



**User Manual
For
Check List – Maintenance**

SMCP/SOP/003

DOCUMENT CONTROL

GENERAL INFORMATION

Document Name : Check List– Maintenance
Intended To : Sunway Medical Centre Penang
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DOCUMENT REVISION HISTORY

Revision No	Revision Date	By	Description of Changes
1.0	07/04/2026	Tamimi Hasbi	Check List– Maintenance

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LOGIN

1 Login to the system

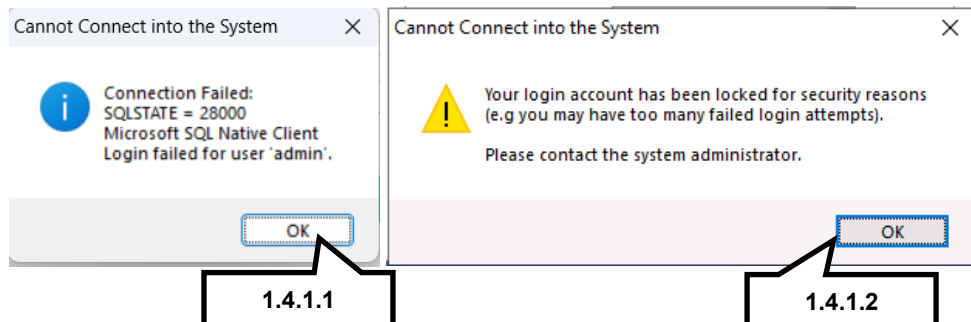
CMMS Core

- 1.1 Open the internet browser and enter the URL “***http://10.8.3.134/cmms_smcp*** “, and login page will be open.
- 1.2 Insert login information:

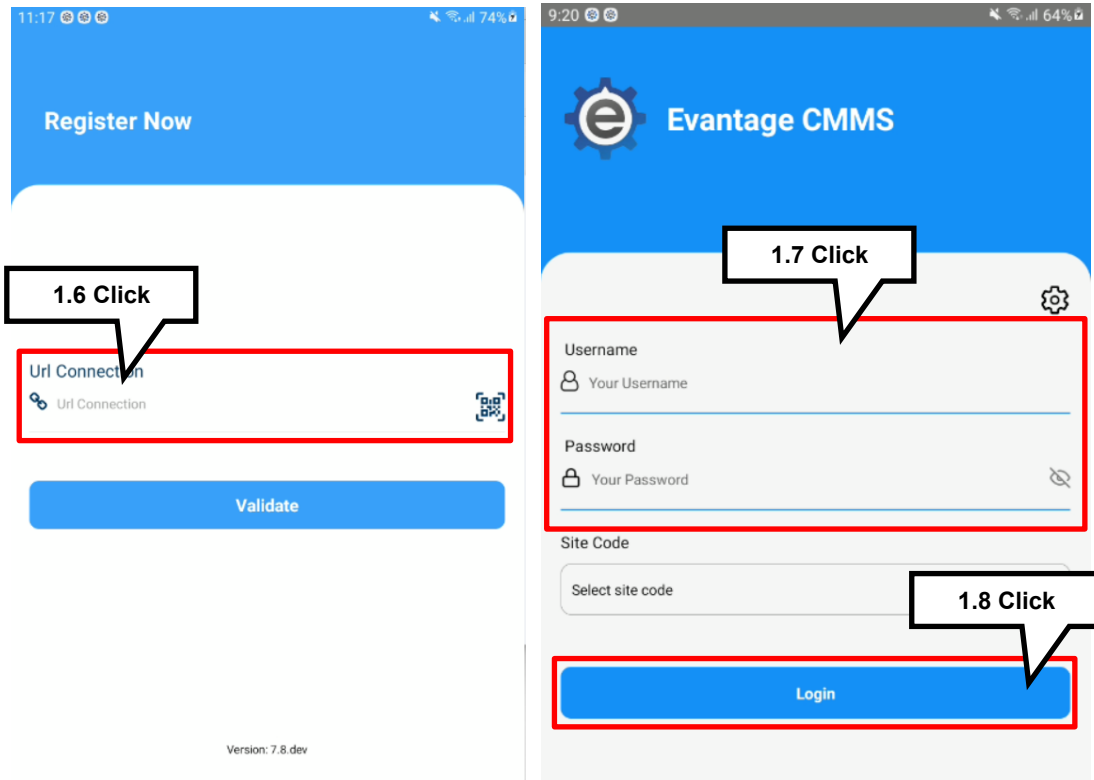
Username	EMP0001
Password	<password>

****Note: Please use loginid to login***

- 1.3 Click on “Log In” button, and CMMS will be open if login success.
- 1.4 **Please proceed:**
 - 1.4.1 *If login unsuccessful*
 - 1.4.1.1 *Incorrect Password: Please contact system admin to reset password.*
 - 1.4.1.2 *Account Locked: Please contact system admin to unlock user login*



CMMS Mobile



1.5 Download the apps from the Playstore for Android or Appstore for IOS.

1.6 Open your apps and insert http://10.8.3.134/mobile_smcp

1.7 Insert login information:

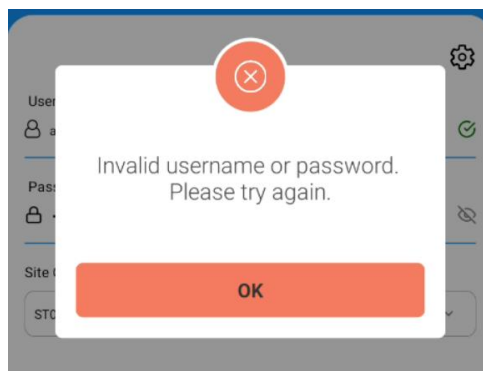
Username	Emp0001
Password	Cmms@123

**Note: Please use loginid to login*

1.8 Click on “Login” button, and CMMS apps will be open if login success.

1.8.1 *If login unsucessfull*

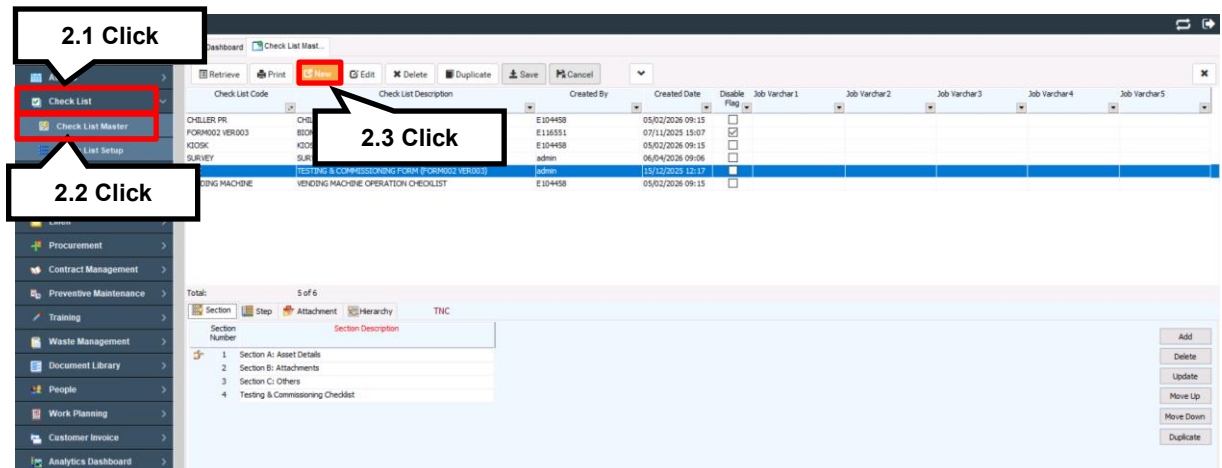
1.8.1.1 Incorrect Password: Please contact system admin to reset password.



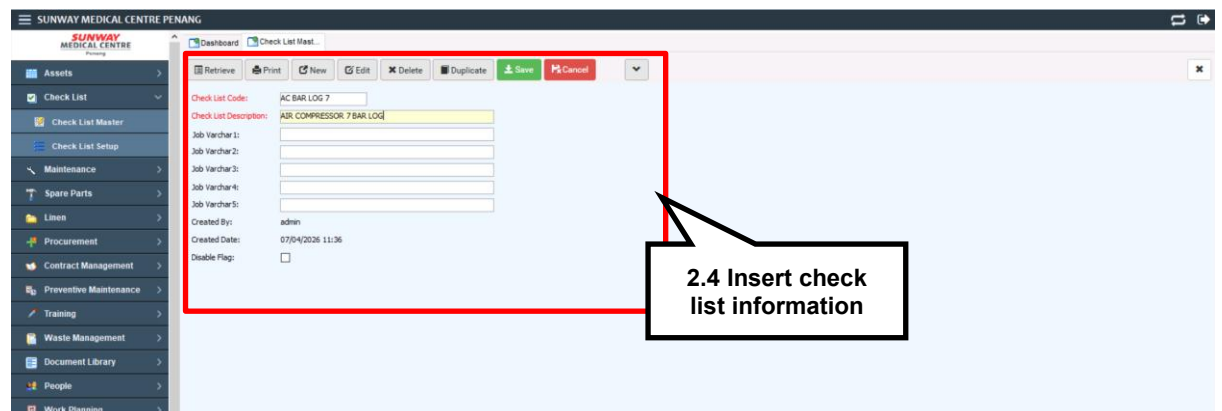
Check List Module

2 Check List Module – To Register a New Check List

- 2.1 Click on “Check List” on User Menu to expand.
- 2.2 Click on “Check List Master”, and Check List table view open on the right.
- 2.3 Click on “New” button, and New Check List information viewer will be open.



- 2.4 Create new check list code by fill in the check list code and description



- 2.5 Select/Insert check list Information:

Field	Value	Have Master File?
Check List Code	AC BAR LOG 7	NO
Check List Description	AIR COMPRESSOR 7 BAR LOG	NO

2.6 Click on “Save” button to confirm the creation of the check list.

2.6 Click Save

SUNWAY MEDICAL CENTRE PENANG

Dashboard Check List Master

Retrieve Print New Edit Delete Duplicate **Save** Cancel

Check List Code: AC BAR LOG 7

Check List Description: AIR COMPRESSOR 7 BAR LOG

Job Varchar 1:
Job Varchar 2:
Job Varchar 3:
Job Varchar 4:
Job Varchar 5:
Created By: admin
Created Date: 07/04/2026 11:36
Disable Flag: ☐

2.7 Highlight the newly created check list.

2.8 Click section tab and click Add to add new section.

2.9 Fill in section 1 description and repeat step 2.8 to continue adding remaining section.

2.10 Before proceeding to next step, please make sure the hand icon pointing to correct section.

2.7 Highlight

2.8 Click

2.8 Click Add

2.9 Fill In

2.10 Check

SUNWAY MEDICAL CENTRE PENANG

Assets

Check List

Check List Master

Check List Setup

Maintenance

Spare Parts

Lines

Procurement

Contract Management

Preventive Maintenance

Training

Waste Management

Document Library

People

Work Planning

Customer Invoice

Section Step Attachment Hierarchy

Section Number Section Description

1. AIR COMPRESSOR 7 BAR LOG

2. COMPRESSOR OUTLET (BAR)

3. COMPRESSOR OUTLET TEMP °C

4. VESSEL TANK PRESSURE

5. VESSEL PRESSURE (BAR)

6. ATMOSPHERIC DEWPOINT °C

AC BAR LOG 7

Created By Created Date Disable Flag Job Varchar 1 Job Varchar 2 Job Varchar 3 Job Varchar 4 Job Varchar 5

admin 07/04/2026 11:36 ☐

E16551 07/11/2025 15:07 ☐

E104458 05/02/2026 09:15 ☐

admin 15/12/2025 12:17 ☐

E104458 05/02/2026 09:15 ☐

1 of 6

Add Delete Update Move Up Move Down Duplicate

2.11 Next, for Section 1, we will add a checklist step where the technician will use this checklist to fill in the details for the related activity.

2.12 Click Add button.

2.13 Fill in Step No. 1 using the sample information provided below as an example:

Field	Value	Have Master File?
Step Description	NO 1 – 09:00	NO
Data Type	Numeric	NO

The screenshot shows the SUNWAY Medical Centre Penang Checklist Master interface. The left sidebar contains a navigation menu with options like Assets, Check List, Check List Master, Check List Setup, Maintenance, Spare Parts, Lines, Procurement, Contract Management, Training, Waste Management, Document Library, People, Work Planning, Customer Invoice, Analytics Dashboard, and KPI Report. The main area displays a list of checklist items. The selected item is 'AC BAR LOG 7 - (1) COMPRESSOR OUTLET (BAR)'. Below this, there is a table for adding steps. The table has columns for Step Number, Step Description, Data Type, UOM, Min, Max, File Name, Attach, and Attach. A red box highlights the 'Add' button, and a callout points to it with the text '2.12 Fill In'. Another red box highlights the first row of the steps table, and a callout points to it with the text '2.13 Fill In'.

2.14 Repeat the process step 2.12 to continue adding remaining steps.

2.15 Repeat Step 2.10 to add checklist steps for the other sections.

Preventive Maintenance Module

3 Preventive Maintenance Module – How Register Check List to the PPM

- 3.1 Click on “Preventive Maintenance” on User Menu to expand.
- 3.2 Click on “Preventive Maintenance”, and table view open on the right.
- 3.3 Select and Highlight the PPM No that need to add a check list.

3.1 Select

3.2 Select

3.3 Select

PM No	PM Type	PM Group	Asset No	Short Description	Frequency Code	LPM Date	LPM Closed Date	Next Create Date	Next Due Date	Lead Day	Closed Loop?	PM Schedule Date	Disable Flag	Current Work Order	Fault Code	Description
PRM100001	Asset		FEF000555	CENTRALISED MEDICAL GAS SUPPLY, O	15M	23/02/2023	23/02/2023	22/04/2025	22/05/2025	30	☒		☐			15 Month Rens
PRM100002	Asset		FEF000568	CENTRALISED MEDICAL GAS SUPPLY, AI	15M	18/02/2025	18/02/2025	18/04/2026	18/05/2026	30	☒		☐			15 Month Rens
PRM100003	Asset		FEF000569	CENTRALISED MEDICAL GAS SUPPLY, AI	15M	18/02/2025	18/02/2025	18/04/2026	18/05/2026	30	☒		☐			15 Month Rens
PRM100004	Asset		FEF000570	CENTRALISED MEDICAL GAS SUPPLY, AI	15M	18/02/2025	18/02/2025	18/04/2026	18/05/2026	30	☒		☐			15 Month Rens
PRM100005	Asset		FEF000571	CENTRALISED MEDICAL GAS SUPPLY, AI	15M	18/02/2025	18/02/2025	18/04/2026	18/05/2026	30	☒		☐			15 Month Rens
PRM100030	Asset		FEF000555	CENTRALISED MEDICAL GAS SUPPLY, O	1Y	07/05/2025	25/06/2025	22/06/2026	25/06/2026	3	☒		☐			1 YEAR
PRM100031	Asset		FEF000556	CENTRALISED MEDICAL GAS SUPPLY, O	6M	13/11/2025	03/12/2025	20/05/2026	03/06/2026	14	☒		☐			Half Yearly
PRM100032	Asset		FEF000557	CENTRALISED MEDICAL GAS SUPPLY, C	6M	13/11/2025	03/12/2025	20/05/2026	03/06/2026	14	☒		☐			Half Yearly
PRM100033	Asset		FEF000558	CENTRALISED MEDICAL GAS SUPPLY, M	6M	13/11/2025	03/12/2025	20/05/2026	03/06/2026	14	☒		☐			Half Yearly
PRM100034	Asset		FEF000559	CENTRALISED MEDICAL GAS SUPPLY, EP	6M	13/11/2025	03/12/2025	20/05/2026	03/06/2026	14	☒		☐			Half Yearly
PRM100035	Asset		FEF000560	CENTRALISED MEDICAL GAS SUPPLY, NI	6M	13/11/2025	03/12/2025	20/05/2026	03/06/2026	14	☒		☐			Half Yearly
PRM100036	Asset		FEF000561	CENTRALISED MEDICAL GAS SUPPLY, SL	6M	14/11/2025	03/12/2025	31/05/2026	03/06/2026	3	☒		☐			Half Yearly
PRM100037	Asset		FEF000562	CENTRALISED MEDICAL GAS SUPPLY, M	3M	14/11/2025	31/03/2026	27/06/2026	30/06/2026	3	☒		☐			Quarterly
PRM100038	Asset		FEF000563	CENTRALISED MEDICAL GAS SUPPLY, M	3M	14/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007959		Quarterly
PRM100039	Asset		FEF000564	CENTRALISED MEDICAL GAS SUPPLY, M	3M	13/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007960		Quarterly
PRM10008	Asset		FEF000565	CENTRALISED MEDICAL GAS SUPPLY, SL	3M	13/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007961		Quarterly
PRM10009	Asset		FEF000566	CENTRALISED MEDICAL GAS SUPPLY, SL	3M	14/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007962		Quarterly
PRM10009	Asset		FEF000567	CENTRALISED MEDICAL GAS SUPPLY, SL	3M	13/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007963		Quarterly
PRM10009	Asset		FEF000568	CENTRALISED MEDICAL GAS SUPPLY, AI	1Y	13/11/2024	13/11/2024	10/11/2025	13/11/2025	3	☒		☐			1 YEAR
PRM10009	Asset		FEF000569	CENTRALISED MEDICAL GAS SUPPLY, AI	1Y	14/11/2026	09/03/2026	19/02/2027	05/03/2027	14	☒		☐			Yearly
PRM10009	Asset		FEF000570	CENTRALISED MEDICAL GAS SUPPLY, AI	1Y	14/11/2026	09/03/2026	19/02/2027	05/03/2027	14	☒		☐			Yearly
PRM100847	Asset		FEF000572	CENTRALISED MEDICAL GAS SUPPLY, VI	3M	14/08/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007964		Quarterly
PRM100849	Asset		FEF000574	CENTRALISED MEDICAL GAS SUPPLY, VI	3M	13/05/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007966		Quarterly
PRM100850	Asset		FEF000575	CENTRALISED MEDICAL GAS SUPPLY, VI	3M	13/05/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007967		Quarterly
PRM100851	Asset		FEF000576	CENTRALISED MEDICAL GAS SUPPLY, VI	3M	13/05/2025	02/12/2025	27/02/2026	02/03/2026	3	☒		☐	PE5007968		Quarterly

- 3.4 Click Check list tab.

3.4 Select

PM No: PRM100847
PM Type: Asset
Asset No: FEF000572
CENTRALISED MEDICAL GAS SUPPLY, VACUUM PUMP
Default WO Status: WIP
Frequency Code: 3M
Plan Priority: 3
Meter ID:
LPM UOM:
Fault Code:
Description: Quarterly

Current Work Order: PE5007964
Room/Sub Area: PH1-MB-LG-010
BUILDING SERVICES | VACUUM PLANT ROOM
Disable Flag: ☐ Autogen: ☐
Closed Loop? ☒ Lead Day: 3
PM Schedule Date:
LPM Date: 14/08/2025
LPM Closed Date: 02/12/2025
Next Due: 02/03/2026
Next Create Date: 27/02/2026

Check List

No	PM Group/Asset No	Check List	Description	Carry to Work Order
1	FEF000572	TNC	TESTING & COMMISSIONING FORM (FORM002 VER003)	☐

3.5 Select the checklist that needs to be added to the PPM.

3.6 Double click the check list or click select.

The screenshot shows the 'Checklist Master' interface. On the left is a sidebar with navigation options like 'Assets', 'Check List', 'Maintenance', etc. The main area displays a form for creating or editing a checklist. A 'Check List' dropdown menu is open, showing a list of available checklists. A red box highlights the 'AC BAR LOG 7' checklist, and a callout bubble labeled '3.5 Select' points to it.

3.7 After the checklist has been added, tick the “Carry to Work Order” option and click the Save button.

The screenshot shows the 'Checklist Master' interface. The 'Carry to Work Order' checkbox is checked, and a callout bubble labeled '3.7 Tick' points to it. The 'Save' button is visible at the bottom right.

3.8 Each time the PPM is generated with a checklist, the checklist can be viewed in the Preventive Work Order Checklist tab.

The screenshot shows the 'Preventive Work Order Checklist' tab. The 'Check List' dropdown menu is open, showing a list of available checklists. A red box highlights the 'AC BAR LOG 7 (AIR COMPRESSOR 7 BAR LOG)' checklist, and a callout bubble labeled '3.8 Tick' points to it.