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

Klinik Kesihatan Jeram

JKN SELANGOR (ZONE 9)

1ˢᵀ Preventive Maintenance Report

P.M. Date	Ꝭ MAY 2018
Report ID	PM/REPORT/Z9/KKJERAM
Report Version	V1.0

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.
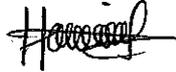
Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	NG SIEW FEN Pegawai Farmasi UF41 Klinik Kesihatan Jeram Reg No. 013724
Designation / Department	
Date	2/5/18

Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Jeram

Summary findings for Preventive Maintenance conducted on : ੨.5. 18

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

Signature & Stamp:

For PLSB	For Facility
Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Name: Designation: Date:	NG SIEW FEN Pegawai Farmasi UF41 Klinik Kesihatan Jeram Reg No. 013724 Name: Designation: Date:

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

FACILITY : **KK JERAM**

STATE : **SELANGOR**

ZONE : **9**

IT

LOCATION : Procurement, Receiving, Distribution

SERVER 1

PAT ID :	CPS/SEL-05/KKS-03/SVR-001
SERIAL NO :	06FZMLK
MODEL :	LENOVO X3650 M5

SERVER 2

PAT ID :	
SERIAL NO :	
MODEL :	LENOVO X3650 M5

UPS

PAT ID :	CPS/SEL-05/KKS-03/UPS-001
SERIAL NO :	1523S03456AF413
MODEL :	LIEBERT 3KVA

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			
	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
Cleaning	√								

Verify Condition :

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

PART II - SETUP & HEALTH CHECK

Run DSA & collect DSA Log

		SERVER 1				SERVER 2			
	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
SERVER 1	√		☐							
SERVER 2	☐		☐							

Software/Firmware Version :

	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
ClamAV	0.99.1		0.99.1	
Zabbix	2.2.6		2.2.6	
Bacula	5.2.12		5.2.12	
Glassfish	3.1.2.2		3.1.2.2	
UEFI	1.2		1.2	
IMM2	1.92		1.92	

System Software

	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
SUSE LINUX (OS)	X86_64		X86_64	
Kernel	3.0.75		3.0.75	
GCC	4.3.4		4.3.4	

Housekeeping:

	SERVER 1	SERVER 2
Clear /tmp folder > 2 weeks	☐	Screenshot / attachment
Archive Log Files	☐	Screenshot / attachment

UPS

	Function	Not Function & Resolved	Alert	Not Function & Unresolved	Ticket No
By pass Test	√		☐		
Webcard		√	☐		
Multilink		√	☐		

	Available	Faulty	Type
Backup Tape Qty			

N/A ☐

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

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	Engineer Name
Date	Date
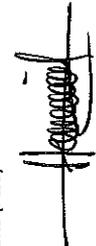
NG SIEW FEN
Pegawai Farmasi UF4
Klinik Kesihatan Jeram
Reg No. 013724

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

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWITCH / DISTRIBUTION SWITCH)

FACILITY :	KK JERAM	DEPT : IT	LOCATION :	STATE :	SELANGOR	ZONE :

| PAT ID : | CPS/SEL-05/KKS-03/DSW-001 | | CORE SWTICH / DISTRIBUTION SWITCH | | Location : | Procurement, Receiving, Distribution |
| SERIAL NO: | DNI19260B0H | | | Loaned ☐ Unlocated ☐ Relocated ☐ | | |

PART I - STANDARD TASK

		PART II - STANDARD HEALTH CHECK				
			Function	Not Function & Resolved	Not Function & Unresolved	
					Alert	Ticket No
Cleaning	☑	**Verify Condition :**				
		Cable & Connection	☑	☐	☐	
		Power Supply	☑	☐	☐	
		Check LED Status				
		System LED	☑	☐	☐	
		Master LED	☑	☐	☐	
		STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
SSH Access & Connection				
Execute Putty to start	☑	☐	☐	
Specify the IP to connect	☑	☐	☐	
Test Login	☑	☐	☐	
Test & Verify Management IP via console access	☐	☐	☐	

| PAT ID : | | | CORE SWITCH / DISTRIBUTION SWITCH | | Location : | |
| SERIAL NO: | | | | Loaned ☐ Unlocated ☐ Relocated ☐ | | |

PART I - STANDARD TASK

		PART II - STANDARD HEALTH CHECK				
			Function	Not Function & Resolved	Not Function & Unresolved	
					Alert	Ticket No
Cleaning	☐	**Verify Condition :**				
		Cable & Connection	☐	☐	☐	
		Power Supply	☐	☐	☐	
		Check LED Status				
		System LED	☐	☐	☐	
		Master LED	☐	☐	☐	
		STACK ID	☐	☐	☐	

PART III - STANDARD SETUP

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

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Signature & Stamp	Signature & Stamp
NG SIEW FED	Ahmad Heiqal Noor Zaman
Pegawai Farmasi UF41	Field Technical Engineer
Klinik Kesihatan Jeram	Pharmaniaga Logistics Sdn. Bhd.
Reg No. 013724	
Customer Name	Engineer Name
Date 24/3/18	Date

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

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

Device 1

PAT ID: CPS/SEL-05/KKS-03/PCD-001 **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB** Location: Procurement, Receiving, Distribution

S/N CPU: **PC071D83** KEYBOARD: **V901W6RB** MONITOR: N/A MOUSE: **5G345E3244B** N/A Loaned ☐ Unlocated ☐ Relocated ☐

PART I – STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☑ N/A ☐
- * 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):

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
1st Partition	☑		☐	☐	
2nd Partition	☑		☐	☐	
Storage (TAB only)					

	Used	Free
1st Partition	136	103
2nd Partition	77.3	135

PART III – STANDARD SETUP

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 0.99.1	☑	☐	☑	
Microsoft Office	☑	☐	☑	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only				

Device 2

PAT ID: CPS/SEL-05/KKS-03/PCD-002 **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB** Location: Screening, Verification, Labelling & Dispensing

S/N CPU: **PC071D82** KEYBOARD: **V901W6PP** MONITOR: N/A MOUSE: **5G345E3263B** N/A Loaned ☐ Unlocated ☐ Relocated ☐

PART I – STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☑ N/A ☐
- * 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):

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
1st Partition	☑		☐	☐	
2nd Partition	☑		☐	☐	
Storage (TAB only)					

	Used	Free
1st Partition	134	105
2nd Partition	77.8	134

PART III – STANDARD SETUP

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 0.99.1	☑	☐	☑	
Microsoft Office	☑	☐	☑	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only				

Device 3

PAT ID: CPS/SEL-05/KKS-03/LJP-001 **DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB** Location: Procurement, Receiving, Distribution

S/N CPU: **451457LM2GL2H** KEYBOARD: MONITOR: N/A MOUSE: N/A ☑ Loaned ☐ Unlocated ☐ Relocated ☐

PART I – STANDARD TASK

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐
- * 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):

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert	Ticket No	
1st Partition	☑		☐	☐	
2nd Partition	☑		☐	☐	
Storage (TAB only)					

	Used	Free
1st Partition		
2nd Partition		

PART III – STANDARD SETUP

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 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	
IOS Version – TAB only				

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

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACULTY :   LOCATION :   DEPT :   STATE :   ZONE :

PAT ID : CPS/SEL-05/KKS-03/THP-001   DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB   Location : Screening ,Verification, Labelling & Dispensing

S/N CPU : 2305P000386   MONITOR :   MOUSE :   KEYBOARD :   Loaned ☐   Unlocated ☐   Relocated ☐

PART I – STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐   No ☐   N/A ☐
* Device is harden
MEMORY :   2 GB ☐   4 GB ☐

PART II – STANDARD HEALTH CHECK   N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☑		☐	
Fan/ Power Supply/ Charger	☑	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)			☐	

PART III – STANDARD SETUP   N/A ☑

	Function	Not Function & Resolved			
Verification :					
IWP	☐	☐			
KYM	☐	☐			
PhIS Portal	☐	☐			

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version - TAB only

	Function	Not Function & Resolved	Current Version	Updated Version

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PART I – STANDARD TASK

PAT ID :
S/N CPU :

MONITOR :   MOUSE :   KEYBOARD :   DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB   Location :   Loaned ☐   Unlocated ☐   Relocated ☐

All Device:
Cleaning ☐

Desktop/Notebook/TAB: Yes ☐   No ☐   N/A ☐
* Device is harden
MEMORY :   2 GB ☐   4 GB ☐

PART II – STANDARD HEALTH CHECK   N/A ☐

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition :				
Connection via LAN / USB	☐		☐	
Fan/ Power Supply/ Charger	☐	☐	☐	
Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition			☐	
2nd Partition			☐	
Storage (TAB only)			☐	

PART III – STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved			
Verification :					
IWP	☐	☐			
KYM	☐	☐			
PhIS Portal	☐	☐			

Auto update disabled:
(a) Java (JKD 6 update 30)
(b) Internet Explorer 9 (64bits)
ClamAv - Ver 0.99.1
Microsoft Office
BCP (BCP PC only)
Backup PC (Bacula Web)
IOS Version - TAB only

	Function	Not Function & Resolved	Current Version	Updated Version

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PART IV – FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V – ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp

NG SIEW EEN
Pegawai Farmasi UP41
Klinik Kesihatan Seram
Reg No. 013724

Customer Name

Date

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

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

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	PC071D83	V901W6RB	0003109	5G345E3244B	CPS/SEL-05/KKS-03/PCD-001	Outpatient Pharmacy	Procurement, Receiving, Distribution
2	PC071D82	V901W6PP	0003112	5G345E3263B	CPS/SEL-05/KKS-03/PCD-002	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GLZH	CPS/SEL-05/KKS-03/LJP-001	Outpatient Pharmacy	Procurement, Receiving, Distribution

3.NETWORK SWITCH

No.	SW S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19260B0H	CPS/SEL-05/KKS-03/DSW-001	IT	Procurement, Receiving, Distribution

4.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMLK	CPS/SEL-05/KKS-03/SVR-001	IT	Procurement, Receiving, Distribution

5.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523503456AF413	CPS/SEL-05/KKS-03/UPS-001	IT	Procurement, Receiving, Distribution

6.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P000386	CPS/SEL-05/KKS-03/THP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing

PhIS