

Scheduled Maintenance Work Order

Quantum
transcending
Format Re:

Work Order No	n/a PWO 465012	Scheduled Month	January 2019
Work Order Date	n/a 01/01/2019	Completed Date	17/1/2019
Clinic Name	K.K. GREENTOWN	Clinic Code	PRK030
BE No	PRK00055	District	KINTA
BE Category	HEMATOLOGY ANALYZER (M)	WO Assigned to	NOOR AZARUL
Ownership	<input checked="" type="checkbox"/> Existing Equipment	<input type="checkbox"/> MEET Equipment	
BE Condition	<input type="checkbox"/> Under Warranty	<input type="checkbox"/> BER Proposed	
Work Order Type	<input checked="" type="checkbox"/> Preventive Maintenance (PM) <input type="checkbox"/> Routine Inspection (RI)	<input type="checkbox"/> Third Party Calibration (TPC) <input type="checkbox"/> Statutory Certification (SC)	

Reschedule Date	
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BE Third Party Calibration / Statutory Certification Details

Company Name	n/a	Cal / Cert Date	n/a
Contact Number	n/a	Cal / Cert Expiry Date	n/a

Action Taken

PPM completed as per checklist.

Manufacturer: SYSMEX
Model: KX21N
S/N: B4115
Purchase Date: 1/7/2011
Kewpa No: JKN PRK0522011/4/09/6

Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
1	NOOR AZARUL	17/1/2019	14:00	16:00

Customer Remarks

* UNIT HAS BEEN LOCATED AT K.K. CHEMER.

Engineer / Technician Signature

Name

Date

NOOR AZARUL B AHAMAD
PERAK LAB SPECIALIST
Quantum Medical Solution Sdn. Bhd
No 10 B, Persiaan Greentown 4c
Greentown Avenue, 30430 Ipoh, Perak
Tel/fax: 05-2461991 Hp: 012-39648013

Customer Signature

Name

Designation

Date

Seal

NOR AZILA AHMAD ZAINI
JTMR 32 (KUP)
KLINIK KESIHATAN

For Internal Use only

First Verification
QMS Circle Incharge

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-015-003
REV.000

PART 1 ASSET DETAILS

WORK ORDER NO ▶ *1/2 PWO 465012* BE NO ▶ *PRKCE0652*
MANUFACTURER ▶ SYSMEX MODEL ▶ *KX21N*
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
	<i>1/2</i>	ELECTRICAL SAFETY ANALYZER	<i>1/2</i>	

PART 4 QUALITATIVE TASKS

Tick (✓) where appropriate

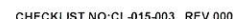
	PASS	FAIL	NA		PASS	FAIL	NA
1 Chassis - verify physical integrity, cleanliness and condition	(/)	()	()	10 Printer - Verify Operation	(/)	()	()
2 Mount/ Fasteners - verify physical integrity	(/)	()	()	11 Rolling Pump tubing -Verify Physical Integrity	(/)	()	()
3 Cables - verify integrity	(/)	()	()	12 Solenoid Valve- Verify Operation	(/)	()	()
4 AC Plug / Power Cord- verify Proper Insulation and integrity	(/)	()	()	13 Vacuum and Pressure Pump -Verify Physical Integrity	(/)	()	()
5 Strain Relief - verify physical integrity at both ends of line cord	(/)	()	()	a. Vacuum =0.0333mpa (actual) Displaying 0.0320mpa	(/)	()	()
6 Fittings/ Connectors - check all fittings/connectors	(/)	()	()	b. Vacuum =0.05mpa (actual) Displaying 0.051mpa	(/)	()	()
7 Controls/Switches - verify proper operation of controls	(/)	()	()	14 Sample Probe - Verify Integrity	(/)	()	()
8 Indicators /Displays - Verify Proper illumination and Operation	(/)	()	()	15 Controller Board - Verify Physical Integrity	(/)	()	()
9 Plunger & Syringe Motor drive - Verify physical integrity and operation	(/)	()	()				

PART 5 PREVENTIVE MAINTENANCE TASKS

Tick (✓) where appropriate

	DONE	NOT DONE **	NA		DONE	NOT DONE **	NA
1 Inspect / Clean exterior and interior of the equipment	(/)	()	()	8 Run Auto Clean	(/)	()	()
2 Transducer Clean and Verify integrity	(/)	()	()	9 SRV -Clean and Check Condition	(/)	()	()
3 PPM Kits - Replace if needed	(/)	()	()	10 Run daily Shutdown	(/)	()	()
4 Power on Self Test (POST) -Verify Operation	(/)	()	()	11 Sample Aspiration Probe - Clean and Check Condition	(/)	()	()
5 Fan Filter -Clean and replace if needed	(/)	()	()	12 Pinch Valve and Lyse pump tubing - Clean and Replace if Necessary	(/)	()	()
6 Aperture Plates - Clean and Check Condition	(/)	()	()	13 Waste Champer - Clean and Check Condition	(/)	()	()
7 Diluent Syringe, Sample Syringe, Sample aspiration Probe- Clean and Check Condition	(/)	()	()	14 Close Sample holder - Clean and Check Condition	()	()	(/)

Notes: * For all Parts, NA is defined as NOT APPLICABLE
** If you have ticked 'NOT DONE', then justify in Part 8
*** Choose Whichever Applicable



DATE : _____