



REGENT SUKOHARJO
 PROVINCE OF CENTRAL JAVA
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 30 OF 2022
 ABOUT
 SERVICE STANDARDS IN THE DEPARTMENT OF CAPITAL INVESTMENT AND
 ONE DOOR INTEGRATED SERVICE
 BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

- Considering: a. that in order to improve the quality of services to the community, especially in the field of licensing and non-licensing services as well as encouraging economic growth through increased investment, it is necessary to have a licensing and non-licensing service system that is fast, efficient and integrated;
- b. that to follow up on Sukoharjo Regent's Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the Investment and One-Stop Integrated Services Service as amended by Sukoharjo Regent's Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent's Regulation Number 34 of 2022 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Licensing to the Head of the One Stop Investment and Integrated Services Service, there is a need for Service Standards at the One Stop Investment and Integrated Services Service;
- c. that Sukoharjo Regent Regulation Number 2 of 2017 concerning Service Standards at the Sukoharjo Regency Investment and One-Stop Integrated Services Service is no longer in accordance with the provisions of the laws and regulations so it needs to be replaced;
- d. that based on the considerations as intended in letters a, b, and c, it is necessary to establish a Regent's Regulation concerning Service Standards for the Service One Stop Investment and Integrated Services;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning the Formation of Regency Regions within the Province of Central Java

(State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);

2. Law Number 25 of 2007 concerning Capital Investment (State Gazette of the Republic of Indonesia of 2007 Number 67, Supplement to State Gazette of the Republic of Indonesia Number 4724) as amended by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
3. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to State Gazette of the Republic of Indonesia Number 5038);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
5. Government Regulation Number 96 of 2012 concerning Implementation of Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2012 Number 215, Supplement to the State Gazette of the Republic of Indonesia Number 5357);
6. Government Regulation Number 2 of 2018 concerning Minimum Service Standards (State Gazette of the Republic of Indonesia of 2018 Number 2, Supplement to State Gazette of the Republic of Indonesia Number 6178);
7. Presidential Regulation Number 97 of 2014 concerning the Implementation of One Stop Integrated Services (State Gazette of the Republic of Indonesia of 2014 Number 221);
8. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
9. Regulation
of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 35 of 2012 concerning Guidelines for Preparing Standard Operational Procedures for Government Administration (State Gazette of the Republic of Indonesia of 2012 Number 649);
10. Minister of Home Affairs Regulation Number 138 of 2017 concerning the Implementation of Regional One-Stop Integrated Services (State Gazette of the Republic of Indonesia of 2017 Number 1956);

11. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the Sukoharjo Regency Investment and One-Stop Integrated Services Service (Sukoharjo Regency Regional Gazette 2021 Number 35) as amended by Sukoharjo Regent Regulation Number 8 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34

2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Licensing to the Head of the One Stop Integrated Service and Investment Service (Sukoharjo Regency Regional Gazette 2022 Number 8);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING SERVICE STANDARDS IN THE DEPARTMENT OF CAPITAL INVESTMENT AND ONE-DOOR INTEGRATED SERVICES.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The One Stop Investment and Integrated Services Service, hereinafter referred to as the PM and PTSP Service, is the Sukoharjo Regency Capital Investment and One Stop Integrated Services Service.
5. Service Standards are the benchmarks used as a service implementation guide and reference assessment of service quality as an obligation and promise of the organizer to the community in the context of service quality, fast, easy, affordable and measurable.
6. Service procedures are the convenience of the service stages provided to the public in terms of the simplicity of the service flow.
7. Service requirements are the technical and administrative requirements needed to obtain services according to the type of service.

8. Society is all parties, including citizens and residents as individuals, groups, as well as legal entities domiciled as beneficiaries of public services, both directly and indirectly.
9. Licensing is any form of approval issued by the Government and Regional Governments which have the authority in accordance with the provisions of statutory regulations.
10. Non-licensing is all forms of ease of service, fiscal facilities and information in accordance with statutory provisions.
11. A permit is a document issued by the Regional Government based on Regional Regulations or other statutory regulations which is proof of legality which states that it is valid or permitted for a person or entity to carry out certain businesses and/or activities.

Section 2

- (1) The purpose of this Regent's Regulation is as a guideline in the relationship between the community and the PM and PTSP Services as organizers of public services.
- (2) The purpose of drafting this Regent's Regulation is to provide legal certainty, improve quality and service performance in accordance with community needs and in line with the capabilities of the PM and PTSP Services so as to gain public trust.

CHAPTER II

SCOPE

Article 3

The scope of this Regent's Regulation includes:

- a. kind of service; And
- b. service standard components.

CHAPTER III

KIND OF SERVICE

Article 4

Types of licensing services as referred to in Article 3 letter a includes:

- a. Business Licensing.

b. Non-Business Licensing, consisting of:

1. Advertising Permit;
2. Livability Permit;
3. Building Approval (PBG);
4. General practitioner practice permit;
5. Specialist doctor's practice permit;
6. Practice Permit from doctors participating in the Internship Program;
7. Practice License for doctors participating in the Specialist Doctor Education Program (PPDS);
8. Doctor's Practice License with additional authority;
9. Dentist practice permit;
10. Specialist dentist practice permit;
11. Practice License for dentists participating in the Specialist Dentist Education Program (PPDGS);
12. Dentist practice permit with additional authority;
13. Clinical psychologist practice license;
14. Nursing Practice License;
15. Midwife Practice License;
16. Pharmacist Practice License; 17. Practice License for pharmaceutical technical personnel;
18. Practice License for sanitarian workers;
19. License to practice for nutrition workers;
20. Physiotherapist Practice License;
21. Occupational therapist practice license;
22. Speech therapist practice license;
23. License to practice acupuncture therapist;
24. Practice License for medical recorders and health information;
25. Cardiovascular technician practice license;
26. License to practice refractive optician/optometrist;
27. Dental technician practice license; 28. License to practice anesthesia;
29. Dental and oral therapist practice license;
30. Radiographer Practice License;
31. Electromedical Practice License;
32. License to practice as a medical laboratory technology expert;
33. License to practice orthotic prosthetics; 34. License to practice traditional herbal medicine for health workers;
35. Permit to Establish a Private Primary School;
36. Permit to Establish a Private Junior High School; 37. Permit to Establish an Early Childhood Education Unit;
- And
38. Permit for the Implementation of Non-Formal Education Units.

- c. Non-licensing, consisting of:
 - 1. Certificate of Spatial Conformity (SKTR);
 - 2. Land Use Change Approval (P3T);
 - 3. Approval of the Establishment of Supermarkets and Shopping Centers with Foreign Investment (PMA);
 - 4. Research Certificate (SKP);
 - 5. Field Work Practice Permit (PKL); And
 - 6. Field Work Study Permit (KKN).

CHAPTER IV

SERVICE STANDARD COMPONENTS

Article 5

- (1) Service Standard Components as intended in Article 3 letter b consists of:
 - a. service standards related to the delivery process service (*service delivery*); And
 - b. service standards related to the management process services within the organization (*manufacturing*).
- (2) Service Standards related to the service delivery process as referred to in paragraph (1) letter a include: a. condition; b. systems, mechanisms and procedures; c. service period; d. fees/tariffs; e. service products; And
- f. handling complaints, suggestions and input.
- (3) Service Standards related to the organization's internal service management (*manufacturing*) process as referred to in paragraph (1) include: a. legal basis;
 - b. facilities and infrastructure, and/or facilities;
 - c. implementing competency;
 - d. Internal monitoring;
 - e. number of executors;
 - f. service guarantee;
 - g. guarantee of service security and safety; And
 - h. evaluation of implementer performance.
- (4) The Service Standard components as referred to in paragraph (1) are listed in the Attachment which is an inseparable part of this Regent's Regulation.

CHAPTER V

CLOSING

Article 6

When this Regent's Regulation comes into force, Sukoharjo Regent's Regulation Number 2 of 2017 concerning Service Standards at the Sukoharjo Regency One Stop Investment and Integrated Services Service (Sukoharjo Regency Regional Gazette of 2017 Number 2), is revoked and declared invalid.

Article 7

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo on June 7
2022

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
On June 7, 2022

REGIONAL SECRETARY
OF SUKOHARJO DISTRICT,
AGUS SANTOSA
signed.

WIDODO
REGIONAL NEWS SUKOHARJO DISTRICT
REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 30 YEAR 2017 NUMBER 2

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed

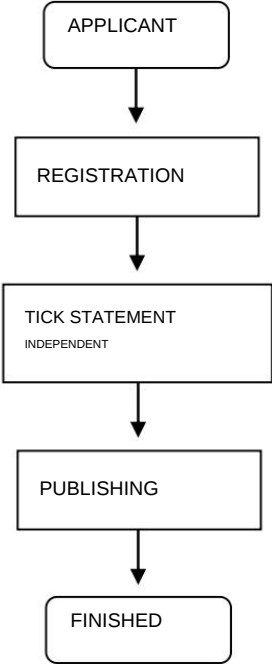
RETNO WIDIYANTI B. SH
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Arranger. 19790801 200501 2 010

ATTACHMENT
SUKOHARJO REGENCY REGULATIONS
NUMBER 30 OF 2022
ABOUT
SERVICE STANDARDS IN THE SERVICE
PLANTING CAPITAL AND
ONE DOOR INTEGRATED SERVICE

SERVICE STANDARD COMPONENTS

1. Low Risk Category Business Licensing

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; b. Government Regulation Number 6 of 2021 concerning Implementation of Business Licensing in Regions; c. Regulation of the Minister for Administrative Reform and Bureaucratic Reform Number 35 of 2013 concerning Guidelines for Preparing SOPs; d. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; e. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services; f. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; And g. ISO 9001:2015 Requirements Standard concerning Quality Management Systems.
2.	Requirements	a. Individual 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Email is active. b. Business entity 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Deed of Establishment/Changes. 4. Email is active.

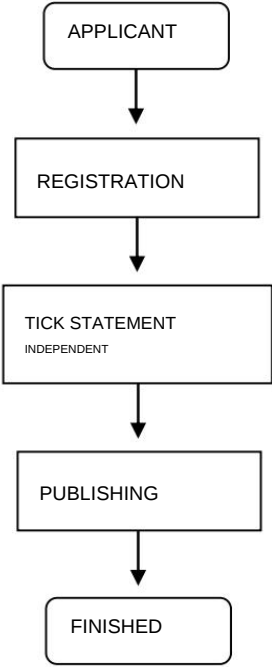
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C["TICK STATEMENT
INDEPENDENT"]; C --> D[PUBLISHING]; D --> E[FINISHED];</pre> Chart Caption: 1. Business actors access the OSS application via https://oss.go.id/ to start <u>the business licensing application</u> process. 2. Business actors fill in business actor data, actor data, business detail data, product/service list on the form provided by the OSS application. 3. Business actors click the checkbox on each Independent Statement listed on the OSS system. 4. The OSS system issues business permits in the form of a Business Identification Number (NIB). 5. Business actors can view, download and print the business licensing product.
4. Service period		No later than 1 (one) working day.
5. Fees/tariffs 6.		There is no levy.
Service products		Business Identification Number (NIB).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers;

		9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; and 7. availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Low Risk Category Business Licensing is 6 (six) people. <u><i>Note: Each of</i></u> <i>the personnel mentioned above also carries out service duties for other types of permits.</i>

12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If the permit is issued, business actors can view, download and print the business permit product.
13. Guarantee service security and safety	Business Identification Number (NIB) is equipped with a digital signature and QR Code.
14. Evaluation of the Implementer's performance	a. Performance evaluation is carried out through surveys Community Satisfaction; And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	NIB is valid as long as the business actor carries out business activities.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

2. Business Licensing for Medium Low Risk Category

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis a. Government Regulation	Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; b. Government Regulation Number 6 of 2021 concerning Implementation of Business Licensing in Regions; c. Regulation of the Minister for Administrative Reform and Bureaucratic Reform Number 35 of 2013 concerning Guidelines for Preparing SOPs; d. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; e. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services; f. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; And g. ISO 9001:2015 Requirements Standard concerning Quality Management Systems;

2. Requirements		a. Individual 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Email is active. b. Business entity 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Deed of Establishment/Changes. 4. Email is active.
3. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C["TICK STATEMENT
INDEPENDENT"]; C --> D[PUBLISHING]; D --> E[FINISHED];</pre> Chart Caption: 1. Business actors access the OSS application via https://oss.go.id/ to start the business licensing application process. 2. Business actors fill in business actor data, actor data, business detail data, product/service list on the form provided by the OSS application. 3. Business actors click the <i>checkbox</i> on each Independent Statement listed on the OSS system. 4. The OSS system issues business permits in the form of a Business Identification Number (NIB) and Standard Certificate (SS). 5. Business actors can view, download and print the business licensing product.
4. Service period		No later than 1 (one) working day.
5. Fees/tariffs		There is no levy.
6. Service products		Business Identification Number (NIB) and Standard Certificate (SS).

7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competence		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by direct superiors. b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies.

		c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	The number of personnel handling Business Licensing in the Medium Low Risk Category is 6 (six) person. Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.
12.	Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by human resources who are competent in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If the permit is issued, business actors can view, download and print the business permit product.
13.	Guarantee service security and safety	Business Identification Number (NIB) and Standard Certificate (SS) are equipped with a digital signature and QR Code.
14.	Evaluation of the Implementer's performance	a. Performance evaluation is carried out through satisfaction surveys society; and b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Validity Period Permission	Business Identification Number (NIB) and Standard Certificate (SS) as long as the business actor carries out business activities.
16.	Service Time	- Monday-Thursday: 08.00 - 15.00 WIB - Friday : 08.00 - 13.30 WIB

3. Business Licensing for Medium High Risk Category

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis a. Government	Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; b. Government Regulation Number 6 of 2021 concerning Implementation of Business Licensing in Regions; c. Regulation of the Minister for Administrative Reform and Bureaucratic Reform Number 35 of 2013 concerning Guidelines for Preparing SOPs;

		d. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; e. Decree of the Minister for Administrative Reform Number 63/KEP/ M.PAN/ 7/2003 concerning General Guidelines for the Implementation of Public Services; f. Decree of the Minister for Administrative Reform Number 26/KEP/ M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; And g. ISO 9001:2015 Requirements Standard concerning Quality Management Systems;
2. Requirements		a. Individual 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Email is active. 4. Basic requirements. 5. Technical requirements. b. Business entity 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Deed of Establishment/Changes. 4. Email is active. 6. Basic requirements. 7. Technical requirements.
3. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION
DEVICE AREA
TECHNICAL}; C -- Rejected --> A; C --> D{VERIFICATION
TECHNICAL TEAM
PERMISSIONS}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

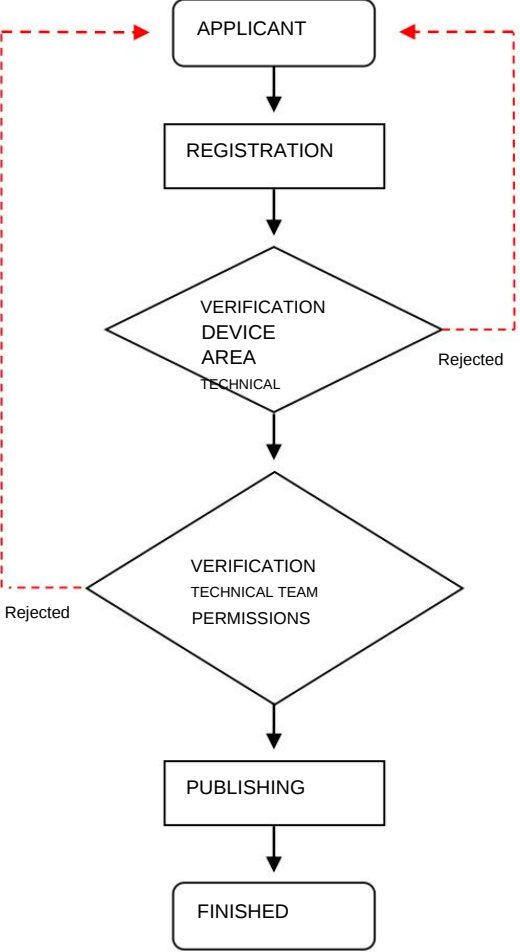
		Chart Caption: 1. Business actors access the OSS application via https://oss.go.id/ to start the business licensing application process. 2. Business actors fill in business actor data, actor data, business detail data, product/service list on the form provided by the OSS application and upload business standard documents/established requirements. 3. Regional Technical Apparatus verifies the fulfillment of requirements for business standard documents/requirements uploaded by business actors. a. If the business standard documents/requirements are not complete and correct, the Regional Technical Apparatus will reject or correct them accompanied by notes. b. If the standard business documents/requirements are complete and correct, the Regional Technical Apparatus approves them and the files are sent to the PM and PTSP Service. 4. Before the PM and PTSP Services give approval, a verification meeting is held by the Licensing Technical Team. a. If the business standard documents/requirements are not appropriate, the Licensing Technical Team will provide a note of rejection or correction. b. If the business standard documents/requirements are complete and correct, the Licensing Technical Team gives approval. 5. Business Licensing is issued by the PM and PTSP Department based on the approval of the Licensing Technical Team. 6. Business actors can view, download and print business licensing products from their OSS account.
4. Service period		In accordance with statutory regulations.
5. Fees/tariffs		There is no levy.
6. Service products		Business Identification Number (NIB) and Standard Certificate (SS).
7. Facilities, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines;

		8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: PM and PTSP Department .sukoharjokab.go.id; 4. email: PM and PTSP Department @sukoharjokab.go.id; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Business Licensing in the Medium High Risk Category is 6 (six) person.

		<i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee		a. realized by ensuring requirements, process time, costs, procedures, and supported by human resources who are competent in their field of work. b. there is a guarantee of freedom from KKN practices; And c. If the permit is issued, business actors can view, download and print the business permit product.
13. Guarantee service security and safety		Business Identification Number (NIB) and Standard Certificate (SS) are equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance		a. Performance evaluation is carried out through satisfaction surveys public; And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission		Business Identification Number (NIB) and Standard Certificate (SS) as long as the business actor carries out business activities.
16. Time Service		• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

4. High Risk Category Business Licensing

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; b. Government Regulation Number 6 of 2021 concerning Implementation of Business Licensing in Regions; c. Regulation of the Minister for Administrative Reform and Bureaucratic Reform Number 35 of 2013 concerning Guidelines for Preparing SOPs; d. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; e. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services; f. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; And

		g. ISO 9001:2015 Requirements Standard concerning Quality Management Systems;
2. Requirements		a. Individual 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Email is active. 4. Basic requirements. 5. Technical requirements. b. Business entity 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Deed of Establishment/Changes. 4. Email is active. 6. Basic requirements. 7. Technical requirements.
3. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION
DEVICE AREA
TECHNICAL}; C -- Rejected --> A; C --> D{VERIFICATION
TECHNICAL TEAM
PERMISSIONS}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart Description: 1. Business actors access the OSS application via https://oss.go.id/ to start the business licensing application process.

		2. Business actors fill in business actor data, actor data, business detail data, product/service list on the form provided by the OSS application and upload business standard documents/established requirements. 3. Regional Technical Apparatus verifies the fulfillment of requirements for business standard documents/requirements uploaded by business actors. a. If the business standard documents/requirements are not complete and correct, the Regional Technical Apparatus will reject or correct them accompanied by notes. b. If the standard business documents/requirements are complete and correct, the Regional Technical Apparatus approves them and the files are sent to the PM and PTSP Service. 4. Before the PM and PTSP Services give approval, a verification meeting is held by the Licensing Technical Team. a. If the business standard documents/requirements are not appropriate, the licensing technical team will provide a note of rejection or correction. b. If the business standard documents/requirements are complete and correct, the Licensing Technical Team gives approval. 5. Business Licensing is issued by the PM and PTSP Department based on the approval of the Licensing Technical Team. 6. Business actors can view, download and print business licensing products from their OSS account.
4. Service period		In accordance with statutory regulations.
5.	Fees/tariffs	There is no levy.
6. Service products		Business Identification Number (NIB) and Permit.
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet.

		b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Business Licensing for the Medium High Risk Category is 6 (six) people. <u><i>Note: • Each</i></u> <i>of the personnel mentioned above also carries out service duties for other types of permits.</i>

12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work. b. there is a guarantee of freedom from KKN practices; And c. If the permit is issued, business actors can view, download and print the business permit product.
13. Guarantee service security and safety	Business Identification Number (NIB) and permits are equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. Performance evaluation is carried out through satisfaction surveys public; And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	Business Identification Number (NIB) and Permit as long as the business actor carries out business activities.
16. Service Time	- Monday-Thursday: 08.00 - 15.00 WIB - Friday : 08.00 - 13.30 WIB

5. Advertising Permit

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Law Number 28 of 2009 concerning Regional Taxes and Regional Levies; b. Law Number 25 of 2009 concerning Public service; c. Government Regulation Number 16 of 2004 on Land Use Management; d. Regulation of the Minister of PAN & RB Number 35 of 2013 regarding Guidelines for Preparing SOPs; e. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; f. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/ 7/2003 concerning General Guidelines for the Implementation of Public Services; g. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/ 2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; h. Sukoharjo Regency Regional Regulation Number 9 of 2018 concerning Implementation of Advertisements; a. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head Department of Investment and One-Stop Integrated Services; i. ISO 9001:2015 Requirements Standard on Systems Quality management;	
2. Requirements		a. plan drawings (design) and photos of advertisements; b. advertisement location plan; c. land owner's consent; d. contracts or other evidence for placing advertisements through advertising agencies; e. applicant's statement; f. Approval of drawings and Building Technical Recommendations from DPUPR (for this type of advertising remains limited); g. A statement of construction strength from an expert/or business entity in the field of building technical assessment (for applicants for extension of the type of advertising that remains limited);

		h. Regional tax certificate (SKPD); And i. Proof of payment of Regional Tax Payment Letter (SSPD).
3. Systems, mechanisms and procedures		APPLICANT ↓ REGISTRATION ↓ VERIFICATION ↓ PUBLISHING ↓ FINISHED Rejected ← Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoab.go.id/ to apply for permits. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. DPMPTSP officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. if the application is approved, the officer DPMPTSP prints the draft SK. 4. DPMPTSP issues a licensing decree accompanied by a digital signature and QR Code. 5. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		No later than 1 (one) working day.
5. Fees/tariffs		Advertisement tax.
6. Products service		Advertising Permit

7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: dpmpdsp.sukoharjokab.go.id; 4. email: dpmpdsp@sukoharjokab.go.id; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies.

		c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	The number of personnel handling Advertising Permits is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring
12.	Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13.	Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> .
14.	Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Validity Period Permission	The permit is valid according to the validity period of the Deposit Certificate.
16.	Time Service	- Monday-Thursday: 08.00 - 15.00 WIB - Friday : 08.00 - 13.30 WIB

6. Livability Permit

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Law Number 26 of 2007 concerning Spatial Planning; b. Law Number 25 of 2009 concerning Public service; c. Government Regulation Number 16 of 2004 on Land Use Management; d. Regulation of the Minister of PAN & RB Number 35 of the Year 2013 concerning Guidelines for Preparing SOPs; e. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; f. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services; g. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; h. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; And i. ISO 9001:2015 Requirements Standard on Systems Quality management;	
2. Requirements	a. Application; b. Applicant's KTP; c. Deed of establishment of business entity; d. Land Certificate or Proof of Land Rights; e. Building Construction Permit/Building Approval; And f. Functional Eligibility Certificate.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE AREA TECHNICAL}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoakab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. DPMPTSP officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the DPMPTSP Officer are sent to the Regional Technical Apparatus electronically for recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And b. If the Regional Technical Apparatus provides a recommendation for approval, the application is forwarded to DPMPTSP.
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		5. DPMPTSP issues a Permit Decree accompanied by a digital signature and <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 5 (five) working days at DPMPTSP and 5 (five) working days at Regional Technical Apparatus.
5.	Fees/tariffs	There is no levy.
6. Products	service	Livability Permit
7. Facilities,	infrastructure and/or facilities	a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>dpmptsp.sukoharjokab.go.id</i>;

		4. email: dpmptsp@sukoharjokab.go.id; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Livability Permits is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring
12. Service guarantee		requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety		The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance		a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period	Permission	The permit is valid for 5 (five) years.
16. Service Time		• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

7. Building Approval

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis a.	Law Number 28 of 2002 concerning Building; b. Law Number 25 of 2009 concerning Public service; c. Law Number 28 of 2009 concerning Regional Taxes and Regional Levies; d. Law Number 11 of 2020 concerning Job Creation; e. Government Regulation Number 36 of 2005 concerning Implementing Regulations of Law Number 28 of 2002 concerning Buildings; f. Government Regulation Number 16 of 2021 concerning Implementing Regulations of Law Number 28 of 2002 concerning Buildings; g. PAN & RB Ministerial Regulation Number 35 of 2013 concerning Guidelines for Preparing SOPs; h. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; i. Decree of the Minister for Administrative Reform Number 63/ KEP/M.PAN/ 7/2003 concerning General Guidelines for the Implementation of Public Services; j. Decree of the Minister for Administrative Reform Number 26/ KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; k. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031; l. Sukoharjo Regency Regional Regulation Number 8 of 2021 concerning Buildings;

		m. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; n. ISO 9001:2015 Requirements Standard on Systems Quality management.
2. Requirements		Incoming files from Technical Area Devices
3. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{RECOMMENDATION DEVICE TECHNICAL AREA}; C -- Rejected --> A; C --> D[P.E PAYMENT RETRIBUTION]; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. The applicant accesses the SIMBG application via https://simbg.pu.go.id/ to apply for building approval. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. Requirement documents are verified by the Regional Technical Device electronically.

		a. if the requirements are incomplete and incorrect, the Regional Technical Apparatus returns the files to the applicant; And b. If the requirements are complete and incorrect, the application will be forwarded to the TPT/TPA for the Building Technical Assessment process. 4. DPMPTSP makes a Regional Retribution Determination Letter (SKRD) which is uploaded to SIMBG based on the Retribution Details Letter determined by the Technical Regional Apparatus. Then the applicant pays the permit levy at the bank. 5. DPMPTSP issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SIMBG account and print it independently.
4. Service period		A maximum of 30 (thirty) working days from the date the complete and correct application is received.
5. Fees/tariffs		Retribution is determined by the Technical Regional Apparatus.
6. Products service		Building Approval
7. Facilities, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And

		d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: dpmptsp.sukoharjokab.go.id ; 4. email: dpmptsp@sukoharjokab.go.id ; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Building Approval is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring
12. Service guarantee		requirements, process time, costs, procedures, and supported by competent human resources in their field of work. b. there is a guarantee of freedom from KKN practices. c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety		The Permit Decree is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance		a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period		The permit is valid forever, as long as there are no changes to the building.
16. Service Time		• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

8. General Practitioner Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 Delegation Business of Licensing Authority regarding Business, Non-Licensing and Non-Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement letter of the validity and correctness of the document with a stamp of IDR 10,000.00; And l. recommendations from the Health Service.	

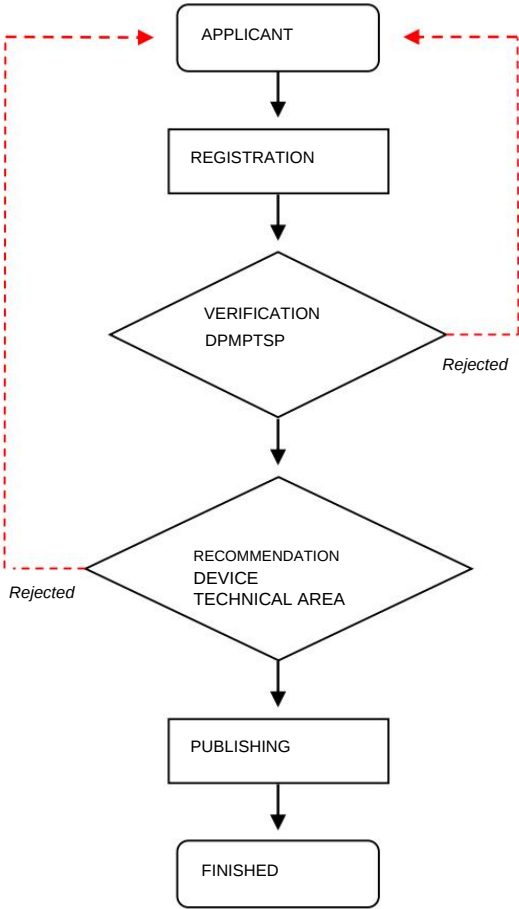
3. Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMP TSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; C -. Rejected .-> A; D -. Rejected .-> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And	

		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		General Practitioner Practice License (SIP).
7. Means, infrastructure, and/or facilities		c. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. d. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling General Practitioner Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work. b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through community satisfaction surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Time Service	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

9. Specialist Doctor's Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And a. Standard Requirements ISO 9001:2015 About Quality management system;	
2. Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement letter of the validity and correctness of the document with a stamp of IDR 10,000.00; And l. recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Specialist Doctor's Practice License (SIP).
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11.suggestion box; And 12.public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. Master the main tasks and functions.
9. Internal supervision		a. carried out by direct superiors. b. carried out by the internal audit team.
10. Handling complaints, suggestions, and		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box;

	input	3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	The number of personnel handling Specialist Doctors' Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring requirements, process time,
12.	Service guarantee	costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13.	Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14.	Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00 - 15.00 WIB
16.	Service Time	• Friday : 08.00 - 13.30 WIB

10. Practice Permit for Doctors Participating in Intern Practice

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And b. Standard Requirements ISO 9001:2015 About Quality management system.	
2. Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement of validity and truth document stamped Rp. 10,000.00; l. recommendations from the Health Service; And m. certificate from the Indonesian Doctors Internship Committee.	

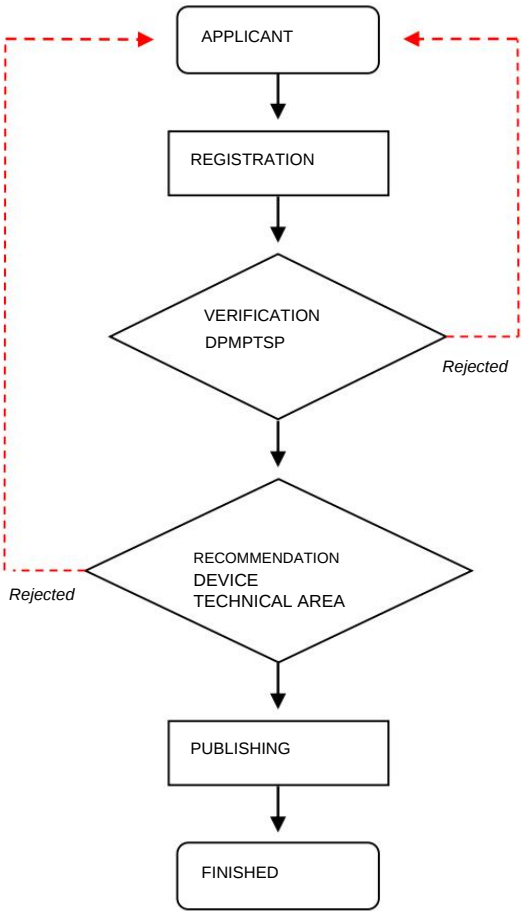
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> The flowchart illustrates the Permit Service Procedure. It begins with the 'APPLICANT' box, leading to 'REGISTRATION', then to a decision diamond 'VERIFICATION DPMPTSP'. From this diamond, a 'Rejected' path (dashed red line) loops back to the 'APPLICANT' box, while the approved path leads to another decision diamond 'RECOMMENDATION DEVICE TECHNICAL AREA'. This second diamond also has a 'Rejected' path (dashed red line) looping back to the 'APPLICANT' box. The approved path from the second diamond leads to 'PUBLISHING', which finally leads to the 'FINISHED' box. Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. If the application is rejected, the application is returned to the applicant accompanied by a note of rejection. b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. If the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection.
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice Permit (SIP) for Practicing Doctors Intern.
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practice Permit (SIP) of Doctors Participating in Intern Practice is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

11. Practice License for Doctors Participating in the Specialist Doctor Education Program

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And c. Standard Requirements ISO 9001:2015 About Quality management system;
2.	Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement of validity and truth document stamped Rp. 10,000.00; l. recommendations from the Health Service; And m. competency certificate as determined by Head of Study Program (KSP).

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection;
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice License (SIP) for Doctors Participating in the Specialist Doctor Education Program.
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. The presence of accompanying officers; 2. Web application; 3. Internet network; 4. Reading materials; 5. Access for people with disabilities; And 6. Smoke-free area; 7. Availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: PM and PTSP Department .sukoharjokab.go.id; 4. email: PM and PTSP Department @sukoharjokab.go.id; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practice License (SIP) of Doctors Participating in the Specialist Doctor Education Program is 6 (six) people. Note: • Each of the personnel mentioned above also carries out service duties for other types of permits. a. realized by ensuring
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and QR Code.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

12. Doctor's Practice License with Additional Authorities.

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. Standard Requirements ISO 9001:2015 About Quality management system.	
2.	Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement of validity and truth document stamped Rp. 10,000.00; l. recommendations from the Health Service; And m. competency certificate issued by the Collegium.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. If the application is rejected, the application is returned to the applicant accompanied by a note of rejection. b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Doctor's Practice License (SIP) with Authority Addition
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. Master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: a. complaint room; b. suggestion/complaint box; c. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; d. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And e. Telephone/Fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Doctor's Practice Licenses (SIP) with Additional Authorities is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from corruption practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and QR Code.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-
16. Time Service	Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

13. Dentist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 Year 2021 Delegation Licensing, Non- of Authority concerning Business Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. Standard Requirements ISO 9001:2015 About Quality management system.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the PM and PTSP Technical Services provide a recommendation for rejection, the application will be returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Dentist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Specialist Dentist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

14. Specialist Dentist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 Year 2021 Delegation Licensing, Non- of Authority concerning Business Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. Standard Requirements ISO 9001:2015 About Quality management system;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the PM and PTSP Technical Services provide a recommendation for rejection, the application will be returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Specialist Dentist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		c. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilets; d. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Response to complaints 1 (one) working day from receipt of complaints. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Specialist Dentist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; a. there is a guarantee of freedom from KKN practices; And b. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-
16. Service Time	Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

15. Dentist Practice License for Participants in the Specialist Dentist Education Program (PPDGS)

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 Delegation Business of Licensing Authority regarding Business, Non-Licensing and Non-Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photograph measuring 4x6 cm with red background; g. health certificate from a doctor who has a SIP; h. a statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. letter of approval from direct superior for who work in Government Agencies; j. recommendations from Professional Organizations; k. statement letter of the validity and correctness of the document with a stamp of IDR 10,000.00; l. recommendations from the Health Service; And m. competency certificate as determined by Head of Study Program (KSP).	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; C -. Rejected .-> A; D --> E[PUBLISHING]; D -. Rejected .-> A; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for approval, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice License (SIP) for Program Participating Dentists Specialist Dentist Education (PPDGS)
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11.suggestion box; And 12.public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practice License (SIP) for Dentists participating in the Specialist Dentist Education Program (PPDGS) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); yes b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00 - 15.00 WIB
16. Service Time	• Friday : 08.00 - 13.30 WIB

16. Dentist Practice License with Additional Authorities

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service; and m. Competency certificate issued by the Collegium.	

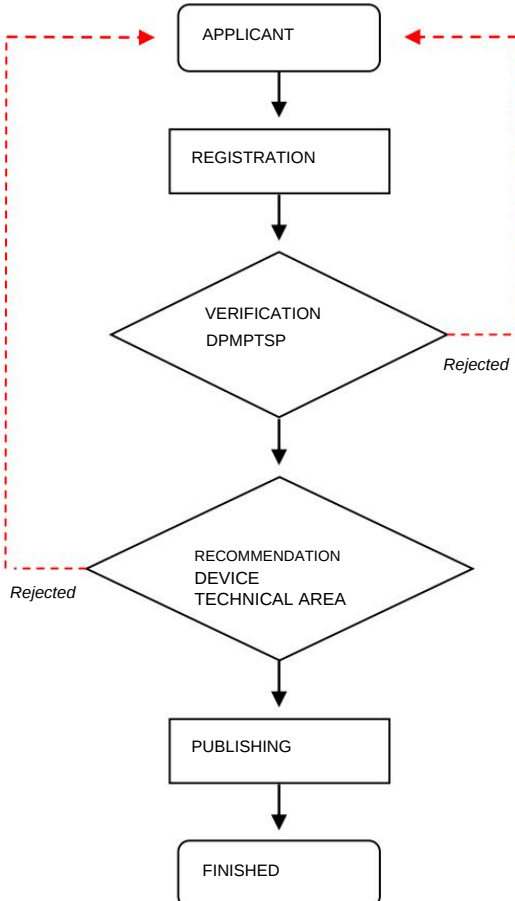
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Dentist Practice License (SIP) with Additional Authorities
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11.suggestion box; And 12.public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions, and		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box;

	input	3. website: PM and PTSP Department .sukoharjokab.go.id; 4. email: PM and PTSP Department @sukoharjokab.go.id; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	Number of personnel handling Dentist Practice Licenses (SIP) with Additional Authorities as many as 6 (six) people. Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.
12.	Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13.	Guarantee service security and safety	The Permit Decree is equipped with a digital signature and QR Code.
14.	Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16.	Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

17. Clinical Psychologist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Licensing Non-business and non-licensing to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. if the Regional Technical Apparatus provides a recommendation the application ^{applicant} is forwarded to the PM and PTSP Service 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Clinical Psychologist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. The presence of accompanying officers; 2. Web application; 3. Internet network; 4. Reading materials; 5. Access for people with disabilities; 6. Smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. Complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Clinical Psychologist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

18. Nursing Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

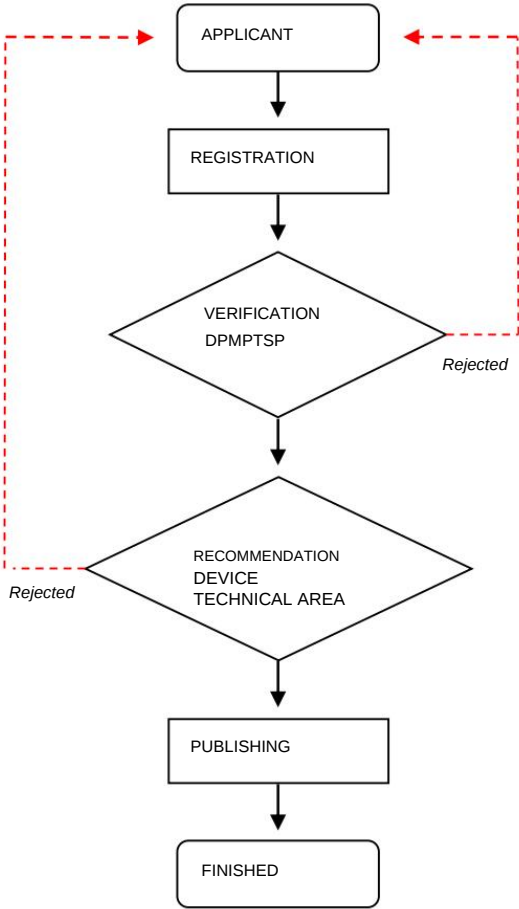
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Nursing Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Nursing Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

19. Midwife Practice License

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis a. Minister of State Apparatus Empowerment and Bureaucratic Reform	Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.
2.	Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.

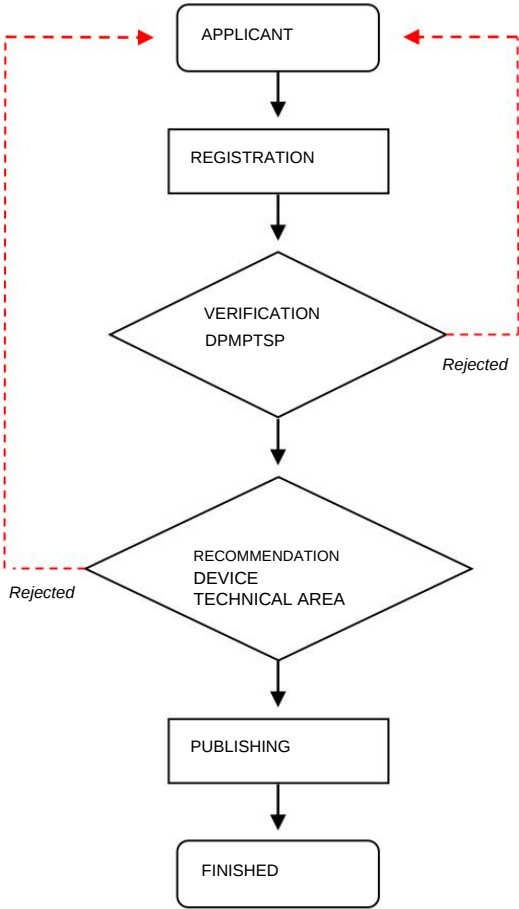
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Midwife Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>;— 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Midwife Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

20. Pharmacist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

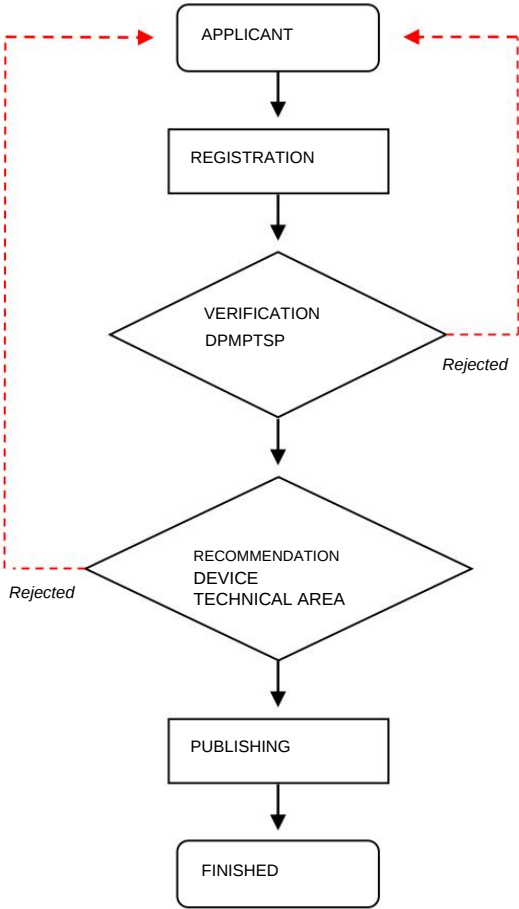
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Pharmacist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Pharmacist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

21. License to Practice for Pharmaceutical Technical Personnel

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice Permit (SIP) for Pharmaceutical Technical Personnel
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. Check administration; 2. Check the field; 3. Internal/external coordination; And 4. Coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	Number of personnel handling Practice Licenses (SIP) 6 (six) Pharmaceutical Technical Personnel person. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

22. Sanitarian Worker Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

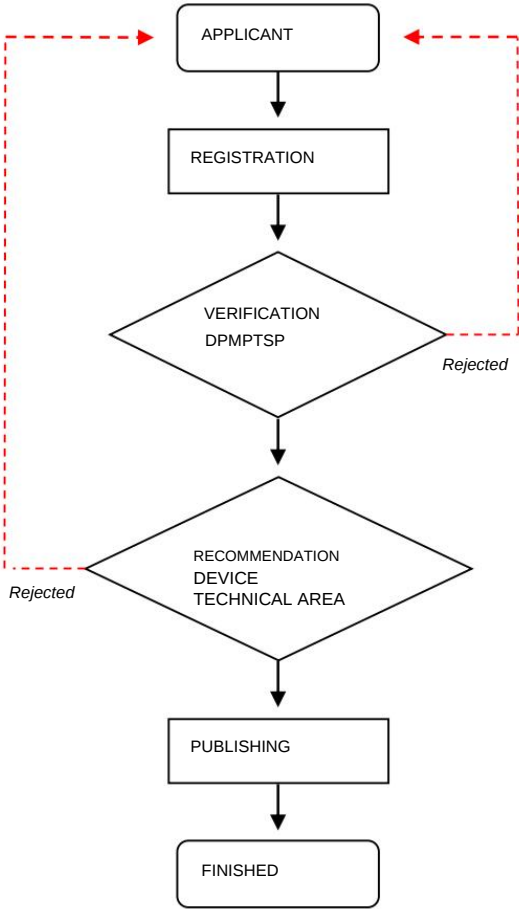
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice License (SIP) for Sanitarian Workers
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		1. Minimum Diploma 3 education; 2. able to operate a computer; 3. Able to and master the regulations in the field licensing; And 4. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practice License (SIP) for Sanitarian Personnel is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday 08.00 - 15.00 WIB
16. Service Time	• Friday : 08.00 - 13.30 WIB

23. License to Practice as a Nutritionist

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

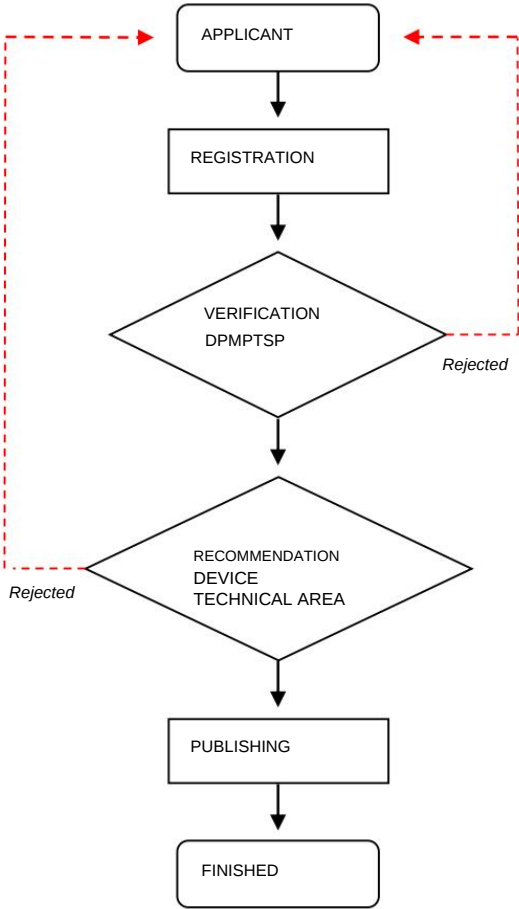
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practicing License (SIP) for Nutrition Professionals
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practicing License (SIP) for Nutrition Workers is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

24. Physiotherapist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

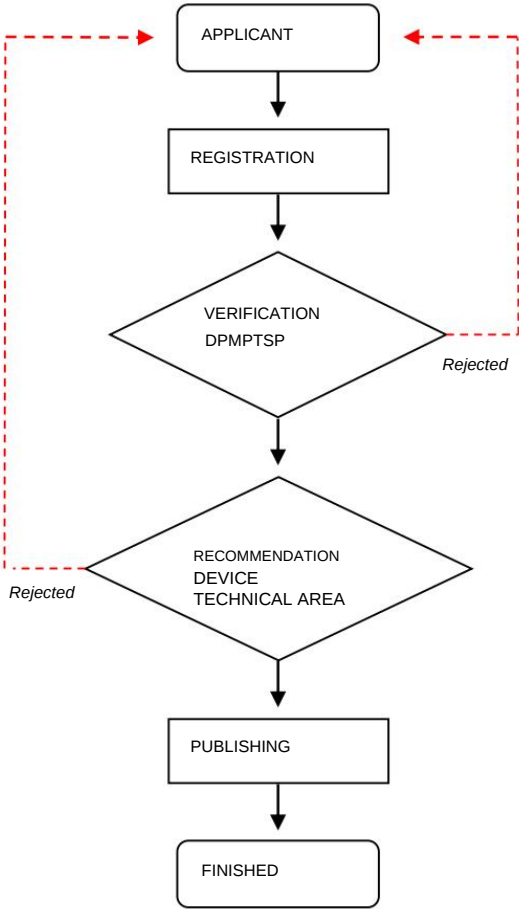
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Physiotherapist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Physiotherapist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-
16. Service Time	Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

25. Occupational Therapist Practice License

NO COMPONENTS		DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.
2.	Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Occupational Therapist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Occupational Therapist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

26. Speech Therapist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Speech Therapist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; — And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Speech Therapist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

27. Acupuncture Therapist Practice License

NO COMPONENTS		DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.
2.	Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Acupuncture Therapist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. Public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team;

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i> 4. email: <i>PM and PTSP Department @sukoharjokab.go.id;</i> And 5. telephone/fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Acupuncture Therapist Practice License (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

28. License to Practice Medical Recording and Health Information

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice License (SIP) for Medical Recorders and Health Information.
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	Number of personnel handling Medical Recorder Practice Licenses (SIP) and Health Information as many as 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-
16. Service Time	Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

29. Cardiovascular Technician Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an applicant request, it will be the D Department of PM and PTSP. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs		There is no levy.
6. Products service		Cardiovascular Technician Practical License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. The presence of accompanying officers; 2. Web application; 3. Internet network; 4. Reading materials; 5. Access for people with disabilities; 6. Smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Cardiovascular Technician Practice License (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00 - 15.00 WIB
16. Service Time	• Friday : 08.00 - 13.30 WIB

30. Optician/ Optometrist Refractionist Practice License.

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs		There is no levy.
6. Products service		Practice License (SIP) Refractionist Optician/ Optometrist
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>;

		4. email: <u>PM and PTSP Department @sukoharjokab.go.id</u>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	The number of personnel handling the Optician/Optometrists Refractionist Practice License (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12.	Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13.	Guarantee service security and safety	The Permit Decree is equipped with a digital signature and QR Code.
14.	Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16.	Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

31. Dental Technician Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

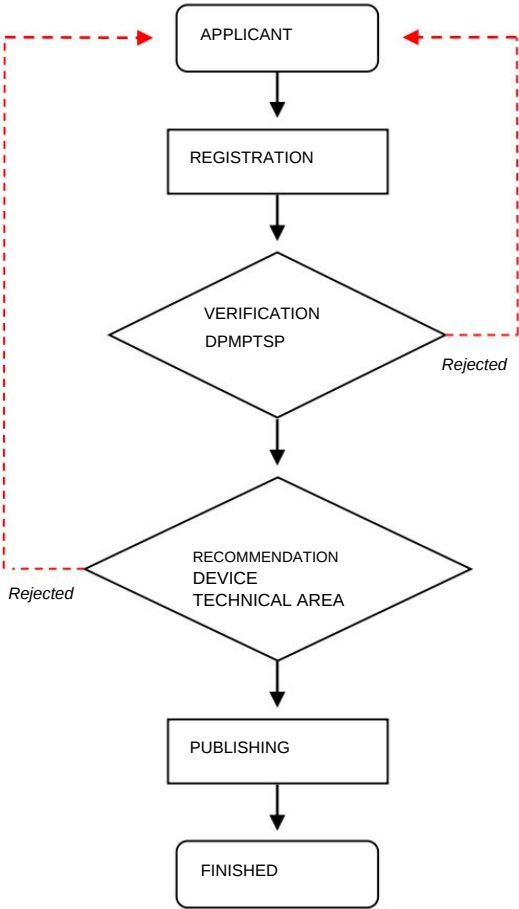
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> The flowchart illustrates the permit service procedure. It begins with an 'APPLICANT' box, followed by a 'REGISTRATION' box. A decision diamond labeled 'VERIFICATION DPMPTSP' follows. A red dashed arrow labeled 'Rejected' loops back from the right side of this diamond to the 'APPLICANT' box. The process continues to another decision diamond labeled 'RECOMMENDATION DEVICE TECHNICAL AREA'. A second red dashed arrow labeled 'Rejected' loops back from the left side of this diamond to the 'APPLICANT' box. If approved, the process moves to a 'PUBLISHING' box and finally to a 'FINISHED' box. Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs 6.		There is no levy.
Service products		Dental Technician Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room 2. suggestion/complaint box 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i> 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i> 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1) Administration Check; 2) Field Check; 3) Internal/External Coordination; And 4) Coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Dental Technician Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

32. Anesthesia Practitioner License

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.
2.	Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F([FINISHED]);</pre> Chart description: 1. Applicants access the SPION application via http:// spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Anesthesia Practitioner License to Practice (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244 b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Anesthesia Practicing License (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

33. Dental and Oral Therapist Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs		There is no levy.
6. Service products		Dental and Oral Therapist Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Dental and Oral Therapist Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-
16. Service Time	Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

34. Radiographer Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs		There is no levy.
6. Products service		Radiographer Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; — And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Radiographer Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

35. Electromedical Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjoab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs		There is no levy.
6. Service products		Electromedical Practice License (SIP).
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. Check administration; 2. Check the field; 3. Internal/external coordination; And 4. Coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Electromedical Practice Licenses (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

36. Medical Laboratory Technology Expert Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs	There is no levy.
6. Service products		Practice License (SIP) for Medical Laboratory Technology Expert.
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilets; b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>pm and ptsp service .sukoharjokab.go.id</i>; 4. email: <i>pm and ptsp service @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Medical Laboratory Technologist Practice License (SIP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

37. Orthotic Prosthetic Practice License

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5.	Fees/tariffs 6.	There is no levy.
Service products		Practice Permit (SIP) Orthotist Prosthetic
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; and 7. availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: PM and PTSP Department .sukoharjokab.go.id; 4. email: PM and PTSP Department @sukoharjokab.go.id; _____ And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Orthotic Prosthetic Practice Licenses (SIP) is 6 (six) people. Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and QR Code.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

38. License to practice traditional herbal medicine for health workers

NO COMPONENTS		DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.
2.	Requirements	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a statement from a health service facility for those who practice in a health facility; i. Letter of approval from direct superior for who work in Government Agencies; j. Recommendations from Professional Organizations; k. Statement of validity and truth document stamped Rp. 10,000.00; l. Recommendations from the Health Service.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
5. Fees/tariffs 6.		There is no levy.
Service products		Practice License (SIP) for Traditional Herbal Medicine Health Workers
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). Note: Infrastructure and Facilities are used together for several types of permits.
8. Implementing Competency		a. Minimum Diploma 3 education; b. Able to operate a computer; c. Able and master the regulations in the field licensing; And d. Master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling the Practicing License (SIP) for Traditional Herbal Medicine Health Workers is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission	The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. • Monday-Thursday: 08.00
16. Service Time	- 15.00 WIB • Friday : 08.00 - 13.30 WIB

39. Permit to Establish a Private Elementary School

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 54 of 2021 concerning Procedures for Licensing Services for Private Elementary Schools and Private Junior High Schools; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Business Registration Number; b. Resident Identity Card or founder's identity; c. Tax ID number; d. Suitability of space utilization activities; e. Environmental Approval; f. Building Construction Approval; And g. Functional Worthy Certificate/SLF. h. Founder's identity; i. Legal entity legalization letter from the Ministry of Law and Human Rights; j. Domicile certificate from the Village Head/Lurah and Subdistrict Head; k. Composition of management and details of duties; l. Location map; m. Statement letter from the applicant regarding the truth and validity of the document on a stamp of IDR 10,000.00 (ten thousand rupiah); n. Bank references and/or other evidence regarding the availability of financing sources for 2 (two) years; o. Notarial deed of establishment of the school governing body; And p. Land certificate and school building facilities and infrastructure in the name of the foundation.	

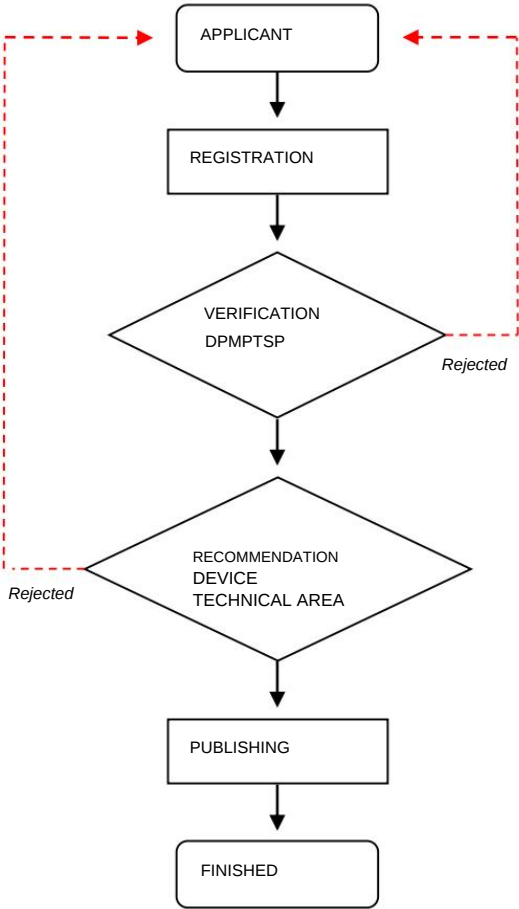
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 3 (three) working days at the PM and PTSP Service and 8 (eight) working days at the Education and Culture Service.
	Fees/tariffs 5.	There is no levy.
6. Service products		Permit to Establish a Private Primary School
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling permits for the establishment of private elementary schools is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid as long as the activity is still running.
16. Time Service	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

40. Permit to Establish a Private Junior High School

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 54 of 2021 concerning Procedures for Licensing Services for Private Elementary Schools and Private Junior High Schools; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements		a. Business Registration Number; b. Resident Identity Card or founder's identity; c. Tax ID number; d. Suitability of space utilization activities; e. Environmental Approval; f. Building Construction Approval; And g. Functional Worthy Certificate/SLF. h. Founder's identity; i. Legal entity legalization letter from the Ministry of Law and Human Rights; j. Domicile certificate from the Village Head/Lurah and Subdistrict Head; k. Composition of management and details of duties; l. Location map; m. Statement letter from the applicant regarding the truth and validity of the document on a stamp of IDR 10,000.00 (ten thousand rupiah); n. Bank references and/or other evidence regarding the availability of financing sources for 2 (two) years; o. Notarial deed of establishment of the school governing body; And p. Land certificate and school building facilities and infrastructure in the name of the foundation.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; C -. Rejected .-> A; D --> E[PUBLISHING]; D -. Rejected .-> A; E --> F([FINISHED]);</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 3 (three) working days at the PM and PTSP Service and 8 (eight) working days at the Education and Culture Service.
	Fees/tariffs 5.	There is no levy.
6. Service products		Permit to Establish a Private Junior High School
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; and 7. availability of fire extinguishers (APAR.) <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. Master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling permits for the establishment of private junior high schools is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid as long as the activity is still running.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

41. Permit to Establish an Early Childhood Education Unit

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Sukoharjo Regent Regulation Number 53 of 2021 concerning Procedures for Licensing Services for Early Childhood Education and Non-formal Education Units; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements		a. Business Registration Number; b. Resident Identity Card or founder's identity; c. Tax ID number; d. Spatial Suitability; e. Environmental approval; f. Building Construction Approval; And g. Functional Worthy Certificate/SLF. h. Technical Requirements in the form of a Proposal with supporting data/documents attached: 1) the results of the feasibility study contain: regarding the prospects for establishing an educational unit from a spatial, geographical and ecological perspective; prospects for establishing an educational unit in terms of applicant, financial, social and cultural prospects; estimated funding for continuity of education for at least 1 (one) next academic year; and documents of rights to the land and buildings of the educational unit in the name of the organizer in accordance with the provisions of the laws and regulations. 2) educational content; 3) number and qualifications of educators and education personnel; 4) educational facilities and infrastructure; 5) education financing;

		6) evaluation and certification system; And 7) management and educational process.
3. Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMP TSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; C -. Rejected .-> A; D --> E[PUBLISHING]; D -. Rejected .-> A; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjo.kab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations.	

		a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And b. If the Regional Technical Apparatus provides a recommendation for approval, the application is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Education and Culture Service.
5. Fees/tariffs	6.	There is no levy.
Service products		Permit to Establish an Early Childhood Education Unit
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; and 7. availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.

9. Internal supervision	a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Permits for the Establishment of Early Childhood Education Units is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid as long as the activity is still running.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

42. Permit for the Implementation of Non-Formal Education Units

NO COMPONENTS		DESCRIPTION
1. Legal Basis	b. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; c. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; d. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; e. Sukoharjo Regent Regulation Number 53 of 2021 concerning Procedures for Licensing Services for Early Childhood Education and Non-formal Education Units; And f. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements		a. Business Registration Number; b. Resident Identity Card or founder's identity; c. Tax ID number; d. Spatial Suitability; e. Environmental approval; f. Building Construction Approval; And g. Functional Worthy Certificate/SLF. h. Technical Requirements in the form of a Proposal with supporting data/documents attached: 1) the results of the feasibility study contain: regarding the prospects for establishing an educational unit from a spatial, geographical and ecological perspective; prospects for establishing an educational unit in terms of applicant, financial, social and cultural prospects; estimated funding for continuity of education for at least 1 (one) next academic year; and documents of rights to the land and buildings of the educational unit in the name of the organizer in accordance with the provisions of the laws and regulations. 2) educational content; 3) number and qualifications of educators and education personnel;

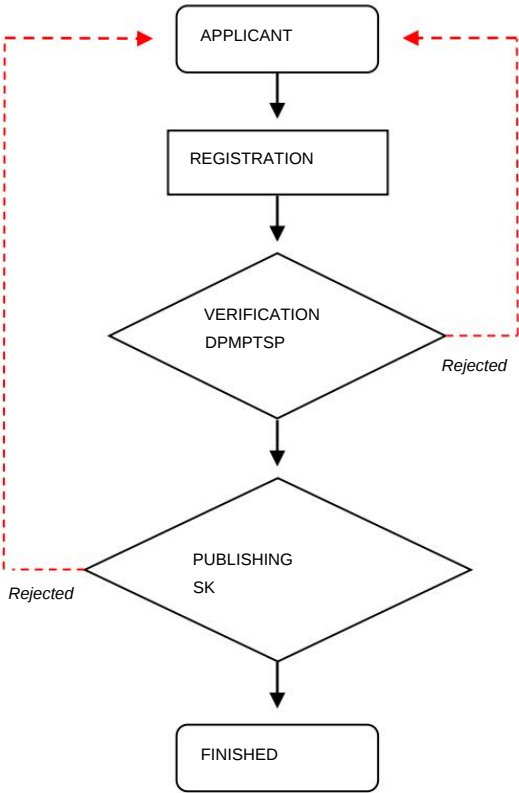
		4) educational facilities and infrastructure; 5) education financing; 6) evaluation and certification system; And 7) management and educational process.
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations.

		a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And b. If the Regional Technical Apparatus provides a recommendation for approval, the application is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and QR Code. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Department and 3 (three) working days at the Education and Culture Service.
5. Fees/tariffs 6.		There is no levy.
Service products		Permit to Organize Non-Formal Education Units
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer. c. able and master the regulations in the licensing sector. d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	Number of personnel handling the implementation of Formal Education Units as many as 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring Permission
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of duties; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid as long as the activity is still running.
16. Time Service	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

43. Certificate of Spatial Conformity (SKKTR)

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Law Number 26 of 2007 concerning Spatial Planning; b. Law Number 25 of 2009 concerning Public service; c. Government Regulation Number 16 of 2004 on Land Use Management; d. Regulation of the Minister of PAN & RB Number 35 of the Year 2013 concerning Guidelines for Preparing SOPs; e. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; f. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services; g. Decree of the Minister for Administrative Reform Number 26/KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; h. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031; g. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; i. ISO 9001:2015 Requirements Standard on Systems Quality management.	
2. Requirements		a. Application letter; b. Resident Identity Card (KTP); c. Land certificate; d. Tax Notification Letter for Land and Building Tax (SPPT PBB) and Proof of Tax Payment; e. NIB and Location Permit issued by OSS (for Business activities); And f. Map along with geographic coordinates of land location.

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{PUBLISHING SK}; D -- Rejected --> A; D --> E[FINISHED];</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjokab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. DPMPTSP officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents approved by the DPMPTSP Officer are verified again by the Regional Technical Apparatus, to be issued a Non-Permitting Decree. a. if the Regional Technical Apparatus rejects, the application is returned to the applicant accompanied by a note of rejection; And b. if the Regional Technical Apparatus gives approval, the Regional Technical Apparatus issue a non-licensing decree. 5. The applicant downloads the Non-permit Decree from the SPION account and prints it independently.
4.	The maximum period is 5	5 (five) working days.

	service	
5.	Fees/tariffs	There is no levy.
6.	Service products	Certificate of Spatial Conformity (SKKTR)
7.	Facilities, infrastructure and/or facilities	a. Facilities and infrastructure: 1. Representative waiting room 2. Parking space 3. Official cars and motorbikes 4. Document cupboard 5. Archive rack 6. Service tables and chairs 7. Telephones and fax machines 8. Computer and printer 9. Telephone/Facsimile 10. Office stationery 11. Suggestion box 12. Public toilet b. Supporting facilities: 1. There are accompanying officers 2. Web application 3. Internet network 4. Reading materials 5. Access for people with disabilities 6. Smoke-free area 7. Availability of fire extinguishers (APAR) <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8.	Implementing Competency	a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9.	Internal supervision	a. carried out by the direct superior; And b. carried out by the internal audit team.
10.	Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: dpmptsp.sukoharjokab.go.id; 4. Email: dpmptsp@sukoharjokab.go.id; And 5. Telephone/Fax: (0271) 590244. b. Handling of complaints through the media mentioned above will be followed up by the complaints team

		with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11.	Number of executors	The number of personnel handling the Spatial Planning Conformity Certificate (SKKTR) is 6 (six) person. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring requirements, process time,
12.	Service guarantee	costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13.	Guarantee service security and safety	The non-licensing decree is accompanied by a signature and wet stamp.
14.	Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15.	Permit Validity Period	The permit is valid as long as the activity/business is carried out.
16.	Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

44. Land Use Change Approval (P3T)

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Law Number 26 of 2007 concerning Spatial Planning; b. Law Number 25 of 2009 concerning Public service; c. Government Regulation Number 16 of 2004 on Land Use Management; d. Regulation of the Minister of PAN & RB Number 35 of the Year 2013 concerning Guidelines for Preparing SOPs;

		e. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; f. Decree of the Minister for Administrative Reform Number 63/ KEP/M.PAN/ 7/2003 concerning General Guidelines for the Implementation of Public Services; g. Decree of the Minister for Administrative Reform Number 26/ KEP/M.PAN/2/2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; h. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031; h. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; i. ISO 9001:2015 Requirements Standard on Systems Quality management.
2. Requirements		a. Applicant's National Identity Card; b. Land technical considerations from the Office Sukoharjo Regency Land Affairs; c. Certificate of Spatial Conformity; d. Land location map; e. Tax Notification Letter for Land and Building Tax (SPPT-PBB) and proof of tax payment; And f. land certificate

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION}; C --> D[PUBLISHING]; D --> E[FINISHED]; C -. Rejected .-> A;</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjokab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. DPMPTSP officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. if the application is approved, the officer DPMPTSP prints the draft SK. 4. DPMPTSP issues a Non-Permitting Decree equipped with a digital signature and <i>QR Code</i>. 5. Applicants can download the Permit Decree from their SPION account and print it independently.
4.	Service period	Maximum 5 (five) working days.
5.	Fees/tariffs	There is no levy.
6.	Service products	Land Use Change Approval (P3T)
7.	Facilities, infrastructure and/or facilities	a. Facilities and infrastructure: 1. Representative waiting room 2. Parking space 3. Official cars and motorbikes

		4. Document cupboard 5. Archive rack 6. Service tables and chairs 7. Telephones and fax machines 8. Computer and printer 9. Telephone/Facsimile 10. Office stationery 11. Suggestion box 12. Public toilet b. Supporting facilities: 1. There are accompanying officers 2. Web application 3. Internet network 4. Reading materials 5. Access for people with disabilities 6. Smoke-free area 7. Availability of fire extinguishers (APAR) <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: dpmpmsp.sukoharjokab.go.id; 4. email: dpmpmsp@sukoharjokab.go.id; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint.

		d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors		The number of personnel handling Land Use Change Approvals (P3T) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring requirements, process time,
12. Service guarantee		costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety		Non-licensing SK is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance		a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Validity Period Permission		The permit is valid as long as the activity/business is carried out.
16. Service Time		• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

45. Approval of the Establishment of PMA Supermarkets and PMA Shopping Centers

NO COMPONENTS	DESCRIPTION
1. Legal Basis	a. Regulation of the Minister for Administrative Reform and Bureaucratic Reform Number 35 of 2013 concerning Guidelines for Preparing SOPs; b. Minister of Trade Regulation Number 06 of 2020 concerning Electronically Integrated Business Licensing Services in the Trade Sector; c. Minister of Trade Regulation Number 64 of 2020 concerning Amendments to Minister of Trade Regulation Number 06 of 2020 concerning Electronically Integrated Business Licensing Services in the Trade Sector; d. Decree of the Minister for Administrative Reform Number 63/KEP/M.PAN/7/2003 concerning General Guidelines for the Implementation of Public Services;

		e. Decree of the Minister for Administrative Reform Number 26/ KEP/M.PAN/2/ 2004 concerning Technical Instructions for Transparency and Accountability in the Implementation of Public Services; f. Sukoharjo Regent Regulation Number 50 of 2020 concerning Delegation of Authority in the Field of Licensing and Non-Licensing to Heads of Service g. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by the Regulations Regent of Sukoharjo Number 8 of 2022 concerning Amendments to Regulation of Regent of Sukoharjo Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; And h. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;
2. Requirements		a. Application letter; b. Applicant's Resident Identity Card (KTP); c. Deed of company establishment that has been approved by the Minister of Law and Human Rights; d. Taxpayer Identification Number (NPWP) e. Land certificate; f. Building Construction Permit / Building Approval Building. g. Functional Worthy Certificate h. Tax Notification Letter for Land and Building Tax (SPPT PBB) and Proof of Tax Payment i. NIB and Location Permit issued by OSS (for business activities); j. Map along with geographic coordinates of land location; k. Amdal / UKL-UPL recommendations from agencies Technical; l. Results of Analysis of Community Socio-Economic Conditions and Technical Recommendations for the Trade Service, SME Cooperatives; And m. Partnership Plans with Micro Enterprises and Small business.

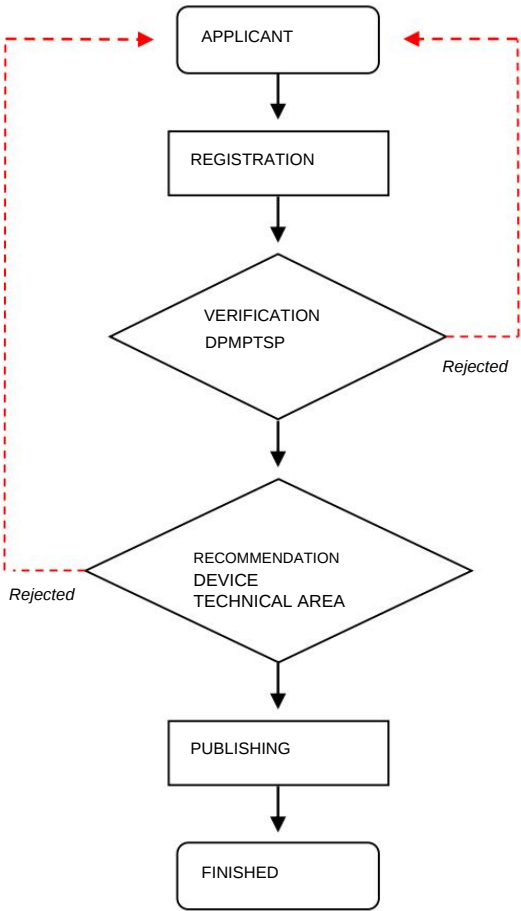
3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F[FINISHED]; C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjokab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 3 (three) working days at the PM and PTSP Service from the date the complete and correct application is received, and 5 (five) working days at the Technical Regional Apparatus.
5.	Fees/tariffs	There is no levy.
6. Service products		Approval for the Establishment of PMA Supermarkets and Centers PMA Spending
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.

9. Internal supervision	a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. Telephone/Fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling approval for the establishment of PMA supermarkets and PMA shopping centers is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid as long as the activity/business is carried out.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

46. Research Certificate (SKP)

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Regent's Regulation Number 51 of 2020 concerning Procedures for Application Requirements for Research Certificates, Field Work Practice Permits and Real Work Study Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;	
2. Requirements	a. Research proposal in Indonesian. b. A statement letter to comply with and not violate the provisions of the laws and regulations. c. Statement of responsibility for the validity of the documents/files submitted. d. Team leader's identity card; e. Color passport photo measuring 4x6 cm; f. A statement of the validity and correctness of the document signed on a stamp of IDR 10,000.00; and g. Recommendation from the Kesbangpol Office.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjo.kab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. If the application is approved, the application is forwarded to the Regional Technical Apparatus. 4. Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. a. if the Regional Technical Apparatus provides a recommendation for rejection, the application is returned to the applicant accompanied by a note of rejection; And
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		b. If the Regional Technical Apparatus provides a recommendation for an approval request, it is forwarded to the PM and PTSP Service. 5. The PM and PTSP Department issues a Permit Decree accompanied by a digital signature and <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		A maximum of 2 (two) working days at the PM and PTSP Service from the date the complete and correct application is received and 3 (three) working days at Kesbangpol.
5. Fees/tariffs		There is no levy.
6. Service products		Research Certificate (SKP)
7. Means, infrastructure, and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; and 7. availability of fire extinguishers (APAR) <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.

10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Research Certificates (SKP) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
12. Service guarantee	a. realized by ensuring requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i>.
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid for the duration of the activity.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

47. Field Work Practice Permit (PKL)

NO COMPONENTS		DESCRIPTION
1. Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service; d. Regent's Regulation Number 51 of 2020 concerning Procedures for Application Requirements for Research Certificates, Field Work Practice Permits and Real Work Study Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management.	
2. Requirements	a. Cover letter from institution/university/ School; b. Identity card; c. List of PKL participants (according to the number of participants); d. List of lecturers/supervising teachers; e. Proposals; f. No objection approval letter from the agency/ PKL location institution; And g. A statement of the validity and correctness of the document.	

3.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION}; C --> D[PUBLISHING]; D --> E[FINISHED]; C -. Rejected .-> A</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjokab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. if the application is approved, the Service officer PM and PTSP print the draft SK. 4. The PM and PTSP Department issues a Non-Permitting Decree equipped with a digital signature and <i>QR Code</i>. 5. Applicants can download the Permit Decree from their SPION account and print it independently.
4.	Service period	No later than 1 (one) working day from the date the complete and correct application is received.
5.	Fees/tariffs	There is no levy.
6.	Service products	Field Work Practice Permit (PKL)
7.	Facilities, infrastructure and/or facilities	a. Facilities and infrastructure: 1. representative waiting room; 2. parking area;

		3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; And 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.
9. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input		a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; 4. coordination of related agencies. c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.

11. Number of executors	The number of personnel handling Field Work Practice Permits (PKL) is 6 (six) people. <i>Note:</i> • Each of the personnel mentioned above also carries out service duties for other types of permits. a. realized by ensuring requirements, process time,
12. Service guarantee	costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
15. Permit Validity Period	The permit is valid for the duration of the activity.
16. Service Time	• Monday-Thursday: 08.00 - 15.00 WIB • Friday : 08.00 - 13.30 WIB

48. Real Work Study Permit (KKN)

NO	COMPONENTS	DESCRIPTION
1.	Legal Basis	a. Minister of State Apparatus Empowerment and Bureaucratic Reform Regulation Number 15 of 2014 concerning Service Standard Guidelines; b. Minister of Home Affairs Regulation Number 138 of 2018 concerning Implementation of One-Stop Integrated Services; c. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business, Non-Business and Non-Permit Licensing to the Head of the One Stop Investment and Integrated Services Service Licensing as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the One-Stop Integrated Services and Investment Service;

		d. Regent's Regulation Number 51 of 2020 concerning Procedures for Application Requirements for Research Certificates, Field Work Practice Permits and Real Work Study Permits; And e. ISO 9001:2015 Requirements Standard Concerning Systems Quality management;
2. Requirements		a. Cover letter from institution/university/ School; b. Applicant's identity; c. List of participants and photocopy of KKN participant identity (according to the number of participants); d. List of lecturers/supervising teachers; e. Proposal approved by supervisor; f. No objection approval letter from the agency/ KKN location institution; And g. A statement of the validity and correctness of the document.
3. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION}; C --> D[PUBLISHING]; D --> E[FINISHED]; C -. Rejected .-> A;</pre> Chart description: 1. The applicant accesses the SPION application via http://spion.sukoharjokab.go.id/ to submit a non-permit application. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically.

		a. if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And b. if the application is approved, the Service officer PM and PTSP print the draft SK. 4. The PM and PTSP Department issues a Non-Permitting Decree equipped with a digital signature and <i>QR Code</i>. 5. Applicants can download the Permit Decree from their SPION account and print it independently.
4. Service period		No later than 1 (one) working day from the date the complete and correct application is received.
5.	Fees/tariffs	There is no levy.
6. Service products		Real Work Study Permit (KKN)
7. Facilities, infrastructure and/or facilities		a. Facilities and infrastructure: 1. representative waiting room; 2. parking area; 3. official cars and motorbikes; 4. document cupboard; 5. archive rack; 6. service tables and chairs; 7. telephone and fax machines; 8. computers and printers; 9. telephone/fax; 10. office stationery; 11. suggestion box; And 12. public toilet. b. Supporting facilities: 1. the presence of accompanying officers; 2. web application; 3. internet network; 4. reading materials; 5. access for people with disabilities; 6. smoke-free area; 7. Availability of fire extinguishers (APAR). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
8. Implementing Competency		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; And d. master the main tasks and functions.

9. Internal supervision	a. carried out by the direct superior; And b. carried out by the internal audit team.
10. Handling complaints, suggestions and input	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: <i>PM and PTSP Department .sukoharjokab.go.id</i>; 4. email: <i>PM and PTSP Department @sukoharjokab.go.id</i>; And 5. telephone/fax: (0271) 590244. b. Handling complaints through the media mentioned above will be followed up by the complaints team with the following stages: 1. administrative check; 2. check the field; 3. internal/external coordination; And 4. coordination of related agencies; c. Responsive to complaints 1 (one) working day from receipt of the complaint. d. Completion of complaints in accordance with existing conditions and problems.
11. Number of executors	The number of personnel handling Real Work Study Permits (KKN) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring
12. Service guarantee	requirements, process time, costs, procedures, and supported by competent human resources in their field of work; b. there is a guarantee of freedom from KKN practices; And c. If permission is issued, business actors can view, download and print independently.
13. Guarantee service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> .
14. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

15. Validity Period	The permit is valid for the duration of the activity.
16. Service Time	- Monday-Thursday: 08.00 - 15.00 WIB - Friday : 08.00 - 13.30 WIB

REGENT SUKOHARJO,

signed.

ETIK SURYANI