

Data Systems Downtime Checklist

Department/Unit : _____

Date & Time : _____ & _____

System(s) Affected : _____

Data Systems Downtime : ☐ Planned ☐ Unplanned

Please (✓) accordingly.

No.	Item	Status
Pre Downtime		
1.	Department readiness is conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Work Instruction is published	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Downtime PC is ready	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Downtime Signage is ready	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Folder tagging is ready (PMR and Financial folders)	<input type="checkbox"/> Yes <input type="checkbox"/> No
During Downtime		
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 CODE WHITE 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.	Downtime Charging and Downtime Database 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
Post Downtime		
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 / Person In-Charge**

**Reviewed by,
DSDR Champion**

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Name:
Designation:
Date & Time:

.....
Name:
Designation:
Date & Time:

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