



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

Klinik Kesihatan Gombak Setia

**JKN SELANGOR
(ZONE 10)**

1ST Preventive Maintenance Report

P.M. Date	01 FEBRUARY 2018
Report ID	PM/REPORT/Z/KKGOMBAKSETIA
Report Version	V1.0



PhIS & CPS PROJECT



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Revision History:

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

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	 LOW CHIN YEONG Pegawai Farmasi U44 Klinik Kesihatan Gombak Setia
Designation / Department	
Date	2/2/18



PhIS & CPS PROJECT



Appendix A

Certificate of Acceptance



EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

**1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Gombak Setia**

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

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

Signature & Stamp:

<p><u>For PLSB</u></p>  <p>Name: MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementer Designation: Pharmaniaga Logistic Sdn. Bhd. Date: 2/2/18</p>	<p><u>For Facility</u></p>  <p>LOW CHIN YEONG Pegawai Farmasi U44 Klinik Kesihatan Gombak Setia</p> <p>Name: Designation: Date: 2/2/18</p>
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Appendix B

Preventive Maintenance Checklist

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

(FORM 2)

FACILITY : **KLINIK KESIHATAN GOMBAK SETIA**
STATE : **SELANGOR**

DEPT : **IT**
ZONE : **10**

LOCATION : **Outpatient Pharmacy**

SERVER 1	SERVER 2	UPS
PAT ID : CPS/SEL-08/KKS-06/SVR-001	PAT ID : CPS/SEL-08/KKS-06/UPS-001	
SERIAL NO : 06FKYDY	SERIAL NO : 1520803477A-413	
MODEL : IBM X3500 M5	MODEL : LIEBERT GXT3-1000RT3D	

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

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

Standard Task:	SERVER 1		SERVER 2		UPS	
	Not Function & Resolved	Alert	Not Function & Resolved	Alert	Not Function & Resolved	Alert
Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Verify Condition :						
Connection via LAN / USB	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Fan/ Power Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Light Path Diagnosis panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
UTP Cable connect to switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HA Gateway to Core Switch <i>(For Hospital only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	Not Function & Resolved	Alert	Ticket No
By pass Test	<input type="checkbox"/>	<input type="checkbox"/>	
Webcard	<input type="checkbox"/>	<input type="checkbox"/>	
Multilink	<input type="checkbox"/>	<input type="checkbox"/>	

Function	Not Function & Resolved	Alert	Ticket No
Backup Tape	<input type="checkbox"/>	<input type="checkbox"/>	

Available	Type	Facility	Qty
<input checked="" type="checkbox"/>	5	RDX	

PART II - SETUP & HEALTH CHECK

Function	SERVER 1		SERVER 2	
	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
Run DSA & collect DSA Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SERVER 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SERVER 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Software/Firmware Version :	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
ClamAV	0.98.3			
Zabbix	2.2.6			
Bacula	5.2.12			
Glassfish	3.1.2.2			
UEFI	1.20			
IMM2	1.75			

SERVER 1		SERVER 2	
Current	Updated	Current	Updated
SUSE 11			
3-0.76-0.11			
4.3.4			

SERVER 1		SERVER 2	
Current	Updated	Current	Updated

SERVER 1		SERVER 2	
Current	Updated	Current	Updated

SERVER 1		SERVER 2	
Current	Updated	Current	Updated

System Software
SUSE LINUX (OS)
Kernel
GCC
Housekeeping:
Clear /tmp folder > 2 weeks
Archive Log Files

N/A

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

(FORM 2)

PAT ID : _____
 SERIAL NO: _____
 TYPE : STORAGE

PART III - STORAGE N/A

Function	Not Function & Resolved		Not Function & Unresolved	
	Alert	<input type="checkbox"/>	Alert	Ticket No
Perform Health Check:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	Updated
ESM	
Driver	

PART IV - FINDINGS / ALERTS / DETECTION

PART V - ACKNOWLEDGEMENT

<p>CUSTOMER</p> <p><i>[Signature]</i> LOW CHIN YEONG Pegawai Farmasi U44 Klinik Kesihatan Gombak Selia</p> <p style="text-align: right;">2/2/18</p>	<p>PHARMANIAGA LOGISTICS SDN BHD (PLSB)</p> <p>Signature & Stamp Engineer Name Date</p> <p><i>[Signature]</i> MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementer Phairmaniaga Logistic Sdn. Bhd.</p> <p style="text-align: right;">2/2/18</p>
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FURTHER ACTION / RECOMMENDATION

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

(FORM 3)

FACILITY : **KLINIK KESIHATAN GOMBAK SETIA** DEPT : **IT** STATE : **SELANGOR** ZONE : **10**

PAT ID : CPS/SEL-08/KKS-06/DSW-001 Location : PANTRY

SERIAL NO: DNI192706Y4 Loaned Unlocated Relocated

PART I - STANDARD TASK

Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
Verify Condition : Cable & Connection	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Power Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Check LED Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
System LED	<input type="checkbox"/>	<input type="checkbox"/>		
Master LED	<input type="checkbox"/>	<input type="checkbox"/>		
STACK ID	<input type="checkbox"/>	<input type="checkbox"/>		

PART II - STANDARD HEALTH CHECK

SSH Access & Connection
Execute Putty to start
Specify the IP to connect
Test Login
Test & Verify Management IP via console access

Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input checked="" 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"/>		

PAT ID : _____ Location : _____

SERIAL NO: _____ Loaned Unlocated Relocated

PART I - STANDARD TASK

Function	Not function & Resolved	Alert	Not Function & Unresolved	Ticket No
Verify Condition : Cable & Connection	<input type="checkbox"/>	<input type="checkbox"/>		
Power Supply	<input type="checkbox"/>	<input type="checkbox"/>		
Check LED Status	<input type="checkbox"/>	<input type="checkbox"/>		
System LED	<input type="checkbox"/>	<input type="checkbox"/>		
Master LED	<input type="checkbox"/>	<input type="checkbox"/>		
STACK ID	<input type="checkbox"/>	<input type="checkbox"/>		

PART II - STANDARD HEALTH CHECK

SSH Access & Connection
Execute Putty to start
Specify the IP to connect
Test Login
Test & Verify Management IP via console access

Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
<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 Signature & Stamp

Customer Name Engineer Name

Date Date

LOW CHIN YEONG **MUHAMMAD ANUAR B. AWALUDDIN**
Pegawai Farmasi U44 Phis & CPS Implementer
Klinik Kesihatan Gombak Setia Phairmanaga Logistic Sdn. Bhd.

2/2/18 *2/2/18*

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

STATE : SELANGOR ZONE : 10

LOCATION :

DEPT : OUTPATIENT PHARMACY

FACILITY : KLINIK KESIHATAN GOMBAK SETIA

Location : Procurement, Receiving, Distribution & Prep work

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PAT ID : CPS/SEL-08/KKS-06/PCD-001

Relocated :

MOUSE : H5E15H41S7X

KEYBOARD : 0000875

MONITOR : V901R44HN

S/N CPU : PC05FLM0

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Function	Not Function & Resolved	Alert	Ticket No	Function	Not Function & Resolved
All Device: Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verify Condition :				Auto update disabled:	
Connection via LAN / USB	<input type="checkbox"/>	<input type="checkbox"/>		(a) Java (JDK 6 update 30)	<input type="checkbox"/>
Fan/ Power Supply/ Charger	<input type="checkbox"/>	<input type="checkbox"/>		(b) Internet Explorer 9 (64bits)	<input type="checkbox"/>
Hard Disk Utilization (GB) :	Free	Alert	Ticket No	ClamAV - Ver 0.98.3	<input type="checkbox"/>
1st Partition	112			Microsoft Office	<input type="checkbox"/>
2nd Partition	75.6			BCP (BCP PC only)	<input type="checkbox"/>
MEMORY : 2 GB	136			Backup PC (Bacula Web)	<input type="checkbox"/>
4 GB					

Location : Screening, Verification & Labelling 1 ; Dispensing

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PAT ID : CPS/SEL-08/KKS-06/PCD-002

Relocated :

MOUSE : H5E15H41S7X

KEYBOARD : 0002805

MONITOR : V901R44H2

S/N CPU : PC05FLH4

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Function	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved
All Device: Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verify Condition :				Auto update disabled:	
Connection via LAN / USB	<input type="checkbox"/>	<input type="checkbox"/>		(a) Java (JDK 6 update 30)	<input type="checkbox"/>
Fan/ Power Supply/ Charger	<input type="checkbox"/>	<input type="checkbox"/>		(b) Internet Explorer 9 (64bits)	<input type="checkbox"/>
Hard Disk Utilization (GB) :	Free	Alert	Ticket No	ClamAV - Ver 0.98.3	<input type="checkbox"/>
1st Partition	114			Microsoft Office	<input type="checkbox"/>
2nd Partition	76.1			BCP (BCP PC only)	<input type="checkbox"/>
MEMORY : 2 GB	136			Backup PC (Bacula Web)	<input type="checkbox"/>
4 GB					

Location : Screening, Verification & Labelling 2

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PAT ID : CPS/SEL-08/KKS-06/PCD-003

Relocated :

MOUSE : H5E15H41SBV

KEYBOARD : 0000844

MONITOR : V901BZ43

S/N CPU : PC05FLKC

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Function	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved
All Device: Cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verify Condition :				Auto update disabled:	
Connection via LAN / USB	<input type="checkbox"/>	<input type="checkbox"/>		(a) Java (JDK 6 update 30)	<input type="checkbox"/>
Fan/ Power Supply/ Charger	<input type="checkbox"/>	<input type="checkbox"/>		(b) Internet Explorer 9 (64bits)	<input type="checkbox"/>
Hard Disk Utilization (GB) :	Free	Alert	Ticket No	ClamAV - Ver 0.98.3	<input type="checkbox"/>
1st Partition	124			Microsoft Office	<input type="checkbox"/>
2nd Partition	76.3			BCP (BCP PC only)	<input type="checkbox"/>
MEMORY : 2 GB	135			Backup PC (Bacula Web)	<input type="checkbox"/>
4 GB					

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : KLINIK KESIHATAN GOMBAK SETIA DEPT : OUTPATIENT PHARMACY LOCATION : SELANGOR ZONE : 10

PAT ID : CPS/SEL-08/KKS-06/PCD-004 DEPT : OUTPATIENT PHARMACY LOCATION : SELANGOR ZONE : 10
S/N CPU : PC05FLUD MONITOR : V901R4ZB KEYBOARD : 0000864 MOUSE : HS15HA1S86
PC05FLUD MONITOR : V901R4ZB KEYBOARD : 0000864 MOUSE : HS15HA1S86

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PART I - STANDARD TASK

All Device: Cleaning

Desktop/Notebook: Device is harden

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK

Verify Condition : Connection via LAN / USB

Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):

1st Partition	116	123
2nd Partition	73.6	136

Alert: Ticket No:

Free: Ticket No:

Function: Not Function & Resolved: Alert: Ticket No:

Used: Ticket No:

Verification:

IWP (a) Java (JDK 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)

Location : Dispensing 1

PAT ID : CPS/SEL-08/KKS-06/PCD-005 DEPT : OUTPATIENT PHARMACY LOCATION : SELANGOR ZONE : 10
S/N CPU : PC05FLMB MONITOR : V901R4HF KEYBOARD : 0000874 MOUSE : HS15HA1S7Y

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PART I - STANDARD TASK

All Device: Cleaning

Desktop/Notebook: Device is harden

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK

Verify Condition : Connection via LAN / USB

Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):

1st Partition	114	125
2nd Partition	76.1	136

Alert: Ticket No:

Free: Ticket No:

Function: Not Function & Resolved: Alert: Ticket No:

Used: Ticket No:

Verification:

IWP (a) Java (JDK 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)

Location : Dispensing 2

PAT ID : CPS/SEL-08/KKS-06/PCD-006 DEPT : OUTPATIENT PHARMACY LOCATION : SELANGOR ZONE : 10
S/N CPU : PC05FLM6 MONITOR : V901R4G1 KEYBOARD : 0000961 MOUSE : HS15HA1SC4

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PART I - STANDARD TASK

All Device: Cleaning

Desktop/Notebook: Device is harden

MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK

Verify Condition : Connection via LAN / USB

Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):

1st Partition	113	125
2nd Partition	76.2	136

Alert: Ticket No:

Free: Ticket No:

Function: Not Function & Resolved: Alert: Ticket No:

Used: Ticket No:

Verification:

IWP (a) Java (JDK 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)

Location : Medication Counselling & MTAC

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : KLINIK KESIHATAN GOMBAK SETIA

DEPT : OUTPATIENT PHARMACY

LOCATION : SELANGOR

ZONE : 10

PAT ID : CFS/SEL-08/KKS-06/THP-001

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

Location : Procurement, Receiving, Distribution & Prepack

S/N CPU : 2305N001184

MONITOR : N/A

KEYBOARD :

MOUSE :

Learned Unlocated Relocated

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Verify Condition :	Function	Not Function & Resolved	Alert	Not Function & Resolved	Function
All Device: <input checked="" type="checkbox"/> Cleaning	Connection via LAN / USB Fan/ Power Supply/ Charger Hard Disk Utilization (GB) : 1st Partition 2nd Partition	<input checked="" type="checkbox"/>	<input type="checkbox"/> Ticket No	<input type="checkbox"/>	Auto update disabled: (a) Java (JDK 6 update 30) (b) Internet Explorer 9 (64bits) ClamAV - Ver 0.98.3 Microsoft Office BCP (BCP PC only) Backup PC (Bacula Web)
Desktop/Notebook: Device is harden : Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>	<input type="checkbox"/> Free <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAT ID : CFS/SEL-08/KKS-06/THP-002

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

Location : Screening, Verification & Labelling

S/N CPU : 2305N001160

MONITOR : N/A

KEYBOARD :

MOUSE :

Learned Unlocated Relocated

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Verify Condition :	Function	Not Function & Resolved	Alert	Not Function & Resolved	Function
All Device: <input checked="" type="checkbox"/> Cleaning	Connection via LAN / USB Fan/ Power Supply/ Charger Hard Disk Utilization (GB) : 1st Partition 2nd Partition	<input checked="" type="checkbox"/>	<input type="checkbox"/> Ticket No	<input type="checkbox"/>	Auto update disabled: (a) Java (JDK 6 update 30) (b) Internet Explorer 9 (64bits) ClamAV - Ver 0.98.3 Microsoft Office BCP (BCP PC only) Backup PC (Bacula Web)
Desktop/Notebook: Device is harden : Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>	<input type="checkbox"/> Free <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAT ID : CFS/SEL-08/KKS-06/LJP-001

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

Location : Procurement, Receiving, Distribution

S/N CPU : 4514571M2GM/CB

MONITOR : N/A

KEYBOARD :

MOUSE :

Learned Unlocated Relocated

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Verify Condition :	Function	Not Function & Resolved	Alert	Not Function & Resolved	Function
All Device: <input checked="" type="checkbox"/> Cleaning	Connection via LAN / USB Fan/ Power Supply/ Charger Hard Disk Utilization (GB) : 1st Partition 2nd Partition	<input checked="" type="checkbox"/>	<input type="checkbox"/> Ticket No	<input type="checkbox"/>	Auto update disabled: (a) Java (JDK 6 update 30) (b) Internet Explorer 9 (64bits) ClamAV - Ver 0.98.3 Microsoft Office BCP (BCP PC only) Backup PC (Bacula Web)
Desktop/Notebook: Device is harden : Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>	<input type="checkbox"/> Free <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY: _____ DEPT: _____ LOCATION: _____ STATE: _____ ZONE: _____

PART ID: _____ MONITOR: _____ REFEED: _____

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

Location: _____ Replaced: Unleaded: Loaned: Relocated:

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Function	Not Function & Resolved	Function	Not Function & Resolved	Function	Not Function & Resolved
Verify Condition:		Verification:		Auto update disabled:	
Connection via LAN / USB	<input type="checkbox"/>	IWP	<input type="checkbox"/>	(a) Java (JDK 6 update 30)	<input type="checkbox"/>
Fan / Power Supply / Charger	<input type="checkbox"/>	KYM	<input type="checkbox"/>	(b) Internet Explorer 9 (64bits)	<input type="checkbox"/>
Hard Disk Utilization (GB):		PHS Portal	<input type="checkbox"/>	ClamAV - Ver 0.98.3	<input type="checkbox"/>
1st Partition	Free <input type="checkbox"/>			Microsoft Office	<input type="checkbox"/>
2nd Partition	<input type="checkbox"/>			BCP (BCP PC only)	<input type="checkbox"/>
				Backup PC (Bacula Web)	<input type="checkbox"/>

PAT ID: _____ MONITOR: _____ KEYBOARD: _____

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

Location: _____ Replaced: Unleaded: Loaned: Relocated:

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP	
Function	Not Function & Resolved	Function	Not Function & Resolved	Function	Not Function & Resolved
Verify Condition:		Verification:		Auto update disabled:	
Connection via LAN / USB	<input type="checkbox"/>	IWP	<input type="checkbox"/>	(a) Java (JDK 6 update 30)	<input type="checkbox"/>
Fan / Power Supply / Charger	<input type="checkbox"/>	KYM	<input type="checkbox"/>	(b) Internet Explorer 9 (64bits)	<input type="checkbox"/>
Hard Disk Utilization (GB):		PHS Portal	<input type="checkbox"/>	ClamAV - Ver 0.98.3	<input type="checkbox"/>
1st Partition	Free <input type="checkbox"/>			Microsoft Office	<input type="checkbox"/>
2nd Partition	<input type="checkbox"/>			BCP (BCP PC only)	<input type="checkbox"/>
				Backup PC (Bacula Web)	<input type="checkbox"/>

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

Signature & Stamp	Signature & Stamp
Customer Name	Engineer Name
Date	Date

LOW CHIN YEONG
Pegawai Farmasi U44
Klinik Kesihatan Gombak Setia
2/2/19

MUHAMMAD ANUAR B. AWALUDIN
PHIS & CPS Implementer
Pharmaniaga Logistic Sdn. Bhd.
2/2/19



PhIS & CPS PROJECT



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	PC05FLM0	V90IR4HN	0000875	HS515HA1S80	CPS/SEL-08/KKS-06/PCD-001	Outpatient Pharmacy	Procurement, Receiving, Distribution & Prepack
2	PC05FLH4	V90IR4H2	0002805	HS515HA1S7X	CPS/SEL-08/KKS-06/PCD-002	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing
3	PC05FLKC	V90IBZ43	0000844	HS515HA1SBV	CPS/SEL-08/KKS-06/PCD-003	Outpatient Pharmacy	Screening, Verification & Labelling 2
4	PC05FLJD	V90IBYZB	0000864	HS515HA1S86	CPS/SEL-08/KKS-06/PCD-004	Outpatient Pharmacy	Dispensing 1
5	PC05FLMB	V90IR4HF	0000874	HS515HA1S7Y	CPS/SEL-08/KKS-06/PCD-005	Outpatient Pharmacy	Dispensing 2
6	PC05FLM6	V90IR4G1	0000961	HS515HA1SC4	CPS/SEL-08/KKS-06/PCD-006	Outpatient Pharmacy	Medication Counselling & MTAC

2. TOSHIBA PRINTER

No.	TOSHIBA	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305N001184	CPS/SEL-08/KKS-06/THP-001	Outpatient Pharmacy	Procurement, Receiving, Distribution & Prepack
2	2305N001160	CPS/SEL-08/KKS-06/THP-002	Outpatient Pharmacy	Screening, Verification & Labelling

3. LASERJET PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMCB	CPS/SEL-08/KKS-06/LJP-001	Outpatient Pharmacy	Procurement, Receiving, Distribution

4. DISTRIBUTION

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI192706Y4	CPS/SEL-08/KKS-06/DSW-001	IT DEPARTMENT	Pantry



PhIS & CPS PROJECT



5. SERVER

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

6. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1520803477AF413	CPS/SEL-08/KKS-06/UPS-001	IT	Outpatient Pharmacy