & Labelling 2
3	2305N001120	CPS/SEL-08/KKS-05/THP-003	Outpatient Pharmacy	Prepack

3. LASERJET PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GM5D	CPS/SEL-08/KKS-05/LJP-001	Outpatient Pharmacy	Procurement, Receiving, Distribution

4. DISTRIBUTION

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19270626	CPS/SEL-08/KKS-05/DSW-001	IT DEPARTMENT	BILIK RAWATAN

PhIS & CPS PROJECT

5. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FKYBP	CPS/SEL-08/KKS-05/SVR-001	IT	Outpatient Pharmacy

6. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1520603166AF413	CPS/SEL-08/KKS-05/UPS-001	IT	Outpatient Pharmacy