

# NIPPON EXPRESS (INDIA) PRIVATE LIMITED

## IT CHECK SHEET

Check Sheet No:	NEIN/CS/90-3	CCU
Date	27/2/14 12:00 AM	12:07:01

### 1) Power supply

RAW Power Working	NO
UPS Working	NO
UPS Backup time ( to be checked weekly once)	testg
UPS Preventive Maintenance (to be checked 3 month once)	NO

### 3) MPLS VPN

DownTime  
(If NO, pls, specify total no. of hours down)  
null

4) ISP ( MPLS VPN ) Router	null
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7) User Data backup taken ( Automatic user backup) (weekly scheduled backup)	null
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8) Cisco 2821 / 2811 Router working (HO only )	null
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9) Watchguard 550e Firewall working (HO only )	null
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10) Firewall Database ( 10.206.10.11 ) - (HO only )	null
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11) Lotus Notes Server ( Working )	null
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12) NEWINS Application ( Working )	null
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13) Server Room AC ( Working)	null
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Temperature Maintained

18) Telephone EPABX / Lines	null
19) CCTV ( Working )	null
Backup ( no. of days)	check
20) Access Controller ( Working )	null
21) Fire Alarm ( Working )	NO
When was last checked	27-Feb-2014
22) Instruction Deduction system ( IDS ) ( Working )	null
When was last checked	25-Feb-2014
23) Any IT hardware under Repair ( Pls. specify)	check
Status or by it will be rectified and put into use.	check
24) Preventive Maintenance ( All IT equipment's)	null
To be done every quater without fail	
If NO, provide reason	ceheck
Remarks ( If any ):	
chcek	