

YAYASAN PLAN  
INTERNATIONAL  
INDONESIA

Affiliated with:



# INSTRUCTION MANUAL FOR JOINT INSPECTION ON FISHING VESSELS

*For 30 Gross Ton (GT) Vessels and Above*



## FOREWORD

### North Sulawesi's Head of Manpower and Transmigration Office



Challenges and obstacles on supervision of catch fishery sector in Indonesia, particularly in North Sulawesi Province water, should draw various parties' attention to provide solution. For the reason, we welcome the various stakeholders' attention to protect

Fishing Vessels Crew in North Sulawesi. The instruction manual for a joint inspection has been arranged as the reference of manpower supervision implementation to the fishing vessels crew in North Sulawesi Province. This is intended to ensure that the Fishing Vessels Crew is safe and sound during their fishing operation at sea.

My appreciation also goes to all teams of SAFE Seas Project that created a module of joint inspection and through the collaborative efforts with various parties made North Sulawesi as the pilot project of joint inspection implementation. The implementation of joint inspection is expectedly to be based on this instruction manual and will be regularly carried out in integrated way by the authorized institution. We realize that there are still many drawbacks in this instruction manual so that we keep on waiting for inputs and feedbacks from various parties to perfect this joint inspection module.

**Ir. Erny Tumundo M.Si**

**North Sulawesi's Head of Manpower and Transmigration Office**



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## LIST OF INDICES

DFW	:	Destructive Fishing Watch
IOM	:	International Organization for Migration (Organisasi Internasional untuk Buruh Migran)
UU	:	Undang – undang (Law)
ILO	:	International Labour Organization (Organisasi Perburuhan Internasional)
HAM	:	Hak Asasi Manusia (Human Rights)
PPS	:	Pelabuhan Perikanan Samudera (Ocean Fishing Port)
PSDKP	:	Pengawasan Sumberdaya Kelautan dan Perikanan (Marine Affairs and Fishery Resources Oversight)
PER	:	Peraturan (Regulation)
MEN	:	Menteri (Minister)
PERMEN	:	Peraturan Menteri (Ministerial Regulation)
Permenaker	:	Peraturan Menteri Tenaga Kerja (Manpower Minister Regulation)
PPNS	:	Penyidik Pegawai Negeri Sipil (Civil Servant Investigator)
K3	:	Kesehatan, Keselamatan Kerja (Occupational Safety and Health)
YPII	:	Yayasan Plan Internasional Indonesia



## CHAPTER 1

### GENERAL DESCRIPTION OF JOINT INSPECTION

#### 1.1. Urgency of Joint Inspection

There are current tendency and trend of global fishery product, such as Europe and America, demanding for the traceability of imported fishery products. In addition to the traceability of the quality assurance system, global market also probes the aspect and norm of manpower that generate the fishery product. Data from IOM in early 2019, the US and UK importers had checked the traceability of manpower norm on the Indonesian fishing vessels. The business process chain of catch fishery includes these aspects, namely license, vessel specification, catch tool and crew recruitment. Regulation on catch fishery activity in Indonesia has so far been administered by the Ministry of Transportation and Ministry of Marine Affairs and Fishery. Meanwhile, manpower aspect as stipulated by the Law actually is the responsibility of the Ministry of Manpower. In addition to the Law No. 13/2003 on Manpower, Indonesia also has the Law No. 21/2001 on the Ratification of ILO Convention No. 81 Concerning Labor Inspection in Industry and Commerce.

Based on the study conducted by the Ministry of Marine Affairs and Fishery-IOM Indonesia in cooperation with the Coventry University in 2015, it was concluded that the condition of domestic and international fishing vessels crew remains in indecent condition. This is strengthened by the data of Fishers Center YPII-DFW report issued in 2020 showing that there are fishing vessels crews suffering from recruitment fraud, labor exploitation, underpaid remuneration, overtime work, and improper working environment/condition. This happened due to the lacking protection of fish workers in Indonesia (of fishing vessels and fishery processing industry).

To reinforce protection of fish workers in Indonesia, a joint inspection serves as a crucial aspect to provide protection and certainty of human rights. The joint inspection is carried out across institutions along with their tasks and functions which are called Manpower Supervision Officer. It serves as the public service and manpower administration to ensure that law on manpower is implemented at work. The major function is to convince social partner to comply with the regulation at work and joint interests through preventive measures and education, and law enforcement if needed. At work environment, manpower supervision is the state's most important instrument. It serves as the intervention to design, stimulate, and contribute to the development of prevention culture that covers all aspects which are potentially under its supervision, namely: industrial relationship, remuneration related to general working condition, occupational safety and health, and other issues related to manpower and social security.



To date, the government of Indonesia has yet to perform supervision or inspection of the Indonesian fishing vessels crews both domestically and internationally. This is due to the fact that Ministry of Manpower as the institution mandated to perform manpower supervision has limited human resources, no technical regulation on the implementation of fish workers supervision, and no tools as well as instruments to perform inspection on fishing vessels. The Ministry of Manpower has so far focused on doing supervision to land-based industry.

### **1.2. Goal and Objective of Joint Inspection**

The instruction manual of joint inspection aims to help the authorities to perform a joint inspection on the condition of fish workers on fishing vessels, particularly for the 30 Gross Ton (GT) vessels and above. The instruction manual is intended to prevent overlapping task in the joint inspection which will ensure a consistent quality of the supervisors/ inspectors. Besides, the module here serves as the major manual for inspectors that have limited experiences on fishery sector.

### **1.3. Members of Joint Inspection Team**

The joint inspection team members come from the authorized ministry and institution which were appointed by every institution and designated in a decree on protection of fishing vessels crew. The composition of inspection team members consists of:

1. Manpower and Transmigration Office
2. Marine Affairs and Fishery Office
3. Transportation Office
4. Ocean Fishing Port of Bitung
5. Harbormaster and Port Authority
6. Marine Affairs and Fishery Resources Oversight (PSDKP)
7. Regional Office of Law and Human Rights Ministry
8. Regional Secretariat of People's Welfare Bureau





## CHAPTER 2

### LEGAL BASIS OF JOINT INSPECTION

#### 2.1 Legal Basis

The activity of joint inspection has some legal basis as follow for the implementation reference:

- Law No. 1 of 1970 on Occupational Safety
- Law No. 13 of 2013 on Manpower
- Law No. 21 of 2003 on Ratification of ILO Convention No. 81 concerning Labor Inspection in Industry and Commerce
- Law No. 17 of 2008 on Shipping
- Law No. 45 of 2009 on Fishery
- Law No. 18 of 2017 on Protection of Indonesian Migrant Worker
- Government Regulation No. 5 of 2021 on Permit Issuance Administration for Risk-based Business
- Government Regulation No. 27 of 2021 on Administration for Marine Affairs and Fishery
- Government Regulation No. 31 of 2021 on Administration for Shipping Sector
- Government Regulation No. 35 of 2021 on Fixed Term Employment Contract, Outsourcing, Working Time and Rest Time, and Termination of Employment
- Government Regulation No. 36 of 2021 on Remuneration
- Government Regulation No. 37 of 2021 on Administration of Job Loss Security Program
- Presidential Regulation No. 18 of 2019 on Ratification of International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel, 1995
- Presidential Regulation No. 21 of 2010 on Manpower Oversight
- Manpower and Transmigration Ministerial Regulation No. PER.9/MEN/V/2005 on Reporting Procedure of Manpower Oversight Implementation
- Transportation Ministerial Regulation No. 84 of 2013 on Recruitment and Placement of Boat Crew
- Manpower and Transmigration Ministerial Regulation No. 33 of 2016 on Procedure of Manpower Oversight
- Marine Affairs and Fishery Ministerial Regulation No. 42 of 2016 on Sea Work Agreement for Fishing Vessel Crew
- Sea Transportation Director General Regulation No.HK.103/2/7/DJPL-2016 on Oversight of Seamanship Document



## 2.2 Definition of Manpower Supervision

Definition of manpower supervision as stipulated by Article 1 point (32) of the Law No. 13 of 2003 on Manpower: “Manpower supervision is an activity to supervise and reinforce an implementation of regulation on manpower.” The process or phase of manpower supervision implementation is also stipulated by Article 1 point d of the Regulation of Manpower Minister of the Republic of Indonesia No PER.03/MEN/1984 of 1984 on Integrated Manpower Supervision: “... a supervision system of regulation implementation consists of a series of activity of:

- Plan arrangement;
- Inspection done at a company or working place;
- Corrective measure both in preventive as well as in repressive manners;
- Reporting of inspection result.

Based on two approaches and definition mentioned above, it can be concluded that supervision of manpower in this context is a series of activity which is generally intended to get knowledge on the performance and relation among boat owners and their workers which later can provide assessment and correction to the relation. If it violates the applicable regulation, it will subject to sanction.

Based on the Law No. 13 of 2003 on Manpower Article 1 point 33 stipulates that institution of manpower supervision is under the authorized minister on manpower sector. Then in Article 133 of the Law No. 13 of 2003, it stipulates that a supervisor is assigned by a Minister or designated official. Article 178 clause 1 of the Law No. 13 of 2003 stipulates that

**“manpower supervision is performed by a separate work unit on the institution whose jobs and responsibilities are on manpower sector of the central government, provincial government, and regency/mayoralty government”.**

Based on the article here, the manpower supervision is implemented by a separate work unit on the Central Government, Provincial Government, and Regency/Mayoralty Government. The “separate” term aims to stress out an independence of manpower supervision as mandated by Article 176 stipulating that the task performance shall not side with any party.



## **CHAPTER 3**

### **JOINT INSPECTION INSTRUMENT**

A joint inspection for fishing vessels of 30 Gross Ton (GT) and above dealing with labor condition that involves various government institutions requires a standard instruction manual to restrict its scope and supervision. Besides, the instruction manual will serve as a practical manual to all inspectors/supervisors to perform inspection for catch fishery sector. Furthermore, the manual will also serve as the limitation of jobs of each institution in such a way that the inspection will run well.

The instruction manual development is based on the government of Indonesia's regulation which refers to the Law. In brief, the instrument/tools of the joint inspection that have been arranged and developed could be viewed in Table 1 of the Annex 1 of the manual here.



## CHAPTER 4

### JOINT INSPECTION MECHANISM

Joint Inspection is deemed a series of complex activities. For the reason, it requires a chart depicting the plot of activities so that the implementation of inspection is on the right track along with the agreed provisions. The chart of joint inspection mechanism plot could be seen below:

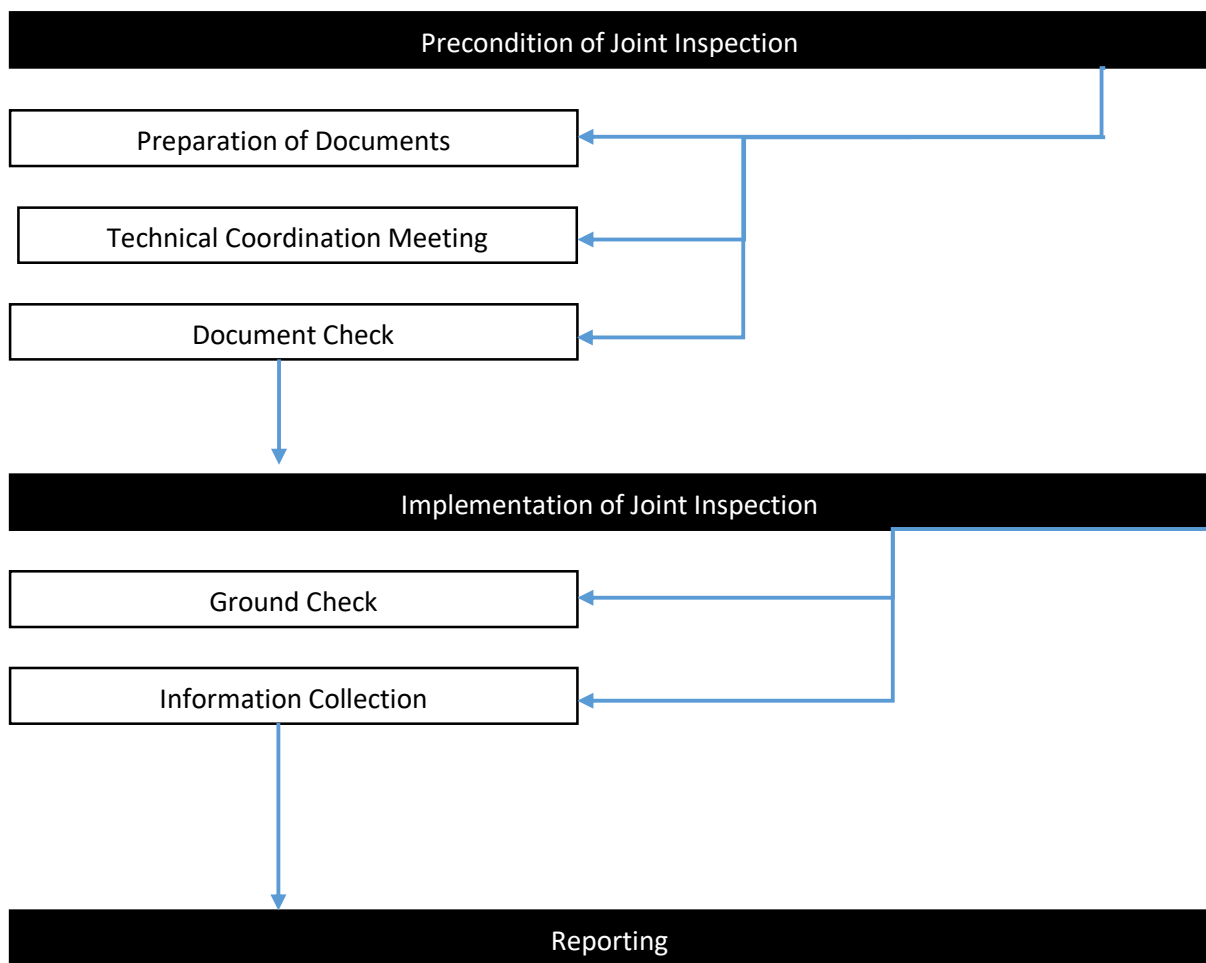


Figure 1. Joint Inspection mechanism chart

To complete the above illustration, the narrative of inspection mechanism is made to complete the elaboration in detail as follows:

#### 4.1 Precondition of Joint Inspection

Prior to conducting a joint inspection, an inspection team consisting of various institutions should have a technical coordination meeting to define:



1. Location of inspection
2. Timeline of inspection
3. Duration of inspection
4. Target of inspection
5. Number of team conducting an inspection

When a coordination meeting is held, the Harbormaster with access to administrative documents on fishing vessels provides the documents for the meetings such as:

1. Document of fishing vessel ownership
2. Vessel Registration Certificate
3. Vessel Safety Certificate issued by Local Government
4. Hull Certificate
5. Communication Radio Certificate
6. Preservation Certificate
7. Vessel Crew Manifest
8. Vessel Crew Consent
9. Cooperation Agreement
10. Other required documents

The provincial Manpower and Transmigration Office will lead the meeting to define fishing vessel which is targeted by the joint inspection based on the selection of the available administrative documents. All decisions made during the coordination meeting are confidential and shall not be published including to the targeted fishing vessel/fishery company up to the designated time of inspection.

#### **4.2 Implementation of Joint Inspection**

General conditions of Joint Inspection

1. Procedure of joint inspection implementation on the fishing vessels refers to the Manpower and Transmigration Ministerial Regulation No. 33/2016 on the procedure of manpower supervision (attached). The implementation of supervision is carried out the following phases:
  - **Preventive educative**, is a construction activity as a preventive measure through dissemination of Manpower Norms, technical advisory, and assistance.
  - **Repressive non judicial**, is an extra court repressive measure to meet the requirement of manpower regulation in the form of Memorandum of Inspection as a warning or statement letter in compliance with the manpower regulation based on the inspection and or examination results.



- **Repressive judicial**, is deemed a repressive measure through court institution by doing investigation process carried out by the Manpower Supervisor as the Civil Servant Investigator (PPNS) of Manpower.
2. Implementation of joint inspection is carried out through the following activities:
    - (a) Education;
    - (b) Inspection;
    - (c) Examination; and/or
    - (d) Investigation of Manpower Criminal Act.
  3. The members of joint inspection team are parts of the manpower supervisors who are called the inspection team.
  4. The inspection team has the right to access all fishery companies, fishing vessels, working places or some places associated with working environment.
  5. In the case that the inspection team is not allowed to enter the fishery companies, fishing vessels, working places or some places associated with working environment, the team could ask for the National Police's assistance to get the access (Manpower Ministerial Regulation No. 33/2016).
  6. To perform the supervision of fishery companies, fishing vessels, workplaces, the inspection team should inform the company authority and boat owners or their representatives, except the inspection team considers that the information could harm their call of duties.
  7. To perform call of duties, the inspection team has the rights to seek information from: (a) Boat Owners and or their administrators; (b) Fishing vessel crews, including the captain; (c) Administrator of boat owner organization; (d) Administrators of fish workers/labors union; (e) Expert of Occupational Health and Safety; and or (f) Other relevant parties.
  8. In addition to collecting information, the inspection team could take other evidence if necessary.
  9. Collection of information and other relevant evidence should be recorded in the dossier of information collection and or in the standardized format.

#### **4.3 Procedure of Joint Inspection**

1. Joint inspection begins by providing information to the company authority and boat owners or their representatives, except the inspection team considers that the information could harm their call of duties.
2. The information of a joint inspection addressed to the company authority and boat owners or their representatives should elaborate the inspection steps such as:
  - (i) Education;
  - (ii) Inspection; and



(iii) Examination.

Meanwhile, the criminal act investigation will be done if there is finding that leads to a crime or intolerable violation of manpower norms.

3. The joint inspection team visits the fishery company, fishing vessels, workplaces or some places associated with working environment.
4. In the case that the inspection team is not allowed to enter the fishery companies, fishing vessels, working places or some places associated with working environment, the team could ask for the National Police's assistance to get the access (Manpower Ministerial Regulation No. 33/2016).
5. If acceptable, the inspection team requests the company authority and boat owners or their representatives to call their employees to assemble at a certain one or more places consisting of (i) Fishing vessel crew, including the captain; (ii) Boat owners or administrators; (iii) Boat owner organization administrators; (iv) Administrators of fish workers/labor union; (v) Expert of Occupational Health and Safety; and or (vi) Other relevant party.
6. Inspection team provides education. Education could be done through technical advisory / socialization / training / consultation meeting / discussion and assistance.
7. Following the education, the inspection team conducts an inspection to workers following these steps: (a) Document check; (b) Ground check; (c) Information collection.
8. Inspection is done to (i) Fishing vessel crew, including the captain; (ii) Boat owners or administrators; (iii) Boat owner organization administrators; (iv) Administrators of fish workers/labor union; (v) Expert of Occupational Health and Safety; (vi) workplaces; and or (vii) Other relevant issue.

#### **4.4 Document Check**

1. At the same location and spot as the education activity venue, the inspection team could create a simple lockbox to receive and check worker's documents as stipulated by point 8 of the Procedure of Joint Inspection sub-chapter.
2. Document check refers to the instrument/tools of the joint inspection in Chapter 3 (Table 1).
3. Based on the instrument/tools of the joint inspection, the inspection team will check:
  - a. Document availability; and
  - b. Conformity of documents with the imposed regulations or manpower norms.
4. In the case that fishing vessel crew, including the captain, fails to bring any document with them, the company or boat owner should provide the documents required by the inspection team during their visit.



5. In case the company/boat owner could not provide the required documents as stipulated by point 4 upon the inspection team visit, the company or boat owner will have 24 hours to provide the required documents to the joint inspection team. Meanwhile, the inspection team continues their ground check and information collection.
6. If after 24 hours the inspection team could not get the documents from the company/boat owner, they will be subject to sanction as that of stipulated by the Manpower Ministerial Regulation No. 33/2016.

#### **4.4 Ground Check**

1. Ground check is carried out after providing education. However, ground check could be done in parallel with the education activity, depending on the situation and condition of the inspection team assessment.
2. Ground check can be done by the representative of all members of the inspection team by applying the developed instrument/tools of the joint inspection (Table 1).
3. Ground check consists of:
  - a. Physical check of fishing vessel
  - b. Working situation and condition check of the fish workers.
4. Physical check of fishing vessels is carried out by considering:
  - a. Availability and condition of hazard warning device
  - b. Availability and condition of navigation device on the vessel
  - c. Availability and condition of safety tools
  - d. Availability and condition of accommodation facilities such as toilet, room, pantry, ventilation, and the likes.
  - e. Availability and condition of fire extinguishers
5. Working situation and condition check of the fish workers is carried out by doing qualitative assessment based on the general Occupational Health and Safety (K3) standard.
6. Ground check results are recorded in the Memorandum of Inspection (attached).

#### **4.5 Information Collection**

1. Information collection can be done in parallel with the ground check and education.
2. Information collection from the fishing vessel crew, including the captain, and other parties can be done by interview method.
3. Data of interview should represent the new and former employees.
4. Interview can be done randomly or in a small group of 3-6 persons.
5. Interview is done by following list of questions that had been made which is linear with inspection needs, such as:





- a. Before interview, it should start with introduction and explanation on the purpose of interview.
  - b. It should be emphasized that the collected information will be confidential.
  - c. Inform the duration of interview.
  - d. Use open question which direct it to new fact which is not general in nature.
  - e. Repeat the question with alternative and simple question if the respondent could hardly catch on.
  - f. Use list of questions below as the interview guidance.
6. After making an interview, an officer make a dossier of information collection (format is attached).
  7. At the end of the inspection visit, the inspection team can deliver the findings, recommendation of improvement, and recommended action (if any) which will be taken as a result of the identified violation committed by the captain, company, and boat owner.
  8. If possible, share your cellular phone number (or business card) to the ship crews so that they can contact you directly and personally in relation to the problem that might happen in the future.

#### **4.6 Reporting**

1. Report of the joint inspection will be arranged by the inspection team and will be finalized within a week after doing joint inspection at the latest (format of inspection report is attached).
2. Analysis results of document check, ground check, and information collection will be compiled and recorded into a Memorandum of Inspection as the results and recommendations of the joint inspection which is signed by the members and chair of the joint inspection team.
3. The Memorandum of Inspection will be distributed to the company/boat owner so as to get joint attention within a week at the latest after the Memorandum of Inspection is released.
4. The report of inspection result will be delivered to the Provincial Manpower and Transmigration Office to the agreed regular meeting.



## CHAPTER 5

### FOLLOW-UP OF JOINT INSPECTION RESULTS

Based on the inspection results recorded in the Memorandum of Inspection, the inspection team will carry out some follow-ups below:

1. Doing a monitoring of Memorandum of Inspection that has been delivered to the relevant authorities.
2. Data management for re-assessment of the findings that had been recorded during the inspection process.
3. If necessary, there will be further examination or special examination or re-examination to get more accurate results.



## **CHAPTER 7**

### **EPILOGUE**

The instruction manual for a joint inspection of fishing vessels is developed with an expectation that the relevant parties can perform an inspection of manpower particularly the fish workers well and go along with the standard. Hence, the implementation of inspection could meet the expected target.

**Annex 1**

Table 1. Instrument of joint inspection of fishing vessels workers condition

No	Inspection Aspect	Inspection Checklist	Condition (Decent/Functional/Hygienic)	Indonesian Policy and Regulation
<b>Document</b>				
1	Document of vessel ownership	V		N/A
2	Vessel Registration Certificate	V		N/A
3	Hull Certificate	V		N/A
4	Communication Radio Certificate	V		N/A
5	Vessel Crew Manifest	V		Sea Work Agreement, Rest Time, Health Statement, Age Standard, Social Security, Remuneration, Work Contract
6	Vessel Crew Consent	V		
7	Cooperation Agreement	V		
8	Health Insurance	V		
9	Workers Social Security	V		
10	Basic Safety Training (BST) Document	V		Transportation Office
<b>Physical Check</b>				
11	Raft / Boat / Lifeboat	V		N/A
12	Fire Extinguisher	V		N/A
13	First Aid Kits and First Aid Locker	V		Medical checkup
14	Occupational Safety Standard (Signs)	V		N/A
<b>Warning Signal</b>				
15	Flares/Beacon	V		N/A
16	Flag	V		N/A
<b>Navigation Equipment</b>				



No	Inspection Aspect	Inspection Checklist	Condition (Decent/Functional/Hygienic)	Indonesian Policy and Regulation
17	Navigation light	V		N/A
18	VMS / AIS	V		VMS & AIS
19	Compass	V		N/A
20	GPS	V		
<b>Safety Equipment</b>				
21	Safety Shoes	V		
22	Gloves	V		
23	Safety Jacket	V		Safety Jacket, Safety Rope, Lifebuoy, Raft, Radio
24	Lifejacket at Work	V		
25	Safety rope	V		
26	Lifebuoy	V		
27	Radio	V		
<b>Accommodation</b>				
28	Toilet	V		Rest facilities check 1. Main Deck 2. Engine Room 3. Pantry 4. Bedroom 5. Toilet 6. Cold Storage
29	Air Ventilation	V		
30	Storage shelf for heavy duties and glassware	V		
31	Pantry + Kitchen Utensils	V		
32	Engine room with ventilation and emergency exit	V		
33	Main deck and rest room (bedroom)	V		
34	Food material, drink water and clean water (sufficient)	V		Check of capacity
35	Waste Manifest	V		N/A

**Annex 2**

Table 2. Questioner for Information Collection

<b>Respondent Identity</b>		<b>Document (Available / Not Available)</b>
Name of respondent		
Respondent position onboard	Boat owner / Captain / Boat Crew / Mechanic / Chef / Others (Explain)	
Identity Card Numbers (NIK)		
Sex		
Age		
Place of Origin		
Duration of Work Onboard		
<b>Vessel Identity</b>		<b>Document (Available / Not Available)</b>
Name of Vessel		
Registration Number of Vessel		
Size of Vessel		
Vessel Catching Tool		
Port of Origin		
Name of Captain		
Name of Owner		
Number of Vessel Crew		
- Captain		
- Crew Supervisor		
- Crew		
- Chef		
- Mechanic		
- Others		
- Total of Vessel Crew		
Address of Owner		
Contact Number of Vessel Owner		



Number of other vessels possessed by owner (if applicable)		
<b>Information of Level of Knowledge</b>		<b>Document (Available / Not Available)</b>
<b>Remuneration</b>		
The applied remuneration system	Profit sharing / Monthly Salary	(Sea Work Agreement/PKL)
- If not profit sharing, how much is the monthly salary		
How much is the received profit sharing?		
- A previous trip		
- 2 previous trips		
- 3 previous trips		
Is there any deduction of profit-sharing system?		
What are the components of profit-sharing deduction?		
Is the remuneration regularly paid? Every Month / Week / Day / Uncertain		
Do you know the applied profit-sharing system?		
<b>Sea Work Agreement (PKL)</b>		
How is the profit-sharing calculation applied in the PKL?		
Do you know PKL?		
Have you ever signed a PKL?		
Do you have a copy of PKL with you?		
<b>Insurance and Working Hour</b>		
Do you have worker insurance?		



How long do you have rest time in a day when working onboard?		
Is there any regulation stipulating the duration of timeout?		
Is there any regulation designating duration of work?		
Is there any shift system?		
<b>Additional Information</b>		
Working onboard, have you ever been beaten / kicked / pinched / slapped?		
Working onboard, have you ever experienced verbal harassment?		
Is there any gap of the amount of remuneration as from the promised one before departing?		
Is the job onboard the same as what was promised when you got the job offer previously?		
Have you ever wanted to abandon ship (quit your job)?		
Do you know the way to abandon ship, quit job?		
Do you feel that you are free to leave the ship anytime you want? If not, why do you feel you are not free to quit?		
Is there any other colleague onboard that wants to quit?		
What will happen to them if they try to abandon ship?		
Have you ever got an accident during your work onboard?		
How is the treatment for occupational accident?		





Is there any cost paid by the ship crew during the recruitment?		
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### Annex 3. Memorandum of Inspection

Format 6

OFFICIAL HEADER

---

Number : R.  
Attribute : Confidential  
Annex :  
Issue : Memorandum of Inspection 1

To  
President Director of  
PT. ....  
At ...

Based on the result of manpower inspection to your company on (date) ... as mandated by the Task Order Letter ... No. ... , herewith we would like you to take the following issues into your account:

1. Inspection Findings
  - a. Legal basis;
  - b. Recommended action;
  - c. Duration of accomplishment.
2. And so on .....

The Memorandum of Inspection 1 is herewith produced as a warning to you who is obliged to comply and report anything in written statement to us within .... (...) days after receiving the Memorandum of Inspection here.



Acknowledged by  
 Head of Work Unit of  
 Manpower Supervision  
 Signature  
 Name:  
 Employee ID Number: .....

Supervisor of Manpower  
 Checked by  
 Signature  
 Name:  
 Employee ID Number: ....

Copies:

1. Minister of Manpower;
2. Director General of Manpower Education and Oversight and Occupational Health and Safety;
3. Head of .... Office

.....

Today, ....., date, .... 1 (one) sheet of Memorandum of Inspection 1 has been received by the concerned party.

Recipient

Sender

Signature

Signature

Name

Name



Format 6

## KOP DINAS

.....

Nomor : R.  
Sifat : Rahasia  
Lampiran :  
Perihal : Nota Pemeriksaan I

Yth.  
Sdr Direktur Utama  
PT. ....  
di .....

Berdasarkan hasil pemeriksaan ketenagakerjaan yang telah dilakukan di perusahaan Saudara pada tanggal ....., berdasarkan Surat Perintah Tugas .... Nomor ....., dengan ini diminta agar saudara memperhatikan hal-hal sebagai berikut:

1. Temuan Pemeriksaan
  - a. dasar hukum;
  - b. saran tindak;
  - c. jangka waktu pemenuhan.
2. Dst.....

Demikian Nota Pemeriksaan I ini dibuat sebagai peringatan dan kepada Saudara diwajibkan memenuhi dan melaporkan segala sesuatunya secara tertulis kepada kami dalam waktu ..... (...) hari setelah menerima Nota Pemeriksaan ini.

Mengetahui  
Pimpinan Unit Kerja  
Pengawasan Ketenagakerjaan,  
ttd  
Nama Terang  
NIP.....

Pengawas Ketenagakerjaan  
Yang Memeriksa,  
ttd  
Nama Terang  
NIP.....

Tembusan:  
1. Menteri Ketenagakerjaan;  
2. Dirjen Binwasnaker dan K3;  
3. Kepala Dinas ....



-----  
Pada hari ini, ..... tanggal, ..... 1 (satu) lembar Nota  
Pemeriksaan I telah diterima oleh yang bersangkutan.

Yang Menerima,  
ttd  
Nama Terang

Yang Menyerahkan,  
ttd  
Nama Terang



### Annex 4. Dossier of Information Collection

Format 3

#### DOSSIER OF INFORMATION COLLECTION

---

Today, ..... Date ..... located at ..... At ..... an information collection has been conducted to an individual who identifies him/herself as

..... Full Name .....

Who will be interviewed in relation with the Manpower Supervision undertaken to PT

..... Address .....

To whom it may concerned has got an elaboration of the supervision purpose who will hereinafter be asked and give responses as follow: .....

Question:

Responses:

1. Are you in a good condition both mentally and physically?  
.....
2. For your information, you will be questioned in relation to the manpower supervision done to PT ..... Are you willing to provide true information to the assessor?  
.....2 .....
3. ....  
.....3 .....
4. ....  
.....4 .....
5. Is your information given as mentioned above true and is there any other information that you would like to convey? .....  
.....5 .....
6. Do you feel that you get any pressure, oppression or influence from the assessor or other party when you provide the information here? .....  
.....6 .....

To testify all of the information given, you shall give your signature below as a sign of your approval. ....

The giver of information  
Signature  
Full name



Henceforward the Dossier of Information Collection has been made true and complete to the best of our knowledge and under oath and position that further is closed and signed on the aforementioned date, month, and year .....

Supervisor of Manpower

Signature

Full name

Employee ID Number

Format 3

BERITA ACARA PENGAMBILAN KETERANGAN

Pada hari ini ..... tanggal ..... bertempat di ..... pukul ..... telah mengadakan pengambilan keterangan terhadap seseorang yang mengaku bernama :

----- Nama Terang -----

Untuk didengar keterangannya sehubungan dengan Pemeriksaan Ketenagakerjaan yang dilakukan terhadap PT ..... Alamat .....

Kepada yang bersangkutan setelah dijelaskan maksud dari pemeriksaan ini, selanjutnya diberikan pertanyaan dan jawaban sebagai berikut : -----

Pertanyaan :

Jawaban :

1. Apakah Saudara dalam keadaan sehat baik jasmani maupun rohani ?  
---1.....
2. Untuk diketahui sebelumnya, bahwa Saudara dimintai keterangan sehubungan dengan pemeriksaan ketenagakerjaan pada PT ..... Apakah Saudara bersedia memberikan keterangan yang sebenarnya kepada pemeriksa?  
---2.....
3. ....  
---3.....
4. ....  
---4.....
5. Apakah keterangan yang Saudara berikan sebagaimana tersebut diatas, semua telah benar dan masih adakah keterangan lain yang akan Saudara Sampaikan ? -----  
---5.....
6. Apakah Saudara didalam berikan keterangan ini mendapatkan paksaan, tekanan ataupun pengaruh dari pemeriksa ataupun pihak lain ? -----  
---6.....



----- Untuk menguatkan semua keterangannya, yang bersangkutan membubuhkan tanda tangannya dibawah ini sebagai tanda persetujuannya.-----

Yang Memberikan Keterangan,

ttd

Nama Terang

-----Demikian Berita Acara Pengambilan Keterangan ini dibuat dengan sebenar-benarnya atas kekuatan sumpah dan jabatan yang selanjutnya ditutup dan ditanda tangani pada tanggal, bulan dan tahun tersebut diatas.-----

Pengawas Ketenagakerjaan,

ttd

Nama Terang

NIP.....

**Annex 5. Joint Inspection Report**

Format 11

**JOINT INSPECTION REPORT**

Name :

Employee ID Number :

Month :

No	Name and Address of Company	Name and Address of Company Top Authority	Date of Implementation	Type of Activity				Description of activity result	Follow-up	Note
				Education	Inspection	Examination	Investigation			
1	2	3	4	5	6	7	8	9	10	11

Acknowledged by  
Head of Work Unit of  
Manpower Supervision  
Signature  
Full Name:  
Employee ID Number: .....

Supervisor of Manpower  
Checked by  
Signature  
Full Name:  
Employee ID Number: ....

- 29 -

Format 11

**LAPORAN KEGIATAN PENGAWAS KETENAGAKERJAAN**

Nama :  
NIP :  
Bulan :

No	Nama Dan Alamat Perusahaan	Nama Dan Alamat Pimpinan Perusahaan	Tanggal Pelaksanaan	Jenis kegiatan				Uraian hasil kegiatan	Tindak lanjut	Ket
				Pembinaan	Pemeriksaan	Pengujian	Penyidikan			
1	2	3	4	5	6	7	8	9	10	11

Mengetahui  
Pimpinan Unit Kerja  
Pengawasan Ketenagakerjaan,  
ttd  
Nama Terang  
NIP.....

.....  
Pengawas Ketenagakerjaan,  
ttd  
Nama Terang  
NIP.....



