



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

Klinik Kesihatan Ijok

**JKN SELANGOR
(ZONE 9)**

1ST Preventive Maintenance Report

P.M. Date	2 MEI 2018
Report ID	PM/REPORT/Z9/KKIJOK
Report Version	V1.0



PhIS & CPS PROJECT



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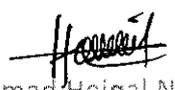
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PHIS & CPS PROJECT



Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	2. 5. 18	Ahmad Heiqal Bin Noor Zaman	Initial document	 Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd.

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	 SAYEEDA ZAINAB BT HASNOR RPh18975 Pegawai Farmasi UF48 Klinik Kesihatan Ijok
Designation / Department	
Date	2. 5. 18



PhIS & CPS PROJECT



Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)

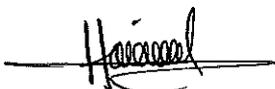
For

Klinik Kesihatan Ijok

Summary findings for Preventive Maintenance conducted on : 2.5.18

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

Signature & Stamp:

<p><u>For PLSB</u></p> <div style="text-align: center;">  </div> <p>Name: Ahmad Heiqal Noor Zaman Designation: Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Date:</p>	<p><u>For Facility</u></p> <div style="text-align: center;">  </div> <p>SAYEEDA ZAINAB BT HASNOR RP# 8975 Pegawai Farmasi UF48 Klinik Kesihatan Ijok</p> <p>Name: Designation: Date: 2-5-18</p>
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Appendix B

Preventive Maintenance Checklist

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

(FORM 2)

LOCATION : Procurement, Distribution, Medication Counseling & MTAC

FACILITY : KK IJOK

STATE : SELANGOR

ZONE : 9

SERVER 1	SERVER 2	UPS
PAT ID : CPS/SEL-05/KKS-01/SVR-001	PAT ID : CPS/SEL-05/KKS-01/UPS-001	
SERIAL NO : 06FZMLV	SERIAL NO : 15Z3503448AF413	
MODEL : LENOVO X3650 M5	MODEL : LIEBERT 3KVA	

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

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

Standard Task:

Cleaning

Verify Condition :

Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
Connection via LAN / USB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fan/ Power Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light Path Diagnosis panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
UTP Cable connect to switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HA Gateway to Core Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

UPS

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

Available	Faulty	Type

Backup Tape _____
City _____

PART II - SETUP & HEALTH CHECK

Run DSA & collect DSA Log

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

Current	Updated
ClamAV	0.99.1
Zabbix	2.2.6
Beclia	5.2.12
Glassfish	3.1.2.2
UEFI	1.2
IMM2	1.92

System Software

Current	Updated
SUSE LINUX (OS)	X86_64
Kernel	3.0.75
GCC	4.3.4

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 & Reserved		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	Updated
ESM	
Driver	

PART IV - FINDINGS / ALERTS / DETECTION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
 Customer Name
 Date


SAYEEDA ZAINAB BT HASNOR
 RPH 8375
 Pegawai Farmasi UJ48
 Klinik Kesihatan Jok

2.5.18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
 Engineer Name
 Date


Ahmad Heiqal Noor Zaman
 Field Technical Engineer
 Pharmaniaga Logistics Sdn. Bhd.

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

(FORM 3)

FACILITY : KK UOK DEPT : IT LOCATION : SELANGOR STATE : SELANGOR ZONE : 9

PAY ID : CPS/SEL-05/KKS-01/DSW-001 CORE SWITCH / DISTRIBUTION SWITCH Location : Procurement, Distribution, Medication Counselin

SERIAL NO: DN119210BK0

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
Cleaning <input checked="" type="checkbox"/> Verify Condition : Cable & Connection Power Supply Check LED Status System LED Master LED STACK ID	<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PAT ID : _____ 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
Cleaning <input type="checkbox"/> Verify Condition : Cable & Connection Power Supply Check LED Status System LED Master LED STACK ID	<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"/>

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

PART V - ACKNOWLEDGEMENT

PHARMANIAGA LOGISTICS SDN BHD (PLSB)	
Signature & Stamp	
Engineer Name	Ahmad Heiqal Noor Zaman
Date	Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd.

Signature & Stamp	
Customer Name	SAYEEDA ZAINAB BT HASNOR
Date	RPh 8375 Pegawai Farmasi UF48 Klinik Kesihatan Ijok 2.5.18

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

FACILITY: **KK IJOK** DEPT: **OUTPATIENT PHARMACY** LOCATION: **SELANGOR** STATE: **SELANGOR** ZONE: **9**

PAT ID : **CPS/SEL-05/KKS-01/PCD-001** MONITOR: **V901W6R3** KEYBOARD : **0012153** MOUSE: **5G344F3493B** Location: **Recruitment, Distribution, Medication Counseling & MTKA**
S/N CPU : **PC071ARM** N/A Loaned Unlocated Released

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	Function	Not Function & Resolved
All Devices: Cleaning	<input checked="" type="checkbox"/>	Alert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Free	Ticket No		Auto update disabled:			
* Device is harden	<input type="checkbox"/>	Alert	<input type="checkbox"/>	(a) Java (JDK 6 update 30)			
MEMORY : 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/>	120	Ticket No		(b) Internet Explorer 9 (64bits)			
	75.9	Alert	<input type="checkbox"/>	ClamAV - Ver 0.99.1			
		Ticket No		Microsoft Office			
		Alert	<input type="checkbox"/>	BCP (BCP PC only)			
		Ticket No		Backup PC (Bacula Web)			
		Alert	<input type="checkbox"/>	IOS Version - TAB only			

PAT ID : **CPS/SEL-05/KKS-01/PCD-402** MONITOR: **V901W6R0** KEYBOARD : **0001339** MOUSE: **5G344F3493B** Location: **Screening, Verification, Labeling & Dispensing**
S/N CPU : **PC071D7B** N/A Loaned Unlocated Released

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	Function	Not Function & Resolved
All Devices: Cleaning	<input checked="" type="checkbox"/>	Alert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Free	Ticket No		Auto update disabled:			
* Device is harden	<input type="checkbox"/>	Alert	<input type="checkbox"/>	(a) Java (JDK 6 update 30)			
MEMORY : 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/>	123	Ticket No		(b) Internet Explorer 9 (64bits)			
	77.7	Alert	<input type="checkbox"/>	ClamAV - Ver 0.99.1			
		Ticket No		Microsoft Office			
		Alert	<input type="checkbox"/>	BCP (BCP PC only)			
		Ticket No		Backup PC (Bacula Web)			
		Alert	<input type="checkbox"/>	IOS Version - TAB only			

PAT ID : **CPS/SEL-05/KKS-01/PCD-003** MONITOR: **V901W6PL** KEYBOARD : **0001338** MOUSE: **5G344F3482B** Location: **Screening, Verification, Labeling & Dispensing**
S/N CPU : **PC071D4Y** N/A Loaned Unlocated Released

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	Function	Not Function & Resolved
All Devices: Cleaning	<input checked="" type="checkbox"/>	Alert	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>	Free	Ticket No		Auto update disabled:			
* Device is harden	<input type="checkbox"/>	Alert	<input type="checkbox"/>	(a) Java (JDK 6 update 30)			
MEMORY : 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/>	124	Ticket No		(b) Internet Explorer 9 (64bits)			
	76.5	Alert	<input type="checkbox"/>	ClamAV - Ver 0.99.1			
		Ticket No		Microsoft Office			
		Alert	<input type="checkbox"/>	BCP (BCP PC only)			
		Ticket No		Backup PC (Bacula Web)			
		Alert	<input type="checkbox"/>	IOS Version - TAB only			

NOTE: Device is harden = "Yes", task complete. If = "No", Inform IT / Facility Representative

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY :	DEPT :	LOCATION :	STATE :	ZONE :	
PAT ID :	DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/TAB				
S/N CPU :	MONITOR :	KEYBOARD :	MOUSE :	Location : Procurement, Distribution, Medication Counseling & MTA	
	N/A <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>	Leaned <input type="checkbox"/> Relocated <input type="checkbox"/>	
PART I - STANDARD TASK					
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"/> Storage (TAB only) <input type="checkbox"/>	Not Function & Resolved	Net Function & Unresolved Alert <input type="checkbox"/> Ticket No <input type="checkbox"/>	Function <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Used <input type="checkbox"/>	Verification: IWP <input type="checkbox"/> KYM <input type="checkbox"/> PHIS Portal <input type="checkbox"/>
Desktop/Notebook/TAB: Yes No N/A <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	* Device is harden <input type="checkbox"/>	MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>	Auto update disabled: (a) Java (JKD 6 update 30) <input type="checkbox"/> (b) Internet Explorer 9 (64bits) <input type="checkbox"/> ClamAv - Ver 0.99.1 <input type="checkbox"/> Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/> IOS Version - TAB only <input type="checkbox"/>		
PAT ID : CPS/SEL-05/KKS-01/THP-001 Location : Screening, Verification, Labeling & Dispensing S/N CPU : 2305P002013 Leaned <input type="checkbox"/> Relocated <input type="checkbox"/>					
PART II - STANDARD HEALTH CHECK					
All Device: Cleaning <input 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"/> Storage (TAB only) <input type="checkbox"/>	Not Function & Resolved	Net Function & Unresolved Alert <input type="checkbox"/> Ticket No <input type="checkbox"/>	Function <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Used <input type="checkbox"/>	Verification: IWP <input type="checkbox"/> KYM <input type="checkbox"/> PHIS Portal <input type="checkbox"/>
Desktop/Notebook/TAB: Yes No N/A <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	* Device is harden <input type="checkbox"/>	MEMORY : 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/>	Auto update disabled: (a) Java (JKD 6 update 30) <input type="checkbox"/> (b) Internet Explorer 9 (64bits) <input type="checkbox"/> ClamAv - Ver 0.99.1 <input type="checkbox"/> Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/> IOS Version - TAB only <input type="checkbox"/>		
PAT ID : CPS/SEL-05/KKS-01/THP-001 Location : Screening, Verification, Labeling & Dispensing S/N CPU : 2305P002013 Leaned <input type="checkbox"/> Relocated <input type="checkbox"/>					
PART III - STANDARD SETUP					
Function Not Function & Resolved Current Version Updated Version <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 / ALERTS / DETECTION					
PART V - ACKNOWLEDGEMENT					
Signature & Stamp Customer Name Date	SAYEREDA ZAINAB BT HASNOR RPI 8975 Pegawai Penerimaan Uf48 Klinik Kesihatan Jjok 2.5.18	PHARMANIAGA LOGISTICS SDN BHD (PLSB) Signature & Stamp Engineer Name Date			



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	PC071ARM	V901W6R3	0012153	5G34502279B	CPS/SEL-05/KKS-01/PCD-001	Outpatient Pharmacy	Procurement, Distribution, Medication Counseling & MTAC
2	PC071D7B	V901W6R0	0001339	5G344F3493B	CPS/SEL-05/KKS-01/PCD-002	Outpatient Pharmacy	Screening, Verification, Labeling & Dispensing
3	PC071D4Y	V901W6PL	0001338	5G344F3482B	CPS/SEL-05/KKS-01/PCD-003	Outpatient Pharmacy	Screening, Verification, Labeling & Dispensing

2. LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMNH	CPS/SEL-05/KKS-01/LJP-001	Outpatient Pharmacy	Procurement, Distribution, Medication Counseling & MTAC

3. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMLV	CPS/SEL-05/KKS-01/SVR-001	IT	Procurement, Distribution, Medication Counseling & MTAC

4. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523503448AF413	CPS/SEL-05/KKS-01/UPS-001	IT	Procurement, Distribution, Medication Counseling & MTAC

5. THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P002013	CPS/SEL-05/KKS-01/THP-001	Outpatient Pharmacy	Screening, Verification, Labeling & Dispensing



PHIS & CPS PROJECT



6. SWITCH

No.	DSW S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19210BKD	CPS/SEL-05/KKS-01/DSW-001	IT	Procurement, Distribution, Medication Counseling & MTAC