

REGULATION OF THE MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA


NUMBER 1 OF 2020

ON

AMENDMENT TO REGULATION OF THE MINISTER OF MANPOWER
NUMBER 33 OF 2016 ON PROCEDURES FOR LABOUR INSPECTION

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering : a. that to accommodate the current conditions and needs for labour inspection, it is necessary to amend Regulation of the Minister of Manpower Number 33 of 2016 on Procedures for Labour Inspection;
- b. that based on the consideration as referred to in point a, it is necessary to establish Regulation of the Minister of Manpower on Amendment to Regulation of the Minister of Manpower Number 33 of 2016 on Procedures for Labour Inspection;
- Observing : 1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection Number 23 of 1948 of the Republic of Indonesia within the Territory of the Republic of Indonesia (State Gazette of the Republic of Indonesia of 1951 Number 4);
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3. Law Number 1 of 1970 on Work Safety (State Gazette of the Republic of Indonesia of 1970 Number 1, Supplement to the State Gazette of the Republic of Indonesia Number 2918);
4. Law Number 13 of 2003 on Manpower (State Gazette of the Republic of Indonesia of 2003 Number 39, Supplement to the State Gazette of the Republic of Indonesia Number 4279);
5. Law Number 21 of 2003 on Ratification of the ILO Convention No. 81 Concerning Labor Inspection in Industry and Commerce (State Gazette of the Republic of Indonesia of 2003 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 4309);
6. Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916);
7. Law Number 23 of 2014 on Local Governments (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, and last by Law Number 9 of 2015 on the Second Amendment to Law Number 23 of 2014 on Local Governments (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
8. Presidential Regulation Number 21 of 2010 on Labour Inspection;
9. Presidential Regulation Number 18 of 2015 on Ministry of Manpower (State Gazette of the Republic of Indonesia of 2015 Number 19);
10. Regulation of the Minister of Manpower Number 8 of 2015 on Procedures for Preparing Draft Law, Draft Government Regulation, and Draft Presidential Regulation Making and Draft Ministerial Regulation Making in Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 411);

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11. Regulation of the Minister of Manpower Number 13 of 2015 on Organization and Work Procedure of the Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 622) as amended several times, and last by Regulation of the Minister of Manpower Number 12 of 2019 on the Second Amendment to Regulation of the Minister of Manpower Number 13 of 2015 on Organization and Work Procedure of the Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2019 Number 870);
12. Regulation of the Minister of Manpower Number 33 of 2016 on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia of 2016 Number 1753);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF MANPOWER ON AMENDMENT TO REGULATION OF THE MINISTER OF MANPOWER NUMBER 33 OF 2016 ON PROCEDURES FOR LABOUR INSPECTION.

Article I

Several provisions in Regulation of the Minister of Manpower Number 33 of 2016 on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia of 2016 Number 1753), are amended as follows:

1. Between Article 9 and Article 10, 2 (two) articles are inserted namely Article 9A and Article 9B, so that it reads as follows:

Article 9A

- (1) Educational preventive stage as referred to in Article 9 section (1) point a covers the Guidance for Labour Norms to prevent violations against Labour Norms.
- (2) Non-judicial repressive stage as referred to in Article 9 section (1) point b covers coercion out of the court institution for Labour Norms that are

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not fulfilled in accordance with the provisions of legislation in the field of Manpower.

- (3) The judicial repressive stage as referred to in Article 9 section (1) point c covers coercion through the court institution against Labour Norms that are not fulfilled after non-judicial repressive actions are taken.

Article 9B

- (1) In violation of certain Labour Norms, judicial repressive actions may be taken directly without having to go through the stage of performing Labour Inspection as referred to in Article 9.
- (2) Violations of certain Labour Norms as referred to in section (1), include:
 - a. work accident which leads to death, partial disability, or total permanent disability;
 - b. violation of Labour Norms which causes fatalities;
 - c. violation of child labour norms, namely employing children not in accordance with the provisions of legislation;
 - d. violation of norms by employing without permit the Foreign Workers;
 - e. other violations of Labour Norms other than those as referred to in point a to point d repeatedly; or
 - f. committing any misconduct/violations in the field of Manpower which gains public concern.
- (3) During the judicial repressive actions referred to in section (1), the Labour Inspector must instruct the Employer/Management to:
 - a. ensure workers' rights are fulfilled;
 - b. stop child labour and/or move them to a more decent work in accordance with the provisions of legislation; and/or



- c. deport foreign workers from their work sites and pay for the remuneration and other obligations in accordance with the provisions of legislation, in addition, Labour Inspectors provide recommendations for immigration action.
2. The provision of Article 10 is amended, so that it reads as follows:

Article 10

- (1) Labour Inspectors have the authority to:
 - a. invade the Company or Workplace or places where work is suspected; and
 - b. summon employers or other parties to obtain information regarding alleged violations of labour norms.
 - (2) The Labour Inspectors in implementing the provisions as referred to in section (1) may request assistance from the Indonesian National Police.
3. Between section (1) and section (2) of Article 28, 1 (one) section is inserted, namely section (1a), so that it reads as follows:

Article 28

- (1) In conducting the Inspection, if there is a lack of fulfilment of the rights of Workers/Labourers, the Labour Inspector is obligated to make some calculation and determination.
- (1a) The lack of fulfilment of rights as referred to in section (1) covers:
 - a. lack of minimum wage payment;
 - b. lack of overtime payment; and
 - c. calculation of the amount of work accident insurance benefit if there are differences of opinion between the parties, or if the worker has not been registered as a member in the employment social security program.

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- (2) The calculation and determination as referred to in section (1) are firstly carried out by the Labour Inspectors in regional level.
 - (3) In the event that the parties cannot accept the calculation and provision as referred to in section (2), they may request the re-calculation and re-determination from the Minister or appointed official.
 - (4) The re-calculation and re-determination by the Minister or appointed official are a final decision and must be implemented.
 - (5) The calculation and determination by the Labour Inspector as referred to in section (1) use Format 4 as listed in the Annex as an integral part of this Ministerial Regulation.
 - (6) The re-calculation and re-determination by the Minister as referred to in section (3) use Format 5 as listed in the Annex as an integral part of this Ministerial Regulation.
4. The provisions of Article 30 are amended, so that it reads as follows:

Article 30

- (1) From the inspection report as referred to in Article 27, if there are findings of alleged violations, the Labour Inspector is obligated to make an Inspection Note.
- (2) The Inspection Note as referred to in section (1) consists of:
 - a. Inspection Note I; and
 - b. Inspection Note II.
- (3) The Inspection Note as referred to in section (1) is signed by the Labour Inspector who performs the Inspection and is acknowledged by the Chief of the Labour Inspection Work Unit.
- (4) The Inspection Note as referred to in section (1) contains:

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- a. inspection date;
 - b. inspection findings;
 - c. the legislation that applies;
 - d. instruction to correct non-compliance;
 - e. the period of time for the Inspection Note;
 - f. date and place the Inspection Note is made;
and
 - g. signature of the Labour Inspector who performs the Inspection and is acknowledged by the Chief of the Labour Inspection Work Unit.
- (5) The period of implementation of the Inspection Note I is given an appropriate and reasonable time limit no longer than 30 (thirty) days from the time the Inspection Note I is received.
- (6) The Inspection Note I is made not later than 3 (three) days after the Inspection is completed.
- (7) The Inspection Note I as referred to in section (1) uses Format 6 as listed in the Annex as an integral part of this Ministerial Regulation.
5. Between Article 30 and Article 31, 1 (one) Article is inserted, namely Article 30A, so that it reads as follows:

Article 30A

- (1) The Inspection Note as referred to in Article 30 section (1) is submitted to the Employer/Management and monitoring is carried out by the Labour Inspector.
 - (2) Monitoring of the Inspection Note is carried out to ensure that the Employer/Management has fulfilled their obligations as stipulated in the Inspection Note.
6. The provision of Article 38 section (1) is amended, so that it reads as follows:

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Article 38

- (1) Assessment of work norms as referred to in Article 37 section (2), includes:
 - a. The first assessment;
 - b. Periodic assessment;
 - c. Special assessment; and/or;
 - d. Re-assessment.
- (2) The assessment of work norms as referred to in section (1) is carried out by the Specialist Labour Inspector on work norms and/or Labour Inspector according to the level of position.
- (3) The results of the assessment of work norms as referred to in section (1) are used as a reference in fulfilling the rights of Workers/Labourers.
- (4) Assessment of work norms is carried out through the following stages:
 - a. Inspection of documents;
 - b. visual Inspection;
 - c. request for medical consideration and/or recommendation of an advisory doctor in special cases of any work accident, occupational diseases and determination of total permanent disability;
 - d. calculation and analysis; and
 - e. making assessment report.
- (5) Based on the assessment results, the Labour Inspector may issue recommendations, stipulations and/or orders for the fulfillment of Workers/Labourers' rights.

7. The provision in Article 45 section (5) is amended, so that it reads as follows:

Article 45

- (1) Specialist Labour Inspector is obligated to write down the results of OSH norm assessment as referred to in Article 39 section (3) in a Statement Letter.

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- (2) In the event that the results of OSH norm assessment as outlined in the Statement Letter as referred to in section (1) state that it is not feasible and might endanger the OSH, the Specialist Labour Inspector according to his or her appointment prohibits or terminates the relevant work processes.
 - (3) Prohibition or termination of the work process as referred to in section (2) must be stated in the official report signed by the Specialist Labour Inspector who performed the Inspection and the Employer or Management.
 - (4) The work process may be resumed by having the recommendation from the Specialist Labour Inspector upon fulfillment of OSH requirements.
 - (5) The Statement Letter as referred to in section (1) uses Format 9a or Format 9b and the official report as referred to in section (3) uses Format 9c as listed in the Annex as an integral part of this Ministerial Regulation.
8. The title of Chapter VI is amended, so that it reads as follows:

CHAPTER VI
CLOSING PROVISION

9. Between Article 56 and Article 57, 1 (one) article is inserted, namely Article 56A, so that it reads as follows:

Article 56A

At the time this Ministerial Regulation comes into force, Regulation of the Minister of Manpower Number PER.03/MEN/1984 on Integrated Labour Inspection, is repealed and declared ineffective.



Article II

1. At the time this Ministerial Regulation comes into force, the minutes of the prohibition or termination of the work process that is signed by the Specialist Labour Inspector and Employers or Management before this Ministerial Regulation comes into force is declared to remain effective and subsequently adjusts to the format regulated in this Ministerial Regulation.
2. This Ministerial Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia

Issued in Jakarta
on 10 January 2020

MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA,

signed

IDA FAUZIYAH

Promulgated in Jakarta
on 10 January 2020

DIRECTOR GENERAL OF LEGISLATION
OF THE MINISTRY OF LAW AND HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA NUMBER 12 OF 2020

Jakarta, **1 October 2020**

Has been translated as an Official Translation
on behalf of Minister of Law and Human Rights
of the Republic of Indonesia
DIRECTOR GENERAL OF LEGISLATION,



WIDODO EKATJAHJANA

ANNEX OF
REGULATION OF THE MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA
NUMBER 1 OF 2020
ON
AMENDMENT TO REGULATION OF THE
MINISTER OF MANPOWER NUMBER 33 OF 2016
ON PROCEDURES FOR LABOUR INSPECTION

ANNEX LIST

1. Format 1 : WORKPLAN OF PROVINCIAL LABOUR INSPECTION
WORK UNIT
2. Format 2 : WORKPLAN OF PROVINCIAL LABOUR INSPECTOR
3. Format 3 : MINUTES OF STATEMENT RETRIEVAL
4. Format 4 : DETERMINATION OF PROVINCIAL INSPECTOR
5. Format 5 : RE-DETERMINATION OF LABOUR INSPECTOR OF THE
MINISTRY OF MANPOWER
6. Format 6 : INSPECTION NOTE I
7. Format 7 : INSPECTION NOTE II
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9. Format 9a : STATEMENT LETTER OF OCCUPATIONAL SAFETY AND
HEALTH (OSH) ASSESSMENT OF WORK NORMS
RESULTS WHICH MEET THE REQUIREMENTS
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HEALTH (OSH) ASSESSMENT OF WORK NORMS
RESULTS WHICH FAIL TO MEET THE REQUIREMENTS
11. Format 9c : MINUTES OF TERMINATIONORPROHIBITION OF WORK
PROCESSES
12. Format 10 : LABOUR INSPECTION CERTIFICATE
13. Format 11 : REPORT OF LABOUR INSPECTOR ACTIVITIES
14. Format 12 : REPORT OF LABOUR INSPECTION WORK UNIT
15. Format 13a: DECISION ON IMPOSITION OF ADMINISTRATIVE
SANCTION IN THE FORM OF FIRST WRITTEN WARNING
16. Format 13b: DECISION ON IMPOSITION OF ADMINISTRATIVE
SANCTION IN THE FORM OF SECOND WRITTEN
WARNING

17. Format 13c : DECISION ON IMPOSITION OF ADMINISTRATIVE
SANCTION IN THE FORM OF TEMPORARY SUSPENSION
OF LABOUR INSPECTION ACTIVITIES
18. Format 13d : DECISION ON IMPOSITION OF ADMINISTRATIVE
SANCTION IN THE FORM OF REVOCATION OF
APPOINTMENT AND STIPULATION AND LEGITIMACY OF
LABOUR INSPECTION

MINISTER OF MANPOWER OF
THE REPUBLIC OF INDONESIA,

signed

IDA FAUZIYAH

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Format 1

WORKPLAN OF LABOUR INSPECTION WORK UNIT IN
PROVINCE OF ...

STRUCTURE

CHAPTER I: GENERAL DESCRIPTION OF MANPOWER CONDITIONS

- A. Geographical Conditions
- B. Number of Labour Forces
- C. Number of Companies
- D. Company Distribution
- E. Number of Workers/Labourers
- F. Number of Objects for the Inspection of Occupational Safety and Health Norms
- G. Leading Economic Potential
- H. Trade Unions
- I. Number of Labour Inspectors

CHAPTER II: MAPPING ON MANPOWER ISSUES

- A. Mapping on Work Norms Issues
- B. Mapping on Occupational Safety and Health Norms Issues

CHAPTER III: WORKPLAN ON LABOUR INSPECTION

- A. Employment Fostering
- B. Labour Inspection
- C. Labour Assessment
- D. Investigation of Labour Criminal Acts

CHAPTER IV: CLOSING

.....,

Chief of Labour Inspection Work

Unit,

Signed

Name

NIP.

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Filling Up Instruction:

CHAPTER I: GENERAL DESCRIPTION OF MANPOWER CONDITIONS

A. Geographical Conditions

Contains the geographical conditions which include area of coverage, boundaries, accessibility, land area and sea area.

B. Number of Labour Force

Data is taken from the Central Statistics Agency which is detailed according to large, medium, small/micro scale and disaggregated by sex.

C. Number of Companies

Contains number of large, medium and micro/small scale companies. The data uses the Central Statistics Agency data and is detailed according to large, medium and small scale. Data is also detailed according to the Indonesian Business Field Standard Classification.

D. Company Distribution

Contains company distribution in each region.

E. Number of Workers

Contains numbers of large, medium and micro/small scale. The data uses the Central Statistics Agency data and is detailed according to large, medium and small scale. Data must also be detailed according to the Indonesian Business Field Standard Classification. And the number of workers is describing by sex, both foreign workers and child labour

F. Number of Objects for the Inspection of Occupational Safety and Health Norms

Contains data on occupational safety and health inspection objects, such as the number of work environments, the number of boiler equipment, the number of lift and haul equipment, the number of electrical installations, the number of lift equipment, the number of building construction, the number of occupational health facilities, the number of fire suppression installations and the number of pressure vessels.

G. Leading Economic Potential

Contains superior economic potential in the regions that contribute significantly to the regional economy.

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H. Trade Unions

Contains the number, name and address of trade unions in the area.

I. Number of Labour Inspectors

Contains the number of sex disaggregated labour inspectors and their specialization.

CHAPTER II: MAPPING ON MANPOWER ISSUES

A. Mapping on Work Norms Issues

Contains potential employment issues or potential risk of employment issues in the context of work norms.

B. Mapping on Occupational Safety and Health Norms Issues

Contains potential employment issues or potential risk of employment issues in the context of occupational safety and health norms.

CHAPTER III: WORKPLAN ON LABOUR INSPECTION

A. Employment Fostering

Contains inspection plans and priorities based on existing issues which have been mapped.

B. Labour Inspection

Contains inspection plans and priorities based on existing issues which have been mapped.

C. Labour Assessment

Contains a plan for assessing the objects of inspection for occupational safety and health norms and their priorities in accordance with the existing issues which have been mapped.

D. Investigation of Labour Criminal Acts

Contains plans for investigation of labour criminal acts against criminal cases.

CHAPTER IV: CLOSING

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Format 2

LETTERHEAD

WORKPLAN OF LABOUR INSPECTOR

PROVINCE :

MONTH :

Name/NIP. :

Grade/Class :

Position :

NO	TYPE OF ACTIVITY ^{*)}	IMPLEMENTATION		REMARKS
		COMPANY NAME AND ADDRESS	DATE OF IMPLEMENTATION	
1				
2				

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NO	TYPE OF ACTIVITY*)	IMPLEMENTATION		REMARKS
		COMPANY NAME AND ADDRESS	DATE OF IMPLEMENTATION	
3				
4				

*) Contains Fostering, Inspection, Assessment and/or Investigation of Manpower Criminal Acts

.....,,

Acknowledged/Approved by:
Chief of Labour Inspection Work Unit,

Signed
Name

NIP.....

Labour Inspector,

Signed
Name

NIP.....

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Format 3

MINUTES OF STATEMENT RETRIEVAL

On this day on took place at time. has taken a statement from this person by the name of:

----- Full Name_-----

To hear his/her statement in connection with the Labour Inspection conducted at PT Address -----

To the person concerned has been explained the purpose of this assessment, furthermore, the questions and answers will be determined as follows: -----

Questions:

Answers:

1. Are you healthy both physically and spiritually?
----1.....-----
2. To be acknowledged in advance, that you are about to be asked for information in connection with a Labour inspection at PT Are you willing to provide the correct statement to the inspector?
----2.....-----
3.
----3.....-----
4.
----4.....-----
5. Are the information you gave as mentioned above correct and is there any other information that you would like to convey? -----

----5.....-----
6. Did you give any information out of coercion, felt under pressure or influenced by the inspector or other parties? -----

----6.....-----

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----- To emphasize all of the statements, the parties concerned must affix
their signatures by signing this letter.-----

Informant,
Signed
Name

----- Thus, this Minutes of Statement Retrieval is made truthfully on the
power of oaths and positions which are subsequently closed and signed on
the date, month and year above.-----

Labour Inspector,
Signed
Name
NIP.....

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Format 4

LETTERHEAD

DETERMINATION OF LABOUR INSPECTOR

..... OFFICE OF PROVINCE

Number:

ON

CALCULATION AND DETERMINATION.....

Considering : based on the results of the labour inspection conducted on..... in..... and as an effort to fulfill the rights of workers/labourers, it is necessary to calculate and determine the rights of workers/labourers by a Labour Inspector;

Observing : 1. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of Indonesia (State Gazette Number 4 of 1951);

2. Law Number 13 of 2003 on Manpower (State Gazette of the Republic of Indonesia of 2003 Number 39, Supplement to the State Gazette of the Republic of Indonesia Number 4279);

3. Presidential Regulation Number 21 of 2010 on Labour Inspection;

4. Regulation of the Minister of Manpower Number.... of..... on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia Number);

HAS DECIDED:

To issue : CALCULATION AND DETERMINATION OF WORKERS/LABOURERS' RIGHTS IN THE FORM OF ... ON BEHALF OF ... COMPANY WORKERS/LABOUR OF PT. ... ADDRESS ... PERIOD ...

B.

- FIRST : Based on labour inspection and assessment conducted on ... that PT ... address ... has been conducted a calculation and determination of workers/labourers rights on behalf of ... as stated in the Annex to this Labour Inspection Letter of Determination as an integral part of this letter of determination.
- SECOND : The Employer PT. ... as referred to in the FIRST Dictum, must implement the determination and calculation of the Labour Inspector as referred to in the FIRST Dictum not later than 14 (fourteen) days from the date of acceptance of this Letter of Determination.
- THIRD : If one of the parties disagrees on the calculation and determination, the party concerned may request the recalculation and re-determination from the Labour Inspection of the Ministry of Manpower not later than 14 (fourteen) days after the specified deadline for the Employer to implement this determination as referred to in the SECOND Dictum.
- FOURTH : This determination comes into force on the date of issuance.

Issued in ...

on ...

Acknowledged,
Chief of Labour Inspection Work Unit,

Signed

Name

NIP.

Labour Inspector,

Signed

Name

NIP.....

Copies to:

1. Directorate General of Labour Inspection and Occupational Safety and Health (OSH);
2. Head of the Manpower Agency;
3. PT

A

Format 5

LETTERHEAD

RE-DETERMINATION
OF LABOUR INSPECTOR OF MINISTRY OF MANPOWER
NUMBER:
ON
CALCULATION AND RE-DETERMINATION

Considering : a. based on the Statement Letter for Re-determination from ... Number ... on ... and in accordance with the results of the assessment conducted on ... at ... the calculation and re-determination are therefore required;
b. based on the considerations referred to in point a, it is necessary to be re-determined by the Labour Inspector of the Ministry of Manpower with the following Letter of Determination;

Observing : 1. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of Indonesia (State Gazette Number 4 of 1951);
2. Law Number 13 of 2003 on Manpower (State Gazette of the Republic of Indonesia Number 39 of 2003, Supplement to the State Gazette of the Republic of Indonesia Number 4279);
3. Presidential Regulation Number 21 of 2010 on Labour Inspection;
4. Regulation of the Minister of Manpower Number... of... on Procedures for Labour Inspection;

Notice : Letter of Determination of Labour Inspector of..... Agency Province ... on Calculations and Determination ...

HAS DECIDED:

To issue : CALCULATION AND RE-DETERMINATION OF WORKERS/LABOURERS RIGHTS IN THE FORM OF ... ON BEHALF OF ... OF COMPANY WORKERS/LABOURERS ... ADDRESS ... PERIOD ...

h

- FIRST : Based on inspection and assessment that have been conducted, the Labour Inspector of the Ministry of Manpower emphasizes/amends*) the calculation and determination of Labour Inspector of the Province ...
- SECOND : Based on labour inspection and assessment conducted on... at the company ... address ... the calculation and re-determination of workers/ labourers' rights on behalf of ... as stated in the Annex to the Labour Inspection Letter of Determination as an integral part of this letter of determination. **)
- THIRD : The Employer PT. ... is obligated to implement the determination and re-calculation of labour inspectors as referred to in the SECOND Dictum not later than 14 (fourteen) days from the acceptance of this Letter of Determination.
- FOURTH : This re-determination is final and must be implemented in accordance with the provisions of legislation.
- FIFTH : This determination comes into force on the date of issuance.

Issued in Jakarta
on ...

Acknowledged,
Chief of Labour Inspection Work Unit,

Labour Inspector,

Signed

Signed

Name

Name

NIP.

NIP.....

Copies to:

1. Minister of Manpower;
2. Directorate General of Labour Inspection and Occupational Safety and Health (OSH);
3. Head of the Agency;

Notes:

*) Choose accordingly

**) For clause if amend

1

Format 6

LETTERHEAD

Number : R.
Traits : Confidential
Attachments :
Subject : Inspection Note I

The Honorable.
Mr. President Director
PT.
in

Following the results of the labour inspection that was carried out at your company on, based on the Official Work Order ... Number ..., you are hereby requested to pay attention to the following matters:

1. Assessment Findings
 - a. Legal Basis;
 - b. Actions to be taken;
 - c. the period of fulfillment.
2. Etc.....

Thus, this Inspection Note I was made to be considered and you are obliged to fulfill and report everything in writing to us within (...) days after receiving this Inspection Note.

Acknowledged,
Chief of Labour Inspection Work Unit,

Signed
Name

NIP.

Labour Inspector,

Signed
Name

NIP.....

Copies to:

1. Minister of Manpower;
2. Directorate General of Labour Inspection and Occupational Safety and Health (OSH);
3. Head of Agency.

12

On this day, date, 1 (one) document of the Inspection
Note I has been received by the person concerned.

Received by,
Signed
Name

Submitted by,
Signed
Name

Format 7

LETTERHEAD

.....,

Number : R.
Traits : Confidential
Attachments :
Subject : Inspection Note II

The Honorable.
Mr. President Director
PT.
in

Regarding the Inspection Note I No ... dated ... it was requested the contents of the Inspection Note I to be implemented and reported in the form of a written report to us within (...) days after this Inspection Note II is received.

If within the allotted time, you still do not consider this Inspection Note and do not report back to us in writing, further legal proceedings will follow in accordance with the provisions of legislation.

This Inspection Note II was made as a final warning for non-compliance against legislation in the field of manpower.

Thank you for your consideration

Acknowledged by,
Chief of Labour Inspection
Work Unit

Signed

Name

NIP.....

Labour Inspector,

Signed

Name

NIP.....

12

Copies to:

- 1 Minister of Manpower;
2. Director General of Labour Inspection and Occupational Safety and Health (OSH);
3. Head of Agency.

On this day, date, 1 (one) document of Inspection Note II has been received by the person concerned.

Received By,

Signed

Name

Submitted by,

Signed

Name

h

Format 8

LETTERHEAD

.....,.....

Number : B.
Traits : Regular
Attachments :
Subject : Special Inspection Note

The Honorable.
Mr. President Director
PT.
in

Based on the results of the labour inspection that was implemented at your company on the date of, based on the Official Work Order ... Number ..., you are hereby requested to pay attention to the following matters:

Inspection Findings (only contains a work agreement for a certain time and/or handover of part of the work to other Company)

1. Facts in the field (detail of: list of names, occupations and years of service of workers)
2. legal basis;
3. action advice; (detail of: list of names, occupations and years of service of the worker and conveying the consequences as set out in the legal basis)

Thus, this Special Inspection Note was made to be considered and you are obliged to fulfill and report everything in writing to us with evidence of its implementation within ... (...) days after receiving this Special Inspection Note.

12

Acknowledged by,
Chief of Labour Inspection Work Unit,

Signed
Name

NIP.....

Labour Inspector,

Signed
Name

NIP.....

Copy:

1. Minister of Manpower;
2. Director General of Labour Inspection and Occupational Safety and Health (OSH);
3. Head of ... Agency.

On this day, date, 1 (one) document of the Special
Inspection Note has been received by the person concerned.

Received By,

Signed
Name

Submitted By,

Signed
Name

h

Format 9a

LETTERHEAD

STATEMENT LETTER

Number

Based on the assessments results conducted by ... on ... against ..., it was explained that:

A. General Data of Assessment Object

1. The type of OSH object being assessed.
2. Name of Company/Owner Name of OSH object being assessed;
3. Company address and the address of OSH object being assessed.

B. Technical Data of Assessment Object

1. Type/brand;
2. Serial number;
3. Year of manufacture/installation;
4. Country of origin of the manufacturer.

FULFILL

THE WORK SAFETY AND HEALTH REQUIREMENTS

Thus, this Statement Letter is genuinely made so that it is used properly and is valid as long as the assessment object is not changed and/or until further assessment is implemented in accordance with the provisions of legislation.

Acknowledged by,

Chief of Labour Inspection Work

Unit,

Signed

Name

NIP.....

Labour Inspector Specialist

according to the appointment,

Signed

Name

NIP.....

1

Format 9b

LETTERHEAD

STATEMENT LETTER

Number.....

Based on the assessments results conducted by ... on ... against ..., it was explained that:

A. General Data of Assessment Object

1. Type of OSH object being assessed;
2. Name of Company/Owner Name of OSH object being assessed;
3. Company address and the address of OSH object being assessed.

B. Technical Data of Assessment Object

1. Type/brand;
2. Serial number;
3. Year of manufacture/installation;
4. Country of origin of the manufacturer.

FAIL TO FULFILL THE
WORK SAFETY AND HEALTH REQUIREMENTS

Thus, this Statement Letter is genuinely made and it is prohibited to use/operate the OSH object before it meets the OSH requirements.

Acknowledged by,

Chief of Labour Inspection

Work Unit

Signed

Name

NIP.....

Labour Inspector Specialist

according to the appointment,

Signed

Name

NIP.....

h

Format 9c

LETTERHEAD

MINUTES OF
TERMINATION / PROHIBITION OF WORK PROCESSES

Number:

On this day, dated month year., based on the results of the inspection and/or assessment of OSH objects, termination/prohibition of work processes has been implemented on behalf of:

OSH Object Name :
Type :
Location :

Termination/prohibition of work processes witnessed by:

Name:, address:, work:, as the owner/management on behalf of the company owner of the OSH object that is terminated/prohibited from the work process.

Thus, this Minutes is genuinely made and is prohibited from using/operating the OSH object before repairs/adjustments/recalculation and re-examination and/or reassessment are implemented and fulfilling the OSH requirements.

Witness:

.....
One who does the sealing:

.....
Owner/Manager of the Company

.....
NIP.

Acknowledged by,
Chief of Labour Inspection Work Unit
Province

.....
NIP.

1

Format 10

LABOUR INSPECTION CERTIFICATE



Company name :
Company address :
Telephone/Fax Number :
Website Address :
E-mail address :

PROVINCE:

.....

THIS LABOUR INSPECTION CERTIFICATE
IS ISSUED UNDER
REGULATION OF THE MINISTER OF MANPOWER
NUMBER ... OF...
ON
PROCEDURES FOR LABOUR INSPECTION

ATTENTION

1. This Labour Inspection Certificate must be kept properly in the company or work place in concerned.
2. At the time of the inspection, the Labour Inspection Certificate must be presented to the Labour Inspector who conducts the inspection.
3. The Labour Inspector who conducts the inspection is obligated to write the results of his/her inspection into this Labour Inspection Certificate.
4. The order written in the Labour Inspection Certificate by the Labour Inspector must be implemented by the Employer or the Manager within the allotted time.
5. Any changes that occur in the Company that are no longer in accordance with the conditions written in this Certificate must be reported within 14 (fourteen) days after the changes occur to the Agency in charge of the manpower of the local province.
6. Labour Inspectors are prohibited from bringing out this Labour Inspection Certificate from the company without any justified legal reasons.

1

LABOUR INSPECTION CERTIFICATE

NUMBER:

1. Company Name	:									
2. Head/Branch	:									
3. Full address	:									
4. Name and address of the owner	:									
5. Name and address of manager	:									
6. Type of Business	:									
7. Date of founding, rebuilding or relocating	:									
8. Number of Company Deed of Establishment	:									
9. Branches throughout Indonesia	:									
10. Workers' data	:									
Amount & Status of Wage	Indonesian Citizens				Foreign Citizens				TOTAL	
	M		F		M		F		M	F
	≥18	<18	≥18	<18	≥18	<18	≥18	<18		
	y/o	y/o	y/o	y/o	y/o	y/o	y/o	y/o		
Monthly										
Wholesale										
Daily freelance										
Employment Relation Status										
Specific Time WA										
Indefinite Time WA										

1

EQUIPMENT AND MATERIALS

11. Movement style	:	
12. Type of power plane	:	
13. Number of power planes	:	TK/KVA
14. Raw materials and auxiliary materials which are considered dangerous	:	

HEAD OF OFFICIAL.....
PROVINCE

Head of Official,
Signed

Name
NIP

NOTES OF LABOUR INSPECTOR INSPECTION RESULTS

Date	Type of Inspection	The things that are obtained	- Suggestions / Actions taken - Name, NIP & signature of the Labour Inspector.
1	2	3	4

All conditions and instructions stated in this Inspection Certificate must be implemented within the stipulated period of time starting from the date of inspection, and immediately reported to the Official in charge of the Labour in the local province afterward.

Note of Changes:
.....
.....

1

Format 11

REPORT OF LABOUR INSPECTOR ACTIVITIES

Name :
NIP :
Month :

No	Company Name and Address	Name and Address of Company Leaders	Date of Implementati on	Type of activities				Description of activity results	Follow- up	Expl.
				Guidance	Inspection	Examination	Investigation			
1	2	3	4	5	6	7	8	9	10	11

Acknowledged by,
Chief of Labour Inspection Work Unit,
Signed
Name
NIP.....

.....
Labour Inspector,
Signed
Name
NIP.....

1

Format 12

REPORT OF LABOUR INSPECTION WORK UNIT

WORK UNIT.....

PROVINCE

MONTH

No	Name of Labour Inspector	Guidance	Examination				Assessment				Investigation	Expl .
			First	Periodically	Special	Repeat	First	Periodically	Special	Repeat		
1	2	3	4	5	6	7	8	9	10	11	12	13
TOTAL												

Acknowledged by,
Chief of Labour Inspection Work Unit
signed
Name
NIP.....

.....
Labour Inspector,
signed
Name
NIP

1

Format 13a

LETTERHEAD

DECISION OF THE CHIEF OF LABOUR INSPECTION WORK UNIT
(CENTRAL/REGIONAL)

NUMBER

ON

ADMINISTRATIVE SANCTION IN THE FORM OF FIRST WRITTEN WARNING

BY THE BLESSINGS OF ALMIGHTY GOD

CHIEF OF THE LABOUR INSPECTION WORK UNIT (CENTRAL/REGIONAL),

- Considering :
- a. that based on the report from ... dated ... on the violations committed by Mr./Ms. ... NIP ... dated ... an inspection was carried out;
 - b. that based on the results of the inspection as referred to in point a, Mr./Ms. ... have committed acts in the form of ...;
 - c. hence, the act constitutes a violation of the stipulation on Article ... section (...) of Regulation of the Minister of Manpower Number ... of on Procedures for Labour Inspection;
 - d. that in order to enforce the discipline of the Labour Inspector, it is necessary to impose administrative sanctions in accordance with the violations committed;
 - e. that based on the considerations as referred to in point a, point b, point c, and point d, it is therefore necessary to stipulate this Decision of Chief of the Labour Inspection Work Unit (Central/Regional) on Imposition of Administrative Sanctions in the form of First Written Warning;

1-

- Observing : 1. Law Number 3 of 1951 on the Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of the Republic of Indonesia (State Gazette of the Republic of Indonesia Number 4 of 1951);
2. Presidential Regulation Number 21 of 2010 on Labour Inspection;
3. Regulation of the Minister of Manpower Number... of... on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia Number ...);

HAS DECIDED:

To issue :

FIRST : Impose administrative sanctions in the form of First written warning to:

Name :

NIP :

Grade/Class :

Position :

Work Unit :

Because the person concerned has committed acts that violate the provision of Article ... section (...) of Regulation of the Minister of Manpower Number ... of ... on Procedures for Labour Inspection.

SECOND : This First Administrative Sanctions in the form of Written Warning is valid for a period of 30 (thirty) days from the date of issuance.

THIRD : To the person concerned to immediately correct all kind of violations that have been committed.

FOURTH : If within the stipulated period the person concerned does not make improvements, administrative sanctions in the form of a Second Written Warning will be imposed.

FIFTH : This Decision comes into force on the date of its issuance.

Issued in

on

Chief of Labour Inspection Work Unit

.....,

signed

Name

NIP.....

Copies to:

- 1 Minister of Manpower;
2. Director General of Labour Inspection and Occupational Safety and Health (OSH).

h

Format 13b

LETTERHEAD

DECISION OF CHIEF OF THE LABOUR INSPECTION WORK UNIT
(CENTRAL/REGIONAL)
NUMBER
ON
ADMINISTRATIVE SANCTION IN THE FORM OF SECOND WRITTEN WARNING
BY THE BLESSINGS OF ALMIGHTY GOD

CHIEF OF THE LABOUR INSPECTION WORK UNIT (CENTRAL/REGIONAL),

- Considering :
- a. that based on the report from ... dated ... on the violations committed by Mr./Ms. ... NIP ... date ... an inspection was carried out;
 - b. that based on the results of the inspection as referred to in point a, Mr./Ms. ... have committed acts in the form of ...;
 - c. hence, the act constitutes a violation of the provision of Article ... section (...) of Regulation of the Minister of Manpower Number ... of on Procedures for Labour Inspection;
 - d. that Mr./Ms. ... have been subjected to administrative sanctions in the form of First Written Warning following the Decision of the Chief Number ... dated ..., nevertheless, up to the specified deadline the person concerned has not made any corrections to the violations committed;
 - e. that in order to enforce the discipline of the Labour Inspector, it is necessary to impose administrative sanctions in accordance with the violations committed;
 - f. that based on the considerations as referred to in point a, point b, point c, point d, and point e, it is necessary to



issue this Decision of Chief of the Labour Inspection Work Unit (Central/Regional) on the Imposition of Administrative Sanctions in the Form of Second Written Warning;

- Observing : 1. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of the Republic of Indonesia (State Gazette of the Republic of Indonesia Number 4 of 1951);
2. Presidential Regulation Number 21 of 2010 on Labour Inspection;
3. Regulation of the Minister of Manpower Number.... of.... on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia Number);

HAS DECIDED:

To issue :
FIRST : Impose administrative sanctions in the form of Second Written Warning to:

Name :
NIP :
Grade/Class :
Position :
Work Unit :

Because the person concerned has committed acts that violate the provision of Article ... section (...) of Regulation of the Minister of Manpower Number ... of ... on Procedures for Labour Inspection and the person concerned has been given the First Written Warning, but has not made any improvements accordingly.

SECOND : This Second Administrative Sanctions in the form of Second Written Warning is valid for a period of 14 (fourteen) days from the date of stipulation.

THIRD : To the person concerned to immediately correct all kind of violations that have been committed.

FOURTH : If within the stipulated period the person concerned does not make improvements, administrative sanctions will be determined in the form of a temporary suspension of Labour inspection activities.

FIFTH : This Decision comes into force on the date of its issuance.

Issued in

on

Chief Labour Inspection Work Unit

.....,

signed

Name

NIP.....

Copies to:

- 1 Minister of Manpower;
2. Director General of Labour Inspection and Occupational Safety and Health (OSH).

13

Format 13c

LETTERHEAD

DECISION OF CHIEF OF THE LABOUR INSPECTION WORK UNIT
(CENTRAL/REGIONAL)

NUMBER

ON

ADMINISTRATIVE SANCTION IN THE FORM OF TEMPORARY
SUSPENSION OF LABOUR INSPECTION ACTIVITIES

BY THE BLESSINGS OF ALMIGHTY GOD

CHIEF OF THE LABOUR INSPECTION WORK UNIT (CENTRAL/REGIONAL),

- Considering :
- a. that based on the report from ... dated ... on the violations committed by Mr./Ms. ... NIP ... dated ... an Inspection was carried out;
 - b. that based on the results of the inspection as referred to in point a, Mr./Ms. ... have committed acts in the form of ...;
 - c. hence, the act constitutes a violation of the provision of Article ... section (...) of Regulation of the Minister of Manpower Number ... of on Procedures for Labour Inspection;
 - d. due to the above-mentioned act of violations, Mr./Ms. ... has been subjected to administrative sanctions in the form of a First Written Warning following the Decision Number ... dated and Second Written Warning following the Decision Number ... dated, nevertheless, up to the specified deadline the person concerned still has not made any corrections to the violations committed;
 - e. that based on the considerations as referred to in point a, point b, point c, and point d, it is therefore necessary to stipulate this Decision of Chief of the Labour Inspection Work Unit (Central/Regional) on Imposition of

12

Administrative Sanctions in the form of Temporary
Suspension of Labour Inspection Activities;

- Observing : 1. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of the Republic of Indonesia (State Gazette of the Republic of Indonesia Number 4 of 1951);
2. Presidential Regulation Number 21 of 2010 on Labour Inspection;
3. Regulation of the Minister of Manpower Number.... of... on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia Number);

HAS DECIDED:

To issue :

FIRST : Impose Administrative Sanctions in the form of Temporary Suspension of Labour Inspection Activities to:

Name :

NIP :

Grade/Class :

Position :

Work Unit :

Because the person concerned has committed acts that violate the provision of Article ... section (...) of Regulation of the Minister of Manpower Number ... of ... on Procedures for Labour Inspection and the person concerned has been given the First Written Warning following the Decision Number.... dated.... and Second Written Warning following the Decision Number... dated... nevertheless, up to the specified deadline the person concerned still has not made any improvements accordingly.

SECOND : This Administrative Sanctions in the form of Temporary Suspension of Labour Inspection Activities is valid for a period of 6 (six) months from the date of stipulation.

THIRD : To the person concerned to immediately correct all kind of violations that have been committed.

- FOURTH : If within the stipulated period the person concerned does not make improvements, administrative sanctions will be determined in the form of revocation of appointment and stipulation and legitimacy of Labour Inspector.
- FIFTH : This Decision comes into force on the date of its issuance.

Issued in

on

Chief Labour Inspection Work Unit

.....,

signed

Name

NIP.....

Copies to:

- 1 Minister of Manpower (as a report);
2. Director General of Labour Inspection and Occupational Safety and Health (OSH

12

Format 13d

DECISION OF THE MINISTER OF MANPOWER
OF THE REPUBLIC OF INDONESIA
NUMBER OF

ON

ADMINISTRATIVE SANCTION IN THE FORM OF REVOCATION
OF APPOINTMENT AND STIPULATION AND LEGITIMACY
OF LABOUR INSPECTION

BY THE BLESSINGS OF ALMIGHTY GOD

CHIEF OF THE LABOUR INSPECTION WORK UNIT (CENTRAL/REGIONAL),

- Considering :
- a. that based on the report from ... dated ... on violations committed by Mr./Ms. ... NIP ... dated ... an Inspection was carried out;
 - b. that based on the results of the inspection as referred to in point a, Mr./Ms. ... have committed acts in the form of ...;
 - c. hence, the act constitutes a violation of the provision of Article ... section (...) of Regulation of the Minister of Manpower Number of ... on Procedures for Labour Inspection;
 - d. due to the above-mentioned act of violations, Mr/Ms... has been subjected to administrative sanctions in the form of a First Written Warning following the Decision Number ... dated, Second Written Warning following the Decision Number dated ..., and Administrative Sanctions for Temporary Suspension Labour Inspection Activities following the Decision.... Number... dated.... nevertheless, up to the specified deadline the person concerned still has not made any corrections to the violations committed;
 - e. that based on the considerations as referred to in point a, point b, point c, and point d, it is therefore necessary to

1-

stipulate this Decision of the Minister of Manpower on Administrative Sanction in the Form of Revocation of Appointment and Stipulation and Legitimacy of Labour Inspection.

- Observing : 1. Law Number 3 of 1951 on Declaration of Enforcement of Law on Labour Inspection of 1948 Number 23 of the Republic of Indonesia within the Territory of the Republic of Indonesia (State Gazette of the Republic of Indonesia Number 4 of 1951);
2. Presidential Regulation Number 21 of 2010 on Labour Inspection;
3. Regulation of the Minister of Manpower Number.... of..... on Procedures for Labour Inspection (State Bulletin of the Republic of Indonesia Number);

HAS DECIDED:

To issue :

FIRST : Impose Administrative Sanction in the Form of Revocation of Appointment and Stipulation and Legitimacy of Labour Inspection to:

Name :

NIP :

Grade/Class :

Position :

Work Unit :

Because the person concerned has committed acts that violate the provisions of Article ... section (...) of Regulation of the Minister of Manpower Number ... of ... on Procedures for Labour Inspection and the person concerned has been given the First Written Warning following the Decision... Number.... dated...., Second Written Warning following the Decision... Number... dated..., and Administrative Sanctions for Temporary Suspension Labour Inspection Activities following the Decision.... Number... dated nevertheless, up to the specified deadline the person concerned still has not made any improvements accordingly.

- SECOND : Revocation of the appointment and stipulation as well as the legitimacy of the Labour Inspector resulting Mr./Ms. ... to no longer have the authority as a Labour Inspector.
- THIRD : This Ministerial Decision comes into force on the date of its issuance.

Issued in

on

MINISTER OF MANPOWER OF
THE REPUBLIC INDONESIA,

signed

Name

Copies to:

1. Governor of ... Province;
2. Head of ... Agency;

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