

KEMENTERIAN PERHUBUNGAN
DIREKTORAT JENDERAL PERHUBUNGAN UDARA

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 594 TAHUN 2015

TENTANG

PETUNJUK TEKNIS
PENGEMBANGAN SUMBER DAYA MANUSIA BAGI PERSONEL
DIREKTORAT BANDAR UDARA (*HUMAN RESOURCE
DEVELOPMENT OF DIRECTORATE OF AIRPORT*)
STAF INSTRUCTION (SI) HRD-03

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang :
- a. bahwa dalam Peraturan Menteri Perhubungan Nomor PM 118 Tahun 2015, telah diatur mengenai *Inspector Training System (ITS)* Bagi Inspektur Penerbangan di Direktorat Jenderal Perhubungan Udara;
 - b. bahwa dalam Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015, telah diatur mengenai Kriteria, Tugas, dan Wewenang Inspektur Penerbangan;
 - c. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a dan huruf b, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Pengembangan Sumber Daya Manusia bagi Personel Direktorat Bandar Udara (*Human Resource Development of Directorate Airport*) *Staf Instruction (SI) HRD-03*;
- Mengingat :
1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
 2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 8);
 3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);

4. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 68 Tahun 2013;
5. Peraturan Menteri Perhubungan Nomor PM 41 Tahun 2011 tentang Organisasi dan Tata Kerja Kantor Otoritas Bandar Udara;
6. Peraturan Menteri Perhubungan Nomor PM 55 Tahun 2015 tentang Peraturan Keselamatan Penerbangan Sipil Bagian 139 (*Civil Aviation Safety Regulations Part 139*) Tentang Bandar Udara (*Aerodrome*);
7. Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015 tentang Kriteria, Tugas dan Wewenang Inspektur Penerbangan;
8. Peraturan Menteri Perhubungan Nomor PM 118 Tahun 2015 tentang *Inspector Training System (ITS)* Bagi Inspektur Penerbangan Di Lingkungan Direktorat Jenderal Perhubungan Udara;

MEMUTUSKAN:

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PENGEMBANGAN SUMBER DAYA MANUSIA BAGI PERSONEL DIREKTORAT BANDAR UDARA (*HUMAN RESOURCE DEVELOPMENT OF DIRECTORATE AIRPORT STAFF INSTRUCTION (SI) HRD-03*).

Pasal 1

Petunjuk Teknis Pengembangan Sumber Daya Manusia bagi Personel Direktorat Bandar Udara (*Human Resource Development of Directorate Airport Staff Instruction (SI) HRD-03*), sebagaimana tercantum dalam Lampiran Peraturan ini.

Pasal 2

Pada saat Peraturan ini mulai berlaku, Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/204/VIII/2009 tentang Petunjuk Pelaksanaan *Staff Instruction (SI) HRD-03* tentang Pengembangan Sumber Daya Manusia bagi Personel Direktorat Bandar Udara (*Human Resource Development of Directorate Airport*), dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Bandar Udara mengawasi pelaksanaan Peraturan ini.

Pasal 4

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di : Jakarta
pada tanggal : 8 Oktober 2015

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

TTD

SUPRASETYO

SALINAN Peraturan ini disampaikan kepada :

1. Sekretaris Jenderal Kementerian Perhubungan;
2. Inspektur Jenderal Kementerian Perhubungan;
3. Sekretaris Direktorat Jenderal Perhubungan Udara;
4. Para Direktur di lingkungan Ditjen Hubud.

SALINAN sesuai dengan aslinya
KEPALA BAGIAN HUKUM DAN HUMAS,



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LAMPIRAN
PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA
NOMOR : KP 594 Tahun 2015
TENTANG
PETUNJUK TEKNIS PENGEMBANGAN SUMBER DAYA
MANUSIA BAGI PERSONIL DIREKTORAT BANDAR UDARA
(*HUMAN RESOURCE DEVELOPMENT OF DIRECTORATE
AIRPORT*) *STAF INSTRUCTION* (SI) HRD-03
TANGGAL: 8 OKTOBER 2015

Staff Instruction

**SI HRD – 03.1
HUMAN RESOURCES DEVELOPMENT OF DIRECTORATE OF
AIRPORTS**

Revision : 1
Date : October 2015

**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA – INDONESIA**

SUMMARY OF AMENDMENTS

Amendment No.	Source/s	Subject/s	Approved
01	ICAO technical assistance	SI HRD - 03	

FOREWORD

1. PURPOSE

The HRD process described herein is intended to lay down the DOA portion of responsibilities of the DGCA administrative polices dealing with the recruitment, training, tasking and advancement of inspectors. It is not intended as a procedural manual. For guidance and information in the performance of their assigned duties, inspectors should refer to the applicable Staff Instruction, Advisory Circulars and Inspector Handbook and other guidance materials. Concerning training, this Staff Instruction provides standard training priorities for inspectors from initial assignment through qualified inspector and administrative levels with recommended recurrent / refresher training thereafter.

2. REFERENCES

This Staff Instruction should be used in accordance with:

- a. Minister Regulation nr : PM. 118 Tahun 2015 Inspector Training System (ITS) for aviation inspector in the Directorate General of Civil Aviation ;
- b. Minister Regulation nr : PM. 59 Tahun 2015 Criteria Task and authority of aviation inspector; and
- c. the applicable regulations.

3. REVISION

Revision of this Staff Instruction will be approved by the Director General of Civil Aviation.

4. CANCELLATION

Staff Instruction HRD-03, Agustus 27, 2009 is cancelled.

DIRECTOR GENERAL OF CIVIL AVIATION,

SUPRASETYO

TABLE OF CONTENTS

AMENDMENT RECORD LIST	i
SUMMARY OF AMENDMENTS	ii
FOREWORD	iii
1. Purpose	iii
2. Referances	iii
3. Revision	iii
4. Cancellation	iii
CHAPTER I. GENERAL	
A. Introduction	9
B. Definition	9
C. Applicability	10
D. Purpose	10
E. Policy	10
F. Training program	12
G. Training Plan	12
H. Training Recurrent	13
I. Training Record	13
J. Training Policy	13
K. Roles and Responsibilities	14
CHAPTER II. HUMAN RESOURCES DEVELOPMENT FOR AERODROME OPERATION INSPECTORS	
A. Introduction	15
B. Function	16
C. Level of Inspector	16
1. Assistant Aerodrome Operation Inspectors	16
2. Expert Aerodrome Operation Inspectors	16
D. Entry Requirement	16
1. Assistant Aerodrome Operation Inspectors	16
2. Expert Aerodrome Operation Inspectors	16
E. Inspector Competencies and Qualifications	17
1. Assistant Aerodrome Operation Inspectors Level	17
a. Skill Assistant Aerodrome Operation Inspectors	17
b. Competent Assistant Aerodrome Operation Inspectors.....	17
c. Supervisor Assistant Aerodrome Operation Inspectors.....	17
2. Expert Aerodrome Operation Inspectors Level	18
a. Initial Expert Aerodrome Operation Inspectors	18
b. Junior Expert Aerodrome Operation Inspectors	19
c. Senior Expert Aerodrome Operation Inspectors	19
F. Duties and Responsibilities	19
a. Assistant Aerodrome Operation Inspectors	19
1) Skill Assistant Aerodrome Operation Inspectors	19
2) Competent Assistant Aerodrome Operation Inspectors	20
3) Supervisor Assistant Aerodrome Operation Inspectors	20
b. Expert Aerodrome Operation Inspectors	20
1) Initial Expert Aerodrome Operation Inspectors	20
2) Junior Expert Aerodrome Operation Inspectors	21

3) Senior Expert Aerodrome Operation Inspectors	21
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CHAPTER III. HUMAN RESOURCES DEVELOPMENT FOR FACILITY WORTHINESS AERODROME INSPECTORS

A. Introduction	23
B. Functions.....	24
C. Level of Inspector	24
D. Entry Requirement.....	24
1. Assistant Aerodrome Facility Worthiness Inspectors	24
2. Expert Aerodrome Facility Worthiness Inspectors	24
E. Inspector Competencies and Qualifications	25
1) Assistant Aerodrome Facility Worthiness Inspectors Level ..	25
a. Skill Assistant Aerodrome Facility Worthiness Inspectors...	25
b. Competent Assistant Aerodrome Facility Worthiness Inspector	25
c. Supervisor Assistant Facility Worthiness Aerodrome Inspector	26
2) Expert Facility Worthiness Inspectors Level	26
a. Initial Expert Facility Worthiness Aerodrome Inspectors....	26
b. Junior Expert Facility Worthiness Aerodrome Inspector....	27
c. Senior Expert Facility Worthiness Aerodrome Inspector....	27
F. Duties and Responsibilities	27
a. Assistant Aerodrome Facility Worthiness Inspector.....	27
1) Skill Assistant Aerodrome Facility Worthiness Inspectors ..	
2) Competent Assistant Aerodrome Facility Worthiness Inspector	28
3) Supervisor Assistant Aerodrome Facility Worthiness Inspector	28
b. Expert Aerodrome Facility Worthiness Inspectors	28
1) Initial Expert Aerodrome Facility Worthiness Inspectors	28
2) Junior Expert Facility Worthiness Aerodrome Inspector....	29
3) Senior Expert Aerodrome Facility Worthiness Inspectors ...	29

CHAPTER V. HUMAN RESOURCES DEVELOPMENT FOR ADMINISTRATION STAFF

A. Introduction	31
B. Administration Staff Clasification	31
1. Information System Manager (Pengelola Sistem Informasi)	31
a. Function	31
b. Entry Qualifications	31
c. Competencies and Qualification	31
d. Duties and Responsibilities	31
2. Policy Drafter (Perumus Kebijakan di Bidang Bandar Udara)	
a. Function	32
b. Entry Qualification	32
c. Competencies and Qualifications	32
d. Duties and Responsibilities	32

3. Exchequer receiver (Bendahara Penerima)	
a. Function	32
b. Entry Qualifications	32
c. Competencies and Qualifications	33
d. Duties and Responsibilities	33
4. Administration Staf (Penata Usaha)	33
a. Function	33
b. Entry Requirement	33
c. Competencies and Qualification	33
d. Duties and Responsibilities.....	33
5. PNBP Officer (Petugas PNBP)	34
a. Function.....	34
b. Entry Requirement.....	34
c. Competencies and Qualifications	34
d. Duties and Responsibilities.....	34
6. Exchequer Expenditur (Bendahara Pengeluaran)	34
a. Functions.	34
b. Entry Requirement.....	34
c. Competencies and Qualifications	34
d. Duties and Responsibilities.....	35
7. Budget Manager (Pengelola Keuangan)	35
a. Functions.....	35
b. Entry Requirement.....	35
c. Competencies and Qualifications	35
d. Duties and Responsibilities.....	35
8. Civil Service (Pengelola Kepegawaian)	36
b. Functions.	36
c. Entry Requirement.....	36
d. Competencies and Qualifications	36
e. Duties and Responsibilities.....	36
9. Planner and report of duties	36
a. Functions.	36
b. Entry Requirement.....	36
c. Competencies and Qualifications	37
d. Duties and Responsibilities.....	37
10. Constituent Legislation (Penyusun Peraturan Perundang- Undangan)	37
a. Functions.	37
b. Entry Requirement.....	37
c. Competencies and Qualifications	37
d. Duties and Responsibilities.....	37
11. Drafting Programs and Activities (Penyusun Program dan Kegiatan)	38
a. Functions.	38
b. Entry Requirements.....	38
c. Competencies and Qualifications	38
d. Duties and Responsibilities.....	38

12. The evaluators in the Field of Environmental Management and Airport Area (Pengevaluasi di Bidang Tata Lingkungan dan Kawasan Bandar Udara)	39
a. Functions.	39
b. Entry Requirements.....	39
c. Competencies and Qualifications	39
d. Duties and Responsibilities.....	39
13. Drafting Program in the areas of Policy Tools and Utilities Airport (Penyusun Program Kebijakan di bidang Peralatan dan Utilitas Bandar Udara)	40
a. Functions.	40
b. Entry Requirement.....	40
c. Competencies and Qualifications	40
d. Duties and Responsibilities.....	40
14. Formulator Policy in the Field Verification Tools and Utilities Airport (Perumus Kebijakan di Bidang Verifikasi Peralatan dan Utilitas Bandara)	41
a. Functions.	41
b. Entry Requirements.....	41
c. Competencies and Qualifications	41
d. Duties and Responsibilities.....	41
15. Formulator of policy in the field of personnel and Airport Operations Certification (Perumus Kebijakan di Bidang Sertifikasi Personel dan Operasi Bandara)	42
a. Functions.	42
b. Entry Requirement.....	42
c. Competencies and Qualifications	42
d. Duties and Responsibilities.....	42
16. Processing Materials Operation Cooperation Airport (Pengolah Bahan Kerjasama Penyelenggaraan Bandar Udara)	43
a. Functions.	43
b. Entry Requirements.....	43
c. Competencies and Qualifications	43
d. Duties and Responsibilities.....	43

CHAPTER VI. HUMAN RESOURCES DEVELOPMENT FOR ENVIRONMENTAL IMPACT CONTROLLER

A. Introduction	44
B. Functions.....	44
C. Level of Positions	44
D. Entry Requirement.....	44
1. Skill level of Environmental Impact Controller	44
2. Expert level of Environmental Impact Controller	44
E. Competencies, Qualifications, and Training Requirements	45
1. Competencies and Qualifications	45
2. Training Requirements	45
F. Duties and Responsibilities	45

APPENDIX

Appendix A – Training Program

Appendix B – Training Plan

CHAPTER I

GENERAL

A. Introduction

The Directorate of Airports (DOA) has the responsibility to develop policies, programs, standards, systems, and procedures for the human resources development (HRD), of all DOA personnel as required to ensure technological currency, meet DGCA requirements, and to comply with DGCA obligations to meet the standards set forth in the Convention on International Civil Aviation and ICAO Annexes.

The Directorate's objective is to follow the ICAO Standards and Procedures which specify the obligations of a contracting state under the Convention and Annexes regarding Civil Aviation matters related to airport Safety.

B. Definition

The definitions of the levels of inspector are as follows:

1. Assistant Inspector

Assistant inspector has position that show the duty how use the procedure and working technique handled by special authorization in accordance with specific certification.

2. Expert Inspector

Expert inspector has position that show the duty with include knowledge, methodology and teknis analysis that based on major expertices or based on certification that held.

3. Operation Inspector.

Personnel were given the duties, responsibilities and rights in full by the competent authorities to carry out safety and service oversight activities in the field of airport operations.

4. Facility Worthiness Inspector

Personnel were given the duties, responsibilities and rights in full by the competent authorities to carry out safety and service oversight activities in the field of airport facility worthiness.

5. Skill Assistant Inspector

Skill Assistant Inspector level, is the level of functional skills with the duties and functions primarily as executor and requires technical knowledge and operational experience that support are based on a certain part of science.

6. Competent Assistant Inspector

Competent assistant Inspector have functional hierarchy of skills task and its main function as executor and requires an advanced level of knowledge and technical experience supporting operations based on the a particular branch of science.

7. Supervisor Assistant Inspector

Supervisor Assistant Inspector have functional hierarchy of skills the duties and functions primarily as a mentor, supervisors and assessors execution of work functional officials levels below which requires knowledge and operational technical experience supporting multiple branches specific knowledge.

8. Initial Expert Inspector

Initial expert inspector is a First level, with the level of functional expertise the task and its main function is operational require professional qualifications.

9. Junior Expert Inspector

Junior expert inspector is the hierarchy of functional expertise task and its have main function with operational tactical requires an advanced level of professional qualification.

10. Senior Expert Inspector

Senior Expert Inspector is carir path that have functional expertise with the main duties and functions of the sectoral strategic requires a high level of professional qualification.

C. Applicability

This staff instruction prescribes the guidance concerning human resources development for personnel employed by Directorate of Airports

D. Purpose

The HRD process described herein is intended to lay down the DAAO portion of responsibilities of the DGCA administrative polices dealing with the recruitment, training, tasking and advancement of inspectors and administration staff. It is not intended as a procedural manual. For guidance and information in the performance of their assigned duties, the inspectors and the administration staff should refer to the applicable Staff Instruction, Advisory Circulars and Inspector Handbook and other guidance materials. Concerning training, it should be referred to Staff Instruction specifically dealing with training program.

E. Policy

DOA personnel consist of Inspector, Administraion Staff and Environmental Impact Controller.

The Inspector is divided into 2 profiles consisting of:

1. Aerodrome Operation Inspector; and
2. Aerodrome Facility Worthiness Inspector.

Each profile consist of 2 level of inspector they are:

1. Assistant Aerodrome Inspector; and
2. Expert Aerodrome Inspector.

Asistant Inspector consists of 3 grades:

1. Skill Assistant Inspector;
2. Competent Assistant Inspector; and
3. Supervisor Assistant Inspector.

Expert Inspector consists of 3 grades:

1. Initial Expert Inspector;
2. Junior Expert Inspector; and
3. Senior Expert Inspector.

Administration Staff consists of 13 profiles:

1. Information system manager (pengelola sistem informasi);
2. Policy drafter in the field of airport (Perumus Kebijakan di Bidang Bandar Udara);
3. Exchequer receiver (Bendahara Penerima);
4. Administration Staf (Penata Usaha);
5. Officer PNBP (Petugas PNBP);
6. Exchequer Expenditur (Bendahara Pengeluaran);
7. Budget Manager (Pengelola Keuangan);
8. Civil Service (Pengelola Kepegawaian);
9. Planner and report of duties (Petugas Perencana dan Pembuat Laporan);
10. Constituent Legislation (Penyusun Peraturan Perundang-Undangan);
11. Drafting Programs and Activities (Penyusun Program dan Kegiatan);
12. The evaluators in the Field of Environmental Management and Airport Area (Pengevaluasi di Bidang Tata Lingkungan dan Kawasan Bandar Udara); and
13. Policy Drafter in the field of Airport (Perumus Kebijakan di Bidang Bandar Udara).

The Environmental Impact Controller consist of 2 level of inspector they are:

1. Skill level of Environmental Impact Controller; and
2. Expert level of Environmental Impact Controller.

Skill Environmental Impact Controller consists of 3 grades:

1. Executive Environmental Impact Controller;
2. Advance Executive Environmental Impact Controller; and
3. Supervisor Environmental Impact Controller.

Expert Environmental Impact Controller consists of 3 grades:

1. Initial Environmental Impact Controller;
2. Junior Environmental Impact Controller; and
3. Senior Environmental Impact Controller.

The recruitment of new inspector and/or administration staff are the discretion of DGCA and will be based upon many factors ranging from department resources to the operational needs within each sub-

directorate. New inspectors and/or administration staff will enter the system as required in this staff instruction.

In case where suitable inspectors and/or administration staff fulfilling the criteria are not available the Director General may at his/her discretion, relax the requirements, taking into consideration other personnels based on his/her competency, qualification, work experiences, manners. All of those considerations must be documented properly for further reference.

F. Training Program

All DOA Inspectors personnel will receive sufficient initial and recurrent training to ensure they are competent to perform their assigned responsibilities with a high level of proficiency and professionalism. Where personnel successfully completed required course of studies, they will receive a certificate of proficiency in that subject area and the completion date will be entered into that individual's training file. No personnel may perform any regulatory duty unless he or she has been trained for that specific function except where the personnel is under the direct supervision of a qualified personnel.

Every personnel who perform a regulatory function should be certified have authorization by the DOA Training Program Manager as competent to perform such function.

The DOA training program is developed as DOA Inspector Training System (ITS) that is a comprehensive national training program for DOA Inspectors. It is a single integrated program which provides oversight and management of inspector development from new-hire status through retirement from the Directorate General of Civil Aviation (DGCA). The program is systematic and structured to provide for the delivery of an effective ICAO compliant program at minimum cost. As an inspector progresses to the higher levels of inspector responsibilities they will require a broader level of knowledge.

The detail of Inspector Training System (ITS) based on Minister Regulation no : PM. 118 Year 2015.

Criteria inspector appointed at a particular grade should already meet the competencies and qualifications that required. Training at a particular grade will be programmed for each inspector before entering the related grade.

Training may be performed locally, or at the reputable Foreign Authority Training Centre or any other reputable training center.

Training Program for DOA inspector are attached in Appendix A of this Staff Instruction

G. Training Plan.

Training plan aims to schedule training and On The Job Training (OJT) for each aerodrome inspector according to Inspector Training System at the Directorate of Airports.

Training plan contains of:

- 1) Training Schedule, including 5 core training, specialized training, and recurrent training.
- 2) On the Job Training Schedule of task assigned.

Training schedule made by training manager every year to implement on the next year.

On The Job Training Schedule made by OJT Manager every 3 month.

Training plan manager responsible for preparing this training plan. For preparation of this plan, the training manager assisted by OJT Manager.

Training plan that has been made and approved by the Director of airport should be implemented by all parties concerned.

H. Training Recurrent

Recurrent training must be provided for each inspector maximum every 3 year, to maintain proficiency in all assigned Inspector Job Tasks. The selection of the most appropriate recurrent training courses should be determined by the Inspector in collaboration with his Supervisor or Manager and reviewed annually.

Generally, a formal recurrent training course should contain a review of the elements found in the initial course, along with a discussion of any new requirements or procedures that have been established in the previous few years. The length of recurrent classroom training should typically be 30% - 50% of the length for the initial course. There are no additional Job Tasks associated with formal classroom recurrent training courses

I. Training Record.

Training Record is created to record the training completed by each Inspector. This record should be carefully maintained from the time the Inspector is hired into the DGCA until the time he/she retires from the DGCA. The training records are kept permanently by DGCA, in case a question of an Inspector's qualification should ever come up at a future date.

Training record in line with the ITS can be accomplished by any appropriate method, using either a hard-copy paper system or a computer software program.

J. Training Policy.

The DOA is committed to the development of a highly skilled and qualified work force through a comprehensive training program. It is the intent that all employees will be fully trained in the essential Job Tasks, knowledge, and skills that are required to accomplish the DOA mission, fulfill ICAO requirements, obtain industry compliance, and safeguard the traveling public. This training program is intended to address the development of DOA. Inspectors from the time they are newly hired into the DGCA, through the attainment of Senior Inspector, and throughout their careers.

This Staf Instruction include the training requirements for aerodrome Operations inspector and aerodrome Facility worthiness Inspectors. These requirements include both formal classroom training courses and on-the-job training requirements as Training Profile based on Minister Regulation nr : PM. 118 Year 2015.

K. Roles and Responsibilities

The Director General and headquarters staffs have overall responsibility for the national Civil Aviation Authority and for the successful implementation of this inspector training program. These responsibilities include managing, coordinating, and developing training policies, procedures, plans, programs, and budgets for all aspects of the Inspector Training System. Roles and responsibilities related of Inspector Training System (ITS) based on Minister Regulation nr : PM.118 Year 2015.

CHAPTER II

HUMAN RESOURCES DEVELOPMENT FOR AERODROME OPERATION INSPECTOR

A. Introduction

This chapter addresses the responsibilities and standards of Aerodrome Operation Inspectors assigned to air transportation job functions.

This section describes about Aerodrome Operation Inspectors of the DGCA that play a key role in ensuring that the Indonesian aviation system continues to be the safe. This responsibility for safety in air transportation covers almost every facet of aviation, including the certification of airport, personnel licensing, airport business, training organization, inspection organization, inspectors are divided by specialty; and subdivided by specific position description.

These inspectors have responsibility for Certification of Airport or Heliport or Water Aerodrome, airport personnel licensing, certification of training organization, certification of inspection organization and airport business.

Aerodrome Operation Inspectors may administer tests (written, oral, and practical) for a variety of certificates and ratings, and conduct surveillance on various other aspects of an airport operation.

These other aspects typically would include evaluating the operations of airport or Heliport or Water Aerodrome for adequacy of facilities, equipment, procedures, aerodrome and / or safety management manual, personnel, and overall management to ensure safe operation of airport or Heliport or Water Aerodrome.

Other important function of Aerodrome Operation Inspectors for initial and continuing qualification, as well as the evaluation training programs, equipment, and facilities. When, in the course of an inspection, inspectors find an operation of an airport or heliport or Water Aerodrome is not in compliance with the CASRs, they may recommend an enforcement action. Such enforcement can range from administrative action to civil penalty and possible suspension or revocation of their certification or license.

An additional role is the investigation of aircraft incident or accidents in cooperation with the National Transportation Safety Committee (NTSC). Aerodrome Operation Inspectors may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for airport operation expertices. Inspectors may also, from time to time, be called upon to testify in administrative hearings and trials.

The criteria of Aerodrome Operation Inspectors must follow the requirements of employment in the field of where they will had the position description area.

B. Function.

The inspector's function are included recommendation for airport certificate; issuance of license for airport personnel; conducting audit of safety, training organization certificate, inspection organization certificate, and airport business.

C. Level of Inspector.

Aerodrome Operation Inspectors divided into two level:

- a. Assistant Aerodrome Operation Inspectors consisting of 3 position description specialities:
 - 1) Skill Assistant Aerodrome Operation Inspectors;
 - 2) Competent Assistant Aerodrome Operation Inspectors; and
 - 3) Supervisor Assistant Aerodrome Operation Inspectors.

- b. Expert Aerodrome Operation Inspectors consisting of 3 position description specialities:
 - 1) Initial Expert Aerodrome Operation Inspectors;
 - 2) Junior Expert Aerodrome Operation Inspectors; and
 - 3) Senior Expert Aerodrome Operation Inspectors.

D. Entry Requirement.

1. Assistant Aerodrome Operation Inspectors

The minimum requirement of the first entry of assistant Aerodrome Operation Inspectors, as follows:

- a. Passed graduate minimum diploma III (field of study civil engineering, electrical engineering, mechine engineering, geodesy engineering, aviation engineering, computer engineering, informatics engineering, informatics system, accounting, management, administration);
- b. Minimum grade employee are a Pengatur Muda Tk. I (II/b);
- c. Experience on Operation Airport minimum 2 years;
- d. Minimum TOEIC score 450; and
- e. Completed a 5 (five) core inspector training:
 - 1) Indoctrination Training;
 - 2) Certification Training ;
 - 3) Surveillance Training;
 - 4) Personnel Licensing Training; dan
 - 5) Investigations Training.

2. Expert Assistant Aerodrome Operation Inspectors

- a. Passed graduate minimum S-1/D-IV (field of study civil engineering, electrical engineering, mechine engineering, geodesy engineering, aviation engineering, informatics engineering, informatics system, accounting, management, administration);
- b. Minimum grade employee are a Pengatur Muda (III/a);
- c. Experience on Operation Airport minimum 4 years;
- d. Minimum TOEIC score 450;

- e. Completed a 5 (five) core inspector training:
 - 1) Indoctrination Training;
 - 2) Certification Training ;
 - 3) Surveillance Training;
 - 4) Personnel Licensing Training; and
 - 5) Investigations Training.

- f. Additional training (Optional):
 - 1) Job Skill;
 - 2) Emergency Service; and
 - 3) Management.

E. Inspector Competencies and Qualifications

- 1. Assistant Aerodrome Operation Inspectors
 - a. Skill Assistant Aerodrome Operation Inspectors
 - 1) Completed a 5 (five) core training:
 - i. Indoctrination Training;
 - ii. Certification Training ;
 - iii. Surveillance Training;
 - iv. Personnel Licensing Training; and
 - v. Investigations Training.

 - 2) Complete On the job training
 - i. OJT Level II Indoctrination;
 - ii. OJT Level II Certification;
 - ii. OJT Level II Surveillance;
 - iii. OJT Level II Personnel Licensing; and
 - iv OJT Level II Investigation.

 - 3) Recurrent training.

 - b. Competent Assistant Aerodrome Operation Inspectors
 - 1) Completed competencies and qualification on the grade of skill assistant Aerodrome Operation Inspectors.

 - 2) Completed On the Job Training:
 - i. OJT Level III Indoctrination;
 - ii. OJT Level III Certification;
 - iii. OJT Level III Surveillance;
 - vi. OJT Level III Personnel Licensing; and
 - v OJT Level III Investigation

 - 3) Recurrent Training.

c. Supervisor Assistant Aerodrome Operation Inspectors

- 1) assistant Completed competencies and qualification on the grade of competent assistant aerodrome inspector.
 - 2) Additional Training (Optional):
 - i. Job Skills;
 - ii. Emergency Services; and
 - iii. Management.
 - 3) Completed On the Job Training:
 - i. OJT Level III Indoctrination;
 - ii. OJT Level III Certification;
 - iii. OJT Level III Surveillance;
 - vi. OJT Level III Personnel Licensing; and
 - v. OJT Level III Investigation
 - 4) On the Job Training (Optional):
 - i. OJT Level II Job Skill;
 - ii. OJT Level II Emergency Services; and
 - iii. OJT Level II Management.
 - 5) Recurrent Training
2. Expert Aerodrome Operation Inspector Level

a. Initial Expert Aerodrome Operation Inspectors

- 1) Completed a 5 (five) core training:
 - i. Indoctrination Training;
 - ii. Certification Training ;
 - iii. Surveillance Training;
 - iv. Personnel Licensing Training; and
 - v. Investigations Training.
- 2) Additional Training (Optional):
 - i. Job Skill;
 - ii. Emergency Services; and
 - iii. Management.
- 3) On the job training
 - i. OJT Level III Indoctrination;
 - ii. OJT Level III Certification;
 - ii. OJT Level III Surveillance;
 - iii. OJT Level III Personnel Licensing; and
 - iv OJT Level III Investigation.
- 4) On the Job Training (Optional):
 - i. OJT Level II Job Skill;
 - ii. OJT Level II Emergency Services; and
 - iii. OJT Level II Management.

- 5) Recurrent training
- b. Junior Expert Aerodrome Operation Inspectors
- 1) Completed competencies and qualification on the grade of Initial expert Aerodrome Operation Inspectors.
 - 2) On the Job Training (Optional):
 - i OJT Level III Job Skill;
 - ii OJT Level III Emergency Services; and
 - iii OJT Level III Management.
 - 3) Recurrent Training.
- c. Senior Expert Aerodrome Operation Inspectors
- 1) Completed competencies and qualification on the grade of Junior Expert Aerodrome Operation Inspectors;
 - 2) Have been completed to set up and develop rule and regulations process;
 - 3) Have been completed to attend or as speakers in national or International conference aviation forum;
 - 4) Have been completed to harmonizise national and international aviation rule and regulations; and
 - 5) Recurrent Training.

F. Duties and Responsibilities.

- a. Assistant Aerodrome Operation Inspectors.
- 1) Skill Assistant Aerodrome Operation Inspectors
 - i. To examine the completeness requirements for the issuance certificate / license as follows:
 - Airport Certificate;
 - Airport Register;
 - Heliport Register;
 - Water Aerodrome Register;
 - Training Organization Certificate;
 - Inspection Organization Certificate;
 - Airport Related Services Operation Certificate; and
 - Airport Business Entity License.
 - ii. Perform administrative correspondence in preparation for the implementation of the control, surveillance, and investigations in the field of airport operations; and
 - iii. Archive and update relevant data control, supervision and investigation in the field of airport operation.

2) Competent Assistant Aerodrome Operation Inspectors

- i. Assist to prepare materials for certificate issuance, control, surveillance and investigation in the field of airport operations;
- ii. Prepare materials planning control programs, surveillance and investigations in the field of airport operations;
- iii. Prepare materials to arrange report issuance of the certificate, control, surveillance and investigations in the field of airport operations;
- iv. Prepare materials issuance of the certificate, control, surveillance and investigations in the field of airport operations;
- v. Assist to prepare examination of the issuance, renewal, enhancement and validation, licensing / rating airport personnel and / or certificate of organization in the field of airport operations; and
- vi. Assist to prepare the audit materials and the issuance and renewal of certificates in the field of airport operations, including aerodrome manual and other manuals.

3) Supervisor Assistant Aerodrome Operation Inspectors

- i. Preparing materials for certificate issuance, control, surveillance and investigation in the field of airport operations;
- ii. Assist experts inspectors to implement of the certificate issuance, control, surveillance and investigation in the field of airport operations;
- iii. Assist to planning control programs, surveillance and investigation in the field of airport operations;
- iv. Assist to arrange reporting of implementation issuance of the certificate, control, surveillance and investigation in the field of airport operations;
- v. Prepare materials examination for issuance, renewal, enhancement and validation, licensing / rating airport personnel and / or certificate of organization in the field of airport operations; and
- vi. Preparing the audit materials, permits and certificates in the field of airport operations, including aerodrome manual and other manuals.

b. Expert Aerodrome Operation Inspectors.

1) Initial Expert Aerodrome Operation Inspectors

- i. plan the issuance of the certification/license program as follows:
 - Airport Certificate;
 - Airport Register;
 - Heliport Register;
 - Training Organization Certificate;
 - Inspection Organization Certificate;
 - Water Aerodrome Register;
 - Training Organization Certificate;
 - Inspection Organization Certificate;
 - Airport Related Services Operation Certificate; and
 - Airport Business Entity License.
- ii. Plan the investigation program in the field of airport operation;
- iii. Conduct and arrange reports on implementation issuance of a certificate/license and investigation in the field of airport operations;
- iv. Examination for issuance, renewal, enhancement and validation, licensing/rating airport personnel in the field of airport operations;
- v. Conduct an audit for issuance of a certificate/permit in the field of airport operations, including aerodrome manual and other manuals; and
- vi. Identification of non-fulfillment of the rules of the audit results.

2) Junior Expert Aerodrome Operation Inspectors

- i. approved the issuance, control, surveillance and investigation program in the field of airport operations;
- ii. approve the certificate issuance, control, surveillance and investigation report in the field of airport operations;
- iii. identify problems and forms of corrective action;
- iv. evaluate the implementation of examination of the issuance, renewal, enhancement and validation, licensing / rating airport personnel and / or certificate of organization in the field of airport operations;
- v. evaluate the audit for issuance and extension of permits and certificates in the field of airport operation; and
- vi. To evaluate the non-fulfillment of the rules for airport operation.

3) Senior Expert Aerodrome Operation Inspectors

- i. evaluate and provide corrective actions to the results of the report control and surveillance activity in the field of airport operations;
- ii. make decisions/approve the results of the control, surveillance and investigation in the field of airport operations;
- iii. make decisions/approve the results of examine on the issuance, renewal, enhancement and validation of license/rating airport personnel and/or certification organizations in the field of airport operations;
- iv. make decisions / approved the issuance of the certificate in the field of airport operation; and
- v. Provide sanctions for non-fulfillment of the rules for airport operation.

CHAPTER III

HUMAN RESOURCES DEVELOPMENT FOR AERODROME FACILITY WORTHINESS INSPECTORS

A. Introduction

This chapter addresses the responsibilities and standards of Aerodrome Facility Worthiness Inspectors assigned to air transportation job functions.

This section describes about Aerodrome Facility Worthiness Inspectors of the DGCA that play a key role in ensuring that the Indonesian aviation system continues to be the safe. This responsibility for safety in air transportation covers almost every facet of aviation, including determination of the layout of airports, standard air side and land side airport facilities, air side and land side airport infrastructure development program, the airport construction permits, verify of air side and land side infrastructure, standard airport equipment and utility, airport equipment and utility development program, verify and certification of airport equipment and utility, inspectors are divided by specialty; and subdivided by specific position description.

These inspectors have responsibility for the layout of airports, aerodrome reference point, airport infrastructure including air side and land side facility, airport construction permits, certification of airport equipment and utility.

Aerodrome Facility Worthiness Inspectors may check, verify, and analyze the document, verify of implementation airport infrastructure, performance test of airport equipment and utility.

These other aspects typically would include evaluating master plan of airports, standard air side and land side airport facilities, and certification of airport equipment and utility.

Other important function of aerodrome facility worthiness inspector for initial and continuing qualification, as well as the evaluation training programs, equipment, and facilities. When, in the course of an inspection, inspectors find a layout of airports, air side and land side airport facility, equipment and utility airport is not in compliance with the regulation, they may recommend an enforcement action. Such enforcement can range from administrative action to civil penalty and possible suspension or revocation of their certification or license.

An additional role is the investigation of aircraft incident or accidents in cooperation with the National Transportation Safety Committee (NTSC). Aerodrome Facility Worthiness Inspectors may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for airport layout, infrastructure, equipment and utility expertises. Inspectors may also, from time to time, be called upon to testify in administrative hearings and trials. The criteria of Aerodrome Facility Worthiness inspector must follow the requirements of employment in the field of where they will had the position description area.

B. Function.

The inspector's function are included recommendation for the layout of airports, standard air side and land side airport facilities, air side and land side airport infrastructure development program, the airport construction permits, verify of air side and land side infrastructure, standard airport equipment and utility, airport equipment and utility development program, verify and certification of airport equipment and utility, and conducting audit of safety.

C. Level of Inspector.**Aerodrome Facility Worthiness inspector devided into two level:**

- a. Assistant Aerodrome Facility Worthiness Inspector consisting of 3 position description specialities:
 - 1) Skill Assistant Aerodrome Facility Worthiness Inspectors;
 - 2) Competent Assistant Aerodrome Facility Worthiness Inspector; and
 - 3) Supervisor Assistant Aerodrome Facility Worthiness Inspector.
- b. Expert Aerodrome Facility Worthiness Inspectors consisting of 3 position description specialities:
 - 1) Initial Expert Aerodrome Facility Worthiness Inspectors;
 - 2) Junior Expert Aerodrome Facility Worthiness Inspectors; and
 - 3) Senior Expert Aerodrome Facility Worthiness Inspectors.

D. Entry Requirement.

1. Assistant Aerodrome Facility Worthiness Inspectors

The minimum requirement of the first entry of assistent Aerodrome facility worthiness Inspector, as follows:

- a. Passed graduate minimum diploma III (field of study civil engineering, architectural Engineering, planologi, electrical engineering, mechine engineering, geodesy engineering, aviation engineering, geotechnic, computer engineering, informatics engineering, computer science)
- b. Minimum grade employee are a Pengatur Muda Tk. I (II/b);
- c. Experience on Operation Airport minimum 2 years;
- d. Minimum TOEIC score 450;
- e. Completed a 5 (five) core inspector training:
 - 1) Indoctrination Training;
 - 2) Certification Training;
 - 3) Surveillance Training;
 - 4) Personnel Licensing Training; and
 - 5) Investigations Training.

2. Expert Assistant Aerodrome Facility Worthiness Inspectors

- a. Passed graduate minimum S-1/D-IV (field of study civil engineering, electrical engineering, mechine engineering, geodesy engineering, aviation engineering, informatics engineering, informatics system, accounting, management, administration);

- b. Minimum grade employee are a Pengatur Muda (III/a);
- c. Experience on Operation Airport minimum 4 years;
- d. Minimum TOEIC score 450;
- e. Completed a 5 (five) core inspector training:
 - 1) Indoctrination Training;
 - 2) Certification Training ;
 - 3) Surveillance Training;
 - 4) Personnel Licensing Training; dan
 - 5) Investigations Training.
- f. Additional training (Optional):
 - 1) Job Skill;
 - 2) Emergency Service;
 - 3) Management

E. Inspector Competencies and Qualifications

1. Assistant Aerodrome Facility Worthiness Inspectors
 - a. Skill Assistant Aerodrome Facility Worthiness Inspector
 - 1) Completed a 5 (five) core training:
 - i. Indoctrination Training;
 - ii. Certification Training ;
 - iii. Surveillance Training;
 - iv. Personnel Licensing Training; and
 - v. Investigations Training.
 - 2) Complete On the job training
 - i. OJT Level II Indoctrination
 - ii. OJT Level II Certification
 - ii. OJT Level II Surveillance
 - iii. OJT Level II Personnel Licensing
 - iv. OJT Level II Investigation
 - 3) Recurrent training
 - b. Competent Assistant Aerodrome Facility Worthiness Inspector
 - 1) Completed competencies and qualification on the grade of skill assistant facility worthiness aerodrome facility worthiness inspector.
 - 2) Completed On the Job Training:
 - i. OJT Level III Indoctrination;
 - ii. OJT Level III Certification;
 - iii. OJT Level III Surveillance;
 - vi. OJT Level III Personnel Licensing; and
 - v. OJT Level III Investigation
 - 3) Recurrent Training.

c. Supervisor Assistant Facility Worthiness Aerodrome Inspector

- 1) assistant Completed competencies and qualification on the grade of competent assistant facility worthiness aerodrome inspector.
- 2) Additional Training (Optional):
 - i. Job Skills;
 - ii. Airport Engineering; and
 - iii. Management.
- 3) Completed On the Job Training:
 - i. OJT Level III Indoctrination;
 - ii. OJT Level III Certification;
 - iii. OJT Level III Surveillance;
 - vi. OJT Level III Personnel Licensing; and
 - v. OJT Level III Investigation
- 4) On the Job Training (Optional):
 - i. OJT Level II Job Skill;
 - ii. OJT Level II Airport Engineering; and
 - iii. OJT Level II Management.
- 5) Recurrent Training

2. Expert Facility Worthiness Inspector Level

a. Initial Expert Facility Worthiness Aerodrome Inspector

- 1) Completed a 5 (five) core training:
 - i. Indoctrination Training;
 - ii. Certification Training;
 - iii. Surveillance Training;
 - iv. Personnel Licensing Training; and
 - v. Investigations Training.
- 2) Additional Training (Optional):
 - i. Job Skill
 - ii. Airport Engineering
 - iii. Management
- 3) On the job training:
 - i. OJT Level III Indoctrination
 - ii. OJT Level III Certification
 - ii. OJT Level III Surveillance
 - iii. OJT Level III Personnel Licensing
 - iv. OJT Level III Investigation

- 4) On the job training (Optional):
 - i. OJT Level II Job Skill
 - ii. OJT Level II Airport Engineering
 - iii. OJT Level II Management
 - 5) Recurrent training
- b. Junior Expert Facility Worthiness Aerodrome Inspector
- 1) Completed competencies and qualification on the grade of Initial expert Facility Worthiness aerodrome inspector.
 - 2) On the Job Training (Optional):
 - i. OJT Level III Job Skill
 - ii. OJT Level III Airport Engineering
 - iii. OJT Level III Management
 - 3) Recurrent Training.
- c. Senior Expert Aerodrome Facility Worthiness Inspector
- 1) Completed competencies and qualification on the grade of Junior Expert aerodrome Facility Worthiness inspector;
 - 2) Have been completed to set up and develop rule and regulations process;
 - 3) Have been completed to attend or as speakers in national or International conference aviation forum; and
 - 4) Have been completed to harmonizise national and international aviation rule and regulations.
 - 5) Recurrent Training

F. Duties and Responsibilities.

- a. Assistant Aerodrome Facility Worthiness Inspector.
 - 1) Skill Assistant Aerodrome Facility Worthiness Inspector
 - i. To examine the completeness requirements for the issuance certificate / permit as follows:
 - determination the location of airports;
 - determination of the layout of airports;
 - standard air side and land side airport facilities;
 - air side and land side airport infrastructure development program;
 - the airport construction permits;
 - verify of air side and land side infrastructure;
 - standard airport equipment and utility;
 - airport equipment and utility development program;

- certification of airport equipment and utility.
- ii. Perform administrative correspondence in preparation for the implementation of the control, surveillance, and investigations in the field of airport facility worthiness; and
 - iii. Archive and update relevant data control, surveillance and investigation in the field of airport facility worthiness.
- 2) Competent Assistant Aerodrome Facility Worthiness Inspector
- i. Assist to prepare materials for certificate issuance, control, surveillance and investigation in the field of airport facility worthiness;
 - ii. prepare materials planning control programs, surveillance and investigations in the field of airport facility worthiness;
 - iii. prepare materials issuance of the certificate, control, surveillance and investigations in the field of airport facility worthiness;
 - iv. Assist to prepare examination of the issuance and renewal permit and certificate of airport facility and / or organization in the field of airport facility worthiness; and
 - v. Assist to prepare the audit materials and the issuance and renewal of certificates in the field of airport facility worthiness.
- 3) Supervisor Assistant Aerodrome facility worthiness Inspector
- i. preparing materials for certificate issuance, control, surveillance and investigation in the field of airport operations;
 - ii. assist experts inspectors to implement of the certificate issuance, control, surveillance and investigation in the field of airport facility worthiness;
 - iii. assist to planning control programs, surveillance and investigation in the field of airport facility worthiness;
 - iv. assist to arrange reporting of implementation issuance of the certificate, control, surveillance and investigation in the field of airport facility worthiness;
 - v. prepare materials examination for issuance and renewal permit and certificate of airport facility and/or organization in the field of airport facility worthiness; and
 - vi. preparing the audit materials, permits and certificates in the field of airport facility worthiness.

b. Expert Aerodrome Operation Inspectors.

1) Initial Expert Aerodrome facility worthiness Inspector

- i. Plan the implementation of the program issuing the certificate / license as follows:
 - determination the location of airports;
 - determination of the layout of airports;
 - standard air side and land side airport facilities;
 - air side and land side airport infrastructure development program;
 - the airport construction permits;
 - verify of air side and land side infrastructure;
 - standard airport equipment and utility;
 - airport equipment and utility development program; and
 - certification of airport equipment and utility.
- ii. Plan the investigation program in the field of facility worthiness airport;
- iii. Conduct and arrange reports on implementation issuance of a certificate/permit and investigation in the field of airport facility worthiness;
- iv. Examination for issuance and renewal permit and certificate of airport facility and/or organization in the field of airport facility worthiness;
- v. conduct an audit for issuance of a certificate/permit in the field of airport facility worthiness; and
- vi. Identification of non-fulfillment of the rules of the audit results.

2) Junior Expert facility worthiness Aerodrome Inspector

- i. approved the issuance, control, surveillance and investigation program in the field of airport facility worthiness;
- ii. approve the certificate issuance, control, surveillance and investigation report in the field of airport facility worthiness;
- iii. identify problems and forms of corrective action;
- iv. evaluating the implementation of examination of the issuance and renewal permit and certificate of airport facility and/or organization in the field of airport facility worthiness;
- v. evaluate the audit for issuance and extension of permits and certificates in the field of airport facility worthiness; and
- vi. To evaluate the non-fulfillment of the rules for airport facility worthiness.

3) Senior Expert facility worthiness Aerodrome Inspector

- i. evaluate and provide corrective actions to the results of the report control and surveillance activity in the field of airport facility worthiness;
- ii. make decisions/approve the results of the control, surveillance and investigation in the field of airport facility worthiness;
- iii. make decisions/approve the results of examine on the permit and certificate of airport facility and/or organization in the field of airport facility worthiness;
- iv. make decisions/approved the issuance of permit and certificate in the field of airport facility worthiness; and
- v. Provide sanctions for non-fulfillment of the rules for airport facility worthiness.

CHAPTER V

HUMAN RESOURCES DEVELOPMENT FOR ADMINISTRATION STAFF

A. Introduction

Administration staff is personnel of DGCA that have duty and responsibility related to current regulation. Administrator staff consist of:

B. Administration Staff Clasification

1. Information System Manager (Pengelola Sistem Informasi)

a. Function

Computer Personnel is a civil servant who was given the task, authority, responsibilities, and rights in full by the competent authorities to carry out activities based information systems Computer Personnel. Adapun principal task is to plan, analyze, design, implement, develop and or operating system computer-based information. Computer-based information system is a unit consisting of computers, databases, human resources, network systems and procedures are operated in an integrated manner to produce information.

b. Entry Requirements.

- 1) Minimum Diploma (Teknik Komputer/Teknik Informatika);
- 2) Minimum Group II/c or equivalent.

c. Competencies and Qualification

- 1) knowing about the computer network;
- 2) can fix computer troubleshooting;
- 3) Knowing about the database system; and
- 4) computer office programs.

d. Duties and Responsibilities.

- 1) Work program, materials and equipment in accordance with the procedures and regulations, for the implementation work can run well;
- 2) Monitor, object of work in their respective sectors, so that there is compliance with the implementation of the original plan;
- 3) Controlling the work program, in accordance with the procedures and regulations, in order to avoid irregularities in the implementation of the original plan;
- 4) Coordinate with related units and or other agencies within the framework of its implementation, so that the program can be implemented in an integrated manner to achieve optimal results;
- 5) Evaluate regularly, in accordance with the procedures and regulations as a material subsequent programming;

- 6) Prepare reports on a regular basis, in accordance with the procedures and regulations as a material subsequent programming;
- 7) Carry out other official duties are governed superiors both written and verbal

2. Policy Drafter (Perumus Kebijakan di Bidang Bandar Udara).

a. Functions.

Collect, record, summarize, process the results summary of the regulations in the field of airports, save the formulation of appropriate areas of the airport in accordance with applicable regulations

b. Entry Requirements.

- 1) Minimum high school education or equivalent; and
- 2) Minimum Group II / b or equivalent.

c. Competencies and Qualification

- 1) Knowing about the rules and regulations applicable in the field of airport;
- 2) Book keeping;
- 3) computer office programs.

d. Duties and Responsibilities.

- 1) Collect and record in the field of airport regulation under the provisions applicable as reference material mudah ditemukan kembali apabila diperlukan;
- 2) A summary is based on regulations in the field of airport collected and substance to facilitate the manufacture of the formulation
- 3) Process the results summary is based on technical guidelines to be formulated;
- 4) Correcting the formulation of carefully in order to obtain the correct formula;
- 5) Save results into the formulation of certain media based on problems as archives in order;
- 6) Report on the work based on the formulation as the accountability of duty; and
- 7) Carrying out official duties ordered by superiors.

3. Exchequer receiver (Bendahara Penerima).

a. Functions.

Admission treasurer is the person designated to receive, store, deposit, administer, and account for the money income countries in the framework of the implementation of the State Budget Office / Unit Ministry / Agency.

b. Entry Requirements.

- 1) Has a Certificate of treasurer;
- 2) Minimum high school education or equivalent; and
- 3) Minimum Group II / b or equivalent.

c. Competencies and Qualification

- 1) Book keeping;
- 2) computer office programs.

d. Duties and Responsibilities.

- 1) Administration Treasurer Cash Receipts;
- 2) Depositing state revenue to the State Treasure;
- 3) Treasurer Bookkeeping Acceptance;
- 4) compile LPJ every month on the money it manages.

4. Administration Staf

a. Functions.

Receive, examine, study and arranging objects work in the field of administration, consult the difficulties that arise in running the administration as well as evaluate and report the results of administrative activities directorate of airports

b. Entry Requirement.

- 1) have knowledge in the field of administration;
- 2) have knowledge of document management;
- 3) have knowledge of airports;
- 4) The minimum education above the high school or equivalent; and
- 5) minimum rank and class II / b or equivalent.

c. Competencies and Qualification

- 1) Bookkeeping;
- 2) Microsoft Office Computer Program.

d. Duties and Responsibilities

- 1) Receive and examine the object of work in the field of administration in accordance with the procedures and provisions passed, for further processing;
- 2) Studying the work object in the field of administration, in accordance with the procedures and provisions in force, to achieve the expected results;
- 3) Arranging objects in the field of administrative work in accordance with the procedures and provisions in force, to achieve the expected results
- 4) Consulting the object arrangement process constraints of work in the field of administration, in accordance with the procedures and regulations;
- 5) Evaluating the implementation of the arrangement of objects in the field of administrative work by comparing the plan with the execution of the work as a material object arrangement further improvement;
- 6) Report on the implementation of activities to superiors and results as an evaluation and accountability.

5. PNBP Officer (Petugas PNBP)

a. Functions.

Receive, record, provide advice, and checking applications and files submitted in accordance with existing rules and regulations and report the results of the implementation of tasks related to non-tax revenue

b. Entry Requirement.

- 1) have knowledge in the field of administration;
- 2) have knowledge of document management;
- 3) find out information about PNBP applicable in Directorate of Airport;
- 4) The minimum education above the high school or equivalent; and
- 5) minimum rank and class II / b or equivalent.

c. Competencies and Qualification

- 1) Bookkeeping;
- 2) Microsoft Office Computer Program.

d. Duties and Responsibilities

- 1) Object receive work from competent authorities according to regulations for the smooth implementation of the tasks;
- 2) Noting the work object of the competent authorities according to regulations for the smooth implementation of the tasks;
- 3) Providing advice to individuals/organizations that violate the provisions of the applicable order orderly;
- 4) Examine whether the application complies with the applicable provisions;
- 5) A task that the like in accordance with orders from superiors in order to complete the work prioritized; and
- 6) Reported the results of the implementation of the tasks that have been completed in accordance with the applicable procedures as an evaluation and accountability.

6. Exchequer Expenditur (Bendahara Pengeluaran)

a. Functions.

Spending Treasurer is the person designated to receive, store, pay, administer, and account for the money for the purposes of the implementation of the Expenditure Budget Office / PIU Ministry / Agency.

b. Entry Requirement.

- 1) Has a Certificate of treasurer;
- 2) Minimum high school education or equivalent; and
- 3) Minimum Group II / b or equivalent.

c. Competencies and Qualification

- 1) Bookkeeping;
- 2) Microsoft Office Computer Program.

d. Duties and Responsibilities

- 1) Administration Treasurer Cash Expenditure;
- 2) carry out payment UP;
- 3) make payments on bills;
- 4) test for evidence of expenditure on accountability work advances;
- 5) take into account and picking/cutting and depositing taxes on bill;
- 6) Administration Bookkeeping Treasurer;
- 7) Develop LPJ every month on the money/securities under its management.

7. Budget Manager (Pengelola Keuangan)

a. Functions.

Conducting business in the field of finance and asset management working unit of the Directorate of Airports in accordance with the legislation in force.

b. Entry Requirement.

- 1) Minimum high school education or equivalent; and
- 2) Minimal Class II / b or equivalent

c. Competencies and Qualifications

- 1) Pengeloa Budget;
- 2) Procurement of Government Goods / Services;
- 3) Government Internal Management System;
- 4) a computer program Microsoft office;

d. Duties and Responsibilities.

- 1) Coordinate and prepare and conduct discussions proposal Work Plan and Budget Unit of the Directorate of Airports;
- 2) Monitoring the implementation of activities / programs DIPA Unit Directortate airworthiness and Aircraft Operation;
- 3) Coordinate and prepare and conduct discussions proposal Work Plan and Budget Unit of the Directorate of Airports
b) Monitoring the implementation of activities / programs DIPA Unit Directorate
- 4) Coordinate with related units and or other agencies in the implementation of the program of DIPA Unit Directorate of Airports to be carried out in an integrated manner to achieve optimal results
- 5) Reporting on the implementation of activities / programs DIPA Unit of the Directorate of Airportss.
- 6) Reporting on the implementation of activities / programs DIPA Satker Directorate KUPPU.

8. Civil Service (Pengelola Kepegawaian)

a. Functions.

Organize, monitor and control the work program personnel, in accordance with the procedures and regulations, in order to avoid irregularities in the implementation of.

Evaluate and prepare reports periodically, in accordance with the procedures and regulations as a material subsequent programming

b. Entry Requirements.

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) knowing about the organization;
- 2) knowing about the human resource management;
- 3) find out about the training needs of employees; and
- 4) computer office programs.

d. Duties and Responsibilities.

- 1) Work program, materials and equipment of the personnel in accordance with the procedures and regulations, for the implementation work can run well;
- 2) Monitor, object personnel working in their respective sectors, so that there is compliance with the implementation of the original plan;
- 3) Controlling the work program personnel, in accordance with the procedures and regulations, in order to avoid irregularities in the implementation of the original plan;
- 4) Coordinate with related units and or other agencies within the framework of its implementation, so that the program can be implemented in an integrated manner to achieve optimal results;
- 5) Evaluate regularly, in accordance with the procedures and regulations as a material subsequent programming;
- 6) Prepare reports on a regular basis, in accordance with the procedures and regulations as a material subsequent programming; and
- 7) Carry out other official duties are governed superiors both written and verbal.

9. Planner and report of duties

a. Functions.

As planners and assessment of work, which is demanding skills as a reviewer, researchers work plan, rearrange work plan and report the results of the work

b. Entry Requirements

- 1) Has good computer literate (MS.Office Word, Excel etc);
- 2) Has good knowledge about plans and reporting the duties;
- 3) Has good teamwork; and
- 4) Has good attitude to do this job.

c. Competencies and Qualification

- 1) planning and program;
- 2) examines the characteristic of program;
- 3) leader of teamwork.

d. Duties and Responsibility

- 1) To receive and to do inspection upon materials and data regarding planning and reporting according to the standard procedure in order to prepare inputs for analysis of preparation of the working object;
- 2) To collect and to classify materials and data plan and reports according to specific materials and procedures in order to simplify the process if necessary;
- 3) To analyze and to assess the characteristics, specifications and other related matters to the working object which is relevant to the procedures for the preparation of plans and reporting;
- 4) To arrange the preparation of planning and reporting in accordance with the result of the study and the procedures for the achievement of the target goals;
- 5) To discuss the concept of planning and reporting with the competent authorities in accordance with procedures in order to improve the quality of planning and reporting;
- 6) To arrange the planning and reporting based on the results of discussions on the procedures for a smooth and optimization of planning and reporting;
- 7) To evaluate the process of planning and reporting in accordance with the procedures as inputs for improvement and perfection of achievement of the objectives;
- 8) Reporting the implementation of task in accordance with the appropriate procedure as materials for evaluation and accountability purposes.
- 9) To implement other official duties which are mandatory both written and oral.

10. Constituent Legislation (Penyusun Peraturan Perundang-Undangan)

a. Functions.

As preparing the program activities of the formulation of norms, standards, guidelines and criteria, the adoption of legislation and provide feedback on the draft regulations, to socialize, evaluate and provide recommendations on regulatory standards and procedures.

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) Has good computer literate (MS.Office Word, Excel etc);
- 2) Has good knowledge about plans and reporting the duties;
- 3) Has good teamwork;

- 4) Has good attitude to do this job ;
- 5) Planning and program;
- 6) Examines the characteristic of program;
- 7) Leader of teamwork.

d. Duties and Responsibility

- 1) To Preparing materials program activities of preparation of norms, standards, guidelines and criteria in the field of airport;
- 2) To Setting up / composing material determination regulations, norms, standards, guidelines and criteria field airport;
- 3) To Prepare materials in response to the draft regulations, norms, standards, guidelines and criteria in the field of airports;
- 4) To Carry out technical guidance implementation of rules, norms, standards, guidelines and criteria for areas of airports and create reports;
- 5) To socialize the rules, norms, standards, guidelines and criteria for areas of airports and create reports;
- 6) To Carry out an evaluation and recommendations on the regulations, norms, standards, guidelines and criteria associated with airports;
- 7) To Carry out other official duties ordered by the leadership of both written and oral.

11. Drafting Programs and Activities (Penyusun Program dan Kegiatan)

a. Functions.

As Receiving, checking, collecting and reviewing, and draft preparation of programs and activities in accordance with the results of the study and the procedures for the achievement of the expected goals, evaluate the process of preparation of programs and activities as repair materials and perfection of achievement of target.

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) Has good computer literate (MS.Office Word, Excel etc);
- 2) Has good knowledge about plans and reporting the duties;
- 3) Has good teamwork;
- 4) Has good attitude to do this job;
- 5) Planning and program;
- 6) Examines the characteristic of program; and
- 7) Leader of teamwork.

d. Duties and Responsibilities

- 1) Receive and examine the materials and data of programs and activities in accordance prosedurse as study materials for the preparation of programs and activities;
- 2) Collect and classify materials and data work programs and activities according to the specifications and procedures to facilitate if necessary;

- 3) Studying and assessing the characteristics, specifications and matters related to the programs and activities according to the procedures in the framework of preparation of programs and activities;
- 4) Draft preparation of programs and activities in accordance with the results of the study and the procedures for the achievement of the expected goals;
- 5) Discussing the concept of programming and activities with the relevant competent authority and in accordance with procedures to perfection programming and activities;
- 6) Develop programs and activities based on the results of discussions on the procedures for a smooth and optimization of programming and activities;
- 7) Evaluating the process of preparation of programs and activities in accordance with procedures as repair materials and perfection of achievement of target;
- 8) Reported the results of the implementation of the tasks in accordance with the applicable procedures as an evaluation and accountability; and
- 9) Carry out other official duties ordered the leadership of both written and verbal.

12. The evaluators in the Field of Environmental Management and Airport Area (Pengevaluasi di Bidang Tata Lingkungan dan Kawasan Bandar Udara)

a. Functions.

As receive, record, categorize, check material for evaluation in the areas of environment and regional airports, evaluate and make a report in accordance with the applicable procedures;

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualifications

- 1) Has good computer literate (MS.Office Word, Excel etc);
- 2) Has good knowledge about plans and reporting the duties;
- 3) Has good teamwork;
- 4) Has good attitude to do this job ;
- 5) Planning and program;
- 6) Examines the characteristic of program; and
- 7) Leader of teamwork.

d. Duties and Responsibilities

- 1) To Receiving and record the evaluation in the areas of environment and regional airports that are given from the competent authority in accordance with the applicable procedures to facilitate control;
- 2) To classifying material for evaluation in the areas of environment and regional airports in accordance with problems to facilitate investigation;

- 3) To Studying / check out an evaluation in the areas of environment and regional airports in accordance with the procedures and regulations in order to find the problem;
- 4) To Creating reports the findings to the leadership to be used as a decision-making;
- 5) To Storing the results of the evaluation in accordance with the applicable procedures to be easily found again when needed;
- 6) To Reporting the results of the implementation of the tasks and activities to superiors as an evaluation and accountability; and
- 7) Carry out other official duties ordered by superiors both written and verbal.

13. Drafting Program in the areas of Policy Tools and Utilities Airport (Penyusun Program Kebijakan di bidang Peralatan dan Utilitas Bandar Udara).

a. Functions.

Collect, record, summarize, process the results of a summary of the regulations in the field of equipment and utilities airports, save the formulation of appropriate regional airports in accordance with applicable regulations

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualifications

- 1) Has good computer literate (MS.Office Word, Excel etc)
- 2) Has good knowledge about plans and reporting the duties
- 3) Has good teamwork
- 4) Has good attitude to do this job
- 5) Planning and program
- 6) Examines the characteristic of program
- 7) Leader of teamwork

d. Duties and Responsibilities.

- 1) Receive and examine the materials and data policy programs in the field of utility equipment aerodrome according to the procedure as study materials in order penyusunan policy program in the field of utility equipment airport;
- 2) Collect and classify materials and data Program Policy Sector utility equipment in airports within specifications and procedures to facilitate if necessary;
- 3) Studying and assessing the characteristics, specifications and matters related to the policy program in the field of utility equipment aerodrome according to the procedure for the preparation of policy programs in the field of utility equipment airport;
- 4) Preparation of the draft policy program in the field of airport utility equipment in accordance with the results of the study and the procedures for the achievement of the expected goals;

- 5) Discuss the preparation of the draft policy program in the field of utility equipment aerodrome with the competent authorities and in accordance with procedures related to perfection preparation of policy programs in the field of utility equipment airport;
- 6) Develop programs and activities based on the results of discussions on the procedures for the smooth operation and optimization of the preparation of policy programs in the field of utility equipment airport;
- 7) Evaluating the process of drafting a policy program in the field of utility equipment aerodrome according to the procedure as repair materials and perfection of achievement of target;
- 8) Reported the results of the implementation of the tasks in accordance with the applicable procedures as an evaluation and accountability;
- 9) Carry out other official duties ordered the leadership of both written and verbal.

14. Formulator Policy in the Field Verification Tools and Utilities Airport (Perumus Kebijakan di Bidang Verifikasi Peralatan dan Utilitas Bandara).

a. Functions.

Collect, record, summarize, process the results of a summary of the regulations in the field of verification tools and utilities airports, save the formulation of appropriate regional airports in accordance with applicable regulations

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) Has good computer literate (MS.Office Word, Excel etc)
- 2) Has good knowledge about plans and reporting the duties
- 3) Has good teamwork
- 4) Has good attitude to do this job
- 5) Planning and program
- 6) Examines the characteristic of program
- 7) Leader of teamwork

d. Duties and Responsibilities

- 1) To collecting and record rules in the field of certification of personnel and airport operations under the provisions applicable as reference material;
- 2) A summary is based on regulations in the field of airport operations personnel certification and Air collected and substance to facilitate the manufacture of the formulation;
- 3) To processing the results summary is based on technical guidelines to be formulated;
- 4) To correcting the formulation of carefully in order to obtain the correct formula;

- 5) To saving results into the formulation of certain media based on problems as an archive to be easily recovered if needed
- 6) To reporting on the work based on the formulation as the accountability of duty
- 7) To carry out other official duties ordered by the leadership of both written and verbal

15. Formulator of policy in the field of personnel and Airport Operations Certification (Perumus Kebijakan di Bidang Sertifikasi Personel dan Operasi Bandara)

a. Functions.

Collect, record, summarize, process the results of a summary of the regulations in the field of personnel and Airport Operations Certification, save the formulation of appropriate regional airports in accordance with applicable regulations

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) Has good computer literate (MS.Office Word, Excel etc)
- 2) Has good knowledge about plans and reporting the duties
- 3) Has good teamwork
- 4) Has good attitude to do this job
- 5) Planning and program
- 6) Examines the characteristic of program
- 7) Leader of teamwork

d. Duties and Responsibilities.

- 1) To collecting and record rules in the field of certification of personnel and airport operations under the provisions applicable as reference material;
- 2) A summary is based on regulations in the field of airport operations personnel certification and Air collected and substance to facilitate the manufacture of the formulation;
- 3) To process the results summary is based on technical guidelines to be formulated;
- 4) To correcting the formulation of carefully in order to obtain the correct formula;
- 5) To saving results into the formulation of certain media based on problems as an archive to be easily recovered if needed;
- 6) To reporting on the work based on the formulation as the accountability of duty;
- 7) Carry out other official duties ordered by the leadership of both written and verbal.

16. Processing Materials Operation Cooperation airport (Pengolah Bahan Kerjasama Penyelenggaraan Bandar Udara)

a. Functions.

Guidelines and instructions to learn, collect, collate and analyze material cooperation in the implementation of the airport in accordance with the applicable rules

b. Entry Requirements

- 1) Minimum diploma education or equivalent; and
- 2) Minimum Group II / c or equivalent.

c. Competencies and Qualification

- 1) Has good computer literate (MS.Office Word, Excel etc)
- 2) Has good knowledge about plans and reporting the duties
- 3) Has good teamwork
- 4) Has good attitude to do this job
- 5) Planning and program
- 6) Examines the characteristic of program
- 7) Leader of teamwork

d. Duties and Responsibilities.

- 1) To studying the guidelines and instructions in accordance with procedures and conditions applicable to determine the types, methods and technique in processing the material cooperation in airports
- 2) To collecting and examine data in accordance with the procedures and regulations as the materials and objects of activities based on the type of work
- 3) To analyzing the results of the verification airport management conformed to the procedures and activities based on the volume of incoming reports
- 4) To developing recapitulation of activities based on the type of cooperation that makes the implementation of the airport in accordance with procedures and conditions applicable to determine the volume and type of verification in the field of airport management to be processed
- 5) Noted the progress and problems of cooperation in the field of operation of the airport on a periodic basis in accordance with procedures and conditions applicable to know the steps to solve
- 6) To processing and presenting material cooperation in airports
- 7) To reporting on the implementation and results of the activities to superiors as a material of evaluation and accountability
- 8) Carry out other official duties ordered by superiors both written and verbal

CHAPTER VI

HUMAN RESOURCES DEVELOPMENT FOR ENVIRONMENTAL IMPACT CONTROLLER

A. Introduction

Functional Environmental Impact Controller (PEDAL) in the Directorate of Airports - DGCA is defined and assigned personnel to support the main tasks and functions of the Directorate of Airports, especially in the Field of Environmental Management and the airport area in Sub-Directorate of Airport Affairs and Environment.

B. Functions

Functional Environmental Impact Controller (PEDAL) is a civil servant who was given the task, authority, responsibility and the right to carry out activities Prevention and Control of Pollution and/or environmental damage; Recovery of Environmental Quality; Development of Environmental Impact Control Devices; Supervisory and Control of Environmental Impact; Professional Development; and Other Support Activities.

C. Level of Positions

- 1) Skill Level of Environmental Impact Controller:
 - a. Executive Environmental Impact Controller;
 - b. Advance Executive Environmental Impact Controller; and
 - c. Supervisor Environmental Impact Controller.
- 2) Expert Level of Environmental Impact Controller:
 - a. Initial Environmental Impact Controller;
 - b. Junior Environmental Impact Controller; and
 - c. Senior Environmental Impact Controller.

D. Entry Requirement

- 1) Skill level of Environmental Impact Controller
 - a. Passed graduate minimum Diploma II or Diploma III in accordance with the guidelines established by the educational qualification of the State Minister for the Environment;
 - b. Minimum grade employee are a Pengatur Muda Tingkat I (II/b)
 - c. Has followed the education and training of Functional Environmental Impact Controller that has been accredited by the Ministry of Environment and obtain a certificate of graduation marks except for those who have a Diploma in the field of environment; and
 - d. Approved by the unit concerned.
- 2) Expert level of Environmental Impact Controller
 - a. Passed graduate minimum Sarjana (S-1) in accordance with the guidelines established by the educational qualification of the State Minister for the Environment;
 - b. Minimum grade employee are a Penata Muda (III/a);

- c. Has followed the education and training of Functional Environmental Impact Controller that has been accredited by the Ministry of Environment and obtain a certificate of graduation marks except for those who have a Sarjana Strata (S-1)/Diploma IV (D.IV) in the field of environment;
- d. Approved by the unit concerned.

E. Competencies, Qualifications, and Training Requirements

1) Competencies and Qualifications

- a. Have knowledge and expertise in the field of the environment;
- b. Have a special competence, among other things: the supervision and control of environmental impact

2) Training Requirements

- a. Training of Amdal;
- b. Specific training related to environmental management.

F. Duties and Responsibilities

- 1) Conducting Prevention and Control of Pollution and / or destruction of the environment;
- 2) Conducting Recovery of Environmental Quality;
- 3) Conducting Environmental Impact Control Software Development;
- 4) Conduct Supervision and Control of Environmental Impact;
- 5) Conducting Professional Development; and
- 6) Conduct Support Activities.

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

TTD

SUPRASETYO

SALINAN sesuai dengan aslinya
KEPALA BAGIAN HUKUM DAN HUMAS,



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