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

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## Klinik Kesihatan Bukit Kuda

## JKN SELANGOR
## (ZONE 10)

## 1ST Preventive Maintenance Report

| | |
|---|---|
| P.M. Date | 20 FEBRUARY 2018 |
| Report ID | PM/REPORT/ZONE10/KKBUKITKUDA |
| 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 | 20 /02/2018 | Muhammad Anuar bin Awaluddin | Initial document | MUHAMMAD ANUAR B. AWALUDDIN<br>PhIS & CPS Implementer<br>Pharmaniaga Logistic Sdn. Bhd.<br>22/2/18 |
| | | | | |

**Verified and Acknowledged by facility:**

| Received / Acknowledged by facility | |
|---|---|
| **Name** | |
| **Signature / Company Stamp** | HANUM MARSILAH ABD RAHMAN<br>Pegawai Farmasi U44<br>26/2/18 |
| **Designation / Department** | |
| **Date** | |

# Appendix A

# Certificate of Acceptance

PhIS

pharmaniaga

# EXECUTION OF PREVENTIVE MAINTENANCE

## Project: PhIS & CPS

## 1ST Preventive Maintenance (2018)
## For
## Klinik Kesihatan Bukit Kuda

Summary findings for Preventive Maintenance conducted on 20 /02/2018

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

*Signature & Stamp:*

| For PLSB | For Facility |
|---|---|
| Name: MUHAMMAD ANUAR B. AWALUDDIN<br>Designation: PhIS & CPS Implementer<br>Date: Pharmaniaga Logistic Sdn. Bhd. | Name: HANUM WAIS[illegible] ABD RAHMAN<br>Pegawai Farmasi U44<br>Designation:<br>Date: 20/2/18 |

# Appendix B

# Preventive Maintenance Checklist

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

(FORM 2)

FACILITY : KLINIK KESIHATAN BUKIT KUDA  DEPT : IT  LOCATION : Server Room

STATE : SELANGOR  ZONE : 10

| SERVER 1 | | SERVER 2 | | UPS | |
|---|---|---|---|---|---|
| PAT ID : | CPS/SEL-03/KKS-03/SVR-001 | PAT ID : | | PAT ID : | CPS/SEL-03/KKS-03/UPS-001 |
| SERIAL NO : | 06GHCPC | SERIAL NO : | | SERIAL NO : | 1517403382AN413 |
| 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 | | | | |
| IMM2 | | | | |

| 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 | PHARMANIAGA LOGISTICS SDN BHD (PLSB) |
|---|---|
| Signature & Stamp | Signature & Stamp |
| Customer Name: HANUM MAISARAH BINTI ABD RAHMAN, Pegawai Farmasi U44 | Engineer Name |
| Date: 20/3/18 | Date: MUHAMMAD ANUAR B. AWALUDDIN, PhIS & CPS Implementer, Pharmaniaga Logistic Sdn. Bhd., 20/3/18 |

# PREVENTIVE MAINTENANCE CHECKLIST
# ( CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KLINIK KESIHATAN BUKIT KUDA DEPT : IT LOCATION : STATE : SELANGOR ZONE : 10

PAT ID : CPS/SEL-03/KKS-03/DSW-001 ~~CORE SWITCH~~ / DISTRIBUTION SWITCH Location : Server Room

SERIAL NO: DNI190709VA Loaned ☐ Unlocated ☐ Relocated ☐

| PART I - STANDARD TASK | PART II - STANDARD HEALTH CHECK | | | | PART III - STANDARD SETUP | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Function | Not Function & Resolved | Not Function & Unresolved | | Function | Not Function & Resolved | Not Function & Unresolved | |
| | Verify Condition : | | | Alert / Ticket No | | | | Alert | Ticket No |
| Cleaning ☐ | Cable & Connection | ☐ | ☐ | ☐ | SSH Access & Connection | | | | |
| | Power Supply | ☑ | ☐ | ☐ | Execute Putty to start | ☑ | ☐ | ☐ | |
| | Check LED Status | | | | Specify the IP to connect | ☑ | ☐ | ☐ | |
| | System LED | ☑ | ☐ | ☐ | Test Login | ☑ | ☐ | ☐ | |
| | Master LED | ☑ | ☐ | ☐ | Test & Verify Management IP via console access | ☐ | ☐ | ☐ | |
| | STACK ID | ☐ | ☐ | ☐ | | | | | |

PAT ID : ~~CORE SWITCH / DISTRIBUTION SWITCH~~ Location :

SERIAL NO: Loaned ☐ Unlocated ☐ Relocated ☐

| PART I - STANDARD TASK | PART II - STANDARD HEALTH CHECK | | | | PART III - STANDARD SETUP | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Function | Not Function & Resolved | Not Function & Unresolved | | Function | Not Function & Resolved | Not Function & Unresolved | |
| | Verify Condition : | | | Alert / Ticket No | | | | Alert | Ticket No |
| Cleaning ☐ | Cable & Connection | ☐ | ☐ | ☐ | SSH Access & Connection | | | | |
| | Power Supply | ☐ | ☐ | ☐ | Execute Putty to start | ☐ | ☐ | ☐ | |
| | Check LED Status | | | | Specify the IP to connect | ☐ | ☐ | ☐ | |
| | System LED | ☐ | ☐ | ☐ | Test Login | ☐ | ☐ | ☐ | |
| | Master LED | ☐ | ☐ | ☐ | Test & Verify Management IP via console access | ☐ | ☐ | ☐ | |
| | STACK ID | ☐ | ☐ | ☐ | | | | | |

| PART IV - FINDINGS / COMMENTS / DETECTION | FURTHER ACTION / RECOMMENDATION |
|---|---|
| | |

PART V - ACKNOWLEDGEMENT

| CUSTOMER | PHARMANIAGA LOGISTICS SDN BHD (PLSB) |
|---|---|
| Signature & Stamp HANUM MASSARAH ABD RAHMAN Pegawai Farmasi U44 | Signature & Stamp MUHAMMAD ANUAR B. AWALUDDIN PoS & CPS Implementer Pharmaniaga Logistic Sdn. Bhd. |
| Customer Name | Engineer Name |
| Date 20/2/18 | Date 24/2/18 |

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

FACILITY : KLINIK KESIHATAN BUKIT KUDA | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

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

S/N CPU : PC05FKXS | MONITOR: V901R4GA | KEYBOARD : 0001208 | MOUSE: HS516HA15N9 | 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 | 112 | 127 | ☐ | |
| 2nd Partition | 76.4 | 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-03/LJP-001 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : OUTPATIENT PHARMACY

S/N CPU : 451457LM2GM1Y | 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: HANUM MAISARAH ABD RAHMAN, Pegawai Farmasi U44
Customer Name :
Date : 26/2/18

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Signature & Stamp: MUHAMMAD ANUAR B. AWALUDDIN, PhIS & CPS Implementer, Pharmaniaga Logistic Sdn. Bhd.
Engineer Name :
Date : 26/2/18

# 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 | PC05FKXS | V901R4GA | 0001208 | HS516HA15N9 | CPS/SEL-03/KKS-03/PCD-001 | Outpatient Pharmacy | Outpatient Pharmacy |

2. LASERJET PRINTER

| No. | LASERJET | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 451457LM2GM1Y | CPS/SEL-03/KKS-03/LJP-001 | Outpatient Pharmacy | Outpatient Pharmacy |

3.SWITCH

| o. | SERVER | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | DNI190709VA | CPS/SEL-03/KKS-03/DSW-001 | Outpatient Pharmacy | Server Room |

4.SERVER

| No. | SERVER | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 06GHCPC | CPS/SEL-03/KKS-03/SVR-001 | Outpatient Pharmacy | Server Room |

5.UPS

| No. | UPS | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 1517403382AN413 | CPS/SEL-03/KKS-03/UPS-001 | Outpatient Pharmacy | Server Room |