pharmaniaga

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

Klinik Kesihatan Kuala Perlis

JKN PERLIS (ZONE 1)

1st Preventive Maintenance Report

P.M. Date	28 FEBRUARY 2019
Report ID	PM/REPORT/ZONE1/KKKUALAPERLIS
Report Version	V1.0

Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	28/02/2019	Muhamad Redzuan Bin Aziz	Initial document	Muhamad Redzuan Bin Aziz Field Technical Engineer 28/02/2019

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	NOOR SHAHRUL BIN MUSA RPh 6411 Pegawai Farmasi Klinik Kesihatan Kuala Perlis
Designation / Department	
Date	28/2/19

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Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1st Preventive Maintenance (2019)
For
Klinik Kesihatan Kuala Perlis

Summary findings for Preventive Maintenance conducted on   28/02/2019

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

Signature & Stamp:

For PLSB	For Facility
Name: Muhammad Redzuan Bin Aziz Field Technical Engineer Designation: Date: 28/02/2019	Name: NOOR SHAHRUL BIN MUSA RPh 6411 Designation: Pegawai Farmasi Klinik Kesihatan Kuala Perlis Date: 28/2/19

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY: KLINIK KESIHATAN KUALA PERLIS DEPT: OUTPATIENT PHARMACY LOCATION: STATE: PERLIS ZONE: 1

Device 1

PAT ID: CPS/PLS-01/KKS-05/PCD-001
S/N CPU: PCO5FLER MONITOR: V901TZT4

DESKTOP / ~~NOTEBOOK~~ / ~~LASERJET~~ / ~~THERMAL PRINTER~~
KEYBOARD: 0002536 MOUSE: HS515HA1K2Z
Location: Screening, Verification, Labelling & Dispensing
Loaned ☐ Unlocated ☐ Relocated ☐ N/A ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Verify Condition:
- Connection via LAN / USB ☑
- Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):
- 1st Partition
- 2nd Partition

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved – Alert	Not Function & Unresolved – Ticket No
1st Partition	☑	☐	☐	☐
2nd Partition	☑	☐	☐	☐
Used	114			
Free	114			
Used	76			
Free	136			

PART III - STANDARD SETUP

N/A ☐

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)	☐	☐		

Device 2

PAT ID: CPS/PLS-01/KKS-05/PCD-002
S/N CPU: PCO4MX7U MONITOR: V9022NMW

DESKTOP / ~~NOTEBOOK~~ / ~~LASERJET~~ / ~~THERMAL PRINTER~~
KEYBOARD: 01282950 MOUSE: HS509HA0K38
Location: Screening, Verification, Labelling & Dispensing 1
Loaned ☐ Unlocated ☐ Relocated ☐ N/A ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Verify Condition:
- Connection via LAN / USB ☑
- Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):
- 1st Partition
- 2nd Partition

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved – Alert	Not Function & Unresolved – Ticket No
1st Partition	☑	☐	☐	☐
2nd Partition	☑	☐	☐	☐
Used	121			
Free	117			
Used	76			
Free	136			

PART III - STANDARD SETUP

N/A ☐

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)	☐	☐		

Device 3

PAT ID: CPS/PLS-01/KKS-05/PCD-003
S/N CPU: PCO5FL1R MONITOR: V902D1F8

DESKTOP / ~~NOTEBOOK~~ / ~~LASERJET~~ / ~~THERMAL PRINTER~~
KEYBOARD: 0005120 MOUSE: 44F5738
Location: Medication Counselling & MTAC
Loaned ☐ Unlocated ☐ Relocated ☐ N/A ☐

PART I - STANDARD TASK

All Device:
- Cleaning ☑

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

Verify Condition:
- Connection via LAN / USB ☑
- Fan/ Power Supply/ Charger

Hard Disk Utilization (GB):
- 1st Partition
- 2nd Partition

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved – Alert	Not Function & Unresolved – Ticket No
1st Partition	☑	☐	☐	☐
2nd Partition	☑	☐	☐	☐
Used	121			
Free	117			
Used	76			
Free	136			

PART III - STANDARD SETUP

N/A ☐

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)	☐	☐		

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY : KLINIK KESIHATAN KUALA PERLIS   LOCATION :   STATE : PERLIS   ZONE : 1

DEPT : OUTPATIENT PHARMACY

Location : Screening, Verification, Labelling & Dispensing 1

PAT ID : CPS/PLS-01/KKS-05/LJP-001

S/N CPU : 4S146PLM2X2BR

MONITOR: KEYBOARD :   MOUSE:

Reloaded : ☐   Loaned : ☐   Unlocated : ☐

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

N/A ☑

PART I - STANDARD TASK

All Device:
Cleaning ☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

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

Hard Disk Utilization (GB) :
1st Partition
2nd Partition

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert		Ticket No
	☑	☐	☐		
	☑	☐	☐		
	Used	Free	Alert		Ticket No
			☐		
			☐		

PART III - STANDARD SETUP

N/A ☑

	Function	Not Function & Resolved		Function	Not Function & Resolved	Current Version	Updated Version
Verification:			**Auto update disabled:**				
IWP	☐	☐	(a) Java (JKD 6 update 30)	☐	☐		
KYM	☐	☐	(b) Internet Explorer 9 (64bits)	☐	☐		
PhIS Portal	☐	☐	ClamAv - Ver 0.99.1	☐	☐		
			Microsoft Office	☐	☐		
			BCP (BCP PC only)	☐	☐		
			Backup PC (Bacula Web)	☐	☐		

PAT ID : CPS/PLS-01/KKS-05/THP-001

S/N CPU : 2305Y001491

MONITOR: KEYBOARD :   MOUSE:

Location : Screening, Verification, Labelling & Dispensing 1

Reloaded : ☐   Loaned : ☐   Unlocated : ☐

DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER

N/A ☑

PART I - STANDARD TASK

All Device:
Cleaning ☑

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger

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

Hard Disk Utilization (GB) :
1st Partition
2nd Partition

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved		
			Alert		Ticket No
	☑	☐	☐		
	☑	☐	☐		
	Used	Free	Alert		Ticket No
			☐		
			☐		

PART III - STANDARD SETUP

N/A ☑

	Function	Not Function & Resolved		Function	Not Function & Resolved	Current Version	Updated Version
Verification:			**Auto update disabled:**				
IWP	☐	☐	(a) Java (JKD 6 update 30)	☐	☐		
KYM	☐	☐	(b) Internet Explorer 9 (64bits)	☐	☐		
PhIS Portal	☐	☐	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

NOOR SHAHRUL BIN MUSA
RPh 6411
Pegawai Farmasi
Klinik Kesihatan Kuala Perlis

Customer Name

Date   28/2/14

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Muhammad Redzuan Bin Aziz
Field Technical Engineer

Engineer Name

Date   28/02/2014

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

FACILITY : KLINIK KESIHATAN KUALA PERLIS

STATE : PERLIS

DEPT : IT

ZONE : 1

LOCATION : Outpatient Pharmacy

SERVER 1

PAT ID :	CPS/PLS-01/KKS-05/SVR-001
SERIAL NO :	J308T2L
MODEL :	LENOVO X3500 M5

SERVER 2

PAT ID :	
SERIAL NO :	
MODEL :	

UPS

PAT ID :	CPS/PLS-01/KKS-05/UPS-001
SERIAL NO :	1S26803063AF413
MODEL :	EmersonGXT3-1000RT230

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

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

Standard Task:

Cleaning ☑

Verify Condition :

SERVER 1

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	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)	☐	☐	☐	

SERVER 2

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

UPS

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

Backup Tape	Available	Type	Faulty
Qty	5	RDX	

N/A ☐

PART II - SETUP & HEALTH CHECK

Run DSA & collect DSA Log

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

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	1.11			
IMM2	1.75			

System Software

	SERVER 1		SERVER 2	
	Current	Updated	Current	Updated
SUSE LINUX (OS)	SUSE 11			
Kernel	3-0.76-0.11			
GCC	4.3.4			

Housekeeping:

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

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

Signature & Stamp

Customer Name NOOR SHAHRUL BIN MUSA
RPh 6411
Pegawai Farmasi
Klinik Kesihatan Kuala Perlis

Date 28/2/19

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name Mohamad Redzuan Bin Aziz
Field Technical Engineer

Date 28/02/20k

PREVENTIVE MAINTENANCE CHECKLIS
(CORE SWTICH / DISTRIBUTION SWITCH)

FACILITY :	KLINIK KESIHATAN KUALA PERLIS	DEPT : IT	STATE :	PERLIS	ZONE : 1

LOCATION:

CORE SWITCH / DISTRIBUTION SWITCH

PAT ID :	CPS/PLS-01/KKS-05/DSW-001	Location :	Outpatient Pharmacy
SERIAL NO:	DNI20160404J4		

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning ☑

PART II - STANDARD HEALTH CHECK

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

CORE SWITCH / DISTRIBUTION SWITCH

PAT ID :		Location :	
SERIAL NO:			

Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

Cleaning ☐

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
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
NOOR SHAHRUL BIN MUSA	Mohamad Redzuan Bin Aziz
RPh 6411	Field Engineer
Pegawai Farmasi	
Klinik Kesihatan Kuala Perlis	
Customer Name	Engineer Name
Date 28/2/19	Date 28/02/2019

Appendix C

Hardware Inventory List

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	PC05FL1ER	V901TZT4	0002536	HS515HA1K2Z	CPS/PLS-01/KKS-05/PCD-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing
2	PC04MX7U	V9022NMW	01282950	HS509HA0K38	CPS/PLS-01/KKS-05/PCD-002	Outpatient Pharmacy	Screening, ,Verification, Labelling & Dispensing 1
3	PC05FL1R	V902D1F8	0005120	44F5738	CPS/PLS-01/KKS-05/PCD-003	Outpatient Pharmacy	Medication Counselling & MTAC

2. THERMAL PRINTER

No.	THERMAL S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305Y001491	CPS/PLS-01/KKS-05/THP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 1

3. LASERJET PRINTER

No.	LASERJET S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	45146PLM2X2BR	CPS/PLS-01/KKS-05/LIP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing 1

4.NETWORK SWITCH

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI20160414	CPS/PLS-01/KKS-05/DSW-001	IT	Outpatient Pharmacy

5.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	J308T2L	CPS/PLS-01/KKS-05/SVR-001	IT	Outpatient Pharmacy

6.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1526803063AF413	CPS/PLS-01/KKS-05/UPS-001	IT	Outpatient Pharmacy