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

Klinik Kesihatan Bandar Botanik

JKN SELANGOR (ZONE 10)

1ST Preventive Maintenance Report

P.M. Date	14 FEBRUARY 2018
Report ID	PM/REPORT/ZONE10/KKBANDARBOTANIK
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	14 /02/2018	Muhammad Anuar bin Awaluddin	Initial document	MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementer Pharmaniaga Logistic Sdn. Bhd. 14/02/18.

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	Syella NUR SYELLAWATY BINTI AHMAD PEGAWAI FARMASI U48
Designation / Department	
Date	14/2/18

Appendix A

Certificate of Acceptance

PhIS

pharmaniaga

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Bandar Botanik

Summary findings for Preventive Maintenance conducted on 14 /02/2018

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	12	12	
2	LaserJet Printer	3	3	
3	Thermal Printer	2	2	
4	Switch	1	1	
5	Server	1	1	
6	UPS	1	1	

Signature & Stamp:

For PLSB	For Facility
Name: MUHAMMAD ANUAR B. AWALUDDIN	Name:
Designation: PhIS & CPS Implementer Pharmaniaga Logistic Sdn. Bhd.	Designation: NUR SYELLAWATY BINTI AHMAD PEGAWAI FARMASI U48
Date: 14/02/18	Date: 14/2/18

Appendix B

Preventive Maintenance Checklist

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

(FORM 2)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK

DEPT : IT

LOCATION : SERVER ROOM

STATE : SELANGOR

ZONE : 10

SERVER 1		SERVER 2		UPS	
PAT ID :	CPS/SEL-03/KKS-04/SVR-001	PAT ID :		PAT ID :	CPS/SEL-03/KKS-04/UPS-001
SERIAL NO :	06GHCNZ	SERIAL NO :		SERIAL NO :	1517403385AF413
MODEL :	IBM X3500 M5	MODEL :		MODEL :	LIEBERT GXT3-1000RT230

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

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

Standard Task:

Cleaning ☐ (SERVER 1) ☐ (SERVER 2)

Verify Condition :

	SERVER 1 Function	SERVER 1 Not Function & Resolved	SERVER 1 Not Function & Unresolved – Alert	SERVER 1 Not Function & Unresolved – Ticket No	SERVER 2 Function	SERVER 2 Not Function & Resolved	SERVER 2 Not Function & Unresolved – Alert	SERVER 2 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	UPS Not Function & Resolved	UPS Not Function & Unresolved – Alert	UPS 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	Function	Not Function & Resolved	Not Function & Unresolved – Alert	Not Function & Unresolved – Ticket No
SERVER 1	☑	☐	☐	
SERVER 2	☐	☐	☐	

Software/Firmware Version :	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	1-1			
IMM2	1-K			

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:

	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

Signature & Stamp

Customer Name NUR SYELLAWATY BINTI AHMAD
PEGAWAI FARMASI U48

Date 14/2/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

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

Date 14/02/18.

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK DEPT : IT LOCATION : STATE : SELANGOR ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/DSW-001 ~~CORE SWITCH~~ / DISTRIBUTION SWITCH Location : Main Store

SERIAL NO: DNI19240CP4 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

	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 : ~~CORE SWITCH / DISTRIBUTION SWITCH~~ Location :

SERIAL NO: 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

	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 Syella
NUR SYELLAWATY BINTI LAHMAU
PEGAWAI FARMASI U46

Customer Name

Date 14/2/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

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

Engineer Name

Date 14/02/18

(FORM 1)

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/PCD-010 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Dispensing 2

S/N CPU : PC05FLJH | MONITOR: V901R4GR | KEYBOARD : 0002815 | MOUSE: HS515HA1S98 | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	113	126	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-011 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Medication Counseling & MTAC 1

S/N CPU : PC05FLJN | MONITOR: V901BZ3R | KEYBOARD : 0002843 | MOUSE: HS515HA1S9S | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	132	107	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-012 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Medication Counseling & MTAC 2

S/N CPU : PC05FLJF | MONITOR: V901R4GT | KEYBOARD : 0002848 | MOUSE: HS515HA1S7R | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	111	127	☐	
2nd Partition	154	55.2	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☑	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/PCD-007 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Screening, Verification, Labelling 1

S/N CPU : PC05FKSQ | MONITOR: V901BZ47 | KEYBOARD : 0001183 | MOUSE: HS516HA15ML | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	113	126	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-008 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Screening, verification & labeling 2

S/N CPU : PC05FLKJ | MONITOR: V901BZ4P | KEYBOARD : 0000943 | MOUSE: HS51SHA1S7G | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	113	125	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-009 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Dispensing 1

S/N CPU : PC05FLH5 | MONITOR: V901BZ4V | KEYBOARD : 0002800 | MOUSE: HS515HA1S8M | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	110	129	☐	
2nd Partition	75.6	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/PCD-004 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Screening, Verification, Labelling & Dispensing 1

S/N CPU : PC05FLJQ | MONITOR: V901R4FZ | KEYBOARD : 0002768 | MOUSE: HS515HA1S9S | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	126	123	☐	
2nd Partition	75.6	136.	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-005 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Screening, Verification, Labelling & Dispensing 2

S/N CPU : PC05FLGY | MONITOR: V901BZ4R | KEYBOARD : 0000940 | MOUSE: HS515HA1S82 | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	129	109	☐	
2nd Partition	75.6	136.	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-006 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Screening, Verification, Labelling 1

S/N CPU : PC05FLHG | MONITOR: V901BYMD | KEYBOARD : 0002812 | MOUSE: HS515HA1S7Z | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	110	126	☐	
2nd Partition	75.6	136.	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : MAINSTORE | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/PCD-001 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Procurement

S/N CPU : PC05FLHL | MONITOR: V901BZ3F | KEYBOARD : 0002811 | MOUSE: HS515HA1S8R | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	118	121	☐	
2nd Partition	77.6	134	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-002 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Stock Taking

S/N CPU : PC05FLJM | MONITOR: V901R3CT | KEYBOARD : 0002764 | MOUSE: HS515HA1S7Q | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	75.8	136	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/PCD-003 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Sub Store

S/N CPU : PC05FLJK | MONITOR: V901BYMF | KEYBOARD : 0002767 | MOUSE: HS515HA1S7V | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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	116	123	☐	
2nd Partition	80.7	131	☐	

PART III - STANDARD SETUP N/A ☐

Verification:	Function	Not Function & Resolved
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 0.98.3	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/LJP-001 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Sub Store

S/N CPU : 451457LM2GLXF | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ Unlocated : ☐ Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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			☐	

PART III - STANDARD SETUP N/A ☑

Verification:	Function	Not Function & Resolved
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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/LJP-002 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Screening, verification & labeling 2

S/N CPU : 451457LM2GM9B | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ Unlocated : ☐ Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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			☐	

PART III - STANDARD SETUP N/A ☑

Verification:	Function	Not Function & Resolved
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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/THE-001 | ~~DESKTOP / NOTEBOOK / LASERJET~~ / THERMAL PRINTER | Location : Screening, verification & labeling 1

S/N CPU : 52J150604694 | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ Unlocated : ☐ Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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			☐	

PART III - STANDARD SETUP N/A ☑

Verification:	Function	Not Function & Resolved
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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN BANDAR BOTANIK | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-04/THE-002 | ~~DESKTOP / NOTEBOOK / LASERJET~~ / THERMAL PRINTER | Location : Screening, Verification, Labelling 1

S/N CPU : 52J150700461 | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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			☐	

PART III - STANDARD SETUP N/A ☑

Verification:	Function	Not Function & Resolved
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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/SEL-03/KKS-04/LJP-003 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Screening, Verification, Labelling 2

S/N CPU : 451457LM2GM7G | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook: 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			☐	

PART III - STANDARD SETUP N/A ☑

Verification:	Function	Not Function & Resolved
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 0.98.3	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp: Syelly

Customer Name: NUR SYELLAWATY BIN [illegible]
PEGAWAI FARMASI UAB

Date: 14/2/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

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

Date: 14/02/18

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	PC05FLHL	V901BZ3F	0002811	HS515HA1S8R	CPS/SEL-03/KKS-04/PCD-001	Main Store	Procurement
2	PC05FLJM	V901R3CT	0002764	HS515HA1S7Q	CPS/SEL-03/KKS-04/PCD-002	Main Store	Stock Taking
3	PC05FLJK	V901BYMF	0002767	HS515HA1S7V	CPS/SEL-03/KKS-04/PCD-003	Outpatient Pharmacy	Sub Store
4	PC05FLJQ	V901R4FZ	0002768	HS515HA1S9S	CPS/SEL-03/KKS-04/PCD-004	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 1
5	PC05FLGY	V901BZ4R	0000940	HS515HA1S82	CPS/SEL-03/KKS-04/PCD-005	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 2
6	PC05FLHG	V901BYMD	0002812	HS515HA1S7Z	CPS/SEL-03/KKS-04/PCD-006	Outpatient Pharmacy	Screening, verification & labeling 1
7	PC05FKSQ	V901BZ47	0001183	HS516HA15ML	CPS/SEL-03/KKS-04/PCD-007	Outpatient Pharmacy	Screening, verification & labeling 1
8	PC05FLKJ	V901BZ4P	0000943	HS515HA1S7G	CPS/SEL-03/KKS-04/PCD-008	Outpatient Pharmacy	Screening, verification & labeling 2
9	PC05FLH5	V901BZ4V	0002800	HS515HA1S8M	CPS/SEL-03/KKS-04/PCD-009	Outpatient Pharmacy	Dispensing 1
10	PC05FLJH	V901R4GR	0002815	HS515HA1S98	CPS/SEL-03/KKS-04/PCD-010	Outpatient Pharmacy	Dispensing 2
11	PC05FLJN	V901BZ3R	0002843	HS515HA1S9S	CPS/SEL-03/KKS-04/PCD-011	Outpatient Pharmacy	Medication Counseling & MTAC 1
12	PC05FLJF	V901R4GT	0002848	HS515HA1S7R	CPS/SEL-03/KKS-04/PCD-012	Outpatient Pharmacy	Medication Counseling & MTAC 2

2. LASERJET PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GLXF	CPS/SEL-03/KKS-04/LJP-001	Outpatient Pharmacy	Sub Store
2	451457LM2GM9B	CPS/SEL-03/KKS-04/LJP-002	Outpatient Pharmacy	Screening, verification & labeling 2
3	451457LM2GM7G	CPS/SEL-03/KKS-04/LJP-003	Outpatient Pharmacy	Screening, Verification & labeling 2

3.THERMAL PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	52J150604694	CPS/SEL-03/KKS-04/THE-001	Outpatient Pharmacy	Screening, verification & labeling 1
2	52J150700461	CPS/SEL-03/KKS-04/THE-002	Outpatient Pharmacy	Screening, verification & labeling 1

4 DISTRIBUTION .SWITCH

No.	SWITCH	ASSET TAGGING	DEPARTMENT	LOCATION
1	DN1192 40C P4	CPS/SEL-03/KKS-04/DSW-001	IT DEPARTMENT	Main Store

5.SERVER

No.	SERVER	ASSET TAGGING	DEPARTMENT	LOCATION
1	06GHCNZ	CPS/SEL-03/KKS-04/SVR-001	IT DEPARTMENT	SERVER ROOM

6.UPS

No.	UPS	ASSET TAGGING	DEPARTMENT	LOCATION
1	1517403385AF413	CPS/SEL-03/KKS-04/UPS-001	IT DEPARTMENT	SERVER ROOM