

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	PW0329637	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	SWK004083	District	SIBU
Be Category	Otosopes	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		Cal / Cert Date	
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
Q165 am	Wed. Charles	23/1/2018	9.15	9.30

## Customer Remarks

Engineer / Technician Signature Name Date  WEDNISLEYJI JIMMY BIOMEDICAL TECH QUANTUM MEDICAL SOLUTIONS 23/1/18	Customer Signature Name Designation Date Seal  ARTHUR ASAR AR KUJAT Pen Pegawai Perubatan U32 LPPM 5368 23/1/2018
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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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## Quantum Medical Solutions Sdn Bhd

## BEMS Planned Preventive Maintenance Checklist

## Otosopes

BE CODE 12-849

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

WORK ORDER NO ▶ PW0339637

ASSET NO ▶ SW14 604 083

MANUFACTURER ▶ WELCH ALLYN INC.

MODEL ▶

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

PPM HOURS ▶ 0.14

**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	N/A	

**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			


 quantum medical solutions sdn bhd 11, Jalan Puchong 1, Puchong, Selangor 47100, Malaysia Tel: 03-8921 8888 Fax: 03-8921 8889	Quantum Medical Solutions Sdn Bhd BEMS Planned Preventive Maintenance Checklist Otoscopes BE CODE: 12-849		CHECKLIST NO: CL-105 REV.000
	WORK ORDER NO ▶ PW0329637		
	<b>PART 6</b> QUANTITATIVE TASKS		
	Tick ( ✓ ) where appropriate		

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

<b>PART 7</b> ELECTRICAL SAFETY TEST ELECTRICAL SAFETY TEST, (attach report) (in accordance to IEC 60601) <div> <input type="checkbox"/> PASS           <input type="checkbox"/> FAIL           <input checked="" type="checkbox"/> NA         </div>
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<b>PART 8</b> NOTES <div style="text-align: center; font-size: 1.2em; margin-top: 50px;">             unit functioning well!           </div>
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<input type="checkbox"/> CORRECTIVE MAINTENANCE REQUIRED	<input checked="" type="checkbox"/> FUNCTIONING	<input type="checkbox"/> NOT FUNCTIONING
WORK ORDER NO ▶ _____		NEXT PPM DATE <u>Jan 19</u>

PPM has been performed in accordance to the checklist and the equipment is functioning to the intended purpose.	
COMPLETED BY:	<div style="text-align: center;">   <b>WEDNISLEYDI JIMMY</b>          BIOMEDICAL TECH          QUANTUM MEDICAL SOLUTIONS       </div>
DATE:	<u>25/1/14</u>