

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

Klinik Kesihatan Gombak Utara

**JKN SELANGOR
(ZONE 10)**

1ST Preventive Maintenance Report

P.M. Date	05 FEBRUARY 2018
Report ID	PM/REPORT/Z10/KKGOMBAKUTARA
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	6/02/2018	Muhammad Anuar bin Awaluddin	Initial document	 MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementer Pharmaniaga Logistic Sdn. Bhd. 5/2/18

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	 MOHD IZWAN B. NURI JUSOFF Penolong Pegawai Tadbir (P1) / Klinik Kesihatan Batu 5 Combar
Designation / Department	
Date	



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Appendix A

Certificate of Acceptance



EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

**1ST Preventive Maintenance (2018)
For
Klinik Kesehatan Gombak Utara**

Summary findings for Preventive Maintenance conducted on 05/02/2018

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

Signature & Stamp:

<p><u>For PLSB</u></p>  Name: MUHAMMAD ANUAR D. AWALUDIN Designation: PhIS & CPS Implementer Date: 5/2/18 Pharmaniaga Logistic Sdn. Bhd.	<p><u>For Facility</u></p>  Name: Mochamad Nur Hafid Designation: Penanggungjawab IT dan ITU Klinik Kesehatan Gombak Utara Date: 5/2/18
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Appendix B

Preventive Maintenance Checklist

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

(FORM 2)

FACILITY : KLINIK KESIHATAN GOMBAK UTARA
 STATE : SELANGOR

DEPT : IT
 ZONE : 10

LOCATION : Outpatient Pharmacy

SERVER 1	SERVER 2	UPS
PAT ID : <u>CPS/SEL-08/KKS-10/SVR-001</u>	PAT ID : <u>CPS/SEL-08/KKS-10/UPS-001</u>	
SERIAL NO : <u>06FKYBW</u>	SERIAL NO : <u>1520703194AF413</u>	
MODEL : <u>IBM X3500 M5</u>	MODEL : <u>LIEBERT GXT3-1000RT230</u>	

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

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

Standard Task:

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

(For Hospital only)

PART II - SETUP & HEALTH CHECK

Function	SERVER 1		SERVER 2		UPS	
	Not Function & Resolved	Alert	Not Function & Unresolved	Alert	Not Function & Resolved	Alert
Run DSA & collect DSA Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVER 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVER 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N/A

Software/Firmware Version :

Software/Firmware	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	1.11			
IMM2	1.3			

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

Housekeeping:

Clear /tmp folder > 2 weeks
 Archive Log Files

Screenshot / attachment

Screenshot / attachment

Screenshot / attachment

Screenshot / attachment

**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	Ticket No	Alert	Ticket No
Perform Health Check:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage Manager Error Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage events logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HDD indicator lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enable read/write cache	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>

Software/Firmware Version :

Controller	Current	Updated
ESM		
Driver		

PART IV - FINDINGS / ALERTS / DETECTION **FURTHER ACTION / RECOMMENDATION**

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
 Customer Name
 Date


 5/2/18
 Klinik Kebidanan Suka & Keluarga

PHARMAIAGA LOGISTICS SDN BHD (PL98)

Signature & Stamp
 Engineer Name
 Date


 MUHAMMAD ANUAR B. AWALUDIN
 PMS & CPS Implementation
 PharmaIaga Logistic Sdn Bhd.
 5/2/18

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

(FORM 1)

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

PAT ID : **CPS/SEL-08/KKS-10/PCD-001** **DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER** Location : **Procurement, Receiving, Distribution, Medication Counsellin**
 S/N CPU : **PC05ELHW** MONITOR : **V901ETD3** MOUSE : **HS515HALSRU** Loaned : Unlocated : Relocated :

PART I - STANDARD TASK	PART II - STANDARD HEALTH CHECK	PART III - STANDARD SETUP			
All Device: Cleaning <input checked="" type="checkbox"/>	Verify Condition : Connection via LAN / USB <input type="checkbox"/> Fan/ Power Supply/ Charger <input type="checkbox"/> Hard Disk Utilization (GB) : 1st Partition <input type="checkbox"/> 112 2nd Partition <input type="checkbox"/> 135	Function <input checked="" type="checkbox"/> Not Function & Resolved <input type="checkbox"/> Not Function & Unresolved <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No <input type="checkbox"/> Verification: IWP <input checked="" type="checkbox"/> Auto update disabled: KYM <input checked="" type="checkbox"/> (a) Java (JDK 6 update 30) <input type="checkbox"/> PHIS Portal <input checked="" type="checkbox"/> (b) Internet Explorer 9 (64bits) <input type="checkbox"/> ClamAV - Ver 0.98.3 <input type="checkbox"/> Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/>	Function <input type="checkbox"/> Not Function & Resolved <input type="checkbox"/> Not Function & Unresolved <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No <input type="checkbox"/> Verification: IWP <input type="checkbox"/> Auto update disabled: KYM <input type="checkbox"/> (a) Java (JDK 6 update 30) <input type="checkbox"/> PHIS Portal <input type="checkbox"/> (b) Internet Explorer 9 (64bits) <input type="checkbox"/> ClamAV - Ver 0.98.3 <input type="checkbox"/> Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/>	Function <input type="checkbox"/> Not Function & Resolved <input type="checkbox"/> Not Function & Unresolved <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No <input type="checkbox"/> Verification: IWP <input type="checkbox"/> Auto update disabled: KYM <input type="checkbox"/> (a) Java (JDK 6 update 30) <input type="checkbox"/> PHIS Portal <input type="checkbox"/> (b) Internet Explorer 9 (64bits) <input type="checkbox"/> ClamAV - Ver 0.98.3 <input type="checkbox"/> Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/>	Updated Version <input type="checkbox"/>

PAT ID : **CPS/SEL-08/KKS-10/LIP-001** **DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER** Location : **Procurement, Receiving, Distribution, Medication Counsellin**
 S/N CPU : **451457LM2GLY8** MONITOR : MOUSE : Loaned : Unlocated : Relocated :

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

PAT ID : **CPS/SEL-08/KKS-10/THP-001** **DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER** Location : **Procurement, Receiving, Distribution, Medication Counsellin**
 S/N CPU : **2305N001129** MONITOR : MOUSE : Loaned : Unlocated : Relocated :

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

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

(FORM 1)

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

PAT ID : _____ MONITOR : _____ KEYBOARD : _____ MOUSE : _____
 S/N CPU : _____

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

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

PAT ID : _____ MONITOR : _____ KEYBOARD : _____ MOUSE : _____
 S/N CPU : _____

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

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

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT	CUSTOMER
Signature & Stamp Customer Name Date	Signature & Stamp Engineer Name Date PHARMANIAGA LOGISTICS SDN BHD (PLSB) MUHAMMAD ANUAR D. AWANGADIN PMS & CPS Implementer Pharmaniaga Logistic Sdn. Bhd. <i>S/PMS</i>



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Appendix C

Hardware Inventory List



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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	PC05FLHW	V901ETD3	0002761	HS515HA1S8U	CPS/SEL-08/KKS-10/PCD-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution, <i>Medication Counseling</i>

2. THERMAL PRINTER

No.	THERMAL	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305N001129	CPS/SEL-08/KKS-10/LJP-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution, <i>Medication Counseling</i>

3. LASERJET PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GLY8	CPS/SEL-08/KKS-10/LJP-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution, <i>Medication Counseling</i>

4. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FKYBW	CPS/SEL-08/KKS-10/SVR-001	OUTPATIENT PHARMACY	OUTPATIENT PHARMACY

5. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1520703194AF413	CPS/SEL-08/KKS-10/UPS-001	OUTPATIENT PHARMACY	OUTPATIENT PHARMACY