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

Klinik Kesihatan Bagan Terap

JKN SELANGOR
(ZONE 9)

1ST Preventive Maintenance Report

P.M. Date	25 APRIL 2018
Report ID	**PM/REPORT/Z9/KKBAGANTERAP**
Report Version	**V1.0**

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Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	25.4.18	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	MUHAMMAD [illegible] B. MAD RAFI PEN. PEGAWAI PERUBATAN (UD) KLINIK KESIHATAN BANDAR [illegible]
Designation / Department	
Date	

Appendix A

Certificate of Acceptance

PhIS

pharmaniaga

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Bagan Terap

Summary findings for Preventive Maintenance conducted on : 25.4.18

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

Signature & Stamp:

For PLSB	For Facility
Name: Ahmad Heiqal Noor Zaman Designation: Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Date:	Name: Designation: Date:

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

(FORM 2)

FACILITY : KK BAGAN TERAP

LOCATION : Procurement, Medication Counseling

STATE : SELANGOR

ZONE : 9

SERVER 1		SERVER 2		UPS	
PAT ID :	CPS/SEL-06/KKS-05/SVR-001	PAT ID :		PAT ID :	CPS/SEL-06/KKS-05/UPS-001
SERIAL NO :	06FZMPD	SERIAL NO :		SERIAL NO :	1523503451AF413
MODEL :	LENOVO X3650 M5	MODEL :	LENOVO X3650 M5	MODEL :	LIEBERT 3KVA

If Alert is tick (√), fill in & elobrate 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	Not Function & Unresolved		Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No			Alert	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	Not Function & Unresolved	
			Alert	Ticket No
By pass Test	☑	☐	☐	
Webcard	☑	☐	☐	
Multilink	☑	☐	☐	

Backup Tape	Available	Faulty	Type
Qty			

PART II - SETUP & HEALTH CHECK

N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	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*	*Screenshot / attachment*
Archive Log Files ☐		

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

(FORM 2)

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

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

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KK BAGAN TERAP DEPT : IT LOCATION : STATE : SELANGOR ZONE : 9

PAT ID : CPS/SEL-06/KKS-05/DSW-001

SERIAL NO: DNI19260AK1

CORE SWITCH / DISTRIBUTION SWITCH

Location : Bilik Konsultasi 2

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning ☑

PART II - STANDARD HEALTH CHECK

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

PAT ID :

SERIAL NO:

CORE SWITCH / DISTRIBUTION SWITCH

Location :

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning ☐

PART II - STANDARD HEALTH CHECK

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

MUHAMMAD TARMIZI B. MAD RANI
PEN. PEGAWAI TARMASI U29
KLINIK KESIHATAN BAGAN TERAP

Customer Name

Date

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

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

Date

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KK BAGAN TERAP DEPT : OUTPATIENT PHARMACY LOCATION : STATE : SELANGOR ZONE : 9

PAT ID : CPS/SEL-06/KKS-05/PCD-001 DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : Procurement, Medication Counseling

S/N CPU : PC071CJ6 MONITOR: V901W7M5 KEYBOARD : 0009164 MOUSE: 5G345038938 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	117	122	☐	
2nd Partition	78.7	133	☐	
Storage (TAB only)			☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved	Auto update disabled:	Function	Not Function & Resolved	Current Version	Updated Version
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 : CPS/SEL-06/KKS-05/PCD-002 DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : Procurement, Medication Counseling

S/N CPU : PC071CJ7 MONITOR: V901W2DA KEYBOARD : 0009163 MOUSE: 5G34503917B 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	134	105	☐	
2nd Partition	75.6	136	☐	
Storage (TAB only)			☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved	Auto update disabled:	Function	Not Function & Resolved	Current Version	Updated Version
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 : CPS/SEL-06/KKS-05/LIP-001 DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : Procurement, Medication Counseling

S/N CPU : 451457LM2GMK5 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 ☑

Verification:	Function	Not Function & Resolved	Auto update disabled:	Function	Not Function & Resolved	Current Version	Updated Version
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)

(FORM 1)

FACILITY : DEPT : LOCATION : STATE : ZONE :

PAT ID : CPS/SEL-06/KKS-05/THP-001 DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : nowledgement, Screening, Verification, Labeling & Dispen

S/N CPU : 2305P000375 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 ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
Verify Condition :			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
Verification:	☐	☐
IWP	☐	☐
KYM	☐	☐
PhIS Portal	☐	☐

Auto update disabled:	Function	Not Function & Resolved	Current Version	Updated Version
(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 : DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location :

S/N CPU : 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 ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
Verify Condition :			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
Verification:	☐	☐
IWP	☐	☐
KYM	☐	☐
PhIS Portal	☐	☐

Auto update disabled:	Function	Not Function & Resolved	Current Version	Updated Version
(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

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
Customer Name
Date

MUHAMMAD TARMIZI B. MAD RANI
PEN. PEGAWAI FARMASI U29
KLINIK KESIHATAN GUA MUSANG

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
Engineer Name
Date

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

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	PC071CJ6	V901W7M5	0009164	5G34503893B	CPS/SEL-06/KKS-05/PCD-001	Outpatient Pharmacy	Procurement, Medication Counseling
2	PC071CJ7	V901W2DA	0009163	5G34503917B	CPS/SEL-06/KKS-05/PCD-002	Outpatient Pharmacy	Procurement, Medication Counseling

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMK5	CPS/SEL-06/KKS-05/LJP-001	Outpatient Pharmacy	Procurement, Medication Counseling

3.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMPD	CPS/SEL-06/KKS-05/SVR-001	IT	Procurement, Medication Counseling

4.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523503451AF413	CPS/SEL-06/KKS-05/UPS-001	IT	Procurement, Medication Counseling

5.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P000375	CPS/SEL-06/KKS-05/THP-001	Outpatient Pharmacy	Acknowledgement, Screening, Verification, Labeling & Dispensing

6.SWITCH

No.	DSW S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19260AK1	CPS/SEL-06/KKS-05/DSW-001	IT	Bilik Konsultasi 2