

## Form B03

## Scheduled Maintenance Work Order



Quantum Medical Solutions sdn bhd  
transcending boundaries, transforming life

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

Work Order No.	PWO365521	Schedule Month	June 2018
Work Order Date	01/06/2018	Completed Date	24/6/18
Clinic Name	Klinik Kesihatan Batu Pahat	Clinic Code	JHR003
BE No.	JHR025214	Distict	BATU PAHAT
BE Category	PIPETTERS	WO Assigned to	Farhan
Ownership	<input checked="" type="checkbox"/> Existing Equipment	<input type="checkbox"/> Purchase	<input type="checkbox"/> New
BE Condition	<input checked="" type="checkbox"/> Active	<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)	

Reschedule Date	
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BE Third Party Calibration / Statutory Certification Details			
Company Name		Cal / Cert Date	
Contact Number		Cal / Cert Expiry Date	
<b>Action Taken</b> <input checked="" type="checkbox"/> PM / RI job done as per checklist. Unit tested functioning good & ready to use. Manufacturer: Eppendorf <input type="checkbox"/> Corrective Maintenance / <input type="checkbox"/> Breakdown Modal: 1000ml BE Sticker Availability: <input checked="" type="checkbox"/> Yes / <input type="checkbox"/> NA Serial No: NA Remarks:			

Schedule Maintenance Execution Details				
SI No	QMS Engineer / Technician Name	Date	Start Time	End Time
	Farhan	24/6/18	1100	1130
Customer Remarks				
NA				
Engineer / Technician Signature		Customer Signature		
Name	MOHD NAJIB FARHAN B. ISMAIL	Name	AFIZA BINTI ABD. AZIZ	
Date	24/6/18	Designation	Juruteknologi Makmal Pembuatan U32 (KUP)	
	BIOMEDICAL ENGINEER	Date	Klinik Kesihatan Batu Pahat	
	QUANTUM MEDICAL SOLUTIONS SDN. BHD.	Seal	8/7/2018	

For Internal Use

Quantum Medical Solutions  
RAZILA BINTI MISKAN  
BIOMEDICAL ENGINEER

First Verification

QMS Circle Incharge

Final Verification

QMS State Incharge





# KEMENTERIAN KESIHATAN MALAYSIA

MEET Planned Preventive Maintenance Checklist

Pipettors

BE CODE : 15-663

CHECKLIST NO:CL-112-000  
REV.000

## PART 1 ASSET DETAILS

WORK ORDER NO ▶ Pms 365521  
BE NO ▶ ME055214  
MANUFACTURER ▶ Eppendorf  
MODEL ▶ 1005ul  
FREQUENCY ▶ 6 MONTHLY ( ) 12 MONTHLY ( ✓ )  
PPM HOURS ▶ 0.50

## 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

## PART 4 QUALITATIVE TASKS

Tick ( ✓ ) where appropriate

	PASS	FAIL	NA	
1 Chassis - verify physical integrity, cleanliness and condition	( ✓ )	( )	( )	
2 Tip Holder - Verify physical integrity	( ✓ )	( )	( )	
3 Piston - Verify physical integrity	( ✓ )	( )	( )	
4 Tip Ejector - Verify integrity and operation.	( ✓ )	( )	( )	
5 Spring - Verify integrity	( ✓ )	( )	( )	
Tick ( ✓ ) where appropriate				
	DONE	NOT DONE **	NA	
1 Clean the Exterior & interior	( ✓ )	( )	( )	
2 Check / replace "O" ring ***	( ✓ )	( )	( )	
3 Clean Piston assembly	( ✓ )	( )	( )	
				Notes:
				* 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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WORK ORDER NO ▶

## PART 6 QUANTITATIVE TASKS

Tick (✓) where appropriate

No	Description	Units / UOM	Set Values	Measured Values	Limit/Tolerance	PASS FAIL NA
	Not Applicable					

## PART 7 ELECTRICAL SAFETY TEST

ELECTRICAL SAFETY TEST, (attach report)

Tick (✓) where appropriate

Standard use :

☐ IEC 60601

☐ IEC 61010

☐ IEC 62353

Result :

☐ PASS

☐ FAIL

☒ NA

## PART 8 NOTES

☐

CORRECTIVE MAINTENANCE REQUIRED

☒

FUNCTIONING

☐

NOT FUNCTIONING

WORK ORDER NO

NEXT PPM DATE

June 19

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

COMPLETED BY:

Faher

DATE :

20/6/18