

Form B03

Scheduled Maintenance Work Order



Quantum Medical Solutions sdn bhd
transcending boundaries, transforming life
Format Ref. -QMS/TSD-003 Rev. 00

Work Order No	PW0339722	Scheduled Month	January 2018
Work Order Date	01/01/2018	Completed Date	23/1/2018
Clinic Name	Klinik Kesihatan Jalan Oya	Clinic Code	SWK169
BE No	SWK004679	District	SIBU
Be Category	Otoscopes	WO Assigned to	SIUBME1
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 type="checkbox"/> Preventive Maintenance (PM)	<input type="checkbox"/> Third Party Calibration (TPC)	
	<input checked="" type="checkbox"/> Routine Inspection (RI)	<input type="checkbox"/> Statutory Certification (SC)	

BE Third Party Calibration / Statutory Certification Details

Company Name	N/A	Cal / Cert Date	N/A
Company Number		Cal / Cert Expiry Date	

Action Taken

To do ppm as per checklist attached

Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
022	Wes Charles	23/1/2018	8:15	8:30

Customer Remarks

Engineer / Technician Signature Name Date	WEDNISLEYJI JIMMY BIOMEDICAL TECH QUANTUM MEDICAL SOLUTIONS 23/1/18	Customer Signature Name Designation Date Seal	 5/2/2018
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For Internal Use Only

First Verification

QMS Circle Incharge

James Bo
Sr. Biomedical Engineer
Quantum Medical Solutions

Final Verification

QMS State Incharge



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BEMS Planned Preventive Maintenance Checklist

Otosopes

BE CODE 12-349

CHECKLIST NO: CL-105
REV.000**PART 1 ASSET DETAILS**

WORK ORDER NO ▶ PWO329722

ASSET NO ▶ SW12004647

MANUFACTURER ▶ WELCH ALLYN INC

MODEL ▶

FREQUENCY ▶ 3 MONTHLY () 6 MONTHLY () 12 MONTHLY (✓)

PPM HOURS ▶ 0.15

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
		ELECTRICAL SAFETY ANALYZER	NA	

PART 4 QUALITATIVE TASKS

Tick (✓) where appropriate

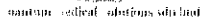
	PASS	FAIL	NA		PASS	FAIL	NA
1 Chassis - verify physical integrity, cleanliness and condition	(✓)	()	()	7 Circuit Breaker/ Fuse - verify integrity of external circuit breaker and/or rating of external fuse	()	()	(✓)
2 Mount/ Fasteners - verify physical integrity	(✓)	()	()	8 Fittings/ Connectors - check all fittings/connectors	(✓)	()	()
3 Cables - verify integrity	()	()	(✓)	9 Controls/Switches - verify proper operation of controls	(✓)	()	()
4 AC Plug - verify integrity	()	()	(✓)	10 Indicators - verify proper illumination and operation	()	()	(✓)
5 Power Cord - verify proper insulation and integrity	()	()	(✓)	11 Check Charger - verify proper operation	()	()	(✓)
6 Strain Relief - verify physical integrity at both ends of line cord	()	()	(✓)	12 Check lamp holder	(✓)	()	()

PART 5 PREVENTIVE MAINTENANCE TASKS

Tick (✓) where appropriate

	DONE	NOT DONE **	NA		DONE	NOT DONE **	NA
1 Clean exterior and interior of the equipment	(✓)	()	()	4 Check / replace lamp	(✓)	()	()
2 Clean lens, prism	(✓)	()	()	5 Check / replace battery	(✓)	()	()
3 Clean filters	(✓)	()	()				

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



BEMS Planned Preventive Maintenance Checklist

Otoscopes

BE CODE : 12-849

CHECKLIST NO: CL-106
REV.000

PART 6 QUANTITATIVE TASKS

Tick (✓) where appropriate

[illegible]

PART 7 ELECTRICAL SAFETY TEST

ELECTRICAL SAFETY TEST, (attach report)

(In accordance to IEC 60601)

☐ PASS☐ FAIL☒ NA

PART 8 NOTES

and functioning well.

☐ CORRECTIVE MAINTENANCE REQUIRED

☒ FUNCTIONING

☐ NOT FUNCTIONING

WORK ORDER NO. _____

NEXT PPM DATE ▶ Jan 15

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

COMPLETED BY:

WEDNISLEYJI JIMMY

BIOMEDICAL TECH

QUANTUM MEDICAL SOLUTIONS

DATE :

23/1/14