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

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## Klinik Kesihatan Rawang Perdana

## JKN SELANGOR (ZONE 10)

## 1ST Preventive Maintenance Report

| | |
|---|---|
| **P.M. Date** | 22 JANUARY 2018 |
| **Report ID** | PM/REPORT/Z10/KKRAWANGPERDANA |
| **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 | 22/01/2018 | Muhamad Anas Bin Ramlan | Initial document | MUHAMMAD ANAS BIN RAMLAN<br>Field Technical Engineer<br>Pharmaniaga Logistics Sdn. Bhd.<br>22/1/18 |
| | | | | |

**Verified and Acknowledged by facility:**

| Received / Acknowledged by facility | |
|---|---|
| **Name** | |
| **Signature / Company Stamp** | SHAZILA SHAMSUDDIN<br>PEGAWAI FARMASI<br>KLINIK KESIHATAN RAWANG |
| **Designation / Department** | |
| **Date** | 22/1/18 |

# Appendix A

# Certificate of Acceptance

PhIS

pharmaniaga

# EXECUTION OF PREVENTIVE MAINTENANCE

## Project: PhIS & CPS

## 1st Preventive Maintenance (2018)
## For
## Klinik Kesihatan Rawang Perdana

Summary findings for Preventive Maintenance conducted on 22/01/2018:

| No | Item | Allocated Quantity | Serviced Quantity | Remarks |
|---|---|---|---|---|
| 1 | Desktop | 8 | 8 | |
| 2 | Laserjet Printer | 1 | 1 | |
| 3 | Thermal Printer | 2 | 2 | |
| 4 | Server | 1 | 1 | |
| 5 | Ups | 1 | 1 | |
| 6 | Switch | 2 | 2 | |

*Signature & Stamp:*

| For PLSB | For Facility |
|---|---|
| MUHAMMAD ANAS BIN RAMLAN<br>Field Technical Engineer<br>Pharmaniaga Logistics Sdn. Bhd. | SHAZILA SHAMSUDDIN<br>PEGAWAI FARMASI<br>KLINIK KESIHATAN RAWANG |
| Name: | Name: |
| Designation: | Designation: |
| Date: 22/1/18 | Date: 22/1/18 |

# Appendix B

# Preventive Maintenance Checklist

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

(FORM 2)

FACILITY : KLINIK KESIHATAN RAWANG PERDANA

DEPT : IT

LOCATION : BILIK CPU

STATE : SELANGOR

ZONE : 10

| SERVER 1 | | SERVER 2 | | | |
|---|---|---|---|---|---|
| PAT ID : | CPS/SEL-08/KKS-04/SVR-001 | PAT ID : | | PAT ID : | CPS/SEL-08/KKS-04/UPS-001 |
| SERIAL NO : | 06GHCPB | SERIAL NO : | | SERIAL NO : | 1520803481AF413 |
| MODEL : | LENOVO X3650 M5 | MODEL : | | MODEL : | EMERSON GXT3-1000RT230 |

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

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

**Standard Task:**

Cleaning ☑

**Verify Condition :** N/A

| | SERVER 1 | | | | | SERVER 2 | | | | | UPS | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Function | Not Function & Resolved | Not Function & Unresolved | | | Function | Not Function & Resolved | Not Function & Unresolved | | | Function | Not Function & Resolved | Not Function & Unresolved |
| | | | | Alert | Ticket No | N/A | | | Alert | Ticket No | | | | Alert | Ticket No |
| Connection via LAN / USB | | ☑ | ☐ | ☐ | | | ☐ | ☐ | ☐ | | By pass Test | ☑ | ☐ | ☐ | |
| Fan/ Power Supply | | ☑ | ☐ | ☐ | | | ☐ | ☐ | ☐ | | Webcard | ☑ | ☐ | ☐ | |
| Light Path Diagnosis panel | ☐ | ☑ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | Multilink | ☑ | ☐ | ☐ | |
| UTP Cable connect to switch | ☐ | ☑ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | | | | | |
| HA Gateway to Core Swtich (For Hospital only) | ☐ | ☐ | ☐ | ☐ | | ☐ | ☐ | ☐ | ☐ | | | | | | |

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

## PART II - SETUP & HEALTH CHECK

N/A ☐

| 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 | ☐ | 0.98.3 | | | |
| Zabbix | ☐ | V2.2.6 | | | |
| Bacula | ☐ | 5.2.12 | | | |
| Glassfish | ☐ | 3.1.2.2 | | | |
| UEFI | ☐ | 1.11 | | | |
| IMM2 | ☐ | 1.35 | | | |

| 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 |
|---|---|---|---|
| Clear /tmp folder > 2 weeks | ☐ | *Screenshot / attachment* | *Screenshot / attachment* |
| Archive Log Files | ☐ | | |

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

(FORM 2)

PAT ID :

SERIAL NO:

TYPE :

**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) |
|---|---|
| Custoner Signature & Stamp | Engineer & Stamp |
| Customer Name | Engineer Name |
| Date | Date |
| SHAZILA SHAMSUDDIN<br>PEGAWAI FARMASI<br>KLINIK KESIHATAN RAWANG<br>22/1/18 | MUHAMMAD ANAS BIN RAMLAN<br>Field Technical Engineer<br>Pharmaniaga Logistics Sdn. Bhd.<br>22/1/18 |

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

(FORM 3)

FACILITY : KK RAWAMG PERDANA | DEPT : IT | LOCATION : ALL | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-08/KKS-04/DSW-001

SERIAL NO: DNI192707LG

CORE SWITCH / DISTRIBUTION SWITCH

Location : BILIK CPU

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 : CPS/SEL-08/KKS-04/DSW-002

SERIAL NO: DNI192707LF

CORE SWITCH / DISTRIBUTION SWITCH

Location : OUTPATIENT

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**

Custoner Signature & Stamp

SHAZILA SHAMSUDDIN
PEGAWAI FARMASI
KLINIK KESIHATAN RAWANG

Customer Name

Date 22/1/18

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Engineer & Stamp

MUHAMMAD ANAS BIN RAMLAN
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.

Engineer Name

Date 22/1/18

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

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

PAT ID : CPS/SEL-08/KKS-04/PCD-001 — DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER — Location : Procurement, Receiving, Distribution

S/N CPU : PC05FL1E | MONITOR: V901ETG9 | KEYBOARD : 0000907 | MOUSE: HS515HA1P98 | 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 | 117 | 121 | ☐ | |
| 2nd Partition | 77.7 | 134 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/PCD-002 — DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER — Location : Screening, Verification, labelling & Dispensing

S/N CPU : PC05FLHD | MONITOR: V901ETM3 | KEYBOARD : 0002808 | MOUSE: HS515HA1583 | 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 | 114 | 125 | ☐ | |
| 2nd Partition | 75.5 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/PCD-003 — DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER — Location : Dispensing 1

S/N CPU : PC05FLHF | MONITOR: V901ERZB | KEYBOARD : 0002846 | MOUSE: HS515HA1S7S | 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 | 114 | 124 | ☐ | |
| 2nd Partition | 75.6 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

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

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

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

PAT ID : CPS/SEL-08/KKS-04/PCD-004 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Dispensing 2

S/N CPU : PC05FL1B | MONITOR: V901ETPB | KEYBOARD : 0000906 | MOUSE: HS515HA1P9G | 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 | 114 | 124 | ☐ | |
| 2nd Partition | 75.6 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/PCD-005 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Dispensing 3

S/N CPU : PC05FLK5 | MONITOR: V901ERYZ | KEYBOARD : 0000963 | MOUSE: HS515HA1SC3 | 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 | 114 | 124 | ☐ | |
| 2nd Partition | 75.6 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/PCD-006 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Screening, Verification & Labelling 1

S/N CPU : PC05FKRU | MONITOR: V901ETMK | KEYBOARD : 0002819 | MOUSE: HS515HA1P9M | 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 | 115 | 123 | ☐ | |
| 2nd Partition | 75.6 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

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

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

(FORM 1)

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

PAT ID : CPS/SEL-08/KKS-04/PCD-007 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Screening, Verification & Labelling 2

S/N CPU : PC05FKS0 | MONITOR: V901ETLW | KEYBOARD : 0000909 | MOUSE: HS515HA1PB8 | Loaned ☐ Unloaded ☐ 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 | 113 | 130 | ☐ | |
| 2nd Partition | 75.6 | 136 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/PCD-008 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Medication Counselling & MTAC

S/N CPU : PC05FKSS | MONITOR: V901ERZ9 | KEYBOARD : 0001313 | MOUSE: HS516HA15MM | Loaned ☐ Unloaded ☐ 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 | 114 | 125 | ☐ | |
| 2nd Partition | 77.1 | 135 | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/LJP-001 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Procurement, Receiving, Distribution

S/N LJP : 451457LM2GLTG | MONITOR: | KEYBOARD : | MOUSE: | Loaned ☐ Unloaded ☐ 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 | | | ☐ | |
| Storage (TAB only) | | | ☐ | |

**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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

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

(FORM 1)

# PREVENTIVE MAINTENANCE CHECKLIST
## ( DEVICE )

FACILITY : KK RAWANG PERDANA | DEPT : PHARMACY | LOCATION : OUTPATIENT | STATE : SELANGOR | ZONE : 10

PAT ID : CPS/SEL-08/KKS-04/THP-001 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Screening, Verification & Labelling 1

S/N THP : 2305N001227 | 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 | | | ☐ | |
| Storage (TAB only) | | | ☐ | |

### 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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

PAT ID : CPS/SEL-08/KKS-04/THP-002 | DESKTOP / NOTEBOOK / LASERJET / THERMAL PRINTER | Location : Screening, Verification & Labelling 2

S/N THP : 2305N001113 | 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 | | | ☐ | |
| Storage (TAB only) | | | ☐ | |

### 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) | ☐ | ☐ | ☐ | |
| IOS Version - TAB only | ☐ | ☐ | ☐ | |

### PART IV - FINDINGS / ALERTS / DETECTION

### FURTHER ACTION / RECOMMENDATION

### PART V - ACKNOWLEDGEMENT

**CUSTOMER**

Customer Signature & Stamp
Customer Name
Date

SHAZILA SHAMSUDDIN
PEGAWAI FARMASI
KLINIK KESIHATAN RAWANG
22/1/18

**PHARMANIAGA LOGISTICS SDN BHD (PLSB)**

Engineer & Stamp
Engineer Name
Date

MUHAMMAD ANAS BIN RAMLAN
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.
22/1/18

# 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 | PC05FL1E | V901ETG9 | 0000907 | HS515HA1P98 | CPS/SEL-08/KKS-04/PCD-001 | Outpatient Pharmacy | Procurement, Receiving, Distribution |
| 2 | PC05FLHD | V901ETM3 | 0002808 | HS515HA1S83 | CPS/SEL-08/KKS-04/PCD-002 | Outpatient Pharmacy | Screening, Verification, Labelling, Dispensing |
| 3 | PC05FLHF | V901ERZB | 0002846 | HS515HA1S7S | CPS/SEL-08/KKS-04/PCD-003 | Outpatient Pharmacy | Dispensing 1 |
| 4 | PC05FL1B | V901ETPB | 0000906 | HS515HA1P9G | CPS/SEL-08/KKS-04/PCD-004 | Outpatient Pharmacy | Dispensing 2 |
| 5 | PC05FLK5 | V901ERYZ | 0000963 | HS515HA1SC3 | CPS/SEL-08/KKS-04/PCD-005 | Outpatient Pharmacy | Dispensing 3 |
| 6 | PC05FKRU | V901ETMK | 0002819 | HS515HA1P9M | CPS/SEL-08/KKS-04/PCD-006 | Outpatient Pharmacy | Screening, Verification, Labelling 1 |
| 7 | PC05FKS0 | V901ETLW | 0000909 | HS515HA1PB8 | CPS/SEL-08/KKS-04/PCD-007 | Outpatient Pharmacy | Screening, Verification, Labelling 2 |
| 8 | PC05FKSS | V901ERZ9 | 0001313 | HS516HA15MM | CPS/SEL-08/KKS-04/PCD-008 | Outpatient Pharmacy | Medication Counselling MTAC |

2. TOSHIBA PRINTER

| No. | TOSHIBA | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 2305N001227 | CPS/SEL-08/KKS-04/THP-001 | Outpatient Pharmacy | Screening, Verification, Labelling 1 |
| 2 | 2305N001113 | CPS/SEL-08/KKS-04/THP-002 | Outpatient Pharmacy | Screening, Verification, Labelling 2 |

3. LASERJET PRINTER

| No. | LASERJET | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 451457LM2GLTG | CPS/SEL-08/KKS-04/LJP-001 | Outpatient Pharmacy | Procurement, Receiving, Distribution |

4. DISTRIBUTION

| No. | SWITCH S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | DNI192707LG | CPS/SEL-08/KKS-04/DSW-001 | IT | Bilik CPU |
| 2 | DNI192707LF | CPS/SEL-08/KKS-04/DSW-002 | IT | Outpatient Pharmacy |

5. SERVER

| No. | SERVER S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 06GHCPB | CPS/SEL-08/KKS-04/SVR-001 | IT | Bilik CPU |

6. UPS

| No. | UPS S/N | ASSET TAGGING | DEPARTMENT | LOCATION |
|---|---|---|---|---|
| 1 | 1520803481AF413 | CPS/SEL-08/KKS-04/UPS-001 | IT | Bilik CPU |