



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 14 OF 2023
ABOUT
AMENDMENTS TO REGENT REGULATION NUMBER 30 OF 2022 CONCERNING
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 realize effective and efficient government governance in order to improve government performance and public services, service standards are required;
- b. 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;
- c. that in order to provide legal certainty and follow up on the results of Monitoring and Evaluation of Public Service Implementation Policies implemented by the Ministry of Administrative Reform and Bureaucratic Reform, Regent Regulation Number 30 of 2022 concerning Service Standards in the One-Stop Integrated Service and Investment Service, needs to be amended;
- d. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Amendments to Regent's Regulation Number 30 of 2022 concerning Service Standards in the Office 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 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);
3. 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 6

2023 concerning the Determination of Government Regulations in Lieu of Law Number 2 of 2022 concerning Job Creation into Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
4. 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);
5. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 15 of 2014 concerning Guidelines for Preparing Service Standards Guidelines (State Gazette of the Republic of Indonesia of 2014 Number 615);
6. 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) as amended by Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Regulations Regional Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);
7. Regulation of the Regent of Sukoharjo Number 30 of 2022 concerning Service Standards at the One-Stop Integrated Services and Investment Service (Regional Gazette of Sukoharjo Regency of 2022 Number 30);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING AMENDMENTS TO REGENT'S
REGULATION NUMBER 30 OF 2022 CONCERNING SERVICE STANDARDS
IN THE DEPARTMENT OF CAPITAL INVESTMENT AND ONE-DOOR
INTEGRATED SERVICES.

Article I

The provisions of the Attachment in the Regent's Regulation Number 30 of
2022 concerning Service Standards at the One-Stop Integrated Service and
Investment Service (Regional Gazette of Sukoharjo Regency of 2022 Number
30) are amended so that they are as stated in the Attachment which is an
inseparable part of this Regent's Regulation.

Article II

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 April 27, 2023
REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
on April 27, 2023

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2023 NUMBER 14

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed.

TEGUH PRAMONO, SH, MH
Level I Supervisor
NIP. 19710429 199803 1 003

ATTACHMENT
SUKOHARJO REGENCY REGULATIONS
NUMBER 14 OF 2023
ABOUT
CHANGES TO REGULATIONS
REGENT NUMBER 30 OF 2022
ABOUT SERVICE STANDARDS
AT THE DEPARTMENT OF CAPITAL INVESTMENT
AND ONE INTEGRATED SERVICE
DOOR

SERVICE STANDARD COMPONENTS

1. Low Risk Category Business Licensing

NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1. 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.
2. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE APPLICANT ↓ REGISTRATION ↓ TICK STATEMENT INDEPENDENT ↓ PUBLISHING ↓ FINISHED

		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). 5. Business actors can view, download and print the business licensing product.
3. Service period		No later than 1 (one) working day.
4.	Fees/tariffs	Free/no fees.
5. Service products		Business Identification Number (NIB). NIB is valid as long as the business actor carries out business activities.
6. Handling complaints, suggestions and input/appreciation		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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis a. Government		Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; And b. Standard Requirements ISO 9001:2015 about Quality management system.

2. 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>
3. Implementing Competence		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and mastering regulations in the licensing sector; And d. master the main tasks and functions.
4. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
5. Number of executors		The number of personnel handling Low Risk Category Business Licensing is 6 (six) people. <u><i>Note: Each of the personnel mentioned above also carries out service duties for other types of permits.</i></u>
6. Guarantee service		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.

7. Guarantee service security and safety	Business Identification Number (NIB) is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8. Evaluation of the Implementer's performance	a. performance evaluation is carried out through Community Satisfaction Surveys; b. evaluation based on direct supervisor supervision related to performance and discipline; And c. implementation of the Public Communication Forum as a mechanism for evaluating the performance of implementers.

2. Business Licensing for Medium Low Risk Category

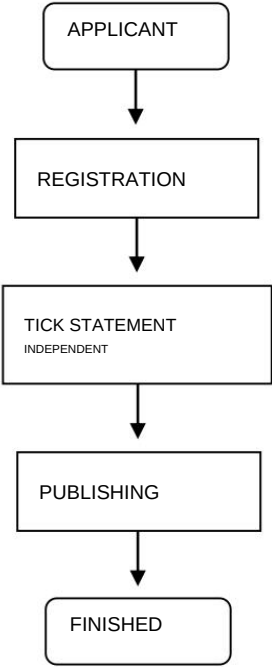
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Requirements	a. Individual 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Email is active. b. Business entity 1. Resident Identity Card (KTP). 2. Taxpayer Identification Number (NPWP). 3. Deed of Establishment/Changes. 4. Email is active.
2.	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.
3.	Service period	No later than 1 (one) working day.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Business Identification Number (NIB) and Standard Certificate (SS). The Business Identification Number (NIB) and Standard Certificate (SS) are valid as long as the business actor carries out business activities.
6.	Handling complaints, suggestions and input/appreciation	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.

Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis	a. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; And b. Standard Requirements ISO 9001:2015 about Quality management system.	
2. 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>	
3. 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.	
4. Internal supervision	a. carried out by direct superiors. b. carried out by the internal audit team.	

5. Number of executors	The number of personnel handling Business Licensing for the Medium Low Risk Category is 6 (six) people. <u>Note:</u> • <i>Each</i> of the personnel mentioned above also carries out service duties for other types of permits.
6. 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.
7. Guarantee service security and safety	Business Identification Number (NIB) and Standard Certificate (SS) are equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8. 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. c. implementation of the Public Communication Forum as a mechanism for evaluating the performance of implementers.

3. Business Licensing for Medium High Risk Category

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	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.

2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; APPLICANT([APPLICANT]) --> REGISTRATION[REGISTRATION]; REGISTRATION --> VERIFICATION1{VERIFICATION
DEVICE
AREA
TECHNICAL}; VERIFICATION1 --> VERIFICATION2{VERIFICATION
TECHNICAL TEAM
PERMISSIONS}; VERIFICATION2 --> PUBLISHING[PUBLISHING]; PUBLISHING --> FINISHED([FINISHED]); VERIFICATION1 -. Rejected .-> APPLICANT; VERIFICATION2 -. Rejected .-> APPLICANT;</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.
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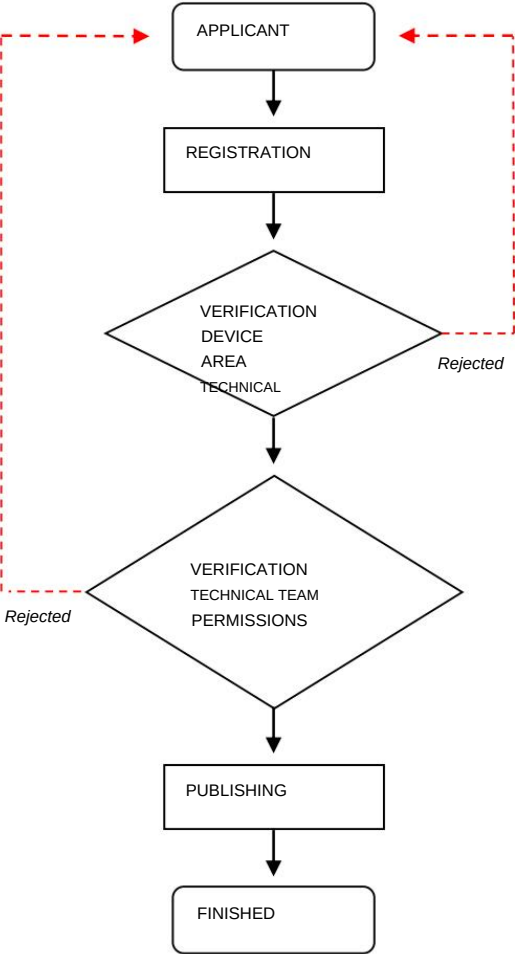
		4. Before the PM and PTSP Services give approval, a verification meeting is held by the Licensing Technical Team. a. If the business standard documents/requirements are not appropriate, the Licensing Technical Team will provide a note of rejection or correction. b. If the business standard documents/requirements 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.
3. Service period		In accordance with statutory regulations.
4.	Fees/tariffs	In accordance with statutory provisions.
5. Service products		Business Identification Number (NIB) and Standard Certificate (SS). The Business Identification Number (NIB) and Standard Certificate (SS) are valid as long as the business actor carries out business activities.
6. 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.

Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis	a. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; And b. Standard Requirements ISO 9001:2015 about Quality management system;	
2. 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>	
3. 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.	
4. Internal supervision	a. carried out by the direct superior; And b. carried out by the internal audit team.	

5. Number of executors	The number of personnel handling Business Licensing for the Medium High Risk Category is 6 (six) people. <u>Note: • Each</u> <i>of the personnel mentioned above also carries out service duties for other types of permits.</i>
6. 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.
7. Guarantee service security and safety	Business Identification Number (NIB) and Standard Certificate (SS) are equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8. Evaluation of the Implementer's performance	a. Performance evaluation is carried out through satisfaction surveys public; b. evaluation based on direct supervisor supervision related to performance and discipline; And c. implementation of the Public Communication Forum as a mechanism for evaluating the performance of implementers.

4. High Risk Category Business Licensing.

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	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. 5. Basic requirements. 6. Technical requirements.

2.	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/ specified 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.
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		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.
3. Service period		In accordance with statutory regulations.
4. Fees/tariffs		In accordance with statutory provisions.
5. Service products		Business Identification Number (NIB) and Permit. Business Identification Number (NIB) and Permit are valid as long as the business actor carries out business activities.
6. 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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis	a. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing; And	
	b. Standard Requirements ISO 9001:2015 about Quality management system.	
2. 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>
3. 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.
4. Internal supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
5. Number of executors		The number of personnel handling Business Licensing for the Medium High Risk Category is 6 (six) people. <u><i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i></u>
6. 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.
7. Guarantee service security and safety		Business Identification Number (NIB) and permits are equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8. 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.

5. Advertising Permit

NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1. 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).
2. Systems, mechanisms and procedures		PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION}; C -- Rejected --> A; C --> D[PUBLISHING]; D --> E[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.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 <i>QR Code</i>. 5. Applicants can download the Permit Decree from their SPION account and print it independently.
3. Service Period		No later than 1 (one) working day.
4.	Fees/tariffs	Advertisement tax.
5. Service Products		Advertising Permit The permit is valid according to the validity period of the Deposit Certificate.
6. Handling complaints, suggestions and input/appreciation		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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis	a. Law Number 28 of 2009 concerning Regional Taxes and Regional Levies; b. Government Regulation Number 16 of 2004 on Land Use Management; c. Sukoharjo Regency Regional Regulation Number 9 of 2018 concerning Implementation of Advertisements. a.	
2. Facilities, infrastructure and/or facilities	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>
3. Competence of implementers		a. Minimum Diploma 3 education; b. able to operate a computer; c. able and master the regulations in the field licensing; and master the main tasks and functions.
4. Internal Supervision		a. carried out by the direct superior; And b. carried out by the internal audit team.
5. 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>
6. 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.
7. Guarantee service security and safety		The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8. 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.

6. Livability Permit

NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1. 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.
2. 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 AREA TECHNICAL}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukohariokab.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. 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.
3.	Service period	A maximum of 5 (five) working days at DPMPTSP and 5 (five) working days at Regional Technical Apparatus.
4.	Fees/tariffs	Free/no fees.
5.	Service products	Livability Permit The permit is valid for 5 (five) years.
6.	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1. Legal Basis	a. Law Number 26 of 2007 concerning Spatial Planning;	b. Government Regulation Number 16 of 2004 on Land Use Management; c. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031 as amended by Sukoharjo Regency Regional Regulation Number 1 of 2018 concerning Amendments to Regional Regulations

		Sukoharjo Regency Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031. a. Facilities and infrastructure:
2.	Infrastructure, and/or facilities	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>
3.	Competence Executor	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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 requirements, process
6.	Service guarantee	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.
7.	Security guarantee and	The Permit Decree is equipped with a digital signature and QR

	service safety	Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Performance evaluation Executor	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

7. Building Approval

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	Incoming files from Technical Area Devices
2.	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 request 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 or not

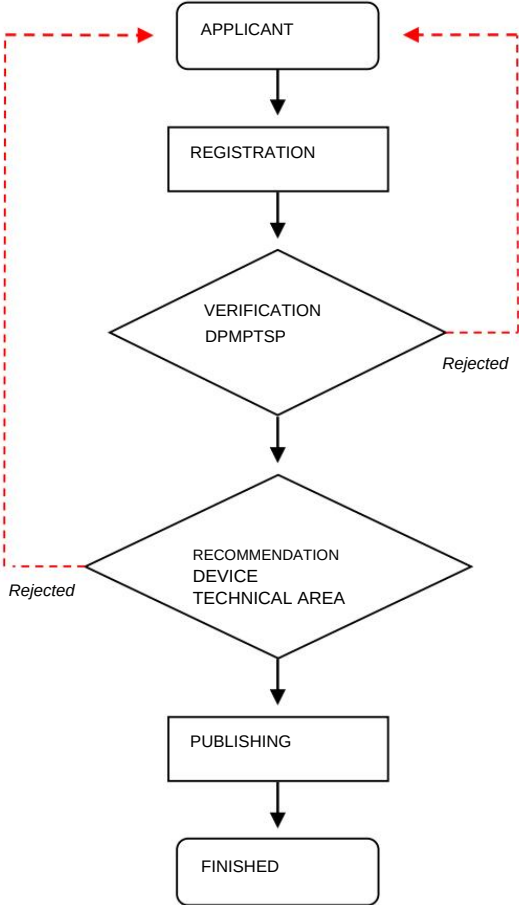
		correct, the Regional Technical Device returns the file to the applicant; And b. If the requirements are complete and incorrect, the application will be forwarded to the TPT/TPA for the Building Technical Assessment process. 4. DPMPTSP makes a Regional Retribution Determination Letter (SKRD) which is 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 <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SIMBG account and print it independently.
3.	Service period	A maximum of 30 (thirty) working days from the date the complete and correct application is received.
4.	Fees/tariffs	There is a levy as determined by the Technical Regional Apparatus.
5.	Service products	Building Approval The permit is valid forever, as long as there are no changes to the building.
6.	Handling complaints, suggestions and input/appreciation	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 28 of 2002 concerning Buildings; b. Law Number 28 of 2009 concerning Regional Taxes and Regional Levies; c. Government Regulation Number 16 of 2021 concerning Implementing Regulations of Law Number 28 of 2002 concerning Buildings; d. Sukoharjo Regency Regional Regulation Number 14

		2011 concerning Regional Spatial Planning Sukoharjo Regency 2011-2031 as amended by Regulation Sukoharjo Regency Region Number 1 of 2018 concerning Amendments to Regional Regulations Sukoharjo Regency Number 14 of 2011 concerning Regency Regional Spatial Planning Sukoharjo 2011-2031; e. Sukoharjo Regency Regional Regulation Number 8 of 2021 concerning <u>Buildings</u>.
2.	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 <u>permits</u>.</i>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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 <u>permits</u>. a. realized by the certainty of requirements,</i>
6.	Service guarantee	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. c. If permission is issued, business actors can view, download and print independently.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

8. General Practitioner Practice License

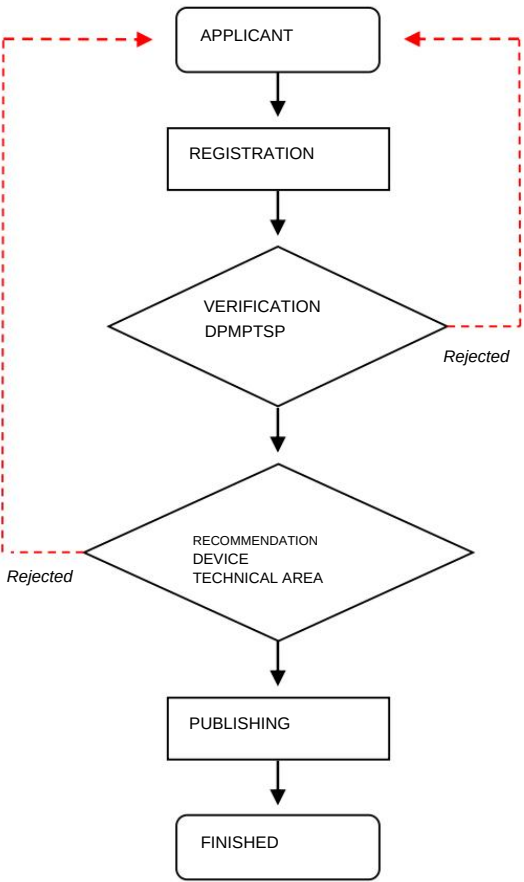
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photo measuring 4x6 cm with background 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.

2.	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.sukohariokab.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.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	General Practitioner Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through community satisfaction surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

9. Specialist Doctor's Practice License

NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	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.sukohariokab.go.id/ for

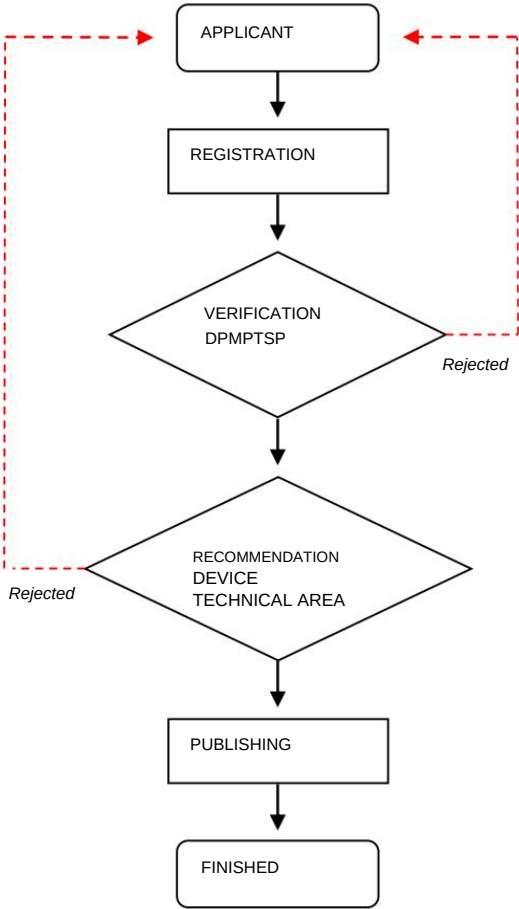
		apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. a. if the application is 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Specialist Doctor's Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 29 of 2004 concerning Medical Practice;	b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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 <u>Quality management system.</u>
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by direct superiors. b. carried out by the internal audit team.
5.	Number of implementers	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>
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

10. Practice Permit for Doctors Participating in Intern Practice

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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. 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. b. if the Regional Technical Apparatus provides a recommendation for the application
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		forwarded to the PM and PTSP Department. 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice Permit (SIP) for Doctors Participating in Intern Practice. The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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 <u>Quality management system.</u>
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct supervisor supervision

		related to performance and discipline.
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11. Practice License for Doctors Participating in the Specialist Doctor Education Program

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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 determined by the Head of the Study Program (KSP).
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> C; 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; 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) for Doctors Participating in the Specialist Doctor Education Program. The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis	a. Law Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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.	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). <i>Note: Infrastructure and Facilities are used together for several types of permits.</i>
3.	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.

4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling the Practice License (SIP) of Doctors Participating in the Specialist Doctor Education Program 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
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

12. Doctor's Practice License with Additional Authorities.

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMTSP}; 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.sukohariokab.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

		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Doctor's Practice License (SIP) with Additional Authorities The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis	a. Law Number 29 of 2004 concerning Medical practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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.	Facilities, infrastructure, and/or	a. Facilities and infrastructure: 1. representative waiting room; 2. parking area;

	facility	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And

		b. evaluation based on direct superior supervision regarding performance and discipline.
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13. Dentist Practice License

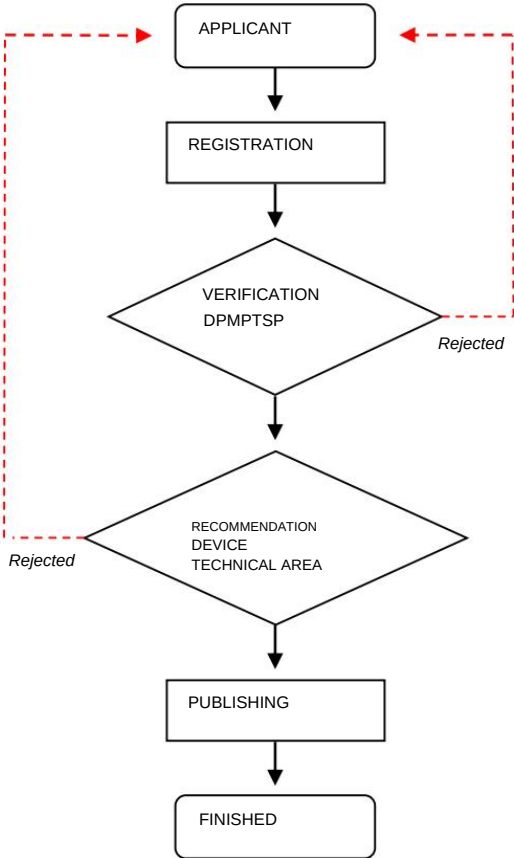
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	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 --> C; D --> E[PUBLISHING]; E --> F([FINISHED]);</pre>

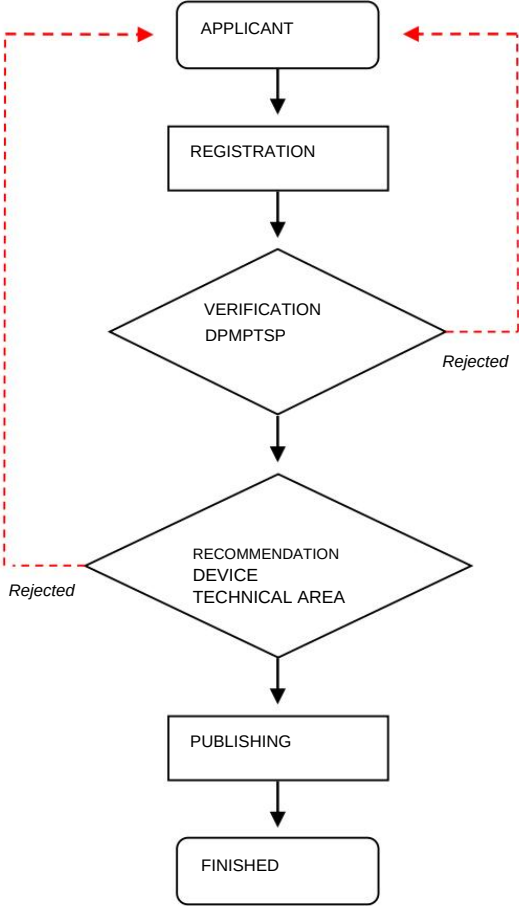
		Chart description: 1. Applicants access the SPION application via http:// spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Dentist's Practice Permit (SIP) License is valid according to the validity period of the Certificate of Registration (STR) and can apply for an extension. a. Complaints Service Unit.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (manufacturing)		
1.	Legal Basis	a. Law Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers d. Sukoharjo Regent Regulation Number 36 of 2021 Procedures of Health and Requirements concerning Issuance Personnel Permits; And e. Standard Requirements ISO 9001:2015 About Quality management system.
2.	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). Note: Infrastructure and Facilities are used together for several types of permits
3.	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.

4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

14. Specialist Dentist Practice License

NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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 -. Rejected .-> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre> Chart description: 1. Applicants access the SPION application via http://spion.sukohariokab.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 b. If the Regional Technical Apparatus provides a recommendation for approval, the application is forwarded to the PM and PTSP Service.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Specialist Dentist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer 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. Dentist Practice License for Participants in the Specialist Dentist Education Program (PPDGS)

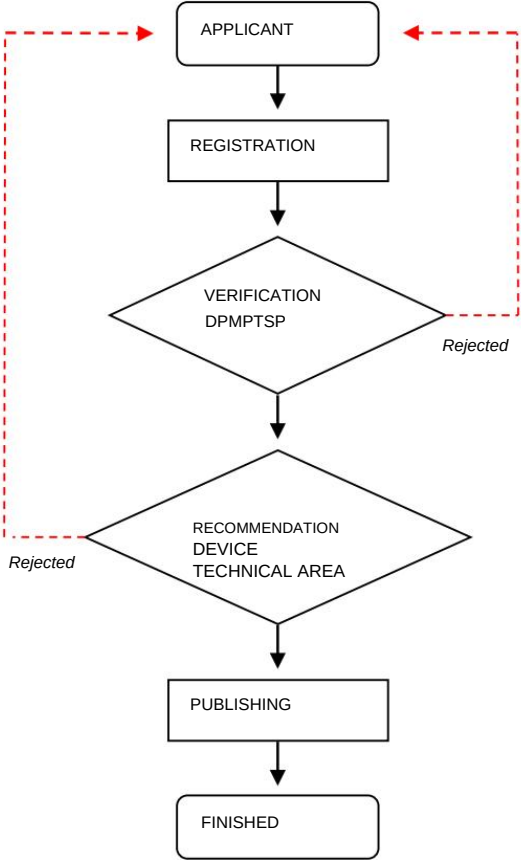
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. passport color photograph measuring 4x6 cm with red 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).
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F([FINISHED]);</pre>

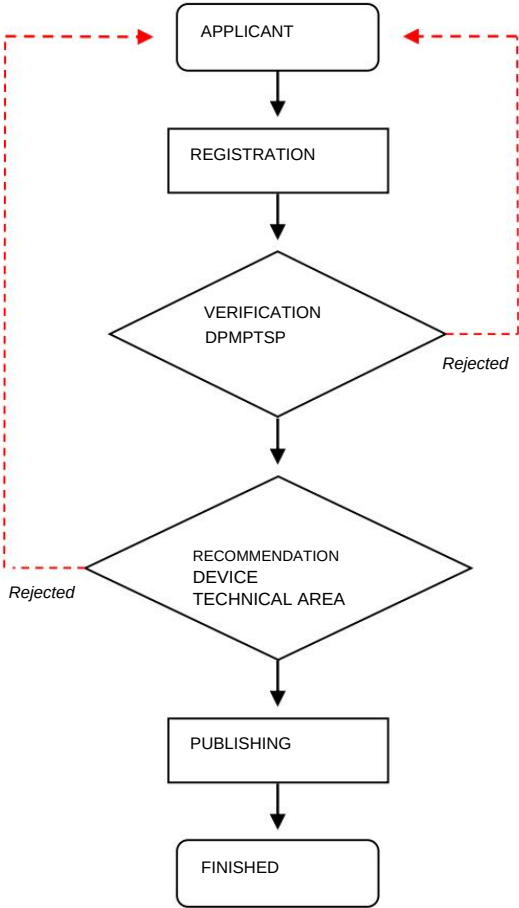
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) for Dentists Participating in the Specialist Dentist Education Program (PPDGS) The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 29 of 2004 concerning Medical Practice;	b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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.	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>
3.	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.

4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); yes b. evaluation based on direct superior supervision regarding performance and discipline.

16. Dentist Practice License with Additional Authorities

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	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.sukohariokab.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 Device provides

		recommendation for approval, application forwarded to the PM and PTSP Department. 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Dentist Practice License (SIP) with Additional Authorities The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 29 of 2004 concerning Medical Practice; b. Law Number 36 of 2009 concerning Health; c. Law Number 36 of 2014 concerning Health workers 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 <u>Quality management system.</u>
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	Number of personnel handling Dentist Practice Licenses (SIP) with Additional Authorities as many as 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And

		b. evaluation based on direct superior supervision regarding performance and discipline.
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17. Clinical Psychologist Practice License

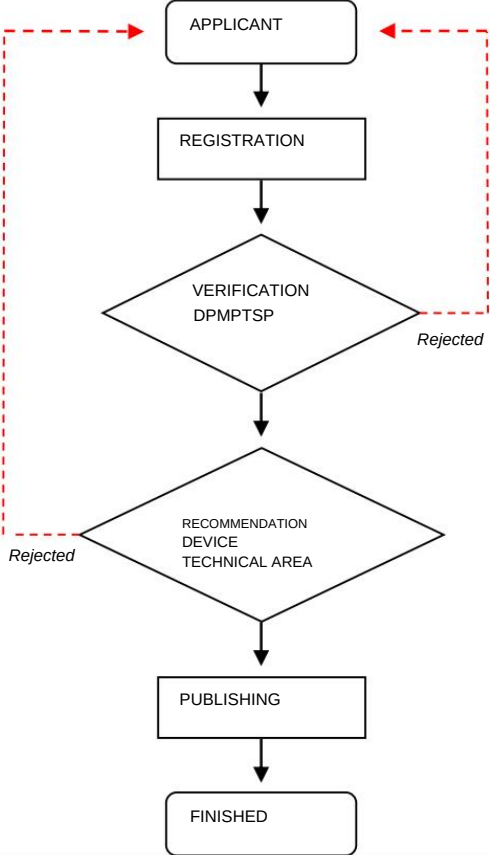
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMP TSP}; 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 b. if the Regional Technical Apparatus provides a recommendation the application 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Clinical Psychologist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.	
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

18. Nursing Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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: - Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. - The applicant registers the application by filling in the form and uploading the required documents electronically. - PM and PTSP Service officers verify the filling in of forms and required documents uploaded by applicants electronically. - if the application is rejected, the application is returned to the applicant accompanied by a note of rejection; And - If the application is approved, the application is forwarded to the Regional Technical Apparatus. - Requirement documents verified by the PM and PTSP Service Officers are sent to the Regional Technical Apparatus electronically to obtain recommendations. - 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, 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Nursing Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

19. Midwife Practice License

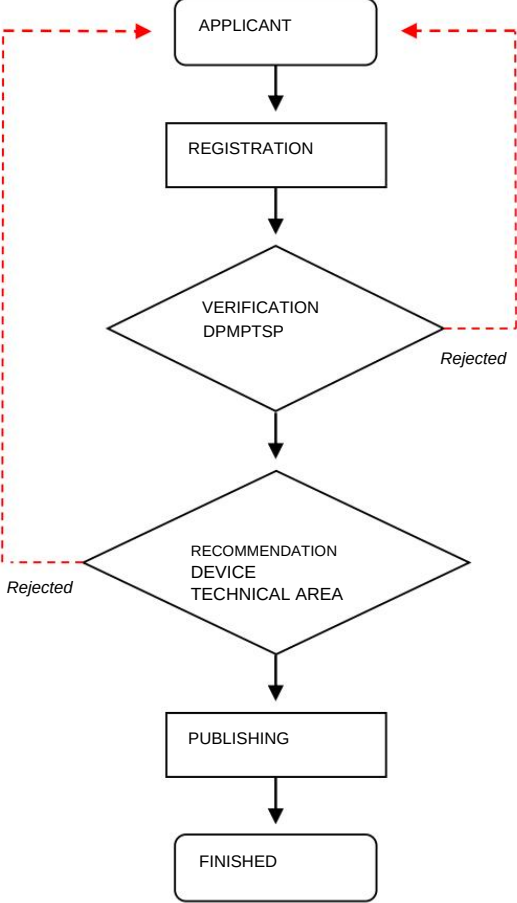
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; g. Health certificate from Doctor have SIP; h. A statement letter of having a place of practice with a stamp of IDR 10,000.00 for those who practice independently or a certificate 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPSTP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

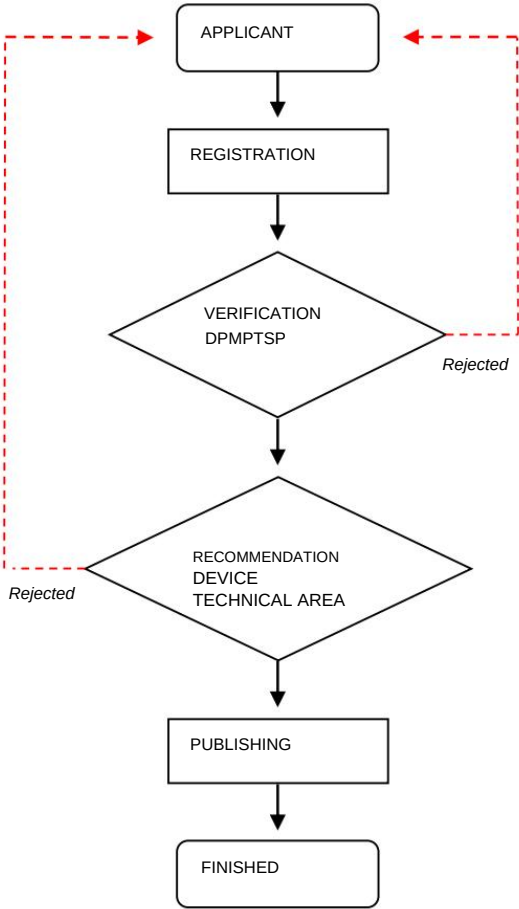
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Midwife Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis	a. Law Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

20. Pharmacist Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Pharmacist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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.
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling Pharmacist Practice Licenses (SIP) is 6 (six) people. Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

21. License to Practice for Pharmaceutical Technical Personnel

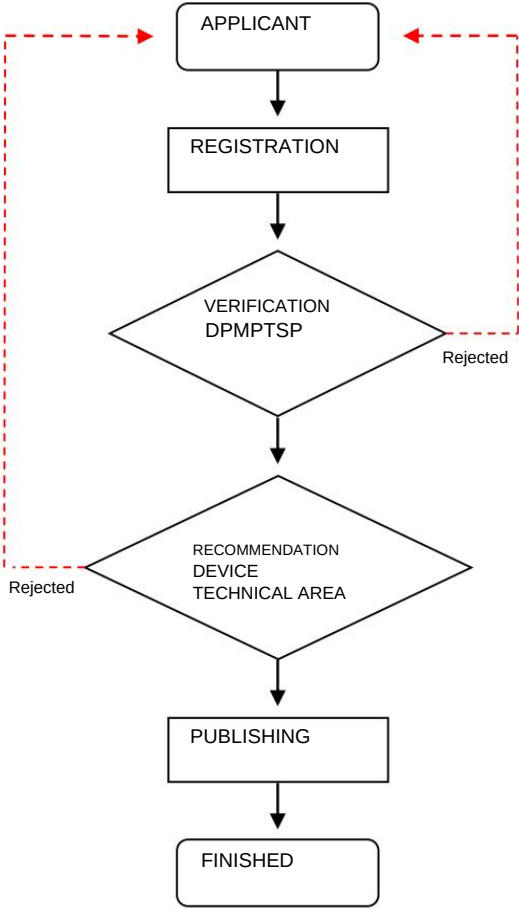
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (service point)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C -- Rejected --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

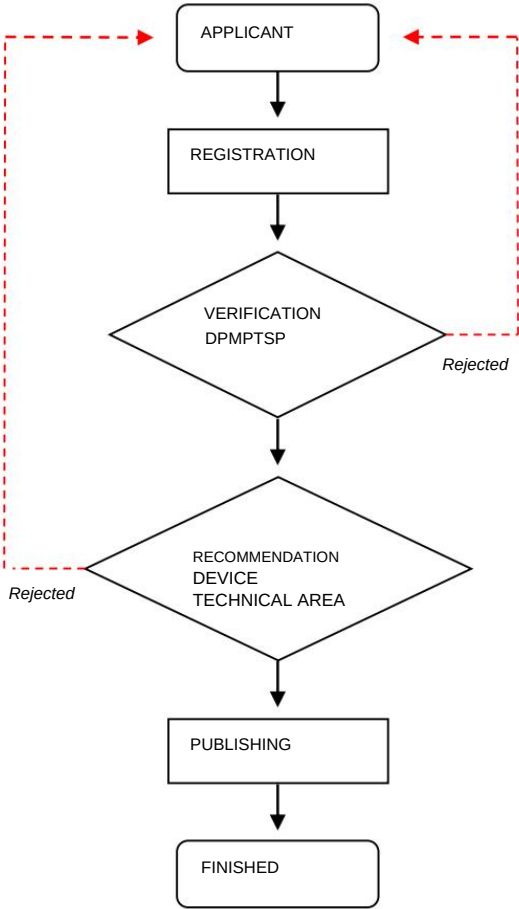
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice Permit (SIP) for Pharmaceutical Technical Personnel The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: PM and PTSP Department .sukoharjokab.go.id; 4. email: PM <u>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. 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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health;	b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	The number of personnel handling the Practice Permit (SIP) for Pharmaceutical Technical Personnel 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
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

22. Sanitarian Worker Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.sukoharijokab.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, 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) for Sanitarian Workers The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

23. License to Practice as a Nutritionist

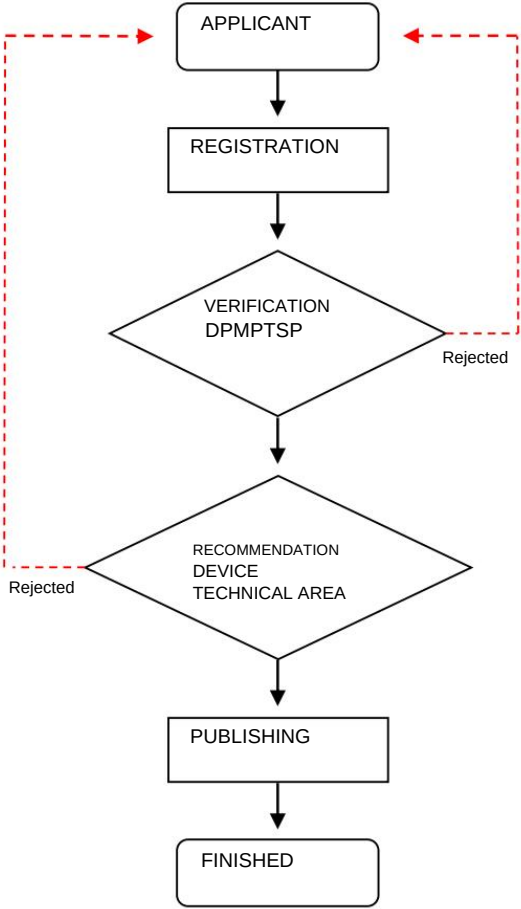
NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (service point)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background red back; 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.
2.	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>

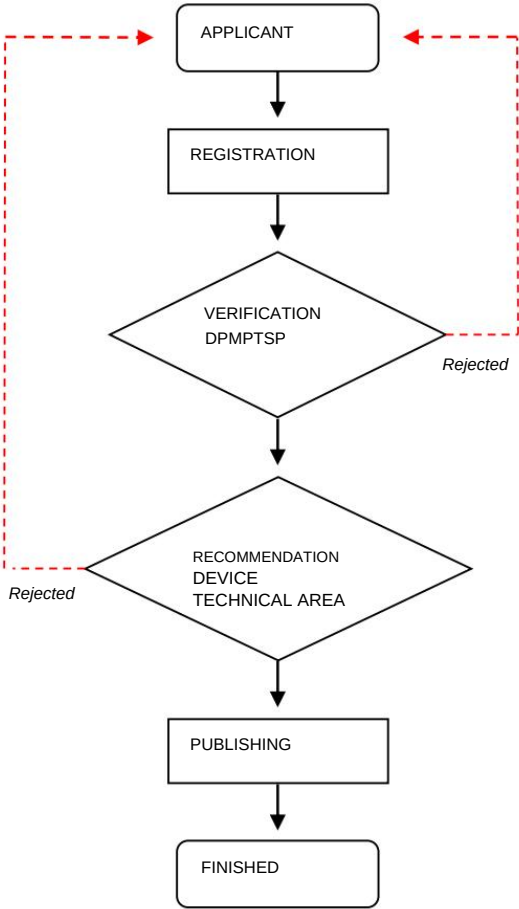
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practicing License (SIP) for Nutrition Professionals The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

24. Physiotherapist Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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

2.	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.sukoharijokab.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, 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Physiotherapist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

25. Occupational Therapist Practice License

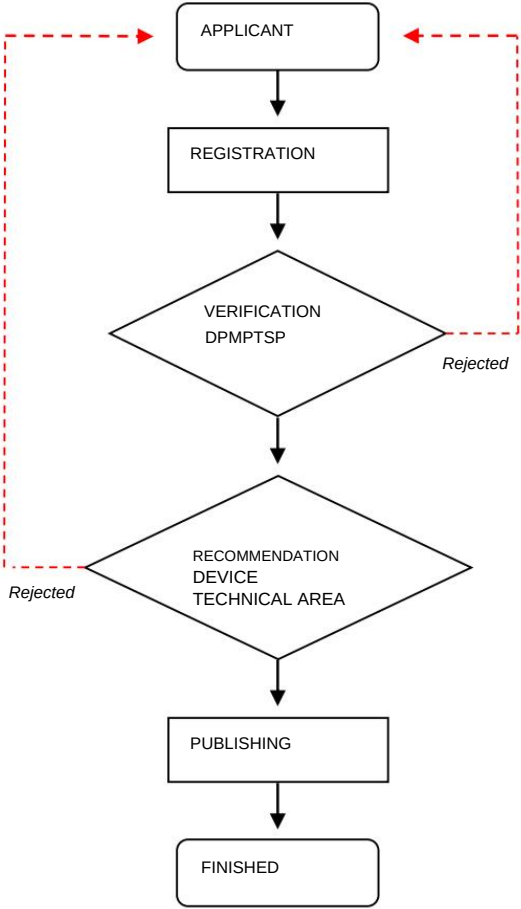
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Occupational Therapist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems	
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

26. Speech Therapist Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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}; 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Speech Therapist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

27. Acupuncture Therapist Practice License

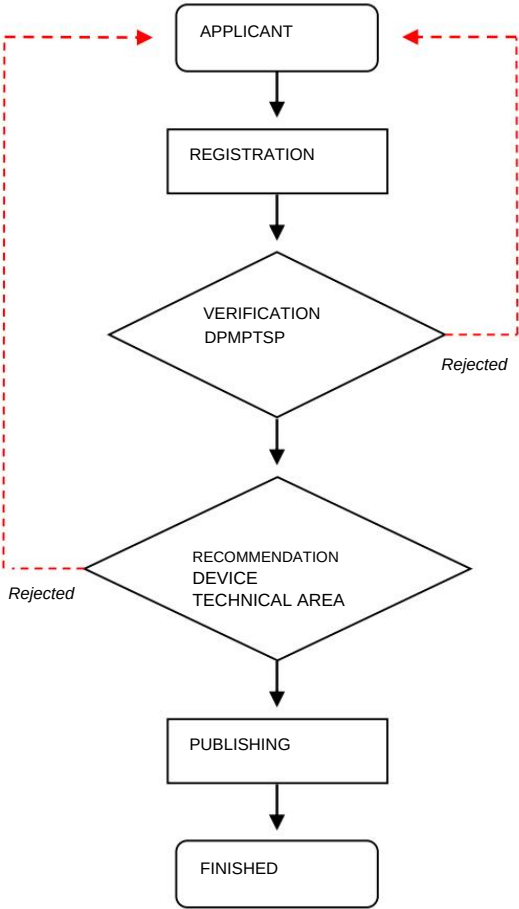
NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMP TSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

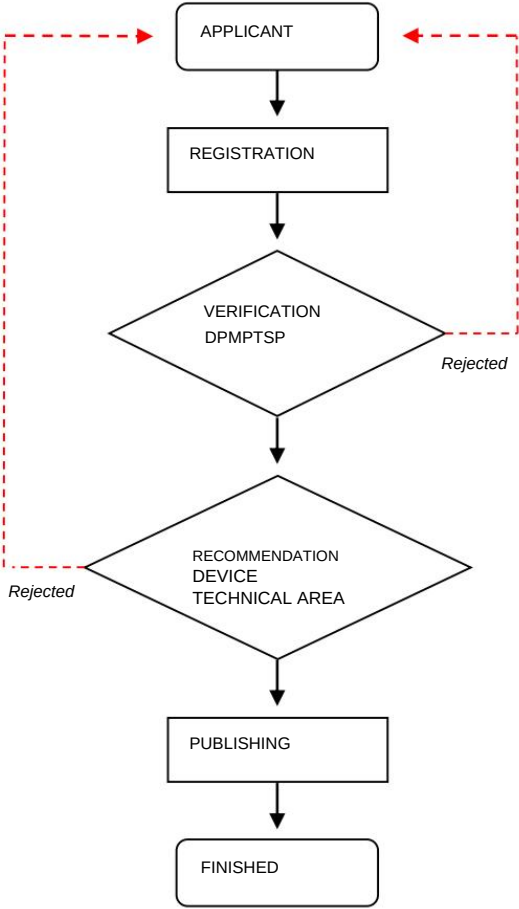
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Acupuncture Therapist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team;

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

28. License to Practice Medical Recording and Health Information

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.sukohariokab.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.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) for Medical Recorders and Health Information. The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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>
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

29. Cardiovascular Technician Practice License

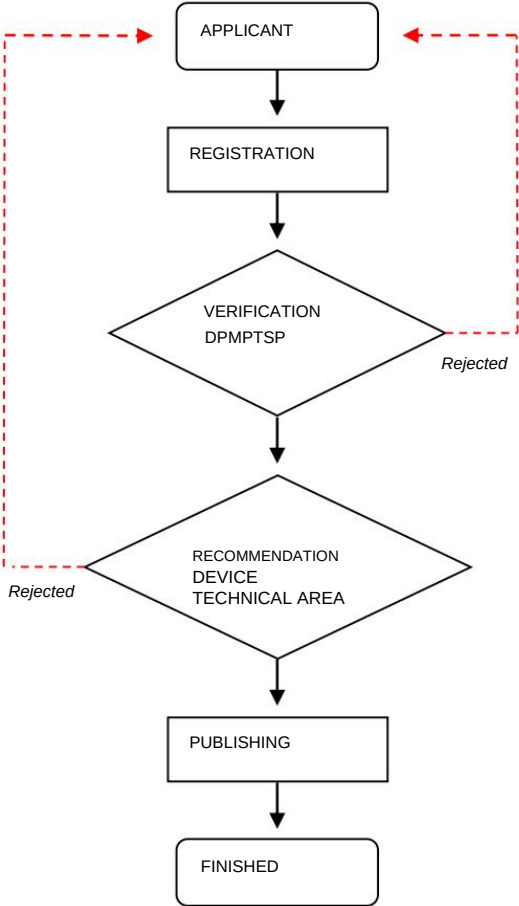
NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	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 b. If the Regional Technical Apparatus provides a recommendation for approval, the application is forwarded to 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Cardiovascular Technician Practical License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health;	b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

30. Optician/ Optometrist Refractionist Practice License.

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) Refractionist Optician/ Optometrist The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling the Optician/Optomestrist 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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And

		b. evaluation based on direct superior supervision regarding performance and discipline.
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31. Dental Technician Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	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 -. Rejected .-> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

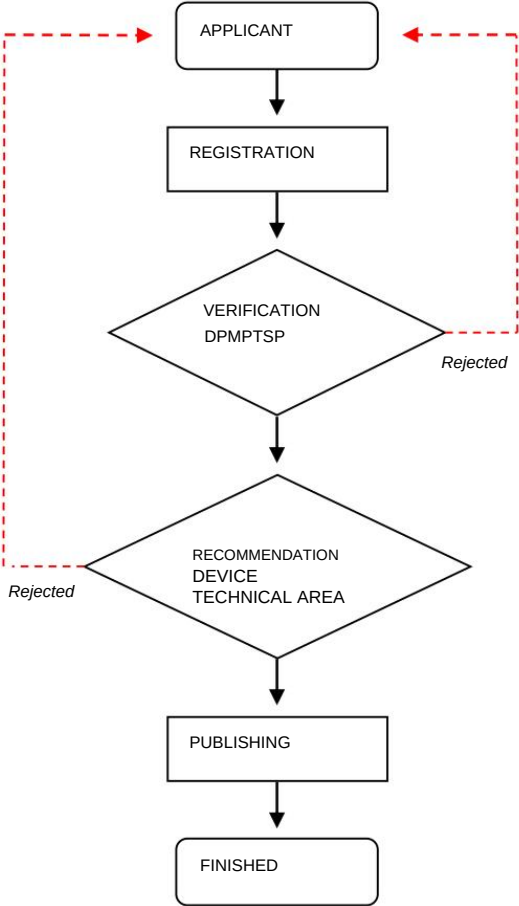
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharjokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Dental Technician Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 Procedures Issuance of and Requirements concerning Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.

4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

32. Anesthesia Practitioner License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.sukohariokab.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.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Anesthesia Practitioner License to Practice (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Guarantee service	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

33. Dental and Oral Therapist Practice License

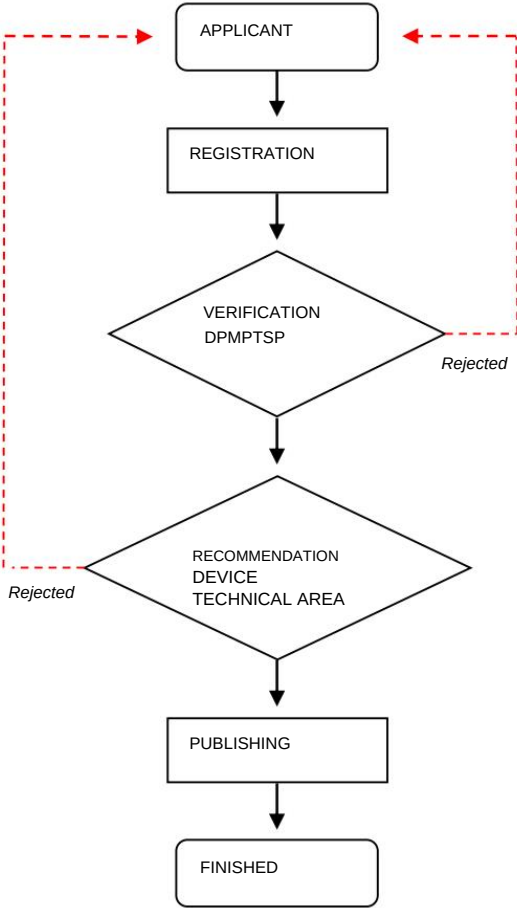
NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Dental and Oral Therapist Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health;	b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.

5.	Number of implementers	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>
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

34. Radiographer Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.sukohariokab.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.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Radiographer Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Guarantee service	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

35. Electromedical Practice License

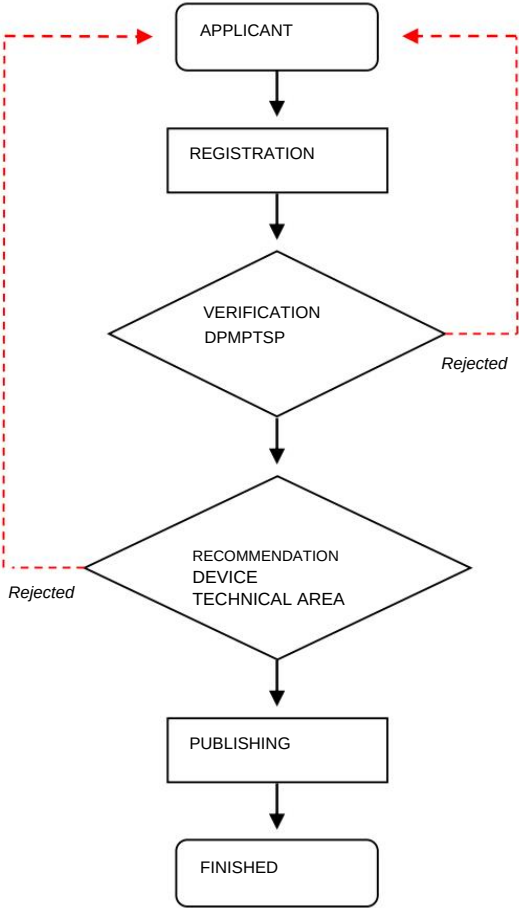
NO COMPONENTS		DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Electromedical Practice License (SIP). The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health;	b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 Procedures of Health and Requirements concerning Issuance Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And

		b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring
6.	Guarantee service	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

36. Medical Laboratory Technology Expert Practice License

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged
5.	Service products	Practice License (SIP) for Medical Laboratory Technology Expert. The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension. a. Complaints
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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>
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and QR Code. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And

		b. evaluation based on direct superior supervision regarding performance and discipline.
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37. Orthotic Prosthetic Practice License

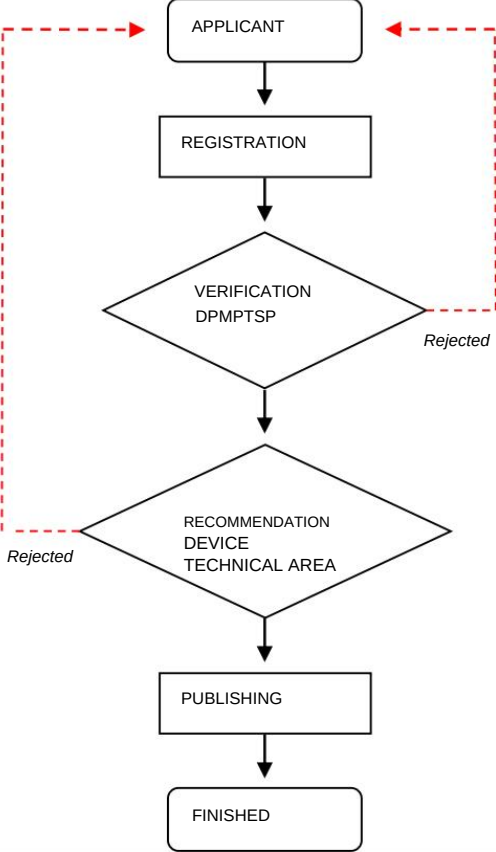
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Identity card; b. Tax ID number; c. Last diploma; d. Registration Certificate (STR); e. SIP owned (first/second); f. Color photograph measuring 4x6 cm with background 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPSTP}; 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 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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice Permit (SIP) Orthotist Prosthetic The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (manufacturing)		
1.	Legal Basis a. Law Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 Procedures of Health and Requirements concerning Issuance Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.	
2.	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.
3.	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.

4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling Orthotic Prosthetic 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
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

38. License to practice traditional herbal medicine for health workers

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.
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		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.
3.	Service period	A maximum of 2 (two) working days at the PM and PTSP Service and 3 (three) working days at the Health Service.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Practice License (SIP) for Traditional Herbal Medicine Health Workers The permit is valid according to the validity period of the Registration Certificate (STR) and can apply for an extension.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 36 of 2009 concerning Health; b. Law Number 36 of 2014 concerning Health Workers; c. Sukoharjo Regent Regulation Number 36 of 2021 concerning Procedures and Requirements for Issuing Health Personnel Permits; And d. ISO 9001:2015 Requirements Standard Concerning Quality Management Systems.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

39. Permit to Establish a Private Elementary School

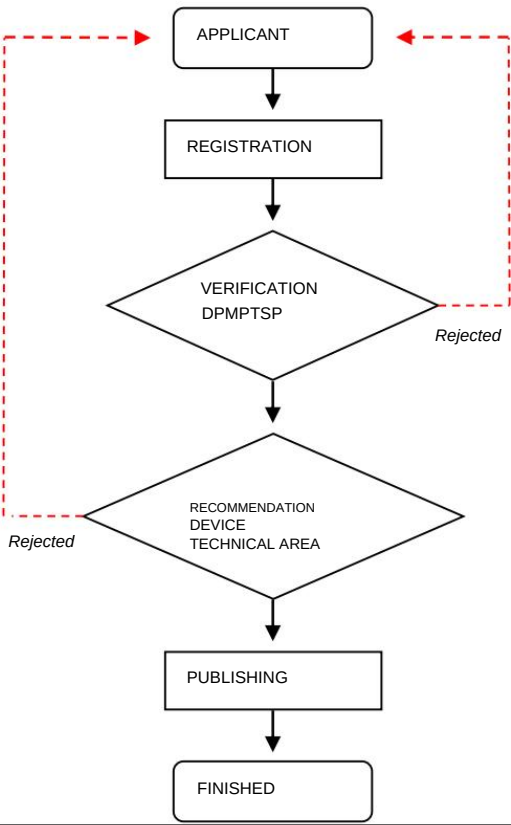
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Business Registration Number; b. Resident Identity Card or founder's identity; c. Tax ID number; d. Suitability of space utilization activities; e. Environmental Approval; 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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPSTSP}; C -- Rejected --> A; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D -- Rejected --> A; D --> E[PUBLISHING]; E --> F[FINISHED];</pre>

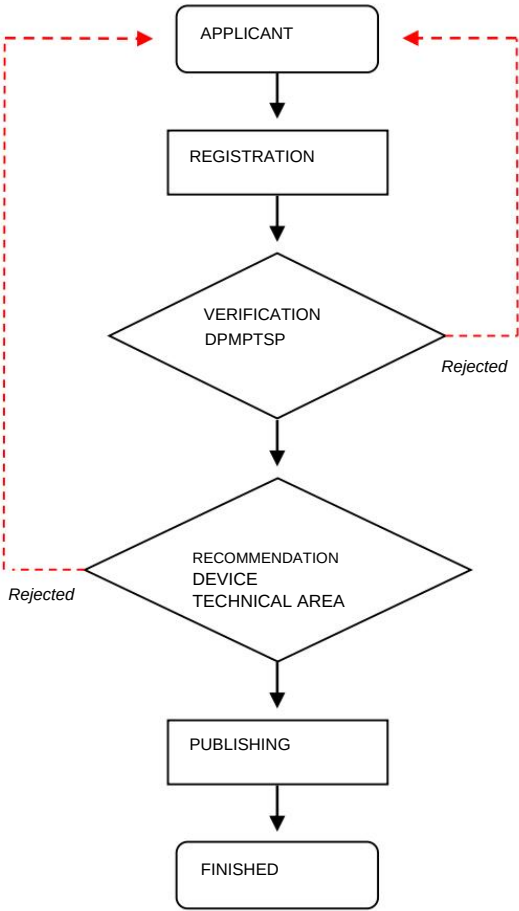
		Chart description: 1. Applicants access the SPION application via http://spion.sukoharijokab.go.id/ to apply for a non-business permit. 2. The applicant registers the application by filling in the form and uploading the required documents electronically. 3. PM and PTSP Service officers verify the filling 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.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Permit to Establish a Private Primary School The permit is valid as long as the activity is still running.
6.	Handling complaints, suggestions and input/appreciation iasi	a. Complaints Service Unit, through: 1. complaint room; 2. suggestion/complaint box; 3. website: PM and PTSP Department .sukoharijokab.go.id; 4. email: PM and PTSP Department @sukoharijokab.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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law Number 20 of 2003 concerning the National Education System; Government Regulation Number 17 of 2010 concerning Management and Implementation of Education;	b. Government Regulation Number 57 of 2021 concerning National Education Standards; c. Minister of Education and Culture Regulation 36 of 2014 Guidelines for the Establishment, Changes and Closure of Primary and Secondary Education Units; d. Sukoharjo Regent Regulation Number 54 of 2021 concerning Procedures for Licensing Services for Private Elementary Schools and Private Junior High Schools.
2.	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 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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

40. Permit to Establish a Private Junior High School

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMP TSP}; 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.sukohariokab.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.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Permit to Establish a Private Junior High School The permit is valid as long as the activity is still running.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 20 of 2003 concerning the National Education System; Government Regulation Number 17 of 2010 concerning Management and Implementation of Education; b. Government Regulation Number 57 of 2021 concerning National Education Standards; c. Minister of Education and Culture Regulation 36 of 2014 Guidelines for the Establishment, Changes and Closure of Primary and Secondary Education Units;

		d. Sukoharjo Regent Regulation Number 54 of 2021 concerning Procedures for Licensing Services for Private Elementary Schools and Private Junior High Schools.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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> a. realized by ensuring requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

41. Permit to Establish an Early Childhood Education Unit

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

2.	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.sukohariokab.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.
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		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.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Permit to Establish an Early Childhood Education Unit The permit is valid as long as the activity is still running.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 20 of 2003 concerning the National Education System; Government Regulation Number 17 of 2010 concerning Management and Implementation of Education; b. Government Regulation Number 57 of 2021 concerning National Education Standards; c. Minister of Education and Culture Regulation 84 of 2014 Establishment of Early Childhood Education Units; d. Sukoharjo Regent Regulation Number 53 of 2021 concerning Procedures for Licensing Services for Early Childhood Education and Non-formal Education Units.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling Permits for the Establishment of Early Childhood Education Units is 6 (six) person. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>
6.	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

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

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.

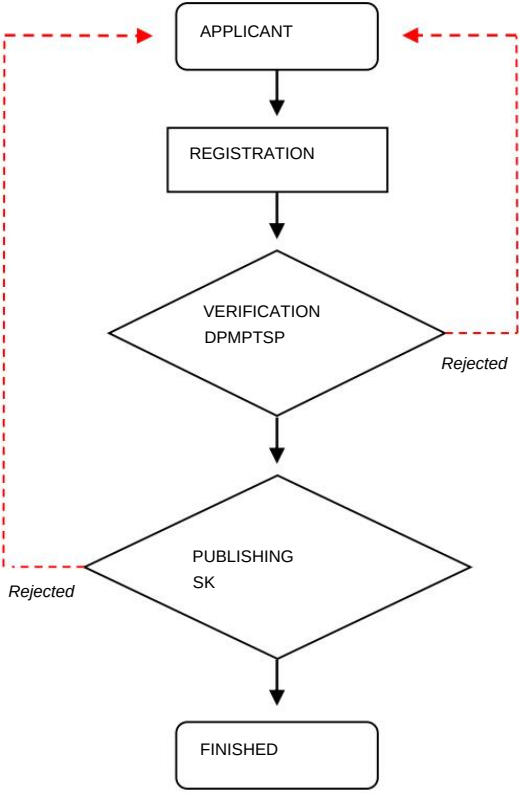
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A([APPLICANT]) --> B[REGISTRATION]; B --> C{VERIFICATION DPMPTSP}; C --> D{RECOMMENDATION DEVICE TECHNICAL AREA}; D --> E[PUBLISHING]; E --> F([FINISHED]); C -. Rejected .-> A; D -. Rejected .-> A;</pre> Chart description: 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 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.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Permit to Organize Non-Formal Education Units The permit is valid as long as the activity is still running.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 20 of 2003 concerning the National Education System; Government Regulation Number 17 of 2010 concerning Management and Implementation of Education; b. Government Regulation Number 57 of 2021 concerning National Education Standards; c. Minister of Education and Culture Regulation 81 of 2013 Establishment of Non-formal Education Units; d. Sukoharjo Regent Regulation Number 53 of 2021 concerning Procedures for Licensing Services for Early Childhood Education and Non-formal Education Units.
2.	Facilities, infrastructure, and/or	a. Facilities and infrastructure: 1. representative waiting room;

	facility	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	Number of personnel handling Permits in Implementing Non-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 requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	The Permit Decree is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.

8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
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43. Certificate of Spatial Conformity (SKKTR)

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE  <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION DPMPSTP}; 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 issues a Non-Permitting Decree. 5. The applicant downloads the Non-permit Decree from the SPION account and prints it independently.
3.	Service period	Maximum 5 (five) working days.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Certificate of Spatial Conformity (SKKTR) The permit is valid as long as the activity/business is carried out.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 26 of 2007 concerning Spatial planning; b. Government Regulation Number 16 of 2004 on Land Use Management;

		c. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031 as amended by Sukoharjo Regency Regional Regulation Number 1 of 2018 concerning Amendments to Regional Regulations Sukoharjo Regency Number 14 of 2011 concerning the Sukoharjo Regency Regional Spatial Planning Plan for 2011-2031; d. Sukoharjo Regent Regulation Number 18 of 2019 concerning Procedures and Requirements for Applications for Spatial Planning Conformity Certificates. a. Facilities and
2.	Facilities, infrastructure and/or facilities	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling the Spatial Planning Conformity Certificate (SKKTR) is 6 (six) people. <i>Note: • Each of the personnel mentioned above also carries out service duties for other types of permits.</i>

6.	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.
7.	Guarantee of service security and safety	The non-licensing decree is accompanied by a signature and wet stamp. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

44. Land Use Change Approval (P3T)

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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
2.	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.
3.	Service period	Maximum 5 (five) working days.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Land Use Change Approval (P3T) The permit is valid as long as the activity/business is carried out.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	a. Law Number 26 of 2007 concerning Spatial planning; b. Government Regulation Number 16 of 2004 on Land Use Management;

		c. Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Spatial Planning for 2011-2031 as amended by Sukoharjo Regency Regional Regulation Number 1 of 2018 concerning Amendments to Sukoharjo Regency Regional Regulation Number 14 of 2011 concerning Sukoharjo Regency Regional Spatial Planning for 2011-2031; d. Sukoharjo Regent Regulation Number 25 of 2018 concerning Approval of Changes in Land Use and Increased Land Use.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling Land Use Change Approval (P3T) is 6 (six) people. <i>Information:</i>

		• <i>Each of the personnel mentioned above also carries out service duties for other types of permits.</i> a. realized by ensuring
6.	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.
7.	Guarantee of service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

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

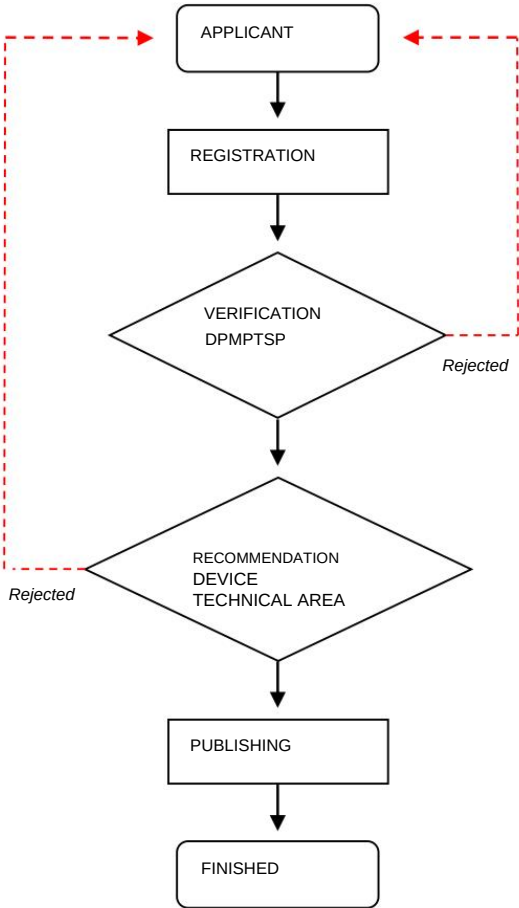
NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	a. Application letter; b. Applicant's Resident Identity Card (KTP); c. Deed of company establishment that has been approved by the Minister of Law and Human Rights; d. Taxpayer 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.

2.	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 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 <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Approval of the Establishment of PMA Supermarkets and PMA Shopping Centers The permit is valid as long as the activity/business is carried out.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 7 of 2014 concerning Trading; b. Regulation of the Minister of Trade Number 64 of 2020 concerning Amendments to Regulation of the Minister of Trade Number 06 of 2020 concerning Electronically Integrated Business Licensing Services in the Trade Sector.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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. a. realized by ensuring requirements, process</i>
6.	Service guarantee	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.
7.	Guarantee of service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

46. Research Certificate (SKP)

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	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.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 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 <i>QR Code</i>. 6. Applicants can download the Permit Decree from their SPION account and print it independently.
3.	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.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Research Certificate (SKP) The permit is valid for the duration of the activity.
6.	Handling complaints, suggestions and input/appreciation iasi	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.

Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis	a. Law Number 18 of 2002 concerning the National System for Research, Development and Application of Knowledge and Technology Licenses; b. Law Number 20 of 2003 concerning National Education System; c. Minister of Home Affairs Regulation Number 3 of 2018 concerning Issuance of Research Certificates; 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.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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>
6.	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.
7.	Guarantee of service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

47. Field Work Practice Permit (PKL)

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	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.
3.	Service period	No later than 1 (one) working day from the date the complete and correct application is received.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Field Work Practice Permit (PKL) The permit is valid for the duration of the activity.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 20 of 2003 concerning National Education System;

		b. Regent's Regulation Number 51 of 2020 concerning Procedures for Application Requirements for Research Certificates, Field Work Practice Permits and Real Work Study Permits.
2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	The number of personnel handling Field Work Practice Permits (PKL) 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
6.	Service guarantee	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.

7.	Guarantee of service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i> . Service facilities and service supporting facilities are adequate for user safety and security.
8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.

48. Real Work Study Permit (KKN)

NO	COMPONENTS	DESCRIPTION
Service Standard components related to the service delivery process (<i>service point</i>)		
1.	Condition	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.
2.	Systems, mechanisms and procedures	PERMIT SERVICE PROCEDURE <pre>graph TD; A[APPLICANT] --> B[REGISTRATION]; B --> C{VERIFICATION}; C -- Rejected --> A; C --> D[PUBLISHING]; 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. 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.
3.	Service period	No later than 1 (one) working day from the date the complete and correct application is received.
4.	Fees/tariffs	Free/No fees charged.
5.	Service products	Real Work Study Permit (KKN) The permit is valid for the duration of the activity.
6.	Handling complaints, suggestions and input/appreciation iasi	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.
Service Standard components related to the service management process (<i>manufacturing</i>)		
1.	Legal Basis a. Law	Number 20 of 2003 concerning National Education System; b. Regent's Regulation Number 51 of 2020 concerning Procedures for Application Requirements for Research Certificates, Field Work Practice Permits and Real Work Study Permits.

2.	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>
3.	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.
4.	Internal monitoring	a. carried out by the direct superior; And b. carried out by the internal audit team.
5.	Number of implementers	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 requirements, process
6.	Service guarantee	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.
7.	Guarantee of service security and safety	Non-licensing SK is equipped with a digital signature and <i>QR Code</i>. Service facilities and service supporting facilities are adequate for user safety and security.

8.	Evaluation of implementer performance	a. performance evaluation is carried out through Community Satisfaction Surveys (SKM); And b. evaluation based on direct superior supervision regarding performance and discipline.
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REGENT SUKOHARJO,

signed.

ETIK SURYANI