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

Klinik Kesihatan Simpang Empat

JKN PERLIS (ZONE 1)

1st Preventive Maintenance Report

P.M. Date	28 FEBRUARY 2019
Report ID	PM/REPORT/ZONE1/KKSIMPANGEMPAT
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	28/02/2019	Muhamad Redzuan Bin Aziz	Initial document	Muhamad Redzuan Bin Aziz Field Technical Engineer 28/02/2019

Verified and Acknowledged by facility:

Received / Acknowledged by facility	
Name	
Signature / Company Stamp	NURHAYATI BT AZIZAN PEGAWAI FARMASI, MRPh 8832 KLINIK KESIHATAN SIMPANG EMPAT 02700 SIMPANG EMPAT, PERLIS.
Designation / Department	
Date	28/2/19

Appendix A

Certificate of Acceptance

PhIS

pharmaniaga

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1st Preventive Maintenance (2019)
For
Klinik Kesihatan Simpang Empat

Summary findings for Preventive Maintenance conducted on 28/02/2019

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	1	1	
2	LaserJet Printer	1	1	
3	Switch	1	1	
4	Server	1	1	
5	UPS	1	1	

Signature & Stamp:

For PLSB	For Facility
Name: Muhamad Redzuan Bin Aziz Field Technical Engineer	Name: NURHAYATI BT AZIZAN PEGAWAI FARMASI, MRPh 8832 KLINIK KESIHATAN SIMPANG EMPAT 02700 SIMPANG EMPAT, PERLIS.
Designation:	Designation:
Date: 28/02/2019	Date: 28/2/19

Appendix B

Preventive Maintenance Checklist

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

(FORM 1)

FACILITY : KLINIK KESIHATAN SIMPANG EMPAT | DEPT : OUTPATIENT PHARMACY | LOCATION : | STATE : PERLIS | ZONE : 1

PAT ID : CPS/PLS-01/KKS-03/PCD-001 | DESKTOP / ~~NOTEBOOK / LASERJET / THERMAL PRINTER~~ | Location : Procurement, MTAC & Medication Counselling

S/N CPU : PC05FLDE | MONITOR: V900MGFV | KEYBOARD : 0000858 | MOUSE: HS515HA1PBH | 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	116	123	☐	
2nd Partition	78	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 0.99.1	☑	☐	☐	
Microsoft Office	☑	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PAT ID : CPS/PLS-01/KKS-03/LJP-001 | ~~DESKTOP / NOTEBOOK~~ / LASERJET / ~~THERMAL PRINTER~~ | Location : Procurement, MTAC & Medication Counselling

S/N CPU : 45146PLM2Y57G | 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 0.99.1	☐	☐	☐	
Microsoft Office	☐	☐	☐	
BCP (BCP PC only)	☐	☐	☐	
Backup PC (Bacula Web)	☐	☐	☐	

PART IV - FINDINGS / ALERTS / DETECTION

FURTHER ACTION / RECOMMENDATION

PART V - ACKNOWLEDGEMENT

CUSTOMER

Signature & Stamp
Customer Name
Date 28/2/19

NURHAYATI BT AZIZAN
PEGAWAI FARMASI, MRPh 8832
KLINIK KESIHATAN SIMPANG EMPAT
02700 SIMPANG EMPAT, PERLIS.

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
Engineer Name Muhamad Redzuan Bin Aziz
Date 28/02/2019
Field Technical Engineer

PREVENTIVE MAINTENANCE CHECKLIST
(CORE SWTICH / DISTRIBUTION SWITCH)

(FORM 3)

FACILITY : KLINIK KESIHATAN SIMPANG EMPAT DEPT : IT LOCATION : STATE : PERLIS ZONE : 1

PAT ID : CPS/PLS-01/KKS-03/DSW-001 ~~CORE SWITCH~~ / DISTRIBUTION SWITCH Location : Server Room

SERIAL NO: DNI19210BKN 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

NURHAYATI BT AZIZAN
PEGAWAI FARMASI, MRPh 8832
KLINIK KESIHATAN SIMPANG EMPAT
02700 SIMPANG EMPAT, PERLIS.

Customer Name

Date 28/2/19

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name Muhamad Redzuan Bin Aziz
Field Technical Engineer

Date 28/02/2019

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

(FORM 2)

FACILITY : KLINIK KESIHATAN SIMPANG EMPAT

DEPT : IT

LOCATION : Server Room

STATE : PERLIS

ZONE : 1

SERVER 1		SERVER 2		UPS	
PAT ID :	CPS/PLS-01/KKS-03/SVR-001	PAT ID :		PAT ID :	CPS/PLS-01/KKS-03/UPS-001
SERIAL NO :	J30FFZ1	SERIAL NO :		SERIAL NO :	1526803008AF413
MODEL :	LENOVO X3500 M5	MODEL :		MODEL :	EmersonGXT3-1000RT230

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	5	RDX	

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 Current	SERVER 1 Updated	SERVER 2 Current	SERVER 2 Updated
ClamAV	0.99.1			
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:		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

NURHAYATI BT AZIZAN
PEGAWAI FARMASI, MRPh 8832
KLINIK KESIHATAN SIMPANG EMPAT
02700 SIMPANG EMPAT, PERLIS.

28/2/19

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp

Engineer Name Muhamad Redzuan Bin Aziz
Field Technical Engineer

Date 28/02/2019

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	PC05FLDE	V900MGFV	0000858	HS515HA1PBH	CPS/PLS-01/KKS-03/PCD-001	Procurement, MTAC & Medication Counselling	Procurement, MTAC & Medication Counselling

2. LASERJET PRINTER

No.	LASERJET S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	45146PLM2Y57G	CPS/PLS-01/KKS-03/LJP-001	Procurement, MTAC & Medication Counselling	Procurement, MTAC & Medication Counselling

3.NETWORK SWITCH

No.	SWITCH S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	DNI19210BKN	CPS/PLS-01/KKS-03/DSW-001	IT	Server Room

4.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	J30FFZ1	CPS/PLS-01/KKS-03/SVR-001	IT	Server Room

5.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1526803008AF413	CPS/PLS-01/KKS-03/UPS-001	IT	Server Room