

REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION
OF THE REPUBLIC OF INDONESIA

NUMBER: PER.15/MEN/XI/2011

CONCERNING

INFORMATION NETWORK OF LABOUR INSPECTION

WITH THE GRACE OF GOD THE ALMIGHTY

MINISTER OF MANPOWER AND TRANSMIGRATION OF
THE REPUBLIC OF INDONESIA,

Considering : that as the implementation of the provision under Articles 34, 35, and 36 of the Presidential Regulation Number 21 Year 2010 concerning Labour Inspection, it is necessary stipulating a Ministerial Regulation concerning the Information Network of the Labour Inspection.

In view of : 1. Act Number 3 Year 1951 concerning The Statement to Apply the Labor Inspection Act Year 1948 Number 23 of the Republic of Indonesia for All Indonesians (State Gazette of the Republic of Indonesia Year 1951 Number 4);

2. Act Number 1 Year 1970 concerning Work Safety (State Gazette of the Republic of Indonesia Year 1970 Number 1, Supplement to the State Gazette of the Republic of Indonesia Number 1918);

3. Act Number 7 Year 1981 concerning Manpower Obligatory Report (State Gazette of the Republic of Indonesia Year 1981 Number 39, Supplement to the State Gazette of the Republic of Indonesia Number 3201);

4. Act Number 13 Year 2003 concerning Manpower (State Gazette of the Republic of Indonesia Year 2003 Number 39, Supplement to the State Gazette the Republic of Indonesia Number 4279);

5. Act Number 21 Year 2003 concerning the Ratification of the ILO Convention No.81 concerning Labour Inspection in Industry and Commerce (State Gazette of the Republic of Indonesia Year 2003 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 4309);

6. Act Number 32 Year 2004 concerning Regional Government (State Gazette of the Republic of Indonesia Year 2004 Number 125, Supplement to the State Gazette the Republic of Indonesia Number 4437) as amended several times the latest by Act Number 12 year 2008 (State Gazette of the Republic of Indonesia Year 2008 Number 59, Supplement to the State Gazette the Republic of Indonesia Number 4844);
7. Presidential Regulation of the Republic of Indonesia Number 21 Year 2010 concerning the Labour Inspection.
8. Regulation of the Minister of Manpower and Transmigration of the Republic of Indonesia Number PER.09/MEN/V/2005 concerning Procedure for Submission of the Implementation Report on Labour Inspection.
9. Decision of the Minister of Manpower and Transmigration of the Republic of Indonesia Number PER.250/MEN/XII/2008 concerning Data Classification and Characteristics from the Type of Labour Information.
10. Regulation of the Minister of Manpower and Transmigration of the Republic of Indonesia Number PER.10/MEN/VII/2010 concerning E-Government in the Ministry of Manpower and Transmigration.

DECIDING:

To Stipulate : THE DECISION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION OF THE REPUBLIC OF INDONESIA CONCERNING INFORMATION NETWORK OF LABOUR INSPECTION.

CHAPTER I
GENERAL PROVISION

ARTICLE 1

Under this Ministerial Decision, the following definitions shall apply:

1. Information network of labour inspection is integration of one information system that has function as the service facility and dissemination of information in the frame of improving the knowledge understanding of labour inspection at the level of Central Government, Provincial Government and Regency/City Government.
2. Labour Inspection is an activity to inspect and enforce the implementation of the laws and regulations in the field of manpower.
3. The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Central Government is the work unit of labour inspection in the Ministry that carry out the manpower affairs in accordance with the laws and regulations.

4. The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Provincial Government is the work unit of labour inspection within the Provincial Regional Task Force that carry out the manpower affairs in accordance with the laws and regulations.
5. The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Regency/City Government is the work unit of labour inspection within the Regency/City Regional Task Force that carry out the manpower affairs in accordance with the laws and regulations.
6. Governance of the Information Network of Labour Inspection is the formulation of accountability work frame specification to encourage the recommended attitude in the utilization of the Information Network of Labour Inspection.
7. Human Resources of the Information Network of Labour Inspection are the official that is given the task and responsibility in the utilization of the Information Network of Labour Inspection.
8. Labour Inspection Data is information, statement, fact, number, and report related to the labour inspection in the format in line with the development of information technology.
9. Infrastructure of the Information Network of Labour Inspection is hardware, software, operation and application system, center and network of data communication and other supporting facility to support the organization of the Information Network of Labour Inspection.
10. Application of the Information Network of Labour Inspection is the component of information system used to operate the function, process, and working mechanism that support the organization of the Information Network of Labour Inspection.
11. Interoperability is the capability of dual system or dual component or more to exchange information and to use the exchanged information.
12. Director General is Director General of Labour Inspection.
13. Directorate General is Directorate General of Labour Inspection.

ARTICLE 2

The Information Network of Labour Inspection is meant to support the success of the labour inspection and constitutes an integral part of the labour inspection system.

ARTICLE 3

This Ministerial Regulation regulates the provision concerning:

- a. Form, content, and membership of the Information Network of Labour Inspection;
- b. Organization of the Information Network of Labour Inspection; and
- c. Promotion, development and monitoring of the Information Network of Labour Inspection.

CHAPTER II
FORM, CONTENT AND MEMBERSHIP

ARTICLE 4

- (1) The Information Network of Labour Inspection constitutes service facility and dissemination of the information of the labour inspection in the form of centered and scattered digital system.
- (2) Centered information network as meant in paragraph (1) is meant to integrate the information of the labour inspection.
- (3) Scattered information network as meant in paragraph (1) is meant to provide and disseminate the data and information of the labour inspection.

ARTICLE 5

- (1) The Information Network of Labour Inspection contains data and information of the labour inspection.
- (2) Data and information as meant in paragraph (1) at least covers:
 - a. Organization of the labour inspection;
 - b. The laws and regulation on the labour inspection;
 - c. Program and strategy of the labour inspection;
 - d. Human resources of the labour inspection;
 - e. Object of the labour inspection;
 - f. Activity of the labour inspection;
 - g. License, decision, recommendation and legalization;
 - h. Work accident and disease related to work;
 - i. Institution and partners in the labour inspection; and
 - j. The result of monitoring, examination, and investigation of the labour inspection.
- (3) Data and information as meant in paragraph (1) could be accessed by the network center and network member, unless the result of monitoring, examination and investigation of the labour inspection as regulated in the Act Number 3 Year 1951 concerning the Statement to Apply the Labor Inspection Act Year 1948 Number 23 of the Republic of Indonesia for All Indonesians.

ARTICLE 6

- (1) The Information Network of Labour Inspection consist of:
 - a. Network center; and
 - b. Network member.
- (2) The network center as meant in paragraph (1) letter a shall be managed by the Directorate General.
- (3) The network member as meant in paragraph (1) letter b consist of:
 - a. The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Provincial Government;
 - b. The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Regency/City Government; and
 - c. Other party.

- (4) Other party as meant in paragraph (3) letter c shall cover:
 - a. Committee of Occupational Safety and Health (P2K3);
 - b. Institution/organization/body that related to the task and function of the labour inspection pursuant to the prevailing laws and regulations.
- (5) To become the network member, the other party as meant in paragraph (3) letter c shall obtain approval from the Director General.

ARTICLE 7

- (1) To obtain approval as meant in Article 6 paragraph (5), the other party shall submit written application to the Director General with the following attachment:
 - a. List of software and hardware;
 - b. Curriculum vitae of the human resources on the information network; and
 - c. Statement letter to comply with the existing regulations.
- (2) The application as meant in paragraph (1) shall be copied to Head of Institution with the task and responsibility in the field of manpower in the local regency/city.

ARTICLE 8

- (1) Director General shall examine the completeness of the required application documents as meant in Article 7 paragraph (1) and conduct verification,
- (2) In case the requirement as meant in paragraph (1) has been fulfilled, Director General shall issue approval of the application as the member of the Information Network of the Labour Inspection within at the latest 3 (three) working days.

ARTICLE 9

- (1) The organization of the Information Network of the Labour Inspection as meant in Article 3 letter b covers:
 - a. Governance of the Information Network of the Labour Inspection;
 - b. Human resources of the Information Network of the Labour Inspection;
 - c. Infrastructure of the Information Network of the Labour Inspection;
 - d. Application of the Information Network of the Labour Inspection; and
 - e. Data and information of the Information Network of the Labour Inspection.
- (2) The Information Network of the Labour Inspection as meant in paragraph (1) shall fulfill the Interoperability standard so that could be accessed by the ministry information system managed centrally by the Research and Development and Information Agency of the Ministry of Manpower and Transmigration.
- (3) For public service interest, the information of the labour inspection to the ministry information system as meant in paragraph (2) could be accessed through the website of the Ministry of Manpower and Transmigration.

Part One
Governance of Information Network

ARTICLE 10

- (1) For the implementation of the governance of the information network as meant in Article 9 paragraph (1) letter a:
 - a. Minister of the Official appointed to build, manage and develop the Information Network of the Labour Inspection at the national level , that is implemented by the work unit of the labour inspection in the institution with the scope of tasks and responsibilities are in the manpower field at the central government;
 - b. Governor builds, manages and develops the Information Network of the Labour Inspection at the provincial level , that is implemented by the work unit of the labour inspection in the institution with the scope of tasks and responsibilities are in the manpower field at the provincial government;
 - c. Regency Head/Major builds, manages and develops the Information Network of the Labour Inspection at the Regency/City level, that is implemented by the work unit of the labour inspection in the institution with the scope of tasks and responsibilities are in the manpower field at the central government;
 - d. Network members of other parties build, manage and develop the Information Network of the Labour Inspection in accordance with the activities at the respective institution/organization/body.
- (2) The building, management and development of the Information Network of the Labour Inspection at the central government, provincial government, Regency/City Government and institution/organization/body as meant in paragraph (1) letter d shall be implemented in an integral manner in accordance with the laws and regulations.

Part Two
Human Resources of the Information Network

ARTICLE 11

- (1) Human resources of the information network as meant in Article 9 paragraph (1) letter b consist of the organizer and the management.
- (2) Organizer as meant in paragraph (1) shall have competency in the field of organization of the Information Network of the Labour Inspection.
- (3) Management as meant in paragraph (1) shall be conducted by:
 - a. Director General of network center;
 - b. Office in the institution with the scope of tasks and responsibilities in the manpower field at the provincial government or Regency/District Government for the network members.

Part Three
Infrastructure of the Information Network of the Labour Inspection

ARTICLE 12

- (1) Infrastructure of the Information Network of the Labour Inspection as meant in Article 9 paragraph (1) letter c could use the existing information network at the central government, provincial government and Regency/City Government.
- (2) Infrastructure as meant in paragraph (1) in accordance with the manual standard of the equipment, interoperability, and security of the information system.

Part Four
Application of the Information Network of the Labour Inspection

ARTICLE 13

- (1) Application of the Information Network of the Labour Inspection as meant in Article 9 paragraph (1) letter d shall fulfill the interoperability standard and security of the information system that is easy to be used.
- (2) Application of the Information Network of the Labour Inspection as meant in paragraph (1) shall be completed with:
 - a. Document required for the software;
 - b. Architecture or design document;
 - c. Technical document;
 - d. Manual document, including the login right;
 - e. Operational and procedure standard document;
 - f. Document required for human resources; and
 - g. Other document determined by the relevant work unit.

Part Five
Data and Information of the Information Network of the Labour Inspection

ARTICLE 14

- (1) Data and Information of the Information Network of the Labour Inspection as meant in Article 9 paragraph (1) letter e shall be managed as one integral, coordinated and consolidated system.
- (2) The management of data and information of the Labour Inspection as meant in paragraph (1) at least covers the following activities:
 - a. Data entry;
 - b. Data verification and validation;
 - c. Data base management;
 - d. Application maintenance;
 - e. Data update; and
 - f. Data presentation.
- (3) Data and information as meant in paragraph (2) in the network center come from the network members.

- (4) Data and information as meant in paragraph (2) in the provincial government based on the data and information from the Regent/City government in its area.
- (5) Data and information as meant in paragraph (2) in the Regency/City Government constitute condition and result of the Labor Inspection in the Regency/City.
- (6) Data and information as meant in paragraph (2) in the institution/organization/body constitute condition and the result of activity in the field of Labour Inspection.

CHAPTER IV
PROMOTION, DEVELOPMENT AND MONITORING OF THE NETWORK

ARTICLE 15

- (1) The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Central Government shall conduct promotion, development and monitoring toward the network members.
- (2) The work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Provincial Government shall conduct promotion, development and monitoring toward the network members of the work unit of labour inspection in the institution with the scope of task and responsibility of the manpower within the Regency/City Government.
- (3) The promotion as meant in paragraph (1) covers:
 - a. Training for the organizer team; and
 - b. Coaching of the management of data and information.
- (4) Development as meant in paragraph (1) covers:
 - a. Application system or software; and
 - b. Preparation of the network or hardware.
- (5) Monitoring as meant in paragraph (1) covers:
 - a. Management of data and information;
 - b. Monitoring and evaluation; and
 - c. Security of the data.

ARTICLE 16

All cost of the organization of the Information Network of the Labour Inspection as meant in Article 9 shall be borne by the network center budget and the respective network member and other legal and non-binding sources.

CHAPTER V
CLOSING

ARTICLE 17

This Regulation shall come into effect from the date of enactment.

In order for everyone to know it, order the enactment of this Ministerial Regulation to be placed in the State Gazette of the Republic of Indonesia.

Stipulated in Jakarta
on 17 November 2011

Minister of
Manpower and Transmigration of
The Republic of Indonesia

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si

Enacted in Jakarta
on 17 November 2011

Minister of
Law And Human Rights of
The Republic of Indonesia,

sgd.

AMIR SYAMSUDDIN

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2011 NUMBER
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