



BETTER WORK
Indonesia

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Better Work Indonesia



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GARMENT FACTORY CONSTRUCTION GUIDELINES

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INTRODUCTION

The devastating impact of the garment factory collapse in Bangladesh on 24 April 2013, which claimed approximately 1,100 lives, continues to reverberate throughout the region. In Indonesia, where the majority of labour are women (photo 2, cover), stringent measures must be taken in the construction of buildings to ensure the safety of all workers.

Before the incident in Bangladesh, some workers had complained of cracks and damages in the front part of the building, which had been reported to the owner, who insisted that it was safe. The government blamed the building owners and managers for using materials that did not meet the national standards. Owners had illegally built the factory up to three levels, installing heavy equipment in the plant, even though plant structures were not designed to support these types of activities and equipment. As both sides continued to shift responsibility and blame, the economic impact was only outweighed by the loss of lives.

Losses from this event, in addition to the number of casualties both deceased and injured, resulted in the arrest of the factory owner, public demonstrations for the closure of the plant, cessation of production-causing unmet production targets from buyers, and ultimately the closure of the factory by the government. On 8 May 2013, the government announced the closure of 18 garment factories due to safety reasons, after talks with the International Labour Organization (ILO).

The Bangladesh garment industry is the second largest apparel manufacturer in the world, worth \$20 billion and accounted for 80 percent of exports of South Asian countries in 2012. But a number of recent events have troubled the country's garment industry, in addition to the collapsed factory in Rana Plaza: a fire in November 2012 that killed 112 people, and another on 9 May 2013 that killed eight people. Learning from these tragedies, it is necessary to guide the construction of garment factories to ensure the safety of workers in the Indonesian garment industry.

This guide is expected to be a reference for investors, developers, consultants, contractors, and others who will be involved in the construction of garment factories in Indonesia. This guide does not only contain regulations, but also provides initial information regarding the process and procedures in planning, designing, and constructing garment factories in Indonesia with a systematic approach. In addition, we will also provide guidance to maintain the safety of the building and its construction, and the utilization of the building when construction is completed.

Jakarta, 2013

Better Work Indonesia



DESIGN OF THE BUILDING

Regulations on the Design of the Building

1. Law of the Republic of Indonesia No. 28/2002 on Building.
 - Article 7
 - (1) Each building must meet the administrative and technical requirements in accordance with the function of the building.
 - (2) The administrative requirements of the building as set forth in paragraph (1) shall include the requirements of the status of land ownership, status of the building ownership, and building permits.
 - (3) The technical requirements of the building referred to in paragraph (1) shall include building structure and building reliability requirements.
 - Article 9 regarding building structure requirements include building utilization and intensity, building architecture, and environmental control requirements.
 - Article 16 regarding building reliability requirements include the requirements for safety, health, comfort and convenience.
 - Article 17 regarding building safety requirements include the requirements of the building's ability to support the load, and the ability of the building to prevent and counter the danger of fire and lightning hazards.
 - Article 21 of the building's health requirements include ventilation, lighting, sanitation systems, and the use of building materials requirements.
 - Article 26 of the comfort requirements include the requirements of comfortable space and interspace relation, air condition, the view, as well as the level of vibration and noise.
 - Article 27 of the convenience requirements include ease of connection to, from, and within the building, as well as the completeness of infrastructures and facilities that enable the utilization of the building.
 - Article 34 of the operation of the building includes the development, utilization, conservation, and demolition.
 - Article 40 includes the rights and obligations of owners and tenants.
2. Regulation of the Minister of Public Work No. 06/PRT/M/2007 about General Guidelines on the Building Structure and the Environmental Plan.

- Article 3 (1) regarding the subject matter of the building's structure and environmental plan include:
 - a. building and environmental programs;
 - b. general plan and design guide;
 - c. investment plan;
 - d. control provisions plan;
 - e. implementation control guidelines plan.
- 3. Regulation of the Minister of Public Work No. 20/PRT/M/2010 about Guidelines for Utilization and Use of Road Sections.
 - Article 3 regarding the scope of regulating the utilization and the use of road sections.
 - Article 4 on the license, dispensation, and recommendation.
- 4. Regulation of the Minister of Public Work No. 29/PRT/M/2006 about Guidelines for Technical Requirements on Building Structure.
 - Article 4 (1) regarding the technical requirements of the building
 - a. Environmental requirements and building structure comprising of:
 - 1) location appropriation and intensity of building;
 - 2) architecture of the building;
 - 3) environmental impact control;
 - 4) Building Structure and Environmental Management Plan (RTBL);
 - 5) construction of buildings above and/or below the soil, water and/or infrastructure/public facilities.
 - b. Reliability requirements of the building include:
 - 1) safety;
 - 2) health;
 - 3) comfort;
 - 4) tenant's convenience.
- 5. Indonesian Government Regulation No. 36/2005 Concerning the Implementation of Law No. 28/2002 on Building
 - Article 8 regarding building requirements
 - Article 14 regarding the building permit
 - Article 16 regarding the building structure requirements
 - Article 31 regarding the reliability requirements
 - Article 62 regarding the operation of the building

Every building must satisfy two requirements, namely **the administrative requirements and the technical requirements in accordance with the function of the building.**

Administrative requirements

1. Terms and status of land ownership, and/or the usage permit from the land owner.
2. Building ownership status
Status of building ownership is evidenced by a proof of ownership of the building issued by the local government.
3. Building permits
Each party will be required to have a building permit issued by the local government (mayor/regent) through the process of application for a building permit. Letter of building permits is also a prerequisite to obtain district/city public utility service. To obtain such permission, several requirements must be completed, namely:
 - a. proof of land ownership status or proof of land use agreements;
 - b. Personal data of building owner;
 - c. technical plan of the building;
 - d. results of the environmental impacts analysis for buildings that produce significant impacts on the environment.

Technical Requirements

1. Building structure requirements, covering:
 - a. building utilization and intensity requirements
 - Requirements of the building location utilization in accordance with RT RW, isdistricts/city, RDTRKP (Detail Plan on Spatial Urban Area) and/or RTBL (Building Structure and Environmental Management Plan).
 - Building intensity requirements include density, height, and building's boundary clearances requirements.
 - b. architecture of the building
 - c. environmental impact control requirements
 - Building Structure and Environmental Management Plan (RTBL) contains the subject matter of the building and environmental program provisions, the general plan and the design guide, investment plan, the provisions of the plan control, and implementation control guidelines.
2. Building reliability requirements, including requirements for safety, health, comfort, and convenience:
 - a. safety requirements include the requirements of the building's ability to support the load, and the ability of the building to prevent and counter the danger of fire and lightning;
 - b. health requirements
 - Building health requirements include ventilation system, lighting, sanitation, and the use of building materials. To meet the requirements of the ventilation system, every building should have natural ventilation and/or mechanical ventilation made in accordance with its function.

c. comfort requirements

→ Requirements include the requirements of comfortable space and interspace relation, air condition, the view, as well as the level of vibration and noise.

d. access requirements

→ Requirements include ease of connection to, from, and within the building, as well as the completeness of infrastructures and facilities that enable the utilization of the building. Ease of connection to, from, and within the building include the availability of easy, safe, and convenient facilities and accessibilities, especially for the disabled and the elderly. Completeness of infrastructures and facilities in the building for public use includes the provision of sufficient facilities for prayer rooms, dressing rooms, nurseries, restrooms, parking, trash bins, as well as communication and information facilities.

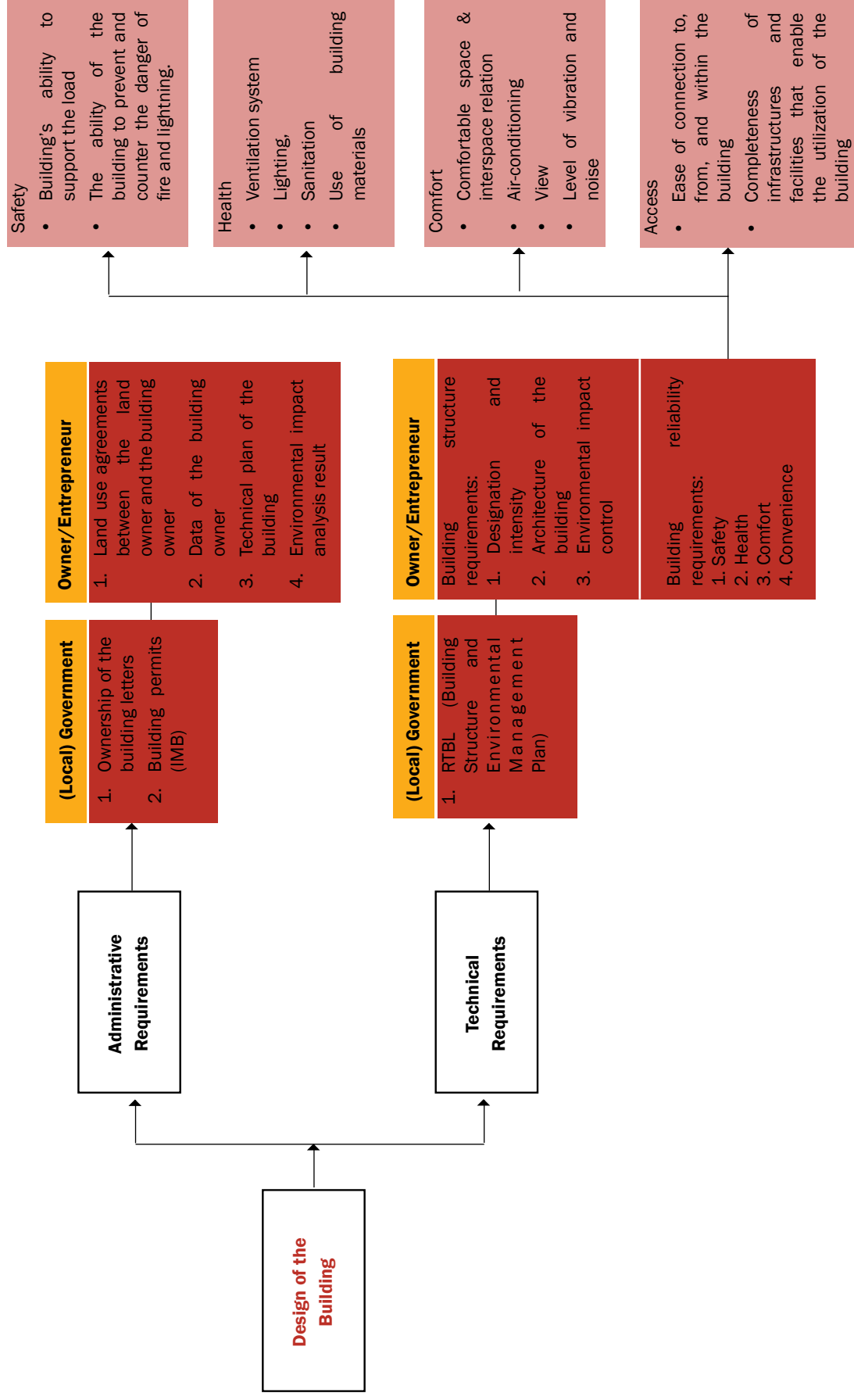


Diagram 1. Design of the Building



CONSTRUCTION OF THE BUILDING

Regulation on Health and Safety of Building Construction

1. Law No. 1 /1970 on Safety;
2. Law No. 13/2003 on Employment;
 - Chapter II, Article 2 (1) and (2) on the scope of the regulation
 - Chapter III Section 3 (1) on the occupational safety requirements
3. Government Regulation No. 50/2012 on Implementation of Occupational Health and Safety Management System; Chapter II, Section 4,5,6,7 regarding occupational health and safety management system.
4. Government Regulation No. 14/1993 on the Implementation of the Labour Social Security Program; the first part of Chapter IV regarding the work accident insurance.
5. Regulation of the Minister of Public Work No. 09/PRT/M/2008 on SMK3 Guidelines for Public Sector Construction; Chapter 3 Article 4 on the rules concerning the implementation of the Construction's Health and Safety Management System (SMK3).
6. Regulation of the Minister of Labour No. Per. 05/Men/1996 on the Occupational Health and Safety Management System; Chapter III Section 3 and 4 regarding the implementation of the occupational health and safety management system, and Chapter IV Section 5 on the health and safety management system audits.
7. Regulation of the Minister of Manpower and Transmigration No. Per. 2/MEN/1980 on Labour's Medical Check-up in Implementing Work Safety;
 - Article 2: Medical checks before employment
 - Article 3: Periodic health examination
 - Article 5: Examination of specific health
8. Regulation of the Minister of Manpower No. 3/MEN/1998 on Accident Reporting and Investigation Procedures; Chapter II Articles 2,3,4 and 5 regarding the procedure for reporting accidents and Chapter III Sections 6,7,8 and 9 regarding the accident investigation.
9. Joint Decree (SKB) Minister of Manpower No. 174/MEN/1986 and Minister of Public Work No. 104/KPTS/1986 on Health and Safety in the Location of the Construction Activities;

- Article 2: Contractors are mandatory to fulfil health and safety terms
- Article 3: Administrative sanctions given by the Minister of Public Work
- Article 4: Coordination between the Department of Manpower and Transmigration and the Department of Public Works
- Article 5: Formation of Health and Safety Experts
- Article 6: Supervision of the Department of Labour and the Department of Public Works

Construction of the buildings is done through **technical planning and implementation stages as well as its supervision**. The scope of the building's technical planning services includes:

- establishing the planning draft;
- pre-planning;
- developing the plan;
- detailing the plan;
- preparing construction documents;
- providing an explanation and evaluation of the provision of implementation services;
- periodic monitoring of the construction;
- creating the building utilization instructions.

A team of building experts is appointed by the regent or mayor, except for Jakarta Special Capital Region which is appointed by the Governor. Members of the building team of experts consist of the those from higher education/academics, professional associations, a community of experts, and government agencies who are competent in providing technical considerations in the field of building construction; this includes the fields of building and urban architecture, structures and construction, mechanical and electrical, layout/interior, as well as occupational health and safety and other skills required in accordance with the function of the building. Technical considerations of the building experts team should be written and not hinder the licensing process. A technical consideration of the building team of experts is an objective assessment of the fulfilment of technical requirements that consider the classification elements and the building, including consideration of economic, social, and cultural aspects.

CONSTRUCTING THE BUILDING

The construction of the building starts after the building owners obtain building permits. The construction must be based on technical building plan documents that have been approved and authorized. Building construction activities include the following:

- An examination of implementation documents includes examining the completeness, correctness, and adherence to construction (constructability) of all

construction implementation documents.

- b. On-site preparation includes the preparation of the program implementation, resource mobilization, and physical preparation on the field.
- c. Construction activities include physical construction work in the field, preparing reports on the work progress, preparing shop drawings and built drawings, as well as the construction maintenance activity. The construction of the building should apply the principles of occupational health and safety.
- d. Final inspection on the construction includes checking the end result of the building construction to conformance with the implementation documents.
- e. The end result of the construction is a building with acceptable functions including infrastructure and facilities with construction documents, the execution of the work performed is in accordance with built drawings, guidelines for the building's operation and maintenance, mechanical and electrical building supplies, and the submission of the results of the job documents.

Local government issues Certificates of Acceptability of the buildings that have been completed and have met the eligibility requirements based on the results of the building's function acceptability assessment as a requirement to be utilized. Certificate of Acceptability is valid for five years for a factory building. Certificate of Acceptability on a building's functions is granted on the basis of the request from the owner for all or part of a building in accordance with the results of the building functions assessment (Government Regulation (PP) No.36/2005, Article 71 Paragraph 4).

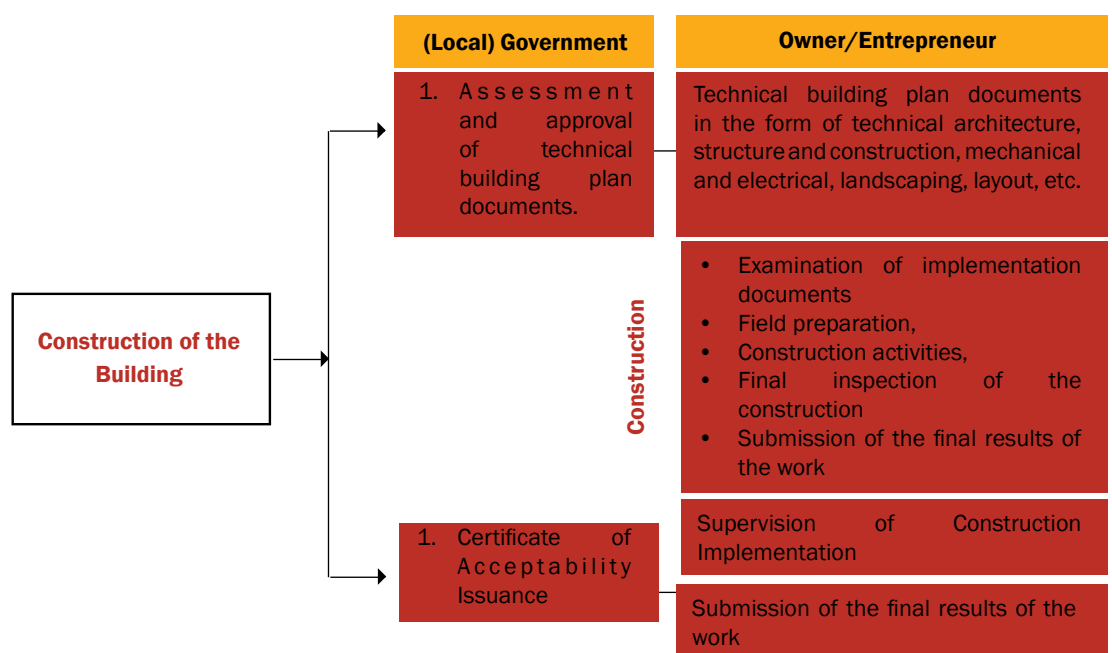


Diagram 2. The Construction Process

A few things to note about the documents related to Certificate of Acceptability (SLF), among others are as follows:

1. If a building does not have a Certificate of Acceptability, the building owner must process the necessary paperwork immediately.
 - a. SLF can be requested after the construction of the building, by submitting an application with the following documents: building permit, proof of land ownership, and technical assessment documents.
 - b. Completed applications should be submitted to the Building Permit Office in the local municipality.
 - c. Having assessed the application, the Office will send the file to the Building Control Office for field inspections, reports, and recommendations to the Building Permit Office for the issuance of SLF.
 - d. The file is further processed for the issuance of SLF.
 - e. If SLF has already been issued, a notification will be sent to the owner to pick up the SLF.
 - f. The owner or agent (by showing a Letter of Authority from owner) can pick up the SLF in the Licensing Office Counters of their local municipality.

Legal sanctions that can arise when using the building before obtaining SLF is regulated in Article 283 paragraph (2) Local Regulation (Perda) No. 7/2010, as follows:

*“Building owners, tenants, building construction services provider who violate the provisions of Article 13 paragraph (3), Article 15 paragraph (1), Article 124 paragraph (3), subsection 183 (1), Article 186 paragraph (4), Article 188 paragraph (1), Article 191, Article 192, Article 195, Article 231 paragraph (1), **Article 237 paragraph (1)**, and Article 245 paragraph (1) shall be punished with imprisonment for a maximum of 6 (six) months or a maximum fine of Rp 50,000,000 (fifty million Rupiahs).”*

2. If the building to be used is a rental building, the tenant must complete several requirements similar to point 1 above plus the documents of land rights between the land owners and the building owner, and building owners data.
3. Institutions associated with obtaining a Certificate of Acceptability include the Regent/Mayor or Governor (for DKI Jakarta), and the Building Permit Official.



UTILIZATION OF THE BUILDING (OPERATIONAL)

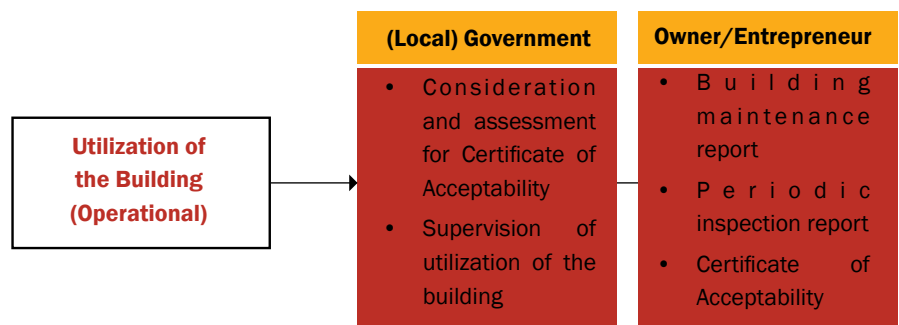


Diagram 3. Completeness Requirements for Utilizing the Building

Utilization of a building is in accordance with the functions specified in the building permit including maintenance, care, and periodic inspections activities. Utilization of the building is permissible only after obtaining a Certificate of Acceptability (SLF).

Building maintenance activities include cleaning, tidying, inspecting, testing, repairing and/or replacing materials or equipment, and other similar activities based on the building's operation and maintenance guidelines. Building maintenance activities must apply the principles of occupational health and safety. The result of maintenance activities is outlined in the maintenance report which is used for the consideration of a Certificate of Acceptability, to be authorized by the local government. In terms of building maintenance service providers, provisioning of the service provider is done through auction, direct selection, or direct appointment. The work relationship between the building maintenance service provider and the owner or user of the building should be carried out by a bond as outlined in a written agreement in accordance with laws and regulations.

Activities of building maintenance include repair and/or replacement of parts of the building, components, building materials, and/or infrastructure and facilities based on the technical plan documents on building maintenance. Repair and/or replacement of the building maintenance activities with moderate and severe levels of damage will be done after technical plan documents on building maintenance is approved by the local government. Technical building maintenance plan approval of certain buildings that

have high technical complexity is conducted following the review of a team of building experts. The results of the maintenance activities are outlined in the maintenance report used for consideration in determining Certificate of Acceptability prolongation by the local government.

Periodic inspections are carried out for the whole building or part of the building, components, building materials, and/or infrastructure and facilities for maintenance and care of buildings, in order to gain Certificate of Acceptability prolongation. Periodical inspections of the building should be recorded in the form of a report.

Certificate of Acceptability prolongation of the building during the utilization of the building will be issued by the local government **for a period of 5 (five) years** based on the results of the building function acceptability assessment on the fulfilment of technical requirements and functions of the building in accordance with the building permit. The owner and/or tenant should apply for a Certificate of Acceptability prolongation at the local government no later than 60 (sixty) calendar days prior to the expiration of the Certificate of Acceptability. Certificate of Acceptability is given upon request of the owner for all or part of the building in accordance with the results of the building function acceptability assessment. Building function acceptability assessments are performed by the technical building assessment providers.

The scope of services given by technical building assessment includes:

- a. examination of administrative, implementation, building maintenance and care documents;
- b. building inspection activities towards the fulfilment of technical requirements, including reliability testing of the building;
- c. analysis and evaluation activities;
- d. preparation of reports

Supervision of the building utilization is executed by the government and/or local government at the time of request for a Certificate of Acceptability prolongation and/or issues raised by the concerned citizens. Local governments can conduct surveillance of buildings that have indications of changes in the function and/or buildings which endanger the environment.

In accordance with the Regulation of the Minister of Public Work No. 16/2010 on Periodical Building Inspection:

- Article 3 (1): Periodic inspection of the building includes
 - a. architectural components of the building;
 - b. structural components of the building;
 - c. mechanical components of the building;
 - d. electrical components of the building, and
 - e. outer spatial components of the building.
- Article 5 (1): Technical Guidance is conducted by

- a. the government to improve compliance and orderly operation of buildings;
- b. local governments to carry out the building operation guidance in the region;
- c. communities associated with the building, in collaboration with the local government for the performance and coaching management.

External examination or inspection may use the services of vendors or third-parties, which is a building construction management supervision company who also has SIUP as a building inspection service provider (Please see Table 2, page 26, for the list of vendors). Internal inspections can be carried out by the company internally with a reference to the building periodical maintenance regulation, Regulation No.16/2010 Minister of Public Work and its attachments.

Periodic inspections of the building, according to its function, must be performed. The results of the periodic inspection must be submitted to apply for Certificate of Acceptability (SLF).

PERIODIC INSPECTION SCHEDULE

Periodic inspection of the building is performed on each component and element of the building and scheduled according to the regulation. To facilitate periodic inspections, a schedule should be created in the form of an appropriate table and performed as indicated in Table 1 (page 23).

PERIODIC INSPECTION PROCEDURES

Periodic inspections are conducted to monitor the replacement of parts that have reached their full term of effectiveness and damages requiring maintenance and repairs on components and building elements.

In connection with the Certificate of Acceptability (SLF) prolongation, periodic inspections are administered on the utilization stage of the building in which a detailed examination of the entire building is carried out, in accordance with the technical provisions and requirements. Inspections must be performed by a person or service provider competent in their field.

Periodic inspection begins with an examination of the administrative documents' completeness:

- ♦ Ownership of land and building document
- ♦ The implementation of building maintenance and care document
- ♦ Document of the building operation
- ♦ Document of periodic inspection (See Table 1, page 22).

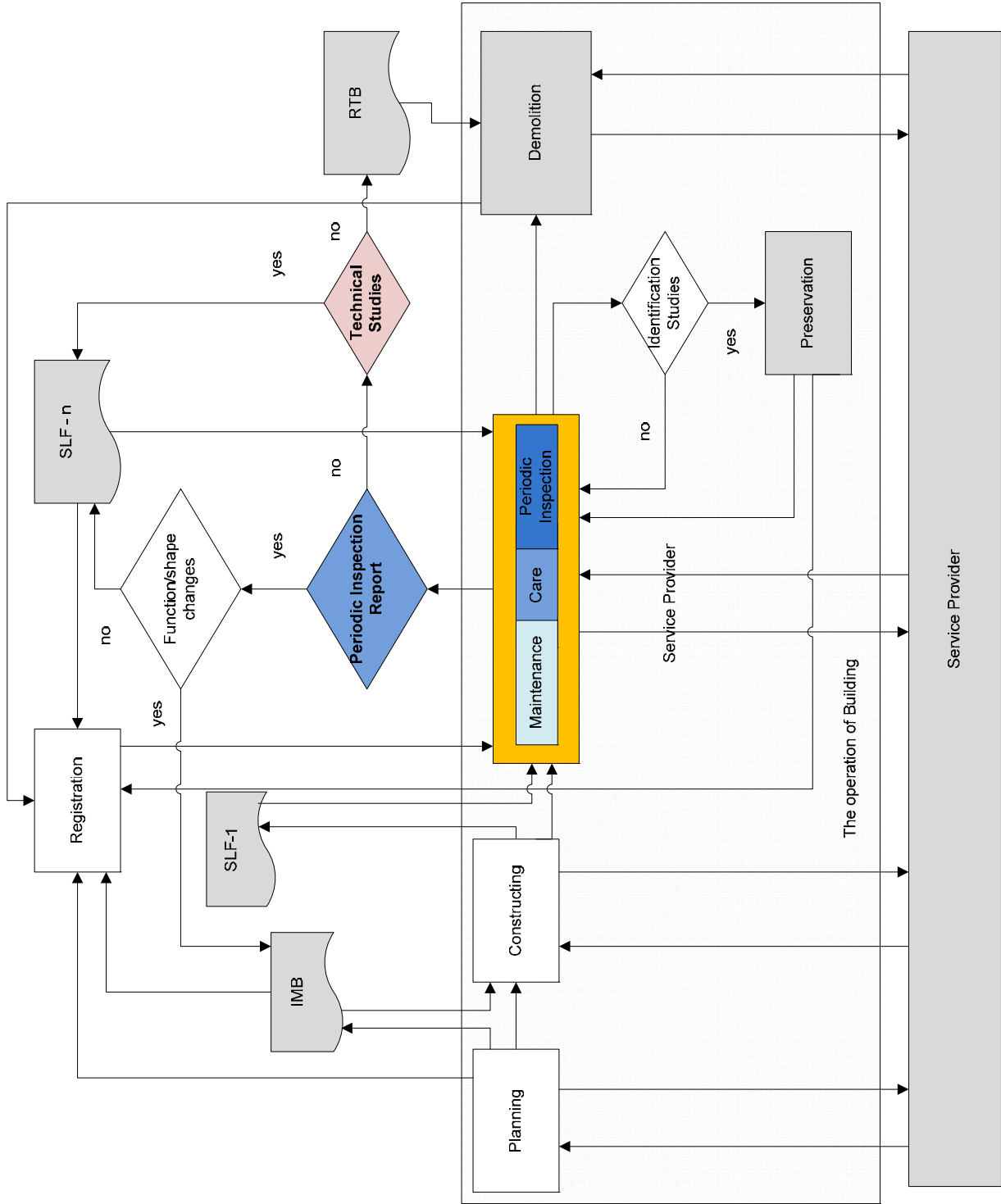


Figure 1. Building Management Process

Kantor Kesehatan Pelabuhan Kelas I Tanjung Priok, Dit. Jen PP&PL Dep.Kes. RI
 Dasar Hukum: - KepMenKes RI No.1405/Menkes/SK/XI/02 tentang Lingkungan Kerja
 - PerMenKes RI No.356/MENKES/PER/IV/2008 tentang Organisasi dan Tata Kerja KKP

PEPEK SANITASI RUANG/BANGUNAN DAN PERUBAHAN PERKANTORAN

FORM
ISGBP - 01

- 1 Nama Kantor :
- 2 Jenis kegiatan :
- 3 Alamat :
- 4 Penanggungjawab :
- 5 Jumlah karyawan : orang
- 6 Tahun dibangun :
- 7 Luas Bangunan :
- 8 Lokasi Pemeriksaan :
- 9 Hari Pemeriksaan :
- 10 Tanggal Pemeriksaan :

NO	VARIABEL UPAYA	BOBOT	KOMPONEN YANG DINILAI		NILAI	SKORE
1	Lingkungan luar / halaman	6	☐	Bersih	2.5	
			☐	Tertata rapi	2.5	
			☐	Tidak ada genangan air/ tidak becek	2.5	
			☐	Tingkat kebisingan max. 70 dbA	2.5	
2	Ruang bangunan		☐	Bangunan kuat, terpelihara dan bersih	1.5	
			☐	Lantai kuat, kedap air, rata dan tidak licin	1.5	
			☐	Dinding rata, bersih dan berwarna terang	1.5	
		6	☐	Permukaan dinding yang selalu terkena air, terbuat dari bahan kedap air	1.5	
			☐	Langit-langit kuat, bersih, berwarna terang dan tinggi dari lantai minimal 2,5 meter	1.5	
			☐	Luas lubang ventilasi (jendela + pintu + kisi-kisi) minimal 1/6 kali luas lantai	1.5	
			☐	Setiap karyawan mendapat ruang udara minimal 30m ³ /karyawan	1	
3	Penyehatan air		☐	Tersedia air bersih untuk kebutuhan karyawan dengan kapasitas 40 liter/orang/hari	4	
		10	☐	Kualitas air bersih memenuhi syarat fisik	4	
			☐	Distribusi air dengan sistem perpipaan	2	
4	Penyehatan udara ruang		☐	Suhu : 18-26 ° C (ruang AC) dan suhu ruangan terasa nyaman (tanpa AC)	3.5	
		10	☐	Kelembaban 40-60 % (ruang AC) atau kelembaban udara ambient 70 % (tanpa AC)	3	
			☐	Kadar debu total ≤ 0,15 mg/m ³ udara atau asap dari beberapa permukaan (bagian atas lemari/ meja) tidak berdebu	3.5	
5	Pengelolaan Limbah		☐	Pembuangan sampah dikumpulkan pada tempat yang telah tersedia sesuai jenis sampah	5	
		15	☐	Limbah cair diolah dalam IPAL	5	
6	Pencayaan		☐	Intensitas cahaya pada masing-masing ruang kerja minimal 100 lux	6	
		10	☐	Pencayaan ruang tidak menimbulkan bayangan	4	
7	Kebisingan pada ruang		☐	Tingkat kebisingan di ruang kerja maksimal 85 dBA	10	
8	Getaan di ruang kerja		☐	Getaan di ruang kerja tidak mengganggu kenyamanan	10	
9	Pengendalian vektor		☐	Indek lalat dalam pengukuran 30 menit maksimal 8 ekor/fly grill (100x100 cm)	2	

Figure 2. Sample Sanitary Inspection Form

(Note: detailed inspection forms are available from building inspection companies)

NO	VARIABEL UPAYA	BOBOT	KOMPONEN YANG DINILAI										NILAI	SKORE																																																																																																																																							
	penyakit		☐	Indeks kecoa dalam pengukuran 24 jam maksimal 2 ekor/plate (20x20 cm) $\rightarrow$										2																																																																																																																																							
			☐	Indeks jentik aedes aegypti perimeter area (house index aedes) = 0 $\rightarrow$										2																																																																																																																																							
			☐	Indeks jentik aedes aegypti buffer area (house index aedes) kurang dari 0,01 $\rightarrow$										2																																																																																																																																							
			☐	Seluruh ruangan bebas tikus (Jumlah perangkap yang dipasang 10 M ² = 1 perangkap $\rightarrow$)										2																																																																																																																																							
10	Instalasi	5	☐	Instalasi listrik, pemadam kebakaran, air bersih, air kotor, air limbah dapat menjamin keamanan										5																																																																																																																																							
			☐	Bangunan kantor yang mempunyai tinggi > 10 meter atau lebih tinggi dari bangunan sekitarnya dilengkapi penangkal petir										5																																																																																																																																							
11	Pemeliharaan jamban dan kamar mandi	10	☐	Jamban & kamar mandi bersih dan tidak bau										2																																																																																																																																							
			☐	Jamban & kamar mandi untuk karyawan pria terpisah dengan karyawan wanita										2																																																																																																																																							
			☐	Lantai jamban memiliki kemiringan 20° c, kamar mandi kedap air dan tidak licin										2																																																																																																																																							
			☐	Tersedia air bersih yang mencukupi wastafel, jamban, kamar mandi dan penturasan										2																																																																																																																																							
			☐	Jumlah kebutuhan wastafel, jamban/wc, peturasan dan kamar mandi:										2																																																																																																																																							
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Mengetahui :
 Penanggungjawab Kantor,

Petugas Pemeriksa,

(.....)

..... NIP
 NIP
 NIP

Keterangan:

0 s/d 5.499 = Tidak memenuhi syarat kesehatan
 500 s/d 11.000 = Memenuhi syarat kesehatan

Kesimpulan:

☐ Kantor memenuhi syarat kesehatan
☐ Kantor tidak memenuhi syarat kesehatan

Figure 3 Sample Environmental Health Inspection Form

Table 1 Periodic Inspection Schedule

No.	Description	Inspection Range							Annotation
		Daily	Weekly	Monthly	3 Months	6 Months	Yearly	3 – 5 Years	
1	General			✓			✓		
	- Room Function - Building Function - Cleanliness - Building Reliability - Security - Safety - Health - Comfort - Convenience	✓	✓ ✓		✓	✓ ✓			
2	Architecture								
	- Exterior - Roof Top - Outer Wall - Doors & Windows - Eaves trough - Drain pipes - Interior - Inner Wall - Ceilings - Floors		✓			✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓			

No.	Description	Inspection Range							Annotation
		Daily	Weekly	Monthly	3 Months	6 Months	Yearly	3 – 5 Years	
3	Building System Elements								# Special Inspection
	Structural								# After earthquake, fire, or other natural disasters.
	• Foundations								
	• Scrolling Walls								
	• Column & Blocks								
	• Plates					✓			
	• Roof						✓		
	• Foundation of the machine						✓		
4	Mechanical								
	• Boilers					✓			
	• Chillers					✓			
	• Cooling Tower					✓			
	• Condensers					✓			
	• Heating Distribution and Air Governance Pipes					✓			
	• Gas or damp pipe				✓				
	• Fan Coil					✓			
	• Air Handling Unit					✓			
	• Fire Management System ✓) (Pump, Hydrant, Sprinkler)								
	• Pump								
	• Water Pipes								
	• Water Heater					✓			
	• Sanitations							✓	
	• Lift					✓			
	• Lift Machines Room		✓					✓	
	• Gondola							✓	

No.	Description	Inspection Range							Annotation
	Building System Elements	Daily	Weekly	Monthly	3 Months	6 Months	Yearly	3 – 5 Years	# Special Inspection
5	Electrical				✓				
	• Manholes					✓			
	• Transformer					✓			
	• Panel							✓	
	• Electric Installation System						✓		
	• Lighting System				✓				
	• Emergency Lights								
	• Electric Generator		✓						
	• Uninterrupted Power Supply		✓				✓		
	• Alarm v)		✓						
	• Closed Circuit Television		✓	✓					
	• Lightning Rod								
6	Outer Spatial								
	• Paths					✓			
	• Outside Stairs					✓			
	• Roads					✓			
	• Sidewalk					✓			
	• Parking Lot					✓			
	• Soil Retaining Wall						✓		
	• Fence						✓		
	• Outdoor lighting								
	• Landscape Gardening				✓				
	• Drain	✓							
			✓						

Inspected by authorized institutions (e.g. the fire department)

Table 2. Third Party/Building Inspection Service Providers

No	Name	Address	Company Website
1	Sucofindo	Graha Sucofindo 1st floor Jl. Raya Pasar Minggu Kav. 34 Jakarta 12780 Phone : (021) 7983666 Ext. 1116, 1124 Fax : (021) 7986473, 7983888 Email : customer.service@sucofindo.co.id	http://www.sucofindo.co.id/?lev=2&services=25&sector=31
2.	PT Wigati Teknikindo	Komplek LUK BPPT, Blok N-10 RT 06 / RW 02 Bakti Jaya, Cisauk, Tangerang, 15315 Phone : +62-21- 70120563 Fax : +62-21-7564913	http://www.wigatiteknikindo.com/
3.	PT Citra Inspeksiindo Mandiri	Gedung Dharmabakti , Jl. Senopati No.74 Lt.2 Jakarta 11120 Phone : +62 21 7228396 Fax : +62 21 7228396 Email : marketing@pt-cim.com	http://www.pt-cim.com/contact.html
4.	PT Virama Karya (Persero) Pusat Jakarta	Jl. Hangtuah Raya No. 26, Kebayoran Baru, Jakarta Selatan Phone : +62 21 7397545 Fax : +62 21 7204331 Email : admin@viramakarya.co.id	http://www.viramakarya.co.id/web/

Note: ILO-Better Work Indonesia only provides a list of third parties to perform inspection services, but is not obligated to bear responsibility and/or liabilities on the activities conducted by the third party.

APPENDIX 1

Sample Certificate of Acceptability

LAMPIRAN IIG
PERATURAN BUPATI GUNUNGKIDUL
NOMOR 34 TAHUN 2012
TENTANG
PETUNJUK PELAKSANAAN PERATURAN DAERAH
NOMOR 11 TAHUN 2012 TENTANG BANGUNAN GEDUNG

J.SLF.MT.1

D O K U M E N



SERTIFIKAT LAIK FUNGSI

Nomor SLF	:	_____
Tanggal	:	_____
Atas nama/Pemilik	:	_____
Nomor Bukti Kepemilikan	:	_____
Fungsi bangunan menara telekomunikasi	:	_____
Jenis menara telekomunikasi	:	_____
Nama bangunan menara telekomunikasi	:	_____
Lokasi menara telekomunikasi	:	_____

PEMERINTAH KABUPATEN GUNUNGKIDUL

**SURAT KETERANGAN BANGUNAN MENARA TELEKOMUNIKASI
LAIK FUNGSI**

Nomor.....

KABUPATEN GUNUNGKIDUL
Berdasarkan Surat Pernyataan Pemeriksaan Kelaikan Fungsi
Bangunan Menara Telekomunikasi
Nomor.....tanggal.....

Menyatakan bahwa :

Nama bangunan menara telekomunikasi

Jenis menara telekomunikasi

Fungsi bangunan menara telekomunikasi

Nomor Bukti Kepemilikan

Nomor IMB

Atas nama/Pemilik bangunan menara telekomunikasi

Lokasi

sebagai

LAIK FUNGSI

seluruhnya/sebagian

sesuai dengan lampiran-lampiran Surat Keterangan ini
yang merupakan bagian yang tidak terpisahkan dari Surat Keterangan ini.
Surat Keterangan ini berlaku selama tahun sejak diterbitkan
Apabila dikemudian hari ada keterangan yang tidak benar
maka akan ditinjau dan dibetulkan sebagaimana mestinya

Lampiran a

J.SLF.MT.3

**LEMBAR PENCATATAN DATA
TANGGAL PENERBITAN DAN PERPANJANGAN
SERTIFIKAT LAIK FUNGSI BANGUNAN
MENARA TELEKOMUNIKASI**

Fungsi bangunan menara telekomunikasi	:	_____
Jenis menara telekomunikasi	:	_____
Nama bangunan menara telekomunikasi	:	_____
Atas nama/Pemilik	:	_____
Tinggi bangunan menara telekomunikasi	:	_____
Luas tanah	:	_____
Lokasi	:	_____

[illegible]

Catatan :

Lampiran a, merupakan bagian tidak terpisahkan dari Surat Keterangan Laik Fungsi Bangunan Menara Telekomunikasi Nomor : tanggal atau perpanjangannya.

SLF

Lampiran b

J.SLF.MT.4

**LEMBAR GAMBAR
(SITE PLAN)**

Fungsi bangunan menara telekomunikasi : _____
Jenis menara telekomunikasi : _____
Nama bangunan menara telekomunikasi : _____
Atas nama/Pemilik : _____
Tinggi bangunan menara telekomunikasi : _____
Luas tanah : _____
Lokasi : _____



Catatan :

Lampiran b, merupakan bagian tidak terpisahkan dari Surat Keterangan Laik Fungsi Bangunan Menara Telekomunikasi Nomor : tanggal atau perpanjangannya.

SLF

J.SLF.MT.5

Lampiran c

**DAFTAR KELENGKAPAN DOKUMEN
UNTUK PERPANJANGAN SERTIFIKAT LAIK FUNGSI**

1. Surat Permohonan Penerbitan/Perpanjangan SLF Bangunan Menara Telekomunikasi.
2. Surat Pernyataan Pemeriksaan Kelaiikan Fungsi Bangunan Menara Telekomunikasi.
3. *As-Built Drawings*.
4. Fotokopi IMB, atau perubahannya (bila ada).
5. Fotokopi dokumen status hak atas tanah.
6. Fotokopi dokumen status kepemilikan Bangunan Menara Telekomunikasi.
7. Dokumen SLF bangunan Menara Telekomunikasi terakhir.

**LABEL TANDA BANGUNAN MENARA TELEKOMUNIKASI
LAIK FUNGSI**



KETERANGAN :

1. Bahan dapat berupa plastik, stiker, plastik, fiberglass, kayu, atau metal (logam : aluminium, seng, dsb).
2. Logo daerah dapat dicetak langsung atau ditempel dengan stiker hologram.

Catatan :

Lampiran c ini merupakan bagian tidak terpisahkan dari Surat Keterangan Bangunan Menara Telekomunikasi Laik Fungsi Nomor : tanggal atau perpanjangannya.

BUPATI GUNUNGKIDUL

ttd

BADINGAH

APPENDIX II

Sample Building Inspection Form

FORM INSPEKSI			
DAERAH SEKITAR	a. Nama Pemberi Tugas		
	b. Tujuan Penilaian		
	c. Dasar Penilaian		
	d. Tanggal Penilaian		
	e. Tanggal Inspeksi		
	f. Nama Penilai/Surveyor		
1 DATA LINGKUNGAN			
DAERAH SEKITAR	a. Karakteristik		
	b. Lokasi	☐ Kota ☐ Pedesaan ☐ Kawasan Industri ☐ Resor ☐	
	c. Kepadatan Pengembangan	☐ Padat ☐ Sedang ☐ Baru dikembangkan	
	d. Pertumbuhan	☐ Cepat ☐ Sedang ☐ Lambat	
	e. Infrastruktur	Prasarana ☐ Jaringan Jalan ☐ Jaringan Air Bersih ☐ Jaringan Listrik ☐ Jaringan Air Kotor ☐ Jaringan Telekomunikasi ☐ Lainnya Sarana ☐ Transportasi Umum ☐ Sekolah ☐ Rumah Sakit ☐ Pasar ☐ Rumah Ibadah ☐ Lainnya	
	f. Issue Lingkungan	☐ Air/ Udara/ Bunyi/ Keterangan :	
	g. Analisis Resiko	☐ Banjir/ Kebakaran/ Longsor/ Keamanan/ Keterangan :	
2 DATA PROPERTI			
PROPERTI YANG DINILAI	a. Alamat Properti	Jl. No. RT. / RW. Kelurahan, Kecamatan, Jakarta Kodepos	
	b. Tipe Properti	[Tanah Kosong, Rumah Tinggal, Ruko,]	
	c. Aksesibilitas	melalui	
	d. Data jalan di depan properti		
	d1. Jumlah jalur	: arah	
	d2. Lebar jalan	: meter	
	d3. Jumlah lajur	: lajur	
	d4. Material Jalan	:	
	d5. Drainase	: satu/ dua sisi, terbuka/ tertutup,	
	d6. Penerangan	: satu/ dua sisi,	
	d7. Kondisi Jalan	:	
	d8. Intensitas	☐ Tinggi ☐ Sedang ☐ Rendah	
	e. Status Hunian	: [Pemilik/ Penyewa/ Tidak dihuni]	
	f. Peruntukan Eksisting	:	
	g. Parameter Pengembangan Eksisting	KDB: ☐ KLB: ☐ GSB: ☐ Ketinggian : ☐ meter Lainnya:	
	h. Batas - batas	Utara : [Ruko] Timur : [Rumah Tinggal] Selatan : Barat :	
	i. Sarana Transportasi	: bus, taksi, becak,	
j. Bangunan Petunjuk	Perumahan Kantor PT		
k. Fasilitas Publik	☐ Listrik Sumber : ☐ Air Bersih Sumber : ☐ Telepon Sumber : ☐ Gas Sumber : ☐ Sumber : Daya (VA) : Jumlah Line :		

LAWS AND REGULATIONS

1. Law No. 28/2002 on Buildings.
2. Law No. 1 /1970 on Work Safety.
3. Law No. 13/2003 on Employment.
4. Government Regulation No. 14/1993 on the Implementation of Labour Social Security Program.
5. Government Regulation No. 36/2005 on the Implementation of Law 28/2002 on Buildings.
6. Government Regulation No. 50/2012 on the implementation of Safety Management System and Occupational Health.
7. Regulation of the Minister of Public Work No. 29/PRT/M/2006 Guidelines for Technical Requirements on Building Structure.
8. Regulation of the Minister of Public Work No. 06/PRT/M/2007 General Guidelines for Building Structure and Environmental Plan.
9. Regulation of the Minister of Public Work No. 09/PRT/M/2008 on SMK3 Guidelines for Public Sector Construction.
10. Minister of Public Work Regulation 16/2010 on Routine Inspection of the Building.
11. Regulation of the Minister of Public Work No. 20/PRT/M/2010 on Guidelines for Utilization and Use of the Road Sections.
12. Jakarta Provincial Regulation 7/2010 on Buildings.
13. Regulation of the Minister of Manpower and Transmigration No. Per. 2/MEN/1980 on Labour Health Screening in the Work Safety Operation.
14. Regulation of the Minister of Manpower No. Per. 05/Men/1996 on Safety Management Systems and Occupational Health.
15. Regulation of the Minister of Manpower No. 3/MEN/1998 on Procedures of Accident Reporting and Investigation.
16. Joint Decree of the Minister of Manpower No. 174/MEN/1986 and the Minister of Public Work No. 104/KPTS/1986 on Health and Safety in Construction Areas.
17. Building permits: <http://izinbangunan.com/perizinan.php?sid=2>
18. Construction regulations: <http://www.hukumproperti.com/sanksi-hukum-yang-dapat-timbul-karena-penggunaan-bangunan-sebelum-memperoleh-sertifikat-laik-fungsi/#more-1517>