

Scheduled Maintenance Work Order

Quantum Medical Solutions sdn bhd
TRANSFORMING BOUNDARIES. TRANSFORMING LIFE.

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

Work Order No	n/a PWO 465002	Scheduled Month	January 2019
Work Order Date	n/a 01/01/2019	Completed Date	17/1/2019
Clinic Name	K.K. MENGLUMBU	Clinic Code	PRK036
BE No	PRK002486	District	KINTA
BE Category	HEMATOCYTH AND PLETHY	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: KX 91
 S/N: B0773
 Purchase Date: 1/3/2007
 Kewpa No: KKM/JSK/PRK/KK/08-03-02/14/10/31

Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
1	NOOR AZARUL	17/1/2019	9:00	11:00

Customer Remarks

* QC MATERIAL NOT AVAILABLE AT SITE.

Engineer / Technician Signature

Name

Date 17/1/2019
 NOOR AZARUL BAHAMAD
 PERAK LAB SPECIALIST
 Quantum Medical Solutions Sdn. Bhd
 No 10 B, Persiaran Greentown 4c
 Greentown Avenue, 30450 Ipoh, Perak
 Tel/fax : 05-2461991 Ho : 012-39648013

Customer Signature

Name

Designation

Date

Seal

Raja Melissa Hafiza Bt Raja Saiful Bahri
 Juruteknologi Makmal Perubatan U29
 Klinik Kesihatan Buntong Menglembu.

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 *n/p* *PW0465002* BE NO *PRK002486*
MANUFACTURER *▶* SYSMEX MODEL *▶* KX21
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>n/p</i>	<i>n/p</i>	ELECTRICAL SAFETY ANALYZER	<i>n/p</i>	<i>n/p</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 Vaccum and Pressure Pump -Verify Physical Integrity	(/)	()	()
5 Strain Relief - verify physical integrity at both ends of line cord	(/)	()	()	a. Vaccum =0.0333mpa (actual) Displaying 0.0320mpa	()	()	(/)
6 Fittings/ Connectors - check all fittings/connectors	(/)	()	()	b. Vaccum =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	()	()	(/)

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

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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

Part 5 : Item 3

As needed Maintenance

Please indicate the part number, description of PPM Kit and any repair work to be carried out (if any) :

1. Clean/Replace air filter - Replace at least once a year (part no. 443 - 2477 - 4)
2. Replace waste tubing (part no. 442 - 5340 - 413)
3. Check/Replace Dirty Tubing - Replace at least once a year (part no. 442-5055-413)
4. Check/Replace shaft fixture no. 60 and shaft no. 276

☐ CORRECTIVE MAINTENANCE REQUIRED

☒ FUNCTIONING

☐ NOT FUNCTIONING

WORK ORDER NO ▶ 1210

NEXT PPM DATE ▶ July 1

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

COMPLETED BY:

NOOR AZARUL BAHAMAD
PERAK LAB SPECIALIST

Quantum Medical Solution Sdn. Bhd

No 10 B, Persiaan Greentown 4c

Greentown Avenue, 30450 Ipoh, Perak

Tel/fax : 05-2461991 / Hp : 012-39648013

DATE :

17/1/2019