



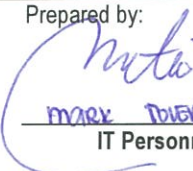
PC PREVENTIVE MAINTENANCE REPORT

DEPARTMENT	Design Center
DATE PERIOD	December 16, 2014

Note: (Type: Server, Desktop, Laptop, Others)

PC		Software Status Findings	Physical Status Findings	Action Taken / Remarks
Computer Name	PHILKOEI-031	- HDD Storage and health status is good, but several unlicensed/unapproved softwares are installed/present.	- Hardware, peripherals, and accessories are in good condition.	- Removed unapproved softwares: utorrent, avi video downloader, free mp3 wma converter, itunes - Backup files to server \\192.168.0.7\backup\BackupFromPhilkoei031 - BelArc advisory results was saved/stored on server \\192.168.0.5
Type	Desktop			
IP Address	192.168.0.31			
Assign User	MGRañosa			
Computer Name	PHILKOEI-063	- HDD Storage and health status is good, but unlicensed/unapproved softwares is installed/present.	- mouse not working properly	- Removed unapproved softwares: download aps - Replace mouse - Backup files to server \\192.168.0.7\backup\BackupFromPhilkoei063 - BelArc advisory results was saved/stored on server \\192.168.0.5
Type	Desktop			
IP Address	192.168.0.63			
Assign User	NSPerez			
Computer Name	PHILKOEI-065	- HDD Storage and health status is good, but unlicensed/unapproved softwares is installed/present.	- Hardware, peripherals, and accessories are in good condition.	- Removed unapproved softwares: itunes - Backup files to server \\192.168.0.7\backup\BackupFromPhilkoei065 - BelArc advisory results was saved/stored on server \\192.168.0.5
Type	Desktop			
IP Address	192.168.0.65			
Assign User	GFMijares			
Computer Name	PHILKOEI-080	- HDD Storage and health status is good, but several unlicensed/unapproved softwares are installed/present.	- Hardware, peripherals, and accessories are in good condition.	- Removed unapproved softwares: utorrent, hotspot shield, ganera and fez - Backup files to server \\192.168.0.7\backup\BackupFromPhilkoei080 - BelArc advisory results was saved/stored on server \\192.168.0.5
Type	Desktop			
IP Address	192.168.0.80			
Assign User	KSSuarez			
Computer Name	PHILKOEI-097	- HDD Storage and health status is good.	- No UPS, monitor and CPU are directly plugged on convenience outlet.	- Provide new UPS - Backup files to server \\192.168.0.7\backup\BackupFromPhilkoei097 - BelArc advisory results was saved/stored on server \\192.168.0.5
Type	Desktop			
IP Address	192.168.0.97			
Assign User	ACQuejado			

Prepared by:


Mark Montano
IT Personnel

Noted by:


Brian Jose R. Fuentes
IT Manager

	ITD - F - 05 Rev. No. 00 / 12-15-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. PREVENTIVE MAINTENANCE CHECKLIST			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date: <u>2014-12-16</u> (yyyy-mm-dd) Type: <u>D</u> (Server, Desktop, Laptop, Others pls specify) PC Name: <u>PHILKOEI-031</u> IP Address: <u>192.168.0.03</u> User: <u>MG Pañosca</u> Department: <u>Design Center</u> </div> <div style="width: 45%;"> PM performed by: <u>Francis M. Palomique</u> Start (yyyy-mm-dd hh:mm): <u>2014-12-16 @ 7:20 pm</u> End (yyyy-mm-dd hh:mm): <u>2014-12-16 @ 8:30 pm</u> </div> </div>				
NOTE: Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<input checked="" type="checkbox"/>	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1)	BACKUP FILE TO PHILKOEI007\BACKUP\BACKUPFROMPHILKOEI031
<input checked="" type="checkbox"/>	S,D,L	1.2	Disk(s) storage and health status (GB)	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health	
			disk1: <u>113/117 - Healthy</u> disk2: <u>161/270 - Healthy</u> disk3: _____	disk4: _____ disk5: _____ disk6: _____	
<input checked="" type="checkbox"/>	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
<input checked="" type="checkbox"/>	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
<input checked="" type="checkbox"/>	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	BelArc Advisory Results was recorded/stored on server for reference
<input checked="" type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Removed Free AVI Video Downloader converter, Free Mp3 Wma converter, Utorrent & iTunes
2 Physical Status					
<input checked="" type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input checked="" type="checkbox"/>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
<input checked="" type="checkbox"/>	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	
 Employee			Prepared by: Francis M. Palomique IT Personnel		Noted by: IT Manager

	ITD - F - 05 Rev. No. 00 / 12-15-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. PREVENTIVE MAINTENANCE CHECKLIST			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date: <u>2014-12-16</u> (yyyy-mm-dd) Type: <u>D</u> (Server, Desktop, Laptop, Others pls specify) PC Name: <u>PHILKOEI-063</u> IP Address: <u>192.168.0.63</u> User: <u>NSPerez</u> Department: <u>Design Center</u> </div> <div style="width: 45%;"> PM performed by <u>Francis M. Palomique</u> Start (yyyy-mm-dd hh:mm) <u>2014-12-16 @ 4:10 pm</u> End (yyyy-mm-dd hh:mm) <u>2014-12-16 @ 7:15 pm</u> </div> </div>				
NOTE: Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<input checked="" type="checkbox"/>	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1)	BACKUP FILE TO PHILKOEI007\BACKUP\BACKUP FROM PHILKOEI 063
<input checked="" type="checkbox"/>	S,D,L	1.2	Disk(s) storage and health status (GB) disk1: <u>47/195 - Healthy</u> disk2: <u>194/270 - Healthy</u> disk3: _____	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: _____ disk5: _____ disk6: _____	
<input checked="" type="checkbox"/>	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
<input checked="" type="checkbox"/>	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
<input checked="" type="checkbox"/>	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	BelArc Advisory Results was recorded/stored on server
<input checked="" type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	Removed "Downtodd Aps"
2 Physical Status					
<input checked="" type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input checked="" type="checkbox"/>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
<input checked="" type="checkbox"/>	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	mouse malfunction / mouse to be replaced
			Prepared by: Francis M. Palomique IT Personnel		Noted by: IT Manager

	ITD - F - 05 Rev. No. 00 / 12-15-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. PREVENTIVE MAINTENANCE CHECKLIST			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date <u>2014-12-15</u> (yyyy-mm-dd) Type <u>D</u> (Server, Desktop, Laptop, Others pls specify) PC Name <u>PHILKOEI - 65</u> IP Address <u>192.168.0.65</u> User <u>GEMIJARES</u> Department <u>DESIGN CENTER</u> </div> <div style="width: 45%;"> PM performed by <u>mdtolentino</u> Start (yyyy-mm-dd hh:mm) <u>2014-12-15 18:10</u> End (yyyy-mm-dd hh:mm) <u>2014-12-15 19:30</u> </div> </div>				
NOTE: Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<input checked="" type="checkbox"/>	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1)	BACKUP FILE TO PHILKOEI 007\BACKUP\BACKUP FROM PHILKOEI 065
<input checked="" type="checkbox"/>	S,D,L	1.2	Disk(s) storage and health status (GB) disk1: <u>145 / 195</u> disk2: <u>176 / 270</u> disk3: _____	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health disk4: _____ disk5: _____ disk6: _____	
<input checked="" type="checkbox"/>	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
<input checked="" type="checkbox"/>	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
<input checked="" type="checkbox"/>	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	BELARC SAVED TO SERVER
<input checked="" type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	iTunes
2 Physical Status					
<input checked="" type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input checked="" type="checkbox"/>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
<input checked="" type="checkbox"/>	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	
			Prepared by: MARK D. TOLENTINO IT Personnel	Noted by: IT Manager	



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PHILKOEI INTERNATIONAL, INC.

PREVENTIVE MAINTENANCE CHECKLIST

Date 2014-12-16 (yyyy-mm-dd)
Type D (Server, Desktop, Laptop, Others pls specify)
PC Name PHILKOEI-30
IP Address 192.168.0.80
User KSSVAREZ
Department DESIGN

PM performed by MMCORP.D
Start (yyyy-mm-dd hh:mm) 2014-12-16 18:42
End (yyyy-mm-dd hh:mm) 2014-12-16 19:51

NOTE: Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers

Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<input checked="" type="checkbox"/>	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1)	BACKUP FILE TO PHILKOEI 007\BACKUP\BACKUPFROM PHILKOEI080
<input checked="" type="checkbox"/>	S,D,L	1.2	Disk(s) storage and health status (GB)	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health	
			disk1: <u>234 / 244</u>	disk4: _____	
			disk2: <u>213 / 221</u>	disk5: _____	
			disk3: _____	disk6: _____	
<input checked="" type="checkbox"/>	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
<input checked="" type="checkbox"/>	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
<input checked="" type="checkbox"/>	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	BELARC SAVED TO SERVER
<input checked="" type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	UTORRENT, HOTSPOT SHIELD, GARNNA, FEZ
2 Physical Status					
<input checked="" type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input checked="" type="checkbox"/>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
<input checked="" type="checkbox"/>	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	

Prepared by:

Noted by:

Kimberly Ann Suarez
Employee

MARK CARPIO
IT Personnel

[Signature]
IT Manager

	ITD - F - 05 Rev. No. 00 / 12-15-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. PREVENTIVE MAINTENANCE CHECKLIST			
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Date <u>2014 - 12 - 16</u> (yyyy-mm-dd) Type <u>D</u> (Server, Desktop, Laptop, Others pls specify) PC Name <u>PHILKOEI 97</u> IP Address <u>192.168.0.97</u> User <u>acquejado</u> Department <u>DESIGN CENTER</u> </div> <div style="width: 45%;"> PM performed by <u>mmcorpo</u> Start (yyyy-mm-dd hh:mm) <u>2014-12-16 6:24 PM</u> End (yyyy-mm-dd hh:mm) <u>2014-12-16 7:08 PM</u> </div> </div>				
NOTE: Please provide timestamp and details of downtime advisory to all concerned users if performed during business hours especially on servers					
Status	Type(s)	Item(s)	Particulars	Task details	Notes/Remarks
1 Software Status					
<input checked="" type="checkbox"/>	S,D,L	1.1	Backup	Provide details of backup incl. Folder paths and target path (ex. \\server-ip\folder1 to \\archive-srv-ip\date\folder1)	BACKUP FILE TO PHILKOEI 007\BACKUP FROM BACKUP FROM PHILKOEI 000
<input checked="" type="checkbox"/>	S,D,L	1.2	Disk(s) storage and health status <u>(GB)</u> disk1: <u>98 / 99</u> disk2: <u>81 / 132 GB</u> disk3: _____ disk4: _____ disk5: _____ disk6: _____	List all disks incl. Capacity, Used and Free sizes then run checkdisk or view disks' health	
<input checked="" type="checkbox"/>	S,D,L	1.3	Purge temporary/cache files	S/W cleaning tool such as ccleaner or ATF-cleaner may be used	
<input checked="" type="checkbox"/>	S,D,L	1.4	Scan/Clean for Malwares	S/W tool such as malwarebytes, hijackthis or registry cleaner may be used. Pls extract, backup and specify the location of log results	
<input checked="" type="checkbox"/>	D,L	1.5	Software(s) installed audit	S/W tool such as BelArc Advisor may be used. Pls extract, backup and specify the location of log results	BELARC LOG SAVED TO SERVER
<input checked="" type="checkbox"/>	D,L	1.6	Identify and remove unlicensed/unapproved software(s)	List software(s) identified and removed	
2 Physical Status					
<input checked="" type="checkbox"/>	S,D,L	2.1	Visual check	Check for scratches, loose bolts and/or hinges, and deformed metallic parts	
<input checked="" type="checkbox"/>	S,D	2.2	Cleaning of internals	Clean parts such as fans, ducting, boards and chassis using paint brush, vacuum cleaner and cloth	
<input checked="" type="checkbox"/>	D,L	2.3	Check peripherals & accessories	Check status of mouse, keyboard, monitor and UPS/AVR	RECOMMEND TO REQUEST A UPS
			Prepared by:	Noted by:	
 Employee			 IT Personnel	 IT Manager	

PHILKOEI INTERNATIONAL, INC.
INFORMATION TECHNOLOGY DEPARTMENT

PREVENTIVE MAINTENANCE SCHEDULE

Date Prepared: December 15, 2014


DEPARTMENT	2015											
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
SERVER MAINTENANCE												
Number of Servers: 7												
ADMIN DEPARTMENT												
Number of Desktop: 9; Laptop: 2												
Act./Fin. Department												
Number of Desktop: 9; Laptop: 2												
BDD												
Number of Desktop: 2; Laptop 1												
HR												
Number of Desktop: 3; Laptop 1												
Engineering Department												
Number of Desktop: 3; Laptop 4												
Design Center												
Number of Desktop: 12; Laptop 6												
ICG												
Number of Desktop: 4; Laptop 7												

Total Number of Desktop: 42; Laptop 23; Server 7

NOTE: -Schedule of preventive maintenance should be performed during weekends and/or after office hours

-In times of server maintenance, an email notification shall be sent to all department heads and managers prior to the scheduled maintenance


Brian Jose R. Fuytes
IT Manager

	QMS - F - 13 Rev. 00 / 08-16-2014 Page 1 of 1	PHILKOEI INTERNATIONAL, INC. MINUTES OF MEETING
TYPE OF MEETING	INTERNAL MEETING (I.T. DEPARTMENT) FOR ISO COMPLIANCE	
DATE	DECEMBER 15, 2014 @ 3:00 pm - 5:00 pm (PHI Main office)	
PRESENT		ABSENT
BRIAN JOSE FUENTES - IT MANAGER		
MARK D. TOLENTINO - IT SUPPORT		
MARIC M. CARPIO - IT SUPPORT		
FRANCIS M. PALOMIQUE - IT SUPPORT		

MEETING AGENDA	* DEPLOYMENT & BRIEFING OF ADDITIONAL I.T. STAFF
	* PREPARATION OF NEW IT FORM/CHECKLIST FOR PREVENTIVE MAINTENANCE ACTIVITIES MONITORING (ITD - F - 05)
	* MODIFICATION OF FORM ITD - F - 02 BASED ON THE PARAMETERS INDICATED ON FORM ITD - F - 05.
	* IMPLEMENTATION OF PREVENTIVE MAINTENANCE ACTIVITIES.

REVIEW OF ACTION ITEMS FROM PREVIOUS MEETING:

ACTION NEEDED	RESPONSIBLE	DATE DUE
- DEPLOYMENT OF ADDITIONAL IT STAFF	MANAGEMENT	12/12/2014

HIGHLIGHTS OF THE MEETING

- 1) ADDITIONAL IT STAFF (FRANCIS M. PALOMIQUE) ASSIGNED/ DEPLOY BY MANAGEMENT.
- 2) IT MANAGER PREPARES NEW IT FORM/CHECK LIST FOR MONITORING THE PREVENTIVE MAINTENANCE ACTIVITIES. (ITD-F-05)
- 3) IT SUPPORT STAFF REVISED/MODIFY IT FORM (ITD-F-02) BASED ON ITD-F-05.
- 4) IT MANAGER DISCUSSES THE PROCEDURE ON FILLING THE NEW FORMS/CHECK LIST.
- 5) FIVE (5) UNITS OR MORE WERE IDENTIFIED/ASSIGNED FOR THE IMPLEMENTATION OF PREVENTIVE MAINTENANCE.
- 6) SCHEDULE OF PREVENTIVE MAINTENANCE ACTIVITIES FOR EVERY COMPUTER UNITS WILL BE
- 7) PREVENTIVE MAINTENANCE ACTIVITIES WILL BE DONE AFTER OFFICE HOURS/DURING WEEKENDS. ONCE A YEAR.
- 8) REVISION OF PROCESS FLOW/INCEPTION OF ITD-F-04 ON THE PROCESS FLOW.

ACTION ITEMS

ACTION NEEDED	RESPONSIBLE	DATE DUE
* IMPLEMENT PREVENTIVE MAINTENANCE ACTIVITIES	IT DEPARTMENT	12/18/2014
* ACCOMPLISH PREVENTIVE MAINTENANCE REPORT	IT DEPARTMENT	12/18/2014
* REVISION OF PROCESS FLOW	IT DEPARTMENT	12/15/2014

Prepared by:


 FRANCIS M. PALOMIQUE
 Name and Signature

Approved by:


 BRIAN JOSE FUENTES
 Name and Signature

Nonconformity Report (list of nonconformities) No. 1 to 1

Client	Certification No.
Philkoei International Inc.	ZN 01 100
Type of audit	Standard (s)
Certification Audit	ISO 9001: 2008

No	Ref	Nonconformity	proof	Root Cause analysis	Corrections and Corrective Action	Completion date
1	ISO 9001 cls 6.3	Preventive Maintenance of IT Equipment was not effectively conducted. Evidence: There was not record nor plan of the preventive maintenance activity conducted for software and hardware (44 desktop, 29 notebooks) as required by the procedure OP-ITD-01 rev.0.	D	There is insufficient member of IT staff to perform a variety of its activities. Preventive maintenance is being undertaken by the department, however proper documentation of this activity was lacking. Hardware maintenance was not prioritized because servers came more important to maintain in our business.	Management assigned an additional IT staff to help in the department. Appropriate checklist was prepared to address this concern (ITD-F-05) and preventive maintenance activities were monitored using ITD-F-02. IT Department met and plan preventive maintenance activities of servers, desktops, and laptops for 2015.	12/12/14 12/15/14 12/16/14