



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

Klinik Kesihatan Hulu Kelang

**JKN SELANGOR
(ZONE 10)**

1st Preventive Maintenance Report

P.M. Date	02 FEBRUARY 2018
Report ID	PM/REPORT/Z10/KKHULUKELANG
Report Version	V1.0



PhIS & CPS PROJECT



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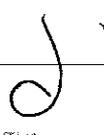
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Revision History:

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	 2/2/18 JIMMU ADANI BINTI ISMAIL RPH NO. 012529 Pegawai Farmasi UF44 Unit Kesihatan Hulu Kelang
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 Kesihatan Hulu Kelang**

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

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

Signature & Stamp:

<p><u>For PLSB</u></p>  <p>Name: MUHAMMAD ANUAR B. AWAL UDDIN PhIS & CPS Implem. Pharmaniaga Logistic Sdn. Bhd. Date: 2/2/18</p>	<p><u>For Facility</u></p>  <p>Name: UMMU ADANI BINTI ISMAIL RPH NO. 012529 Pegawai Farmasi UF44 Klinik Kesihatan Hulu Kelang 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 HULU KELANG**
STATE : **SELANGOR**

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

LOCATION : **Outpatient Pharmacy**

SERVER 1	SERVER 2	UPS
PAT ID : _____ SERIAL NO : _____ MODEL : _____	PAT ID : _____ SERIAL NO : _____ MODEL : _____	PAT ID : _____ SERIAL NO : _____ MODEL : _____

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

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

Standard Task:

- Cleaning
- Verify Condition :
- Connection via LAN / USB
- Fan/ Power Supply
- Light path Diagnosis panel
- UTP Cable connect to switch
- HA Gateway to Core Switch *(For Hospital only)*

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

Function	SERVER 2		UPS	
	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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Function	SERVER 2		UPS	
	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By pass Test
Webcard
Multilink
Backup Tape
Qty

PART II - SETUP & HEALTH CHECK

Function	SERVER 1		SERVER 2	
	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
<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"/>

Run DSA & collect DSA Log
SERVER 1
SERVER 2

Software/Firmware Version :

Current	Updated
0.98.3	
2.2.6	
5.2.12	
3.1.2.2	
1-12	
1-15	

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

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

N/A

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

(FORM 2)

PAT ID : _____
 SERIAL NO: _____
 TYPE : STORAGE

N/A

Function	Not Function & Unresolved	
	Alert	Ticket No
Perform Health Check	<input type="checkbox"/>	
Storage Manager Error Alerts	<input type="checkbox"/>	
Storage events logs	<input type="checkbox"/>	
HDD indicator lights	<input type="checkbox"/>	
Enable read/write cache	<input type="checkbox"/>	
Enable Media Scan both at controller level and LUN level	<input type="checkbox"/>	

Software/Firmware Version :

Controller	Current	Updated
ESM		
Driver		

PART IV - FINDINGS / ALERTS / DETECTION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
 UMMU ADANI BINTI ISMAIL
 RPH NO. 012529
 Pegawai Farmasi DF-44
 Klinik Kesihatan Hulu Kelang

2/2/18

PHARMAIAGA LOGISTICS SDN BHD (PLS)

Signature & Stamp
 Engineer Name
 Date

MUHAMMAD ANUAR B. AWALUDDIN
 PMS & CPS implementer
 PharmaIaga Logistic Sdn. Bhd.
 2/2/18

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

(FORM 1)

STATE : SELANGOR ZONE : 10

DEPT : OUTPATIENT PHARMACY LOCATION :

KLINIK KESIHATAN HULU KELANG DEPT : OUTPATIENT PHARMACY LOCATION : ZONE : 10

PAT ID : CPS/SEL-08/KKS-09/PCD-001 DEPT : OUTPATIENT PHARMACY LOCATION : ZONE : 10

S/N CPU : PC05FLJC MONITOR : V901ERV7 KEYBOARD : 0000869 MOUSE : H5515HA15BH LOANED : UNLOANED : RELOCATED :

DESKTOP / ANOTEBOOK / LASERJET / THERMAL PRINTER Location : Procurement, Receiving, Distribution, Medication Counsellin

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP					
Function	Not Function & Resolved	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved	Not Function & Resolved	Current Version	Updated Version
All Device: Cleaning	<input checked="" type="checkbox"/>				Verify Condition : Connection via LAN / USB	<input checked="" type="checkbox"/>			
Desktop/Notebook: Device is harden	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Fan/ Power Supply/ Charger	<input checked="" type="checkbox"/>			
MEMORY : 2 GB <input checked="" type="checkbox"/> 4 GB <input type="checkbox"/>					Hard Disk Utilization (GB) :	Used	Free		
					1st Partition	118	120		
					2nd Partition	706	156		

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)

PAT ID : CPS/SEL-08/KKS-09/LIP-001 DEPT : OUTPATIENT PHARMACY LOCATION : ZONE : 10

S/N CPU : 451457LM2GMCL MONITOR : KEYBOARD : MOUSE : LOANED : UNLOANED : RELOCATED :

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER Location : Procurement, Receiving, Distribution, Medication Counsellin

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP					
Function	Not Function & Resolved	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved	Not Function & Resolved	Current Version	Updated Version
All Device: Cleaning	<input checked="" type="checkbox"/>				Verify Condition : Connection via LAN / USB	<input checked="" type="checkbox"/>			
Desktop/Notebook: Device is harden	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Fan/ Power Supply/ Charger	<input checked="" type="checkbox"/>			
MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>					Hard Disk Utilization (GB) :	Used	Free		
					1st Partition				
					2nd Partition				

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)

PAT ID : CPS/SEL-08/KKS-09/THP-001 DEPT : OUTPATIENT PHARMACY LOCATION : ZONE : 10

S/N CPU : 2505N001210 MONITOR : KEYBOARD : MOUSE : LOANED : UNLOANED : RELOCATED :

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER Location : Procurement, Receiving, Distribution, Medication Counsellin

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP					
Function	Not Function & Resolved	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved	Not Function & Resolved	Current Version	Updated Version
All Device: Cleaning	<input checked="" type="checkbox"/>				Verify Condition : Connection via LAN / USB	<input checked="" type="checkbox"/>			
Desktop/Notebook: Device is harden	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Fan/ Power Supply/ Charger	<input checked="" type="checkbox"/>			
MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>					Hard Disk Utilization (GB) :	Used	Free		
					1st Partition				
					2nd Partition				

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)

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY : **KLINIK KESIHATAN HULU KELANG** DEPT : **OUTPATIENT PHARMACY** LOCATION : **STATE : SELANGOR** ZONE : **10**

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PAT ID : _____ MONITOR : N/A KEYBOARD : _____ MOUSE : _____

S/N CPU : _____ LEARNED : UNLOCATED : RELOCATED : LOCATION : _____

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP						
Function	Not Function & Resolved	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
All Device: Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify Condition : Connection via LAN / USB	<input type="checkbox"/>				
Desktop/Notebook: Device is harden	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fan/ Power Supply/ Charger	<input type="checkbox"/>				
MEMORY : 2 GB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard Disk Utilization (GB) :	<input type="checkbox"/>				
4 GB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st Partition	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd Partition	<input type="checkbox"/>				

Verification: IWP KYM PHS Portal

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)

PAT ID : _____ MONITOR : N/A KEYBOARD : _____ MOUSE : _____

S/N CPU : _____ LEARNED : UNLOCATED : RELOCATED : LOCATION : _____

DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER

PAT ID : _____ MONITOR : N/A KEYBOARD : _____ MOUSE : _____

S/N CPU : _____ LEARNED : UNLOCATED : RELOCATED : LOCATION : _____

PART I - STANDARD TASK		PART II - STANDARD HEALTH CHECK		PART III - STANDARD SETUP						
Function	Not Function & Resolved	Not Function & Unresolved	Alert	Ticket No	Function	Not Function & Resolved	Function	Not Function & Resolved	Current Version	Updated Version
All Device: Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verify Condition : Connection via LAN / USB	<input type="checkbox"/>				
Desktop/Notebook: Device is harden	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fan/ Power Supply/ Charger	<input type="checkbox"/>				
MEMORY : 2 GB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard Disk Utilization (GB) :	<input type="checkbox"/>				
4 GB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1st Partition	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd Partition	<input type="checkbox"/>				

Verification: IWP KYM PHS Portal

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)

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
Customer Name
Date

Signature & Stamp
Engineer Name
Date

PHARMA NIAGA LOGISTICS SDN BHD (PLS)

MUHAMMAD ANUAR B. AWALUDDIN
Fois & CPS Implementer
Pharmaniaga Logistic Sdn. Bhd.



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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	PC05FLIC	V901ERV7	0000869	HS515HA15BH	CPS/SEL-08/KKS-09/PCD-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution

2. THERMAL PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305N001210	CPS/SEL-08/KKS-09/LJP-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution, <i>Medication Counseling</i>

3. LASERJET PRINTER

No.	LASERJET	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMCL	CPS/SEL-08/KKS-09/LJP-001	OUTPATIENT PHARMACY	Procurement, Receiving, Distribution, <i>Medication Counseling</i>

4. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FKYCF	CPS/SEL-08/KKS-09/SVR-001	OUTPATIENT PHARMACY	OUTPATIENT PHARMACY

5. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1520603193AF413	CPS/SEL-08/KKS-09/UPS-001	OUTPATIENT PHARMACY	OUTPATIENT PHARMACY