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

Klinik Kesihatan Sungai Selisik

JKN SELANGOR (ZONE 9)

1ST Preventive Maintenance Report

P.M. Date	**19 APRIL 2018**
Report ID	**PM/REPORT/Z9/KKSUNGAISELISIK**
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	19.4.18	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	NORSHALIKIN BT AHMAD Pegawai Farmasi U48 (Rph 8297) Klinik Kesihatan Sg Selisik
Designation / Department	
Date	19/4/18

Appendix A

Certificate of Acceptance

PhIS

pharmaniaga

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Sungai Selisik

Summary findings for Preventive Maintenance conducted on : 19.4.18

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

Signature & Stamp:

For PLSB	For Facility
Name: nad Heiqal Noor Zaman	Name: NORSHALIKIN BT AHMAD
Designation: Field Technical Engineer, Pharmaniaga Logistics Sdn. Bhd.	Designation: Pegawai Farmasi U48 (Rph 8297), Klinik Kesihatan Sg Selisik
Date:	Date: 19/4/18

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

(FORM 2)

FACILITY : KK SUNGAI SELISIK

LOCATION : OUTPATIENT PHARMACY

STATE : SELANGOR

ZONE : 9

SERVER 1		SERVER 2		UPS	
PAT ID :	CPS/SEL-07/KKS-06/SVR-001	PAT ID :		PAT ID :	CPS/SEL-07/KKS-06/UPS-001
SERIAL NO :	06FZMPE	SERIAL NO :		SERIAL NO :	1523503453AF413
MODEL :	LENOVO X3650 M5	MODEL :	LENOVO X3650 M5	MODEL :	LIEBERT 3KVA

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	Faulty	Type
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	0.99.1		0.99.1	
Zabbix	2.2.6		2.2.6	
Bacula	5.2.12		5.2.12	
Glassfish	3.1.2.2		3.1.2.2	
UEFI	1.2		1.2	
IMM2	1.92		1.92	

System Software	SERVER 1 Current	SERVER 1 Updated	SERVER 2 Current	SERVER 2 Updated
SUSE LINUX (OS)	X86_64		X86_64	
Kernel	3.0.75		3.0.75	
GCC	4.3.4		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 : 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

Date

NORSHALIKIN BT AHMAD
Pegawai Farmasi U48 (Rph 8297)
Klinik Kesihatan Sg Selisik

19/4/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name

Date

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

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KK SG SELISIK | DEPT : IT | LOCATION : | STATE : SELANGOR | ZONE : 9

PAT ID : CPS/SEL-07/KKS-06/DSW-001 | CORE SWITCH / DISTRIBUTION SWITCH | Location : Bilik Doktor

SERIAL NO: DNI19240BJU | 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

NORSHALIKIN BT AHMAD
Pegawai Farmasi U48 (Rph 8297)
Klinik Kesihatan Sg Selisik

Customer Name

Date 19/4/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name .hmad Heiqal Noor Zaman
Field Technical Engineer
Pharmaniaga Logistics Sdn. Bhd.

Date

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : DEPT : LOCATION : STATE : ZONE :

PAT ID : CPS/SEL-07/KKS-06/PCD-001 — DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB — Location : rocurement, Screening, Verification, Labelling & Dispensin

S/N CPU : PC071AS2 MONITOR: V901W7TN KEYBOARD : 0000920 MOUSE: SG345028698 Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: 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	127	111	☐	
2nd Partition	82.5	130	☐	
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-07/KKS-06/LJP-001 — DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB — Location : rocurement, Screening, Verification, Labelling & Dispensin

S/N CPU : 4514S7LM2GMNN MONITOR: KEYBOARD : MOUSE: Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: 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-07/KKS-06/THP-001 — DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB — Location : rocurement, Screening, Verification, Labelling & Dispensin

S/N CPU : 2305P001995 MONITOR: KEYBOARD : MOUSE: Loaned ☐ Unlocated ☐ Relocated ☐

PART I - STANDARD TASK

All Device:
Cleaning ☑

Desktop/Notebook/TAB: 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

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : DEPT : LOCATION : STATE : ZONE :

PAT ID : _____ DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : _____

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

PART I - STANDARD TASK

All Device:
Cleaning ☐

Desktop/Notebook/TAB: 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 : _____ DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB Location : _____

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

PART I - STANDARD TASK

All Device:
Cleaning ☐

Desktop/Notebook/TAB: 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

Signature & Stamp
Customer Name
Date

NORSHALIKIN BT AHMAD
Pegawai Farmasi U48 (Rph 8297)
Klinik Kesihatan Sg Selisik
19/4/18

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
Engineer Name
Date

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

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	PC071AS2	V901W7TN	0000920	5G34502869B	CPS/SEL-07/KKS-06/PCD-001	Outpatient Pharmacy	Procurement, Screening, Verification, Labelling & Dispensing

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMNN	CPS/SEL-07/KKS-06/LJP-001	Outpatient Pharmacy	Procurement, Screening, Verification, Labelling & Dispensing

3.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMPE	CPS/SEL-07/KKS-06/SVR-001	IT	Outpatient Pharmacy

4.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523503453AF413	CPS/SEL-07/KKS-06/UPS-001	IT	Outpatient Pharmacy

5.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P001995	CPS/SEL-07/KKS-06/THP-001	Outpatient Pharmacy	Procurement, Screening, Verification, Labelling & Dispensing

6.SWITCH

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19240BJU	CPS/SEL-07/KKS-06/DSW-001	IT	Bilik Doktor