

# Data Systems Downtime Checklist

Department/Unit : \_\_\_\_\_

Date & Time : \_\_\_\_\_ & \_\_\_\_\_

System(s) Affected : \_\_\_\_\_

Data Systems Downtime : ☐ Planned ☐ Unplanned

Please (✓) accordingly.

No.	Item	Status
<b>During Downtime</b>		
1.	Standard "Downtime" notice is displayed at prominent area	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Short briefing by DSDR coordinator / person in-charge upon announcement of <b>CODE WHITE</b> via PA system	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Departmental / Unit staff initiate alternative processes upon briefing	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Downtime Toolkit containing:	
	a) Departmental Downtime Work Instruction(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Alternative documentations to ensure continuity of care (e.g., copy of forms)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<b>DRP Index</b> files and folders in Downtime PC are updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Patient labels are printed from Downtime PC	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	All investigations are requested and received via alternative processes	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Master Checklist (charging) is attached to financial folder for every patient	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Departmental charging sheets are attached for all affected patients	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Post Downtime</b>		
1.	"Downtime" notice displayed is taken down	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	All required data are transferred to related applications after downtime and are validated	<input type="checkbox"/> Yes <input type="checkbox"/> No

Remarks : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Checked by,  
DSDR Coordinator

Reviewed by,  
DSDR Champion

.....  
 Name:  
 Designation:  
 Date:

.....  
 Name:  
 Designation:  
 Date:

*Please submit completed checklist to Department of Management Information Systems (within 1 working day post event)*