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

Klinik Kesihatan Tanjung Karang

JKN SELANGOR (ZONE 9)

1ST Preventive Maintenance Report

P.M. Date	27 APRIL 2018
Report ID	PM/REPORT/Z9/KKTANJUNGKARANG
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	27.4.18	Ahmad Heiqal Bin Noor Zaman	Initial document	Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd.

Verified and Acknowledged by facility:

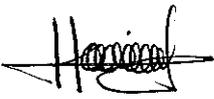| Received / Acknowledged by facility	
Name	
Signature / Company Stamp	MAYTHY A/L PERI CHA PEN. PEG FARMASI U29 KK TANJONG KARANG KLINIK KESIHATAN TANJUNG KARANG Jalan Sungai Kajang, 45500 Tg. Karang, Selangor D. E. No. Tel : 03-3269 8333
Designation / Department	
Date	27/4/18

Appendix A

Certificate of Acceptance

EXECUTION OF PREVENTIVE MAINTENANCE

Project: PhIS & CPS

1ST Preventive Maintenance (2018)
For
Klinik Kesihatan Tanjung Karang

Summary findings for Preventive Maintenance conducted on : 27. 4. 18

No	Item	Allocated Quantity	Serviced Quantity	Remarks
1	Desktop	2	2	
2	Laserjet Printer	1	1	
3	Server	1	1	
4	Ups	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: MAYTHY A/L PERI CHA Designation: PEN. PEG FARMASI U29 KK TANJONG KARANG Date: 27/4/18

Appendix B

Preventive Maintenance Checklist

FACILITY : KK TANJUNG KARANG

STATE : SELANGOR

LOCATION : Screening, Verification, Labelling & Dispensing

IT

ZONE : 9

	SERVER 1	SERVER 2	UPS
PAT ID :	CPS/SEL-05/KKS-05/SVR-001		CPS/SEL-05/KKS-05/UPS-001
SERIAL NO :	06FZMNA		1523803191AF413
MODEL :	LENOVO X3650 M5	LENOVO X3650 M5	LIEBERT 3KVA

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

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

Standard Task:

Cleaning [√]

Verify Condition :

	SERVER 1				SERVER 2			
	Function	Not Function & Resolved	Alert	Not Function & Unresolved Ticket No	Function	Not Function & Resolved	Alert	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)								

Backup Tape	Available	Faulty	Type
Qty			

UPS

	Function	Not Function & Resolved	Alert	Not Function & Unresolved Ticket No
By pass Test	√			
Webcard	√			
Multilink	√			

PART II - SETUP & HEALTH CHECK

Run DSA & collect DSA Log

	Function	Not Function & Resolved	Alert	Not Function & Unresolved Ticket No
SERVER 1	√			
SERVER 2				

Software/Firmware Version :

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

Housekeeping:

Clear /tmp folder > 2 weeks [ ]

Archive Log Files [ ]

SERVER 1	SERVER 2
Screenshot / attachment	Screenshot / attachment

N/A [ ]

PREVENTIVE MAINTENANCE CHECKLIST
(SERVER / UPS / STORAGE)

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

MAYTHY AA/L PERI CHIA
PEN. PEG FARMASI U29
KK TANJONG KARANG

Customer Name

Date   27/2/1/23

PHARMANIAGA LOGISTICS SDN BHD (PLSB)

Signature & Stamp
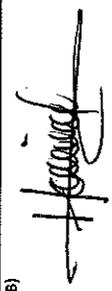
Engineer Name

Date

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

PREVENTIVE MAINTENANCE CHECKLIST
(DEVICE)

FACILITY: **KK TANJUNG KARANG**   DEPT: **OUTPATIENT PHARMACY**   LOCATION: STATE: **SELANGOR**   ZONE: **9**

Device 1

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

S/N CPU: PC071D74   KEYBOARD: 0003120   MOUSE: SG345E3274B   MONITOR: V9018631
Loaned ☐ Unloaned ☐ Relocated ☐

PART I – STANDARD TASK   N/A ☐

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☑ No ☐ N/A ☐
- * Device is harden ☑

MEMORY: 2 GB ☐   4 GB ☑

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition:				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	

Hard Disk Utilization (GB):	Used	Free	Alert	Ticket No
1st Partition	161	78·4	☐	
2nd Partition	76·1	136	☐	
Storage (TAB only)				

PART III – STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐	☑	
KYM	☑	☐	☑	
PhiS Portal	☑	☐	☑	
Auto update disabled:				
(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				

Device 2

PAT ID: CPS/SEL-05/KKS-05/PCD-002   LOCATION: DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB   Location: Screening, Verification, Labelling & Dispensing

S/N CPU: PC071D77   KEYBOARD: 0003119   MOUSE: SG345E3253B   MONITOR: V901W7MA
Loaned ☐ Unloaned ☐ Relocated ☐

PART I – STANDARD TASK   N/A ☐

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☑ No ☐ N/A ☐
- * Device is harden ☑

MEMORY: 2 GB ☐   4 GB ☑

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition:				
Connection via LAN / USB	☑	☐	☐	
Fan/ Power Supply/ Charger	☑	☐	☐	

Hard Disk Utilization (GB):	Used	Free	Alert	Ticket No
1st Partition	129	110	☐	
2nd Partition	45·6	136	☐	
Storage (TAB only)				

PART III – STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☑	☐	☑	
KYM	☑	☐	☑	
PhiS Portal	☑	☐	☑	
Auto update disabled:				
(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				

Device 3

PAT ID: CPS/SEL-05/KKS-05/LJP-001   LOCATION: DESKTOP / NOTEBOOK / LASERJET / THP / BSW / BSM/ MYKAD/ TAB   Location: Screening, Verification, Labelling & Dispensing

S/N CPU: 4S1457LM2GLXC   KEYBOARD: MOUSE: MONITOR:
Loaned ☐ Unloaned ☐ Relocated ☐

PART I – STANDARD TASK   N/A ☐

All Device:
- Cleaning ☑

Desktop/Notebook/TAB: Yes ☐ No ☐ N/A ☐
- * Device is harden

MEMORY: 2 GB ☐   4 GB ☐

PART II – STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
Verify Condition:				
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 ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐	☐	
KYM	☐	☐	☐	
PhiS Portal	☐	☐	☐	
Auto update disabled:				
(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 :   DEPT :   LOCATION :   STATE :   ZONE :

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

S/N CPU : 2305P002147   MONITOR: KEYBOARD :   MOUSE: Loaned ☐   Unlocated ☐   Relocated ☐

PART I - STANDARD TASK   N/A ☐

All Device:
Cleaning ☑

Desktop/Notebook/TAB: Yes ☐   No ☐   N/A ☐
* Device is harden ☐
MEMORY :   2 GB ☐   4 GB ☐

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
   1st Partition
   2nd Partition
   Storage (TAB only)

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☑	☐	☐	
	☑	☐	☐	
	Used	Free	Alert	Ticket No
	☐	☐	☐	
	☐	☐	☐	

PART III - STANDARD SETUP   N/A ☑

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐		
KYM	☐	☐		
PhiS Portal	☐	☐		

Auto update disabled:
(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   N/A ☐

All Device:
Cleaning ☐

Desktop/Notebook/TAB: Yes ☐   No ☐   N/A ☐
* Device is harden ☐
MEMORY :   2 GB ☐   4 GB ☐

Verify Condition :
Connection via LAN / USB
Fan/ Power Supply/ Charger
Hard Disk Utilization (GB) :
   1st Partition
   2nd Partition
   Storage (TAB only)

PART II - STANDARD HEALTH CHECK

	Function	Not Function & Resolved	Not Function & Unresolved	
			Alert	Ticket No
	☐	☐	☐	
	☐	☐	☐	
	Used	Free	Alert	Ticket No
	☐	☐	☐	
	☐	☐	☐	

PART III - STANDARD SETUP   N/A ☐

	Function	Not Function & Resolved	Current Version	Updated Version
Verification:				
IWP	☐	☐		
KYM	☐	☐		
PhiS Portal	☐	☐		

Auto update disabled:
(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	PHARMANIAGA LOGISTICS SDN BHD (PLSB)
Signature & Stamp	Signature & Stamp
Customer Name MAYTHY AIL PERI CHA PEN. PEG FARMASI U29 KK TANJONG KARANG	Engineer Name Ahmad Heiqal Noor Zaman Field Technical Engineer Pharmaniaga Logistics Sdn. Bhd.
Date 27/4/10	Date

Appendix C

Hardware Inventory List

PhIS & CPS PROJECT

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	PC071D74	V9018631	0003120	5G345E3274B	CPS/SEL-05/KKS-05/PCD-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing
2	PC071D77	V901W7MA	0003119	5G345E3253B	CPS/SEL-05/KKS-05/PCD-002	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing

2.LASERJET PRINTER

No.	LJP	ASSET TAGGING	DEPARTMENT	LOCATION
1	451457LM2GLXC	CPS/SEL-05/KKS-05/LJP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing

3.SERVER

No.	SERVER S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	06FZMNA	CPS/SEL-05/KKS-05/SVR-001	IT	Screening, Verification, Labelling & Dispensing

4.UPS

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	1523803191AF413	CPS/SEL-05/KKS-05/UPS-001	IT	Screening, Verification, Labelling & Dispensing

5.THERMAL PRINTER

No.	UPS S/N	ASSET TAGGING	DEPARTMENT	LOCATION
1	2305P002147	CPS/SEL-05/KKS-05/THP-001	Outpatient Pharmacy	Screening, Verification, Labelling & Dispensing