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

---

## Klinik Kesihatan Pandamaran

## JKN SELANGOR (ZONE 10)

## 1ST Preventive Maintenance Report

| | |
|---|---|
| P.M. Date | 20 FEBRUARY 2018 |
| Report ID | PM/REPORT/ZONE10/KKPANDAMARAN |
| Report Version | V1.0 |

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**Revision History:**

| Ver. No | Date of Release | Consolidated by | List of Changes from Previous Version | Signature & Date |
|---|---|---|---|---|
| 1.0 | 20 /02/2018 | Muhammad Anuar bin Awaluddin | Initial document | MUHAMMAD ANUAR B. AWALUDDIN<br>PhIS & CPS Implementer<br>Pharmaniaga Logistic Sdn. Bhd<br>20/2/18 |
| | | | | |

**Verified and Acknowledged by facility:**

| Received / Acknowledged by facility | |
|---|---|
| **Name** | |
| **Signature / Company Stamp** | DAVEENA BALAKRISHNAN<br>PEGAWAI FARMASI U44<br>KK PANDAMARAN |
| **Designation / Department** | |
| **Date** | 20/2/2018 |

# Appendix A

# Certificate of Acceptance

PhIS

pharmaniaga

# EXECUTION OF PREVENTIVE MAINTENANCE

## Project: PhIS & CPS

## 1ST Preventive Maintenance (2018)
## For
## Klinik Kesihatan Pandamaran

Summary findings for Preventive Maintenance conducted on 20/02/2018

| No | Item | Allocated Quantity | Serviced Quantity | Remarks |
|---|---|---|---|---|
| 1 | Desktop | 1 | 1 | |
| 2 | LaserJet Printer | 2 | 2 | LJP-002 (OP) : NOT USE |
| 3 | Switch | 1 | 1 | |
| 4 | Server | 1 | 1 | |
| 5 | UPS | 1 | 1 | |

*Signature & Stamp:*

| For PLSB | For Facility |
|---|---|
| Name: | Name: DAVEENA RAMAKRISHNAN PEGAWAI FARMASI U44 KK PANDAMARAN |
| Designation: MUHAMMAD ANUAR B. AWALUDDIN PhIS & CPS Implementation Pharmaniaga Logistic Sdn Bhd | Designation: |
| Date: 24/2/18 | Date: 26/2/2018 |

# Appendix B

# Preventive Maintenance Checklist

# PREVENTIVE MAINTENANCE CHECKLIST
## ( SERVER / UPS / ~~STORAGE~~ )

(FORM 2)

FACILITY : KLINIK KESIHATAN PANDAMARAN | DEPT : IT | LOCATION : BILIK 16

STATE : SELANGOR | ZONE : 10

| SERVER 1 | | SERVER 2 | | UPS | |
|---|---|---|---|---|---|
| PAT ID : | CPS/SEL-03/KKS-02/SVR-001 | PAT ID : | | PAT ID : | CPS/SEL-03/KKS-02/UPS-001 |
| SERIAL NO : | 06GHCNY | SERIAL NO : | | SERIAL NO : | 1520703233AF413 |
| MODEL : | IBM X3500 M5 | MODEL : | | MODEL : | LIEBERT GXT3-1000RT230 |

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

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

Standard Task:

Cleaning ☐

| Verify Condition : | SERVER 1 Function | SERVER 1 Not Function & Resolved | SERVER 1 Not Function & Unresolved: Alert | SERVER 1 Not Function & Unresolved: Ticket No | SERVER 2 Function | SERVER 2 Not Function & Resolved | SERVER 2 Not Function & Unresolved: Alert | SERVER 2 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)* | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | |

| | UPS Function | UPS Not Function & Resolved | UPS Not Function & Unresolved: Alert | UPS Not Function & Unresolved: Ticket No |
|---|---|---|---|---|
| By pass Test | ☑ | ☐ | ☐ | |
| Webcard | ☑ | ☐ | ☐ | |
| Multilink | ☑ | ☐ | ☐ | |

| Backup Tape | Available | Type | Faulty |
|---|---|---|---|
| Qty | | | |

## PART II - SETUP & HEALTH CHECK

N/A ☐

| Run DSA & collect DSA Log | Function | Not Function & Resolved | Not Function & Unresolved: Alert | Not Function & Unresolved: Ticket No |
|---|---|---|---|---|
| SERVER 1 | ☑ | ☐ | ☐ | |
| SERVER 2 | ☐ | ☐ | ☐ | |

| Software/Firmware Version : | SERVER 1 Current | SERVER 1 Updated | SERVER 2 Current | SERVER 2 Updated |
|---|---|---|---|---|
| ClamAV | 0.98.3 | | | |
| Zabbix | 2.2.6 | | | |
| Bacula | 5.2.12 | | | |
| Glassfish | 3.1.2.2 | | | |
| UEFI | 1.11 | | | |
| IMM2 | 1.75 | | | |

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

Housekeeping:

Clear /tmp folder > 2 weeks ☐

Archive Log Files ☐

| SERVER 1 | SERVER 2 |
|---|---|
| *Screenshot / attachment* | *Screenshot / attachment* |

PREVENTIVE MAINTENANCE CHECKLIST

( ~~SERVER / UPS / STORAGE~~ )

(FORM 2)

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: DAVEENA BALAKRISHNAN

Date: PEGAWAI FARMASI U44 KK PANDAMARAN 20/2/2018

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Signature & Stamp

Engineer Name: MUHAMMAD ANUAR B. AWALUDIN

Date: PnIS & CPS Implementation Pharmaniaga Logistic Sdn Bhd 20/2/18

# PREVENTIVE MAINTENANCE CHECKLIST
## ( CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KLINIK KESIHATAN PANDAMARAN DEPT : IT LOCATION : STATE : SELANGOR ZONE : 10

PAT ID : CPS/SEL-03/KKS-02/DSW-001 ~~CORE SWITCH~~ / DISTRIBUTION SWITCH Location : BILIK 16

SERIAL NO: DNI1913003U Loaned ☐ Unlocated ☐ Relocated ☐

**PART I - STANDARD TASK**

Cleaning ☐

**PART II - STANDARD HEALTH CHECK**

| Verify Condition : | Function | Not Function & Resolved | Not Function & Unresolved | |
|---|---|---|---|---|
| | | | Alert | Ticket No |
| 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**

Cleaning ☐

**PART II - STANDARD HEALTH CHECK**

| Verify Condition : | Function | Not Function & Resolved | Not Function & Unresolved | |
|---|---|---|---|---|
| | | | Alert | Ticket No |
| 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**

Signature & Stamp DAVEENA D/O KRISHNAN PEGAWAI PERUBATAN U44 KK PANDAMARAN

Customer Name

Date 20/2/18

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Signature & Stamp MUHAMMAD ANUAR B. AWALUDIN PnS & CPS Implementation Pharmaniaga Logistic Sdn. Bhd.

Engineer Name

Date 20/2/18

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

FACILITY : KLINIK KESIHATAN PANDAMARAN | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-03/KKS-02/PCD-001 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Procurement, Receiving, Distribution

S/N CPU : PC05FKRM | MONITOR: V901BZ41 | KEYBOARD : 0002820 | MOUSE: HS515HA1P9W | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

**PART I - STANDARD TASK**

All Device:
- Cleaning ☑

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

**PART II - STANDARD HEALTH CHECK** N/A ☐

| Verify Condition : | Function | Not Function & Resolved | Not Function & Unresolved: Alert | Ticket No |
|---|---|---|---|---|
| Connection via LAN / USB | ☑ | ☐ | ☐ | |
| Fan/ Power Supply/ Charger | ☑ | ☐ | ☐ | |
| **Hard Disk Utilization (GB) :** | Used | Free | Alert | Ticket No |
| 1st Partition | 112 | 127 | ☐ | |
| 2nd Partition | 76.4 | 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 0.98.3 | ☑ | ☐ | ☐ | |
| Microsoft Office | ☑ | ☐ | ☐ | |
| BCP (BCP PC only) | ☑ | ☐ | ☐ | |
| Backup PC (Bacula Web) | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-03/KKS-02/LJP-001 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Procurement, Receiving, Distribution

S/N CPU : 451457LM2GLXZ | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

**PART I - STANDARD TASK**

All Device:
- Cleaning ☑

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

**PART II - STANDARD HEALTH CHECK** N/A ☐

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

**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 0.98.3 | ☐ | ☐ | ☐ | |
| Microsoft Office | ☐ | ☐ | ☐ | |
| BCP (BCP PC only) | ☐ | ☐ | ☐ | |
| Backup PC (Bacula Web) | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-03/KKS-02/LJP-002 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Procurement, Receiving, Distribution

S/N CPU : 45146PLM2X2T1 | MONITOR: | KEYBOARD : | MOUSE: | Loaned: ☐ | Unlocated : ☐ | Relocated : ☐

**PART I - STANDARD TASK**

All Device:
- Cleaning ☑

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

**PART II - STANDARD HEALTH CHECK** N/A ☐

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

**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 0.98.3 | ☐ | ☐ | ☐ | |
| Microsoft Office | ☐ | ☐ | ☐ | |
| BCP (BCP PC only) | ☐ | ☐ | ☐ | |
| Backup PC (Bacula Web) | ☐ | ☐ | ☐ | |

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

FACILITY : KLINIK KESIHATAN PANDAMARAN | DEPT : | LOCATION : | STATE : SELANGOR | ZONE : 10

PAT ID : | ~~DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location :

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

**PART I - STANDARD TASK**

**All Device:**
- Cleaning ☐

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

**PART II - STANDARD HEALTH CHECK** N/A ☐

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

**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 0.98.3 | ☐ | ☐ | ☐ | |
| Microsoft Office | ☐ | ☐ | ☐ | |
| BCP (BCP PC only) | ☐ | ☐ | ☐ | |
| Backup PC (Bacula Web) | ☐ | ☐ | ☐ | |

PAT ID : | ~~DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location :

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

**PART I - STANDARD TASK**

**All Device:**
- Cleaning ☐

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

**PART II - STANDARD HEALTH CHECK** N/A ☐

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

**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 0.98.3 | ☐ | ☐ | ☐ | |
| Microsoft Office | ☐ | ☐ | ☐ | |
| BCP (BCP PC only) | ☐ | ☐ | ☐ | |
| Backup PC (Bacula Web) | ☐ | ☐ | ☐ | |

**PART IV - FINDINGS / ALERTS / DETECTION**

LJP-002: Not Use

**FURTHER ACTION / RECOMMENDATION**

NOTIFIED BY USER

**PART V - ACKNOWLEDGEMENT**

**CUSTOMER**

Signature & Stamp: DAVEENA BALAKRISHNAN, PEGAWAI FARMASI U44, KK PANDAMARAN
Customer Name
Date: 20/2/2018

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Signature & Stamp: MUHAMMAD ANUAR B. AWALUDIN, PhIS & CPS Implementation, Pharmaniaga Logistic Sdn. Bhd.
Engineer Name
Date: 20/2/18

# 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 | PC05FKRM | V901BZ41 | 0002820 | HS515HA1P9W | CPS/SEL-03/KKS-02/PCD-001 | OUTPATIENT PHARMACY | Procurement, Receiving, Distribution |

2. LASERJET PRINTER

| No. | LASERJET | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 451457LM2GLXZ | CPS/SEL-03/KKS-02/LJP-001 | OUTPATIENT PHARMACY | Procurement, Receiving, Distribution |
| 1 | 45146PLM2X2T1 | CPS/SEL-03/KKS-02/LJP-002 | OUTPATIENT PHARMACY | Procurement, Receiving, Distribution |

3. DISTRIBUTION

| No. | SWITCH S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | DNI1913003U | CPS/SEL-03/KKS-02/DSW-001 | IT Department | Bilik 16 |

4. SERVER

| No. | SERVER S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 06GHCNY | CPS/SEL-03/KKS-02/SVR-001 | IT Department | Bilik 16 |

5. UPS

| No. | UPS S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 1520703233AF413 | CPS/SEL-03/KKS-02/UPS-001 | IT Department | Bilik 16 |