



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

Klinik Kesihatan Sungai Besar

**JKN SELANGOR
(ZONE 9)**

1ST Preventive Maintenance Report

P.M. Date	21 APRIL 2018
Report ID	PM/REPORT/Z9/KKSUNGAIBESAR
Report Version	V1.0



PhIS & CPS PROJECT



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Revision History:

Ver. No	Date of Release	Consolidated by	List of Changes from Previous Version	Signature & Date
1.0	24.4.18	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	 NUR NASITAH 122 AB BINTI NURD ADRIAN, NPI 12248 Pegawai Farmasi Klinik Kesihatan Sungai Besar
Designation / Department	
Date	24/4/18



PhIS & CPS PROJECT



Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)

For

Klinik Kesihatan Sungai Besar

Summary findings for Preventive Maintenance conducted on : 24.4.18

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

Signature & Stamp:

<p><u>For PLSB</u></p> <p>Name:  Designation: Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Date:</p>	<p><u>For Facility</u></p> <p>Name:  Designation: NUR NASYIAH ZAMAN BINTI MOHD ADNAN, RP4 12249 Pegawai Farmasi Klinik Kesihatan Sungai Besar Date: 24/4/18</p>
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Appendix B

Preventive Maintenance Checklist

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

(FORM 2)

PAT ID : _____
 SERIAL NO: _____
 TYPE : _____ STORAGE

PART III - STORAGE N/A

Function	Not Function & Resolved		Ticket No
	Alert	Not Resolved	
Perform Health Check:			
Storage Manager Error Alerts	<input type="checkbox"/>	<input type="checkbox"/>	
Storage events logs	<input type="checkbox"/>	<input type="checkbox"/>	
HDD indicator lights	<input type="checkbox"/>	<input type="checkbox"/>	
Enable read/write cache	<input type="checkbox"/>	<input type="checkbox"/>	
Enable Media Scan both at controller level and LUN level	<input type="checkbox"/>	<input type="checkbox"/>	

Software/Firmware Version :	Current	Updated
Controller		
ESM		
Driver		

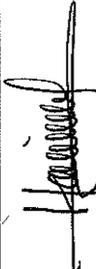
PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp Customer Name Date	 NUR NASYITHA IZZAH PUTRI ANDROMAN, RPI 17249 Pegawai Farmasi Klinik Kesihatan Sungai Besar
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Signature & Stamp Engineer Name Date	 Ahmad Heigal Noor Zaman Field Technical Engineer Pharmedia Logistics Sdn. Bhd.
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**PREVENTIVE MAINTENANCE CHECKLIST,
(CORE SWITCH / DISTRIBUTION SWITCH)**

(FORM 3)

FACILITY : KK SUNGAI BESAR

DEPT : IT

STATE : SELANGOR

ZONE :

9

PAT ID : CFS/SBL-06/KKS-02/DSW-001 SERIAL NO: DNI19260AQV		CORE SWITCH / DISTRIBUTION SWITCH Location : <u>Ruang Murni</u>	
PART I - STANDARD TASK Cleaning <input checked="" type="checkbox"/>		PART III - STANDARD SETUP Location : <input type="checkbox"/> Loaned <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated <input type="checkbox"/>	
PART II - STANDARD HEALTH CHECK Verify Condition : Cable & Connection <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No Power Supply <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Check LED Status System LED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Master LED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> STACK ID <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		SSH Access & Connection Execute Putty to start <input checked="" type="checkbox"/> Alert <input type="checkbox"/> Ticket No Specify the IP to connect <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Test Login <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Test & Verify Management IP via console access <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PAT ID : SERIAL NO:		CORE SWITCH / DISTRIBUTION SWITCH Location : <input type="checkbox"/> Loaned <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated <input type="checkbox"/>	
PART I - STANDARD TASK Cleaning <input type="checkbox"/>		PART III - STANDARD SETUP Location : <input type="checkbox"/> Loaned <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated <input type="checkbox"/>	
PART II - STANDARD HEALTH CHECK Verify Condition : Cable & Connection <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No Power Supply <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Check LED Status System LED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Master LED <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> STACK ID <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		SSH Access & Connection Execute Putty to start <input type="checkbox"/> Alert <input type="checkbox"/> Ticket No Specify the IP to connect <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Test Login <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Test & Verify Management IP via console access <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
PART IV - FINDINGS / COMMENTS / DETECTION			
PART V - ACKNOWLEDGEMENT CUSTOMER Signature & Stamp Customer Name Date			
Signature & Stamp Customer Name Date		PHARMANIAGA LOGISTICS SDN BHD (PLSB) Signature & Stamp Engineer Name Date	

NUR NUSYAH ZENI
 Pegawai Farmasi
 Klinik Kesihatan Sungai Besar
 20/11/16


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

PREVENTIVE MAINTENANCE CHECKLIST (DEVICE)

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

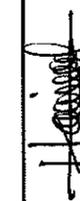
PAT ID : CPS/SEL-06/KKS-02/PCD-001	MONITOR : V901W2BL	KEYBOARD : 0002692	MOUSE : 5G345C028498	Location : <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated	Procurement
PART I - STANDARD TASK					
All Device: <input checked="" type="checkbox"/> Cleaning Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> * Device is harden <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/> MEMORY : <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB					
PART II - STANDARD HEALTH CHECK					
Verify Condition : Connection via LAN / USB <input type="checkbox"/> Fan/ Power Supply/ Charger <input type="checkbox"/> Hard Disk Utilization (GB) : 1st Partition <input type="checkbox"/> 136 2nd Partition <input type="checkbox"/> 75.9 Storage (TAB only) <input type="checkbox"/> 136					
PART III - STANDARD SETUP					
Verification: IWP <input type="checkbox"/> (a) Java (JKD 6 update 30) KYM <input type="checkbox"/> (b) Internet Explorer 9 (64bits) PHS Portal <input type="checkbox"/> ClamAV - Ver 0.99.1 Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/> IOS Version - TAB only <input type="checkbox"/>					

PAT ID : CPS/SEL-06/KKS-02/PCD-002	MONITOR : V901WACM	KEYBOARD : 0001751	MOUSE : 5G345C07708	Location : <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated	Screening, Verification & Labeling (Counter 1)
PART I - STANDARD TASK					
All Device: <input checked="" type="checkbox"/> Cleaning Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> * Device is harden <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/> MEMORY : <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB					
PART II - STANDARD HEALTH CHECK					
Verify Condition : Connection via LAN / USB <input type="checkbox"/> Fan/ Power Supply/ Charger <input type="checkbox"/> Hard Disk Utilization (GB) : 1st Partition <input type="checkbox"/> 119 2nd Partition <input type="checkbox"/> 75.6 Storage (TAB only) <input type="checkbox"/> 136					
PART III - STANDARD SETUP					
Verification: IWP <input type="checkbox"/> (a) Java (JKD 6 update 30) KYM <input type="checkbox"/> (b) Internet Explorer 9 (64bits) PHS Portal <input type="checkbox"/> ClamAV - Ver 0.99.1 Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/> IOS Version - TAB only <input type="checkbox"/>					

PAT ID : CPS/SEL-06/KKS-02/PCD-003	MONITOR : V901WAD0	KEYBOARD : 0001752	MOUSE : 5G345C0765B	Location : <input type="checkbox"/> Unlocated <input type="checkbox"/> Relocated	Screening, Verification & Labeling (Counter 2)
PART I - STANDARD TASK					
All Device: <input checked="" type="checkbox"/> Cleaning Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> * Device is harden <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB <input checked="" type="checkbox"/> MEMORY : <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB					
PART II - STANDARD HEALTH CHECK					
Verify Condition : Connection via LAN / USB <input type="checkbox"/> Fan/ Power Supply/ Charger <input type="checkbox"/> Hard Disk Utilization (GB) : 1st Partition <input type="checkbox"/> 120 2nd Partition <input type="checkbox"/> 79.5 Storage (TAB only) <input type="checkbox"/> 133					
PART III - STANDARD SETUP					
Verification: IWP <input type="checkbox"/> (a) Java (JKD 6 update 30) KYM <input type="checkbox"/> (b) Internet Explorer 9 (64bits) PHS Portal <input type="checkbox"/> ClamAV - Ver 0.99.1 Microsoft Office <input type="checkbox"/> BCP (BCP PC only) <input type="checkbox"/> Backup PC (Bacula Web) <input type="checkbox"/> IOS Version - TAB only <input type="checkbox"/>					

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

**PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)**

FACILITY :	DEPT :	LOCATION :	STATE :	ZONE :																														
PAT ID :	DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM / MYKAD / TAB		Location :	Screening, Verification & Labeling (Counter 1)																														
S/N CPU :	MONITOR :	KEYBOARD :	MOUSE :																															
2305P000232	N/A																																	
<p>PART I - STANDARD TASK</p> <p>All Device: <input checked="" type="checkbox"/> Cleaning</p> <p>Desktop/Notebook/TAB: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>* Device is harden <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/></p> <p>MEMORY : <input type="checkbox"/> 2 GB <input type="checkbox"/> 4 GB <input type="checkbox"/></p>																																		
<p>PART II - STANDARD HEALTH CHECK</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Function</th> <th rowspan="2">Not Function & Resolved</th> <th colspan="2">Not Function & Unresolved</th> </tr> <tr> <th>Alert</th> <th>Ticket No</th> </tr> </thead> <tbody> <tr> <td>Verify Condition : Connection via LAN / USB</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fan/ Power Supply/ Charger</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hard Disk Utilization (GB):</td> <td>Free</td> <td>Alert</td> <td>Ticket No</td> </tr> <tr> <td>1st Partition</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2nd Partition</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Storage (TAB only)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					Function	Not Function & Resolved	Not Function & Unresolved		Alert	Ticket No	Verify Condition : Connection via LAN / USB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fan/ Power Supply/ Charger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hard Disk Utilization (GB):	Free	Alert	Ticket No	1st Partition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2nd Partition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage (TAB only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>PART III - STANDARD SETUP</p> <p>Verification: <input checked="" type="checkbox"/> Auto update disabled:</p> <p>IWP <input type="checkbox"/> (a) Java (JKD 6 update 30)</p> <p>KYM <input type="checkbox"/> (b) Internet Explorer 9 (64bits)</p> <p>PHIS Portal <input type="checkbox"/> ClamAV - Ver 0.99.1</p> <p>Microsoft Office <input type="checkbox"/></p> <p>BCP (BCP PC only) <input type="checkbox"/></p> <p>Backup PC (Bacula Web) <input type="checkbox"/></p> <p>IOS Version - TAB only <input type="checkbox"/></p>																																		
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<p>MONITOR :</p>																																		
<p>KEYBOARD :</p>																																		
<p>MOUSE :</p>																																		
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Function	Not Function & Resolved	Not Function & Unresolved																																
		Alert	Ticket No																															
Verify Condition : Connection via LAN / USB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
Fan/ Power Supply/ Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
Hard Disk Utilization (GB):	Free	Alert	Ticket No																															
1st Partition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
2nd Partition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
Storage (TAB only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																															
<p>PART III - STANDARD SETUP</p> <p>Verification: <input type="checkbox"/> Auto update disabled:</p> <p>IWP <input type="checkbox"/> (a) Java (JKD 6 update 30)</p> <p>KYM <input type="checkbox"/> (b) Internet Explorer 9 (64bits)</p> <p>PHIS Portal <input type="checkbox"/> ClamAV - Ver 0.99.1</p> <p>Microsoft Office <input type="checkbox"/></p> <p>BCP (BCP PC only) <input type="checkbox"/></p> <p>Backup PC (Bacula Web) <input type="checkbox"/></p> <p>IOS Version - TAB only <input type="checkbox"/></p>																																		
<p>PART IV - FINDINGS / ALERTS / DETECTION</p>																																		
<p>PART V - ACKNOWLEDGEMENT</p>																																		
<p>CUSTOMER</p> <p>Signature & Stamp: </p> <p>Customer Name: Nur Hastuti (ZANU) MUMUKADJAMAN, RN 12249</p> <p>Date: 24/1/18</p> <p>Address: Pekaraji Farmasi Klinik Kesehatan Sungai Besar</p>																																		
<p>PHARMANIAGA LOGISTICS SDN BHD (PLSB)</p> <p>Signature & Stamp: </p> <p>Engineer Name: Ahmad Heiqal Noor Zaman</p> <p>Date: Field Technical Engineer</p> <p>Address: Pharmaniaga Logistics Sdn. Bhd.</p>																																		
<p>FURTHER ACTION / RECOMMENDATION</p>																																		



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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	PC071ARP	V901W2BL	0002692	5G34502849B	CPS/SEL-06/KKS-02/PCD-001	Outpatient Pharmacy	Procurement
2	PC071CN7	V901WACM	0001751	5G345C0770B	CPS/SEL-06/KKS-02/PCD-002	Outpatient Pharmacy	Screening, Verification & Labeling (Counter 1)
3	PC071CMIN	V901WAD0	0001752	5G345C0765B	CPS/SEL-06/KKS-02/PCD-003	Outpatient Pharmacy	Screening, Verification & Labeling (Counter 2)
4	PC071CPN	V901W2DR	0001748	5G345C0785B	CPS/SEL-06/KKS-02/PCD-004	Outpatient Pharmacy	Dispensing
5	PC071CPM	V901W2B1	0001767	5G345C0764B	CPS/SEL-06/KKS-02/PCD-005	Outpatient Pharmacy	Medication Counseling & MTAC

2. LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMNX	CPS/SEL-06/KKS-02/LJP-001	Outpatient Pharmacy	Procurement

3. NETWORK SWITCH

No.	SW S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19260AQV	CPS/SEL-06/KKS-02/DSW-001	IT	Ruang Menunggu

4. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMPG	CPS/SEL-06/KKS-02/SVR-001	IT	Stor Farmasi

5. UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523503449AF413	CPS/SEL-06/KKS-02/UPS-001	IT	Stor Farmasi



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6.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P000232	CPS/SEL-06/KKS-02/THP-001	Outpatient Pharmacy	Screening, Verification & Labeling (Counter 1)