



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

Klinik Kesihatan Kaki Bukit

**JKN PERLIS
(ZONE 1)**

1st Preventive Maintenance Report

| | |
|-----------------------|-----------------------------|
| P.M. Date | 26 FEBRUARY 2019 |
| Report ID | PM/REPORT/ZONE1/KKKAKIBUKIT |
| Report Version | V1.0 |



PHIS & CPS PROJECT

pharmaniaga

2019

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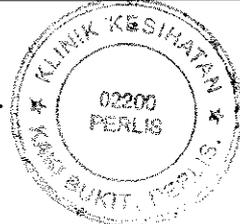
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Revision History:

| Ver. No | Date of Release | Consolidated by | List of Changes from Previous Version | Signature & Date |
|---------|-----------------|--------------------|---------------------------------------|---|
| 1.0 | 26/02/2019 | Mohd Rizal Shaarin | Initial document |  Mohd Rizal Shaarin Field Technical Engineer |
| | | | | |

Verified and Acknowledged by facility:

| Received / Acknowledged by facility | |
|-------------------------------------|---|
| Name | Siti Nurul Asyikin B. Abd Rahman Dan UP PF 41 |
| Signature / Company Stamp |  Klinik Kesihatan Bako Bhd.  |
| Designation / Department | |
| Date | |



PHIS & CPS PROJECT

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Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1st Preventive Maintenance (2019)

For

Klinik Kesihatan Kaki Bukit

Summary findings for Preventive Maintenance conducted on 26/02/2019

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

Signature & Stamp:

| | |
|---|--|
| <p><u>For PLSB</u></p>  <p>Name: Mohd Rizal Shaarin Field Technical Engineer Date: 26/2/2019</p> | <p><u>For Facility</u></p>   <p>Name: Shahul Bahar bin Abd Rahman Oday Designation: Pegawai Perbaikan, VR PP 4/ Date: 26/2/19</p> |
|---|--|



Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

ZONE : 1

STATE : PERLIS

LOCATION :

DEPT : OUTPATIENT PHARMACY

FACILITY : KLINIK KESIHATAN KAKI BUKIT

PAT ID : CPS/PLS-01/KKS-08/PCD-001
 S/N CPU : PC05FKZY
 MONITOR : V901TYGR
 KEYBOARD : 0002329
 MOUSE : 5H579HL601B
 Location : Screening, Verification, Labeling & Dispensing
 Repeated : Unlocated : Loaned :

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB
 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verification:
 IWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PART III - STANDARD SETUP
 Function Not Function & Resolved Current Version Updated Version

PAT ID : CPS/PLS-01/KKS-08/IJP-001
 S/N CPU : 45146PLM2X28V
 MONITOR :
 KEYBOARD :
 MOUSE :
 Location : Screening, Verification, Labeling & Dispensing
 Repeated : Unlocated : Loaned :

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB
 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verification:
 IWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PART III - STANDARD SETUP
 Function Not Function & Resolved Current Version Updated Version

PAT ID : CPS/PLS-01/KKS-08/THP-001
 S/N CPU : 2305Y000853
 MONITOR :
 KEYBOARD :
 MOUSE :
 Location : Screening, Verification, Labeling & Dispensing
 Repeated : Unlocated : Loaned :

PART I - STANDARD TASK
 N/A
 Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
 Hard Disk Utilization (GB):
 1st Partition
 2nd Partition
 MEMORY : 2 GB
 4 GB

PART II - STANDARD HEALTH CHECK
 N/A
 Verification:
 IWP
 KYM
 PHIS Portal
 Auto update disabled:
 (a) Java (JDK 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PART III - STANDARD SETUP
 Function Not Function & Resolved Current Version Updated Version

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY: **KLINIK KESIHATAN KAKI BUKIT** DEPT: **OUTPATIENT PHARMACY** LOCATION: **PERLIS** STATE: **PERLIS** ZONE: **1**

PAT ID : **CD3 PLS-01 / KLS-08 / PCD-002** LOCATION: **DESKTOP / NOTEBOOK / LASERJET / THERMAL-PRINTER**

S/N CPU : **PC07UGON** MONITOR: **V901MUE3** KEYBOARD: **0002414** MOUSE: **5H573D3988B** Relocated: Unlocated:

PART I - STANDARD TASK N/A

Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition
 2nd Partition
MEMORY : 2 GB 4 GB

Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition
 2nd Partition
MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK N/A

| Function | Not Function & Resolved | Alert | Ticket No |
|-------------------------------------|--------------------------|--------------------------|-----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Used | Free | Alert | Ticket No |
| 139 | 100 | <input type="checkbox"/> | |
| 75.6 | 136 | <input type="checkbox"/> | |

Verification:
 IWP
 KYM
 PHIS Portal

Auto update disabled:
 (a) Java (UKD 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PAT ID : _____ MONITOR: _____ KEYBOARD: _____ MOUSE: _____

Location: _____ Relocated: Unlocated:

PART III - STANDARD SETUP N/A

Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition
 2nd Partition
MEMORY : 2 GB 4 GB

Verify Condition :
 Connection via LAN / USB
 Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
 1st Partition
 2nd Partition
MEMORY : 2 GB 4 GB

PART II - STANDARD HEALTH CHECK N/A

| Function | Not Function & Resolved | Alert | Ticket No |
|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Used | Free | Alert | Ticket No |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

Verification:
 IWP
 KYM
 PHIS Portal

Auto update disabled:
 (a) Java (UKD 6 update 30)
 (b) Internet Explorer 9 (64bits)
 ClamAV - Ver 0.99.1
 Microsoft Office
 BCP (BCP PC only)
 Backup PC (Bacula Web)

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp *[Signature]*
 Customer Name **Shahmi Basim bin Abdullah bin Ruzman bin**
 Date **26/2/19**

Signature & Stamp *[Signature]*
 Engineer Name **Mohd Rizal Shaarin**
 Date **26/2/2019**

PHARMANIAGA LOGISTICS SDN BHD (PLSB)



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

(FORM 3)

ZONE : 1

PERLIS

STATE :

LOCATION :

DEPT : IT

FACILITY : KLINIK KESIHATAN KAKI BUKIT

PAT ID : CPS/PLS-01/KKS-08/DSW-001
 SERIAL NO: DNI192608B6
 Location : Loaned Unlocated Relocated Outpatient Pharmacy

| PART I - STANDARD TASK | PART II - STANDARD HEALTH CHECK | | | PART III - STANDARD SETUP | | |
|--|--|-------------------------------------|--------------------------|--|-------------------------------------|-----------|
| | Function | Not Function & Resolved | Alert | Not Function & Unresolved | Alert | Ticket No |
| Cleaning <input checked="" type="checkbox"/> | Verify Condition : Cable & Connection | <input checked="" type="checkbox"/> | <input type="checkbox"/> | SSH Access & Connection | <input checked="" type="checkbox"/> | |
| | Power Supply | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Execute Putty to start | <input checked="" type="checkbox"/> | |
| | Check LED Status | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Specify the IP to connect | <input checked="" type="checkbox"/> | |
| | System LED | <input type="checkbox"/> | <input type="checkbox"/> | Test Login | <input type="checkbox"/> | |
| | Master LED | <input type="checkbox"/> | <input type="checkbox"/> | Test & Verify Management IP via console access | <input type="checkbox"/> | |
| | STACK ID | <input type="checkbox"/> | <input type="checkbox"/> | | | |

PAT ID : _____
 SERIAL NO: _____
 Location : Loaned Unlocated Relocated

| PART I - STANDARD TASK | PART II - STANDARD HEALTH CHECK | | | PART III - STANDARD SETUP | | |
|-----------------------------------|--|--------------------------|--------------------------|--|--------------------------|-----------|
| | Function | Not Function & Resolved | Alert | Not Function & Unresolved | Alert | Ticket No |
| Cleaning <input type="checkbox"/> | Verify Condition : Cable & Connection | <input type="checkbox"/> | <input type="checkbox"/> | SSH Access & Connection | <input type="checkbox"/> | |
| | Power Supply | <input type="checkbox"/> | <input type="checkbox"/> | Execute Putty to start | <input type="checkbox"/> | |
| | Check LED Status | <input type="checkbox"/> | <input type="checkbox"/> | Specify the IP to connect | <input type="checkbox"/> | |
| | System LED | <input type="checkbox"/> | <input type="checkbox"/> | Test Login | <input type="checkbox"/> | |
| | Master LED | <input type="checkbox"/> | <input type="checkbox"/> | Test & Verify Management IP via console access | <input type="checkbox"/> | |
| | STACK ID | <input type="checkbox"/> | <input type="checkbox"/> | | | |

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER
 Signature & Stamp: 
 Customer Name: Shahri Khamis Bin Abdul Hakim Puan
 Date: 26/2/19

PHARMANIAGA LOGISTICS Sdn Bhd (PLSB)
 Signature & Stamp: Mohd Rizal Shaarin
 Engineer Name: Field Technical Engineer
 Date: 26/2/2019



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

(FORM 2)

FACILITY : KLINIK KESIHATAN KAKI BUKIT DEPT : IT LOCATION : Outpatient Pharmacy

STATE : PERLIS ZONE : 1

| SERVER 1 | SERVER 2 | UPS |
|---|---|-----|
| PAT ID : <u>CPS/PLS-01/KKS-08/SVR-001</u> | PAT ID : <u>CPS/PLS-01/KKS-08/UPS-001</u> | |
| SERIAL NO : <u>J30FFZ7</u> | SERIAL NO : <u>1518903200AF413</u> | |
| MODEL : <u>LENOVO X3500 M5</u> | MODEL : <u>EmersonGYT3-1000RT230</u> | |

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

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

| Standard Task: | SERVER 1 | | SERVER 2 | | UPS | |
|-----------------------------|-------------------------------------|-------------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| | Function | Not Function & Resolved | Function | Not Function & Resolved | Function | Not Function & Resolved |
| Cleaning | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Verify Condition : | | | | | | |
| Connection via LAN / USB | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Fan/ Power Supply | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Light Path Diagnosis panel | <input checked="" 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"/> | |

| Alert | Ticket No | Alert | Ticket No | Alert | 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"/> | |

| Available | Type | Faulty |
|-----------|------------|----------|
| <u>5</u> | <u>RDX</u> | <u>-</u> |

PART II - SETUP & HEALTH CHECK

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

| Software/Firmware Version : | SERVER 1 | | SERVER 2 | |
|-----------------------------|----------|---------|----------|---------|
| | Current | Updated | Current | Updated |
| ClamAV | 0.99.1 | | | |
| Zabbix | 2.2.6 | | | |
| Bacula | 5.2.12 | | | |
| Glassfish | 3.1.2.2 | | | |
| UEFI | 1.20 | | | |
| IMM2 | 1.75 | | | |

| System Software | | SERVER 1 | | SERVER 2 | |
|-----------------------------|-------------------------------------|----------|---------|----------|---------|
| Current | Updated | Current | Updated | Current | Updated |
| SUSE LINUX (OS) | SUSE 11 | | | | |
| Kernel | 3-0.76-0.1.1 | | | | |
| GCC | 4.3.4 | | | | |
| Housekeeping: | | | | | |
| Clear /tmp folder > 2 weeks | <input checked="" type="checkbox"/> | | | | |
| Archive Log Files | <input checked="" type="checkbox"/> | | | | |

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 |
| <input type="checkbox"/> | <input type="checkbox"/> | |

Perform Health Check:
 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 :
 Controller
 ESM
 Driver

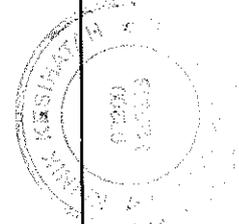
| Current | Updated |
|---------|---------|
| | |
| | |
| | |

PART IV - FINDINGS / ALERTS / DETECTION

PART V - ACKNOWLEDGEMENT

CUSTOMER
 Signature & Stamp
 Customer Name *Shahul Bekor Bin Abu Reza-Don*
 Date *26/2/19*

PHARMAIAGA LOGISTICS SDN BHD (PLS)
 Signature & Stamp
 Engineer Name *Mohd Rizal Shaarin*
 Date *26/2/2019*





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 | PC05FKZY | V901TYGR | 0002329 | 5H573H1601B | CPS/PLS-01/KKS-08/PCD-001 | Outpatient Pharmacy | Screening, Verification, Labelling & Dispensing |
| 2 | PC07UG0N | V901MVE3 | 0002414 | 5H573D39E3B | CPS/PLS-01/KKS-08/PCD-002 | Outpatient Pharmacy | Screening, Verification, Labelling & Dispensing |

2. THERMAL PRINTER

| No. | THERMAL S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|-----|-------------|---------------------------|---------------------|---|
| 1 | 2305Y000853 | CPS/PLS-01/KKS-08/THP-001 | Outpatient Pharmacy | Screening, Verification, Labelling & Dispensing |

3. LASERJET PRINTER

| No. | LASERJET S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|-----|---------------|---------------------------|---------------------|---|
| 1 | 45146PLM2X2BV | CPS/PLS-01/KKS-08/LJP-001 | Outpatient Pharmacy | Screening, Verification, Labelling & Dispensing |

4. NETWORK SWITCH

| No. | SWITCH S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|-----|-------------|---------------------------|------------|---------------------|
| 1 | DNI192608B6 | CPS/PLS-01/KKS-08/DSW-001 | IT | Outpatient Pharmacy |

5. SERVER

| No. | SERVER S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|-----|------------|---------------------------|------------|---------------------|
| 1 | I30FFZ7 | CPS/PLS-01/KKS-08/SVR-001 | IT | Outpatient Pharmacy |

6. UPS

| No. | UPS S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|-----|-----------------|---------------------------|------------|---------------------|
| 1 | 1516903200AF413 | CPS/PLS-01/KKS-08/UPS-001 | IT | Outpatient Pharmacy |