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

Klinik Kesihatan Sungai Tengi Kanan

JKN SELANGOR
(ZONE 9)

1ST Preventive Maintenance Report

P.M. Date	4 MAY 2018
Report ID	PM/REPORT/Z9/KKSUNGAITENGIKANAN
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	4.5.18	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	AHMAD SYUKRI BIN MOHAMED @ HARUN RPN 10282 PEGAWAI FARMASI KLINIK KESIHATAN SG TENGI KANAN
Designation / Department	
Date	

Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Sungai Tengi Kanan

Summary findings for Preventive Maintenance conducted on : 4.5.18

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

Signature & Stamp:

For PLSB	For Facility
Name: Ahmad Heiqal Noor Zaman Designation: Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd. Date:	Name: Designation: AHMAD SYUKRI BIN MOHAMED @ HARUN RPH 10262 PEGAWAI FARMASI KLINIK KESIHATAN SG TENGI KANAN Date:

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

(FORM 2)

FACILITY : KK SUNGAI TENGI KANAN | IT | LOCATION : Bilik Pelbagai

STATE : SELANGOR | ZONE : 9

SERVER 1		SERVER 2		UPS	
PAT ID :	CPS/SEL-05/KKS-06/SVR-001	PAT ID :		PAT ID :	CPS/SEL-05/KKS-06/UPS-001
SERIAL NO :	06FZMMV	SERIAL NO :		SERIAL NO :	1523803136AF413
MODEL :	LENOVO X3650 M5	MODEL :	LENOVO X3650 M5	MODEL :	LIEBERT 3KVA

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

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

Standard Task:

Cleaning ☑ (SERVER 1) ☐ (SERVER 2)

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 ☐

	Function	Not Function & Resolved	Not Function & Unresolved – Alert	Not Function & Unresolved – Ticket No
Run DSA & collect DSA Log				
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	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Signature & Stamp	Signature & Stamp
Customer Name	Engineer Name
Date	Date

AHMAD SYUKRI BIN MOHAMED @ HARUN
RPH 10282
PEGAWAI FARMASI
KLINIK KESIHATAN SG TENGI KANAN

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

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KK SG TENGI KANAN | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : SELANGOR | ZONE : 9

PAT ID : CPS/SEL-05/KKS-06/PCD-001 | DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB | Location : owledgement, Screening, Verification, Labelling & Dispen

S/N CPU : PC071AQP | MONITOR: V901W7V8 | KEYBOARD : 03102687 | MOUSE: 5G34502109B | 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	Not Function & Unresolved: Ticket No
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	

Hard Disk Utilization (GB) :	Used	Free	Alert	Ticket No
1st Partition	143	93.6	☐	
2nd Partition	76.5	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-05/KKS-06/LJP-001 | DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB | Location : owledgement, Screening, Verification, Labelling & Dispen

S/N CPU : 451457LM2GMNW | 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	Not Function & Unresolved: 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-05/KKS-06/THP-001 | DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB | Location : owledgement, Screening, Verification, Labelling & Dispen

S/N CPU : 2305P000268 | 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	Not Function & Unresolved: 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

[illegible] STUKRI BIN MOHAMED @ HARUN
RRM 10282
PEGAWAI FARMASI
KESIHATAN SG TENGI KANAN

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	PC071AQP	V901W7V8	03102687	5G34502109B	CPS/SEL-05/KKS-06/PCD-001	Outpatient Pharmacy	Acknowledgement, Screening, Verification, Labelling & Dispensing

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GMNW	CPS/SEL-05/KKS-06/LJP-001	Outpatient Pharmacy	Acknowledgement, Screening, Verification, Labelling & Dispensing

3. SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMMV	CPS/SEL-05/KKS-06/SVR-001	IT	Bilik Pelbagai

4.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523803136AF413	CPS/SEL-05/KKS-06/UPS-001	IT	Bilik Pelbagai

5.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P000268	CPS/SEL-05/KKS-06/THP-001	Outpatient Pharmacy	Acknowledgement, Screening, Verification, Labelling & Dispensing