



# Scheduled Maintenance Work Order

Work Order No	n/a PW0465021	Scheduled Month	January 2019
Work Order Date	n/a 01/01/2019	Completed Date	24/1/2019
Clinic Name	K.K BUNTING	Clinic Code	PRK043
BE No	PRK001329	District	KINTA
BE Category	HEMATOLOGY ANALYSER	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

\* CURRENT DILUTANT AND STROMATOLYSER HAS BEEN EXPIRED.

Manufacturer : Sysmex  
Model : KX 21  
S/N : B4749  
Purchase Date : 5/7/2010  
Kewpa No : kem/ser/PRK/kk/08  
02/04/H/10/23

## Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
1	NOOR AZARUL	24/1/2019	13:30	15:30

## Customer Remarks

\* Q.C MATERIAL NOT AVAILABLE AT SITE.  
\* UNIT NOT IN USE

<b>Engineer / Technician Signature</b> Name: NOOR AZARUL B AHAMAD PERAK LAB SPECIALIST Quantum Medical Solution Sdn. Bhd No 10 B, Persiaan Greentown, 42 Greentown Avenue, 30450 Ipoh, Perak Tel/fax : 05-2461991 Hp : 012-39643013	<b>Customer Signature</b> Name: NORAZIANA BINTI YEN Designation: JURUTEKNOLOGI MAKMAL PERUBATAN Date: 24/1/19 Seal: GRED U32
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For Internal Use only

First Verification  
QMS Circle InchargeFinal 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 ▶ *K/A PW0465021* BE NO ▶ *PRK001329*  
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>K/A</i>	ELECTRICAL SAFETY ANALYZER	<i>K/A</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  
Notes: \*\* If you have ticked 'NOT DONE', then justify in Part 8  
\*\*\* Choose Whichever Applicable



COMPLETED BY: NOOR AZARUL B AHAMAD  
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DATE: 24/1/2019  
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