

Form B03

Scheduled Maintenance Work Order



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Format Ref. -QMS/TSD-003 Rev. 00

Work Order No	PW0340300	Scheduled Month	January 2018
Work Order Date	01/01/2018	Completed Date	22/1/2018
Clinic Name	Klinik Kesihatan Jalan Oya	Clinic Code	SWK169
BE No	SWK004709	District	SIBU
Be Category	Ophthalmoscopes	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 A attached.

Schedule Maintenance Execution Details

SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
02h	WEL- Charles	22/1/2018	840	9-00

Customer Remarks

Engineer / Technician Signature Name WEIN SLEYJI JIMMY Date 22/1/18 BIOMEDICAL TECH QUANTUM MEDICAL SOLUTIONS	Customer Signature Name ARTHUR ASAK AK SUKAT Designation Pen Pegawai Perubatan USG Date LPPM 5386 Seal
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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

Ophthalmoscopes

BE CODE 12-815

CHECKLIST NO: CL-104
REV.000**PART 1 ASSET DETAILS**

WORK ORDER NO ▶ PWO 340300

ASSET NO ▶ SWS6004509

MANUFACTURER ▶

MODEL ▶

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

PPM HOURS ▶ 0.20

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	110	

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 battery	(✓)	()	()
2 Clean lens dial	(✓)	()	()	5 Check / replace lamp	(✓)	()	()
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			

 quantum medical solutions sdn bhd 10, Jalan Puchong, 47100 Puchong, Selangor, Malaysia Tel: 03-8921 8888 Fax: 03-8921 8889	Quantum Medical Solutions Sdn Bhd BEMS Planned Preventive Maintenance Checklist Ophthalmoscopes BE CODE : 12-815		CHECKLIST NO: CL-104 REV.000
	WORK ORDER NO ▶ PW0340300		
	PART 6 QUANTITATIVE TASKS		
	Tick (✓) where appropriate		

PART 6 QUANTITATIVE TASKS

Tick (✓) where appropriate

No	Description	Units / UOM	Set Values	Measured Values	Limit/Tolerance	PASS	FAIL	NA

PART 7 ELECTRICAL SAFETY TEST

ELECTRICAL SAFETY TEST, (attach report)

(in accordance to IEC 60601)

☐ PASS
 ☐ FAIL
 ☒ NA

PART 8 NOTES

unit functioning well.

☐ CORRECTIVE MAINTENANCE REQUIRED
 ☒ FUNCTIONING
 ☐ NOT FUNCTIONING

WORK ORDER NO ▶ _____

NEXT PPM DATE ▶ Jan 19

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: 22/1/16