

Form B03

Scheduled Maintenance Work Order



Quantum Medical Solutions sdn bhd
transcending boundaries, transforming life

Format Ref: - QMS/TSD-022 Rev.01

Work Order No.	PWO365202	Schedule Month	June 2018
Work Order Date	01/06/2018	Completed Date	27.6.18
Clinic Name	Klinik Kesihatan Batu Anam	Clinic Code	JHR080
BE No.	JHNANE014	Distict	SEGAMAT
BE Category	ANALYZERS, LABORATORY, HEM	WO Assigned to	Haslrang
Ownership	<input type="checkbox"/> Existing Equipment	<input type="checkbox"/> Purchase	<input checked="" type="checkbox"/> New
BE Condition	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> BER Proposed	
Work Order Type	<input checked="" type="checkbox"/> Preventive Maintenance (PM)	<input type="checkbox"/> Third Party Calibration (TPC)	
	<input type="checkbox"/> Routine Inspection (RI)	<input type="checkbox"/> Statutory Certification (SC)	

Reschedule Date	
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3E Third Party Calibration / Statutory Certification Details

Company Name	-	Cal / Cert Date	-
Contact Number	-	Cal / Cert Expiry Date	-

Action Taken

☒ PM / RI job done as per checklist. Unit tested functioning good & ready to use.

☐ Corrective Maintenance / ☐ Breakdown

BE Sticker Availability : ☒ Yes / ☐ NA

Remarks: PPM done by vendor

Manufacturer : Mindray

Modal : BC-305

Serial No : TH-73001824

Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
	Haslrang	27/6/18	10.00 am	12.00 pm

Customer Remarks

Engineer / Technician Signature	Customer Signature
Name	Name
Date	Designation
	Date
	Seal

MOHD HANIS BIN JAMHURI
SENIOR BIOMEDICAL TECHNICIAN
QUANTUM MEDICAL SOLUTION SDN BHD
TECHNICAL SERVICE DEPARTMENT
012-3967845
27/6/18

AHMAD LUQMAN B. ABD HAKIM
ITMP U29
KK Batu Anam

For Internal Use

First Verification

QMS Circle Incharge

MOHD SHAFUDIN BIN SIMIN
Biomedical Engineering
Quantum Medical Solutions
H/P: 012-3967638

Final Verification

QMS State Incharge



KEMENTERIAN KESIHATAN MALAYSIA

MEET Planned Preventive Maintenance Checklist
Analyzers, Laboratory, Hematology, Cell Counting, Automated (Medium)
BE CODE : ME-009

CHECKLIST NO: CL-015-000
REV.000

PART 1 ASSET DETAILS

WORK ORDER NO ▶ pwo 365202 BE NO ▶ JHNANE 014
MANUFACTURER ▶ hindray MODEL ▶ BC-30 S
FREQUENCY ▶ 6 MONTHLY () 12 MONTHLY (✓) PPM HOURS ▶ 2.00

PART 2 SPECIAL PRECAUTION

If there is evidence of body fluid contamination, submit the device for cleaning and decontamination before inspecting it.

Wear appropriate Personnel Protection Equipment (PPE) during work.

Wear grounded electrostatic wristband when handling PCB or electronic components.

Refer to the safety procedure for additional precautions and guidance as per manufacturer guidelines.

Make sure the test equipment used are duly calibrated.

PART 3 TEST APPARATUS

Tick (✓) where appropriate

NO	ASSET NO	DESCRIPTION	SERIAL NO	CALIBRATION DUE ON
1		ELECTRICAL SAFETY ANALYZER	<u>3226902</u>	<u>17/12/18</u>

PART 4 QUALITATIVE TASKS

Tick (✓) where appropriate

	PASS	FAIL	NA		PASS	FAIL	NA
1 Chassis - verify physical integrity, cleanliness and condition	(✓)	()	()	11 Probes- Verify physical integrity	(✓)	()	()
2 Mount/ Fasteners - verify physical integrity	(✓)	()	()	12 Temperature system- verify proper operation	(✓)	()	()
3 Power Cord - verify proper insulation and integrity	(✓)	()	()	13 Fan/motor/compressor/pump- verify physical integrity and proper operation	(✓)	()	()
4 Strain Relief - verify physical integrity at both ends of line cord	(✓)	()	()	14 Initialization Process- Verify	(✓)	()	()
5 Fittings/ Connectors - check all fittings/connectors	(✓)	()	()	15 Printer - Verify physical operation.	(✓)	()	()
6 Controls/Switches - verify proper operation of controls	(✓)	()	()	16 User Setting - Verify Operation	(✓)	()	()
7 Indicators/Displays- verify proper operation	(✓)	()	()	17 User calibration - Verify Operation	(✓)	()	()
8 Electrodes and Transducer -verify physical integrity	(✓)	()	()	18 Self Diagnostic - Verify Operation	(✓)	()	()
9 Hydraulics and Pneumatics System-verify physical integrity	(✓)	()	()	19 Plate movement calibration - Verify Operation	(✓)	()	()
10 Sensors- verify physical integrity	(✓)	()	()				

PART 5 PREVENTIVE MAINTENANCE TASKS

Tick (✓) where appropriate

	DONE	NOT DONE**	NA		DONE	NOT DONE**	NA
1 Clean exterior and interior of the equipment	(✓)	()	()	6 Clean measuring area	(✓)	()	()
2 Inspect/clean interior of unit	(✓)	()	()	7 Calibrate system parameter	(X)	()	(✓)
3 Clean hydraulics and pneumatic system	(✓)	()	()	8 Perform Post routine	(✓)	()	()
4 Tubings - clean/ replace ***	(✓)	()	()	Notes:			
5 Clean sampling mechanism	(✓)	()	()	* For all Parts, NA is defined as NOT APPLICABLE			

** If you have ticked 'NOT DONE', then justify in Part 8

*** Choose Whichever Applicable

WORK ORDER NO ▶

PART 6 QUANTITATIVE TASKS

Tick (\checkmark) where appropriate

[illegible]

PART 7 ELECTRICAL SAFETY TEST

ELECTRICAL SAFETY TEST, (attach report)

Tick (✓) where appropriate

Standard use :

Result :

☐ IEC 60601

☐ IEC 61010☒ IEC 62353☒ PASS☐ FAIL☐ NA

PART 8 NOTES

☐ CORRECTIVE MAINTENANCE REQUIRED

☒ FUNCTIONING

☐ NOT FUNCTIONING

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NEXT PPM DATE ▶ _____

PPM has been performed in accordance to the checklist and the equipment is functioning to the intended purpose.

COMPLETED BY:

Hanis

DATE : _____

27/0/10