



P.T. INDO TRAINING

Company Profile



UTAMAKAN KESELAMATAN
DAN KESEHATAN KERJA



COMPANY PROFILE

P.T. Indo Training focus on giving occupational skill and knowledge to all company especially in area of business of Mining, Oil and Gas and Manufacturing (For safety training and consulting), but not limited also to service and trading company (For management training and consulting). Our instructors had has of experience in safety business, will give to our clients a quality and high standard performance of training and consulting. We operate from Balikpapan and giving service to all area in East of Kalimantan, and all over Indonesia Islands.

We provide in-house training and fix training by time scheduling. This option will make easier to our client to choose which kind of training suitable for them.

We provide best, experience and selected instructor for every kind of training with proper training material and new effective training method, so that all participants will experience new atmosphere of training and get many advantageous when participating a training session.

We will highly appreciate for your trusting to use our service to expand your employees skill and knowledge especially in the safety awareness and management competency.

We focus on management and motivation training.

Leading Instructor : Ir. Mario Jeffri Suripatty, M.Sc, Rosihan Noor.

Akte Pendirian Nomor dan tanggal : 14 tgl 22 Maret 2011

Notaris : Charles Haposan Purba, SH
Pengesahan : Departemen Kehakiman dan Hak Asasi Manusia
No AHU-25929.AH 01.01 th 2011

SIUP : 384 / 17-05/BPMP2T/SIUP/PM/2011

NPWP : 03.167.499.7-721.001

TDP : 170517405450

PJK3 Dept. Of Manpower : Kep. 096/DJPPK/XII/2012

LPK (Lembaga Pelatihan Kerja) License from Disnakersos Balikpapan

Quality Management System ISO9001 by OSS Certification (JAS-ANZ) no. **MSIN 14161014**

British Safety Council Membership no. **S0412724**

Association for Talent Development Membership no. **11095020**

National Fire Protection Association (NFPA) Membership no. **3084227**

Federation of First Aid Training Organizations Membership

Anggota Asosiasi Lembaga Pembinaan/Pelatihan K3 (ALPK3)

ORGANIZATION SCHEME

Director : Tuti Handriani

Training Manager : Ir. Mario Suripatty, M.Sc

Trainer : Mario Suripatty, Ir. Herman Karim, dr. Rambang S., Somad
Suyanto.

Scope of Training : Safety → Train of Trainer, JSA, HIRA, Basic Safety, Defensive Driving, Incident Investigation, Emergency Response, Basic Fire Fighting, Advance Fire Fighting, Basic First Aid, Advance First Aid, Confined Space, Gas Testing, H2S, SMK3, OHSAS 18001, Stress Management, Healthy Life, Occupational Diseases and How to Handle them, Manual Handling, Ergonomic, Safety Program, Occupational Health and Safety Rules and Regulations, etc.

- Scope of Training** : Environment → ISO 14001, Life Cycle Assessment, Eco Labelling, Global Warming, Green House Gas, Environment Standard, Environmental Science, Hazardous Chemical Control, Waste Controlling, Environment Management System, Environmental Rules and Regulation.
 Technical → Electrical Safety, Lock Out Tag Out, Rigging and Slings, Forklift Operator, Crane Operator, Scaffolding, Project Calculation.
 Management → Project Management, HRD Management, Marketing Management, Selling Skill, Time Management, Problem Solving Decision Making, Personal Management, Seven Habits of Highly Worker, Personality Development, Basic Management, Leadership, Job Motivation, Communication Skill, dll.
 Others → Research and Development, Basic Knowledge of Coal Mining, Basic Knowledge of Oil and Gas, Basic Knowledge of Manufacturing, Effective and Efficient Working, etc.
- Scope of Consulting** : ISO9001 Quality Management System Consulting, ISO14001 Environment Management System Consulting, OHSAS18001 Occupational Health and Safety Management System Consulting, Business Development Consulting, Human Resources Consulting, Management Consulting.
- Scope of Survey and Research** : Development Project Research, Occupational health and Safety Development Research, Environment Improvement Research, Product Quality Development Research, Service Quality Research, Marketing Research, Human Resources Research, etc.
- Benefit Training by us** : You get free consulting, free online QHSE Magazine, Qualified and experience instructor, New Training Method, Excellent Service
- List of Client** : Total Indonesia, PT. Firman Abadi, PT. Kali Raya Asin, PT. Adimitra Baratama Nusantara, PT. United Coal Indonesia, P.T. Kideco Jaya Agung, P.T. Petrosea, P.T. Meares Soputan Mining, P.T. Tambang Tondano Nusajaya, PT. Petrolog Indonesia, P.T. Meindo, PT. Jakarta Tank Terminal (AKR/Vopak), PT. Halliburton Indonesia, P.T. Schlumberger Mc.Dowell, IKPT, PT. Kaltim Parna Industri, PT. Jaya Mitraco, PT. Adhi Karya, P.T. Emeco, SMOE, P.T. Weir Minerals Indonesia, NISCONI, CV Narwastu, P.T. Dunia Saftindo, PT. Kali Raya Sari, PT. Baker Hughes Indonesia, CV Uniquy, CV Sultana, PT. Wisanggeni Internasional, P.T. Aquariashipping, P.T. Columbia Chrome Indonesia, P.T. Apexindo, P.T. Rhodes Indonesia, P.T. Karya Sejahtera Pratama, Geo Energy Group, PT. BJU, PT. Baturona, PT. Surveyor.
- Public Training** : Regular and scheduled at Balikpapan. Ahli K3 Umum is Class XII generation. Also conducted Ahli K3 Umum Public in Jakarta, Bontang, Samarinda and Pekanbaru (next).



1.0 LATAR BELAKANG

PT. Indo Training didirikan pada bulan Maret tahun 2011, dengan maksud memberikan bantuan jasa pelatihan, sertifikasi dan konsultasi bidang Keselamatan dan Kesehatan Kerja, Lingkungan dan Manajemen kepada para klien disesuaikan dengan kebutuhan pasar dan juga mengakomodasi regulasi dan aturan perundang undangan yang dibuat pemerintah.

PT. Indo Training menargetkan pelayanan kepada perusahaan2 dibidang gas dan perminyakan, pertambangan, manufaktur, maritime (kelautan), konstruksi, penerbangan dan juga perusahaan2 yang memiliki resiko kerja yang tinggi.

PT. Indo Training juga melayani area2 terpencil, area ditengah laut, area ditengah hutan, untuk menjangkau orang2 dan perusahaan yang membutuhkan jasa pelatihan dan konsultasi.

Tim PT. Indo Training telah berpengalaman mengerjakan dalam bidang pelatihan, keselamatan dan kesehatan kerja, lingkungan dan sistem manajemen dan akan memberikan yang terbaik kepada setiap kliennya.

Beberapa hal yang membedakan PT. Indo Training dengan perusahaan jasa sejenis al:

1. Komitmen akan mutu
2. Metode dan Standar
3. Kompetensi SDM
4. Manajemen yang baik
5. Nilai tambah

Kami menyadari, kami bukanlah apa tanpa anda para klien kami, sehingga kami selalu berusaha mengedepankan kelima hal diatas yang membuat kami berbeda dengan para pesaing kami.

2.0 JASA LAYANAN PT. INDO TRAINING

2.1 PELATIHAN

PT. Indo Training menyadari bahwa semua pekerja seharusnya diberikan pelatihan yang sesuai dengan fungsi pekerjaan dan kemampuan dari karyawan, agar karyawan dapat berkembang dan mampu memberikan performa terbaik dan kontribusi positif bagi perusahaan tempatnya bekerja.

Banyak perusahaan2 besar menganggarkan jutaan bahkan puluhan juta dollar amerika untuk program pelatihan bagi karyawan2nya.

Di Indonesia, pemerintah mengatur tentang kewajiban pelatihan bagi karyawan didalam UU no. 13 tahun 2003 tentang ketenagakerjaan, pasal 9 s/d 14. Untuk pelatihan dibidang Keselamatan dan Kesehatan Kerja (SMK3) diatur dengan permen dan kepmenaker yang mewajibkan perusahaan2 dengan

1.0 BACKGROUND

PT. Indo Training was established on March 2011, with the intention to give training, certification and consultation in the area of occupational safety and health, environment and management to all our client, proportion with market demand and follow the government rules and regulation.

PT. Indo Training focus on to serve companies in the area of business of Oil & Gas, Mining, Manufacturing, marine, construction, aviation and other company that have business with high risk of job.

PT. Indo Training also commit to serve in the remote area, just like offshore, forestry, to reach people and companies that need training and consultation.

PT. Indo Training had experience and expertise to do any training, occupational Health and safety, environment and management system and will give all the best to our clients.

Some points that make a difference between PT. Indo Training and other companies with the same business:

1. Commitment to quality
2. Standard and Method
3. Human Resources Competency
4. Good Management
5. Added Value

We realize that we are nothing without our customers/clients, so we try hard to implement the five important points above that make a differentiation between us and our competitor.

2.0. PT. INDO TRAINING SERVICES

2.1. TRAINING

PT. Indo Training realize that all employee need and should be trained according to their function and their ability, so the employees could develop and able to give best performance and positive contribution to their employer.

Many big companies spent huge budget even until hundreds million of US dollar to train their employees. In Indonesia, the government create regulation regarding training to the employees in UU no.13 about employment, chapter 9 to 14.

For training about occupational health and Safety is regulated by ministry of manpower memorandum that push companies with 100 employees or more to create training department and safety department to cover all safety and health training for all employees.

Karyawan 100 orang atau lebih untuk mendirikan departemen training dan departemen K3 (Keselamatan dan Kesehatan Kerja) untuk menangani kebutuhan training K3 untuk seluruh karyawan. Untuk jenis2 training yang tidak tertangani oleh departemen training, dibutuhkanlah jasa pihak ketiga untuk melakukannya bagi perusahaan. PT. Indo Training hadir memberi solusi untuk kebutuhan pelatihan, baik pelatihan K3, manajemen maupun teknikal, sehingga kebutuhan training bagi perusahaan anda dapat terlayani.

Jenis training K3 yang mungkin anda butuhkan antara lain: Defensive Driving, Incident Investigation, Emergency Response, Basic Fire Fighting, Basic First Aid, SMK3, Safety Leadership, Hazardous Chemical handling, Basic Environment, Amdal A, Confined Space, dll.

Jenis training manajemen antara lain: Manajemen Proyek, Efektif Leadership, Dasar Manajemen, Manajemen lanjutan, Communication Skill, Job Motivation, ISO9001, ISO14001, OHSAS18001dll.

Jenis training Sertifikasi antara lain: Safety Officer, Ahli K3 Umum, NEBOSH, Rigging dan Slingsing, dll.

Kelebihan PT. Indo Training adalah menggunakan metode interaktif yang efektif, sehingga penguasaan materi bagi peserta training akan lebih baik dan lebih besar.

2.2 INSPECTION

Sebagai bagian dari keselamatan kerja, maka inspeksi terhadap peralatan dan material yang digunakan, wajib diinspeksi oleh pihak ketiga yang berwenang. PT. Indo Training menyediakan jasa inspeksi antara lain:

- a. Inspeksi K3L
- b. Inspeksi SDM

2.3 AUDIT

Audit dilakukan, agar system yang ada disesuaikan dengan standar yang diakui atau standar yang benar.

PT. Indo Training melakukan audit bidang2 sbb:

- a. Audit Lingkungan
- b. Audit Sistem Training
- c. Audit Sistem K3
- d. Audit Sistem Manajemen (Mutu, Lingkungan, K3 – hanya untuk perbaikan system)

For any type of training that can't be handled by the company through its training department, the third party services is needed to do the training for the company.

PT. Indo Training through its training department services, will give the solution to give quality training, either safety and health training, management training and also technical training, so your company will get what its training needed.

The type of Occupational Health and Safety (OHS) training needed, eg:

Defensive Driving, Incident Investigation, Emergency Response, Basic Fire Fighting, Basic First Aid, SMK3, Safety Leadership, Hazardous Chemical handling, Basic Environment, Amdal A, Confined Space, etc.

Type of Management training, eg:

Project Management, Effective Leadership, Basic Management, Advance Management, Communication Skill, Job Motivation, ISO9001, ISO14001, OHSAS18001, etc.

The type of certification training, eg: Safety Officer, Ahli K3 Umum, NEBOSH, Rigging and Slingsing, etc.

PT. Indo Training Has the advantage of the quality of its training by using efektif method, so the participants will get more knowledge by attending the training session.

2.2 INSPECTION

As part of occupational safety, inspection of tools and materials is mandatory to be done by the third party that has the permit and ability. PT. Indo Training provide any kind of inspection, eg:

- a. HSE inspection
- b. Human Resources inspection

2.3 AUDIT

Audit is perform, so that the system will work properly and work according to the standard regulation.

PT. Indo Training performs audit in the following area:

- a. Environmental audit
- b. Training system audit
- c. Occupational safety and health audit
- d. Management system audit (Quality, Environment, OHS – for improvement only)



2.4 ASSESSMEN

Karyawan perlu dievaluasi secara berkala performa mereka, agar memastikan selalu berada pada performa terbaiknya. PT. Indo Training membantu menyediakan jasa assessment untuk dapat mengevaluasi secara akurat performa setiap karyawan, baik karyawan lama, karyawan baru maupun untuk kebutuhan perekrutan karyawan, sehingga nantinya semua tenaga kerja yang ada diperusahaan adalah benar2 “The right man in the right place.” Laporan lengkap hasil assessmen berupa, data2 IQ, EQ, kekuatan, kelemahan, kemampuan teknis, kemampuan manajemen, kemampuan leadership bahkan attitude dan moral karyawan dapat dideteksi dengan tingkat keakuratan mencapai 90% dengan metoda yang kami gunakan.

2.5 SERTIFIKASI SKILL DAN PROFESI

Sertifikasi skill dilakukan melalui training yang diakhiri dengan test evaluasi dan asesmen, sedangkan sertifikasi profesi merupakan evaluasi yang lebih menyeluruh terhadap kemampuan seorang karyawan didalam bidang tugasnya. Bedanya dengan poin 2.4 assessmen, sertifikasi profesi adalah benar2 mengevaluasi dan menguji karyawan sesuai bidangnya yang lebih spesifik dan kelulusannya dibuktikan dengan diterbitkan sertifikat. Kegunaan sertifikasi profesi adalah memastikan karyawan tersebut benar2 kompeten dibidang yang ditanganinya. PT. Indo Training menyediakan sertifikasi skill al: Ahli K3 Umum Kemenakertrans, IGC NEBOSH, serta sertifikasi profesi di bidang2 Trainer dan HSE Officer.

2.6 IMPLEMENTASI SISTEM

PT. Indo Training membantu perusahaan2 untuk mengimplementasikan sistem2 dibawah ini:

- a. Sistem Training
- b. Sistem Keselamatan dan Kesehatan kerja
- c. Sistem Lingkungan
- d. Sistem Manajemen Mutu (ISO 9001)
- e. Sistem Manajemen Lingkungan (ISO 14001)
- f. Sistem Manajemen K3 (OHSAS 18001)
- g. SMK3 Depnaker (sesuai pp no 50 thn 2012)

2.7 SUPLAI TENAGA KERJA

PT. Indo Training menyuplai tenaga kerja dibidang K3 (safety), Lingkungan dan trainer. Semua tenaga kerja tersebut telah lulus uji kompetensi dan telah diberikan pengarahan untuk bisa bekerja maksimal dan juga pengetahuan2 inti seperti K3, manajemen, leadership, motivasi kerja, dll.

2.4 ASSESSMENT

Employee should be evaluated regularly to make sure that they always in their top performance. PT. Indo Training provide assessment services to our client employees to evaluate them accurately either existing employees, new employees or search and recruitment employees, so that all the human resources in the client company are really ‘The right man in the right place.’ Complete report for the assessment will be sent to the client including data just like IQ, EQ, strength, weaknesses, technical ability, management performance, leadership performance, even attitude and morale of the employees could be detected with nearly 90% accurately bu our method.

2.5 SKILL AND PROFESSION CERTIFICATION

Skill certification can be done through training and ended by assessment and evaluation, while profession certification is more general of an employee capacity and capability doing their job in their position. The difference with point 2.4 assessment, that profession certificate is really to evaluate and test the employee according his/her duty and responsibility specifically and when passes the assessment, PT. Indo Training will issue a certificate. The function of this certification is to make sure that the employee is really competent in their job position. PT. Indo Training provide Skill Certification, eg: Ahli K3 Umum from Ministry of Manpower, IGC NEBOSH, and also profession cetification like: Trainer and HSE Officer.

2.6 SYSTEM IMPLEMENTATION

PT. Indo Training assist companies and organization to implement system as follow:

- a. Training System
- b. Occupational Health and Safety System
- c. Environment System
- d. Quality Management System (ISO 9001)
- e. Environment Management System (ISO14001)
- f. OHS Management System (OHSAS18001)
- g. SMK3 Depnaker(according to PP 50 – 2012)

2.7 MANPOWER SUPPLY

PT. Indo Training supply manpower in the following positions: HSE (safety) and Trainer. All manpower should be pass the competency test and then will be given coaching and instruction to work hard and be trained to get OHS knowledge, management, Leadership, job motivation, etc.

2.8 INVESTIGASI KECELAKAAN KERJA

Kecelakaan kerja adalah suatu hal yang tidak diinginkan terjadi. Namun, jika hal tersebut harus terjadi, perusahaan wajib melakukan investigasi, agar kejadian serupa tidak terulang kembali dimasa mendatang. PT. Indo Training menyediakan jasa untuk investigasi tersebut, jika perusahaan tidak punya SDM yang dapat melakukannya.

2.9 SERTIFIKASI ISO9001, 14001 & OHSAS

Kami menyediakan sertifikasi sistem manajemen antara lain ISO9001, ISO14001, ISO22000 dan OHSAS18001 bekerjasama dengan OSS Certification

3.0 PRODUK PT. INDO TRAINING

APD (Alat Pelindung Diri), Fire Alarm System and CCTV

4.0 ALAMAT KANTOR

Jalan Martadinata no.12 RT 17
Kelurahan Mekarsari
Balikpapan 76122 – Indonesia
Email: info@ptindotraining.com
Phone: (+62-542) 416827 / 7086161
Fax : (+62-542) 416827
HP: +62 – 813 842 99773
Website: www.ptindotraining.com

5.0 AKUN BANK

Bank Account: Bank Mandiri
Account name: PT. Indo Training
Account no : 149.000.6371.589

2.8 INCIDENT INVESTIGATION

Job incident is not something that every company want to happened. But, when it is happened, the company should investigate it, so that the incident will never happened in the future. PT. Indo Training provide services to help our clients to do investigation, if do not have resources to do that kind of activity.

2.9 ISO9001, 14001 & OHSAS CERTIFICATION

We provide management system certification of ISO9001, ISO14001, ISO22000 and OHSAS18001 cooperate with OSS Certification

3.0 PT. INDO TRAINING PRODUCT

PPE(Personal protective Equipment), Fire Alarm System and CCTV

4.0 OFFICE LOCATION

JalanMartadinata no.12 RT 17
Mekarsari Balikpapan 76122 – Indonesia
Email: info@ptindotraining.com
Phone: (+62-542) 416827/7086161
Fax : (+62-542) 416827
HP: +62 813 842 99773
Website: www.ptindotraining.com

5.0 BANK ACCOUNT

Bank Account : Bank Mandiri
Account Name: PT. Indo Training
Account no : 149.000.6371.589

**QUALITY IS OUR PRIORITY
SAFETY IS OUR CONCERN
YOUR SATISFACTION IS OUR TARGET**

PT. INDO TRAINING

2015



ADDENDUM



**PEMERINTAH KOTA BALIKPAPAN
BADAN PENANAMAN MODAL DAN
PELAYANAN PERIZINAN TERPADU
(BPMP2T)**

Jl. Jend. Sudirman RT. 1 No. 1 Telp. (0542) 421600, 421600, Fax (0542) 42294
BALIKPAPAN
Kode Pos 76199

**SURAT IZIN USAHA PERDAGANGAN (SIUP) MENENGAH
NOMOR : 384.17-05/BPMP2T/SIUP/PM/2011**

1. Nama Perusahaan : PT. INDO TRAINING
2. Merek (milik sendiri / Iseasi) : MILIK SENDIRI
3. Alamat Kantor Perusahaan : JL. MARTADINATA NO.12
Rt. 01/ RW. - Kel. Mekar Sari Kec. Balikpapan Tengah
Kota Balikpapan
No Telp / Fax : 0542-416827
4. Nama Pemilik / Penanggung Jawab : MARIO JEFFRI SURIPATTY
5. Alamat Pemilik / Peranggung Jawab : JL. RE. MARTADINATA NO.12 RT.017 Kel. Mekar Sari
Kec. Balikpapan Tengah Kota Balikpapan
No Telp / Fax : -
6. Nomor Pokok Wajib Pajak (NPWP) : 03.167.499.7-721-000
7. Nilai Modal dan Kekayaan Bersih Perusahaan seluruhnya (tidak termasuk tanah dan bangunan tempat usaha) : Rp. 600.000.000,00,-
8. Jenis Kegiatan Usaha : PERDAGANGAN DALAM NEGERI
9. Kelembagaan : PERUSAHAAN DAGANG MENENGAH
10. Bidang Usaha : PERDAGANGAN JASA
11. Jenis Barang / Jasa Dagangan Utama : JASA: KONSULTASI BIDANG MANAJEMEN SUMBER DAYA MANUSIA (SDM)

SIUP ini diterbitkan dengan kelentuan :

- Pertama** : Surat Izin Usaha Perdagangan (SIUP) ini berlaku untuk melakukan kegiatan usaha perdagangan di seluruh Wilayah Republik Indonesia selama Perusahan masih menjalankan Kegiatan Usaha Perdagangan.
- Kedua** : Pemilik/Penanggung Jawab wajib menyampaikan laporan kegiatan usaha perdagangan dengan jadwal satu kali dalam setahun, selambat-lambatnya tanggal 31 Januari tahun berikutnya.
- Ketiga** : Tidak Berlaku untuk kegiatan Perdagangan Berjangka Komoditi, Kegiatan Usaha, Perdagangan Valuta Asing, Saham dan Penggandaan Uang.
- Keempat** : Tidak untuk melakukan kegiatan usaha selain yang tercantum dalam SIUP ini.
- Kelima** : Daftar Utang Setiap 5 (Lima) tahun s/d tanggal



Balikpapan 01 Agustus 2011
KEPALA BADAN PENANAMAN MODAL
DAN PEAYANAN PERIZINAN TERPADU
H. ASRANUDDINSYAH, AS, SE, M.SI
PEMBINA UTAMA MUDA



Peraturan Menteri Perdagangan RI
Nomor : 87/M-DAG/PER/2007
Tanggal : 4 September 2007

Asli

**PEMERINTAH KOTA BALIKPAPAN
BADAN PENANAMAN MODAL DAN
PELAYANAN PERIZINAN TERPADU**

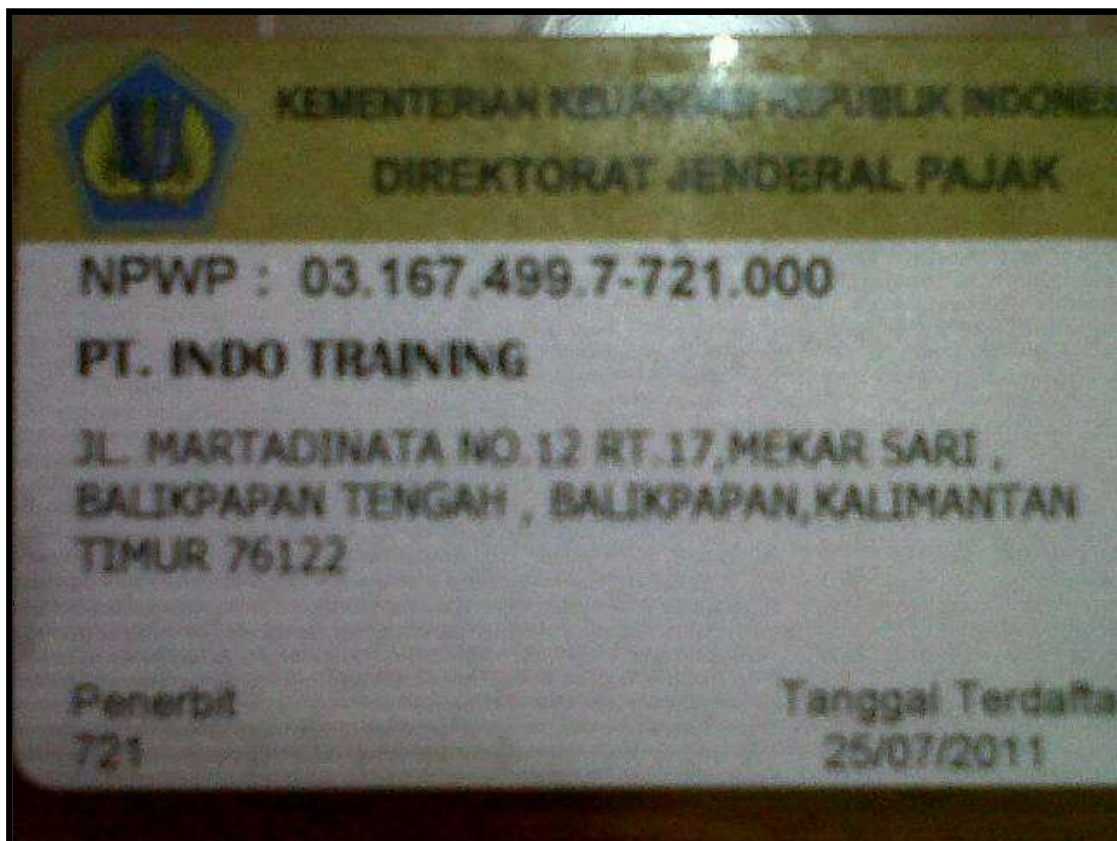
**TANDA DAFTAR PERUSAHAAN
PERSEROAN TERBATAS (PT)**

Berdasarkan
UNDANG-UNDANG REPUBLIK INDONESIA NOMOR 3 TAHUN 1962
TENTANG WAJIB DAFTAR PERUSAHAAN
DAN UNDANG-UNDANG REPUBLIK INDONESIA NOMOR 40 TAHUN 2007 TENTANG
PERSEROAN TERBATAS

NOMOR TDP 170517405450	BERLAKU S/D TANGGAL 9 September 2011	PENDAFYARAN : 00 PEMBAHARUAN KE :
NAMA PERUSAHAAN	INDO TRAINING PT	STATUS : KANTOR PUSAT
PENANGGUNG JAWAB/PENGURUS :	MARIO JEFFRI SURIPATTY	
ALAMAT PERUSAHAAN	JL. MARTADINATA NO.12 RT.017 KEL. MEKAR SARI BALIKPAPAN TENGAH	
NPWP	03.167.499.7-721.000	
NOMOR TELEPON	0542-416827	FAX : 0542-416827
KEGIATAN USAHA	JASA KONSULTASI BIDANG MANAJEMEN SUMBER DAYA MANUSIA (SDM)	KBU : 74140

BALIKPAPAN, 8 September 2011
KEPALA BADAN PENANAMAN MODAL DAN
PELAYANAN PERIZINAN TERPADU KOTA BALIKPAPAN
SELAKU
KEPALA KANTOR PENDAFTARAN PERUSAHAAN

H. ASRANUDDINSYAH, AS, SE, M.SI
PEMBINA UTAMA MUDA
NIP. 19580220 198003 1 008





**KEPUTUSAN
 MENTERI TENAGA KERJA DAN TRANSMIGRASI RI
 NOMOR : KEP. 09/DJPPK/XII/2012
 TENTANG
 PENUNJUKAN PERUSAHAAN JASA KESELAMATAN DAN KESEHATAN KERJA
 MENTERI TENAGA KERJA DAN TRANSMIGRASI RI.**

- Memintang :**
- bahwa sesuai dengan strategi pengawasan ketenagakerjaan tentang kerjasama antara instansi dan peningkatan mitra kerja bidang keselamatan dan kesehatan kerja (K3) perlu mengoptimalkan fungsi Perusahaan Jasa Keselamatan dan Kesehatan Kerja sesuai dengan ketentuan;
 - bahwa hasil pemenuhan syarat administrasi dan syarat teknis PT. Indo Training oleh pengawas ketenagakerjaan, sesuai peraturan perundang-undangan perlu diberikan penunjukan Perusahaan Jasa Keselamatan dan Kesehatan Kerja bidang Sistem Manajemen K3 dan Keahlian K3 Umum;
 - bahwa untuk itu perlu ditetapkan dengan Keputusan Menteri Tenaga Kerja dan Transmigrasi RI.
- Mengingat :**
- Undang-undang Nomor 1 Tahun 1970.
 - Peraturan Menteri Tenaga Kerja Nomor: Per. 04/Men/1995.
 - Peraturan Menteri Tenaga Kerja dan Transmigrasi RI, Nomor: Per.12/Men/VIII/2010.
 - Keputusan Direktur Jenderal Pembinaan Pengawasan Ketenagakerjaan Nomor: Kep. 12/DJPPK/II/2011.
 - Keputusan Direktur Jenderal Pembinaan Pengawasan Ketenagakerjaan Nomor: Kep. 48/DJPPK/VII/2011.
- Memperhatikan :**
- Surat permohonan PT. Indo Training Nomor: 010/TK/2012 tanggal 04 Oktober 2012 perihal: Permohonan izin Perusahaan Jasa Keselamatan dan Kesehatan Kerja (PK3).
 - Surat Rekomendasi Dinas Tenaga Kerja dan Sosial Kota Balikpapan Nomor: 560/4502/Diskomersos.4/2012 tanggal 29 Nopember 2012 perihal: Rekomendasi Penunjukan Perusahaan Jasa Keselamatan dan Kesehatan Kerja (PK3).
- MEMUTUSKAN**
- Menetapkan** :
 Memberikan Penunjukan Perusahaan Jasa Pembinaan Keselamatan dan Kesehatan Kerja kepada:
- Nama Perusahaan : **PT. Indo Training**
 Alamat : **Jl. Martadinata No.12 Rt.17 Mekar Sari 76122 Balikpapan;**
 Telp/Faks. (0542) 416827; HP: 081384299773
 Penanggung Jawab : **Tuti Handriani, A.Md.**
 Tenaga Pembina : **1. Ir. Mario Jeffri Saripatty, M.Sc.**
2. Yulius Lembang
 Bidang Kegiatan : **Jasa Pembinaan Keselamatan dan Kesehatan Kerja Bidang Sistem Manajemen K3 dan Keahlian K3 Umum.**
- Ketua :** Penunjukan ini berlaku 2 (dua) tahun terhitung sejak tanggal ditetapkan dan sesudahnya dapat diperpanjang kembali sesuai dengan ketentuan:
- Memenuhi dan mentaati peraturan perundangan yang berlaku dan menyediakan fasilitas yang sesuai dengan bidang kegiatannya;
 - Selama kurun waktu penunjukan tidak melaksanakan kegiatan sebagaimana dimaksud pada butir satu, maka Surat Keputusan Penunjukan tidak akan diperpanjang.



Ditetapkan di : **Jakarta**
 Pada tanggal : **04 Desember 2012**
 A.n Menteri
 Menteri Tenaga Kerja dan Transmigrasi RI
 Direktur Jenderal
 Pembinaan Pengawasan Ketenagakerjaan



British Safety Council
 — Member —



This is to certify that
PT. Indo Training

as a member of the British Safety Council, is committed
 to keeping people safe and healthy at work.

Lynda Armstrong
 Lynda Armstrong OBE
 Chair of the United Kingdom

Alex Smith
 Alex Smith
 Chief Executive



Certificate of Registration





QUALITY MANAGEMENT SYSTEM
PT. INDO TRAINING
 Jalan Martadinata No. 12 RT-17 Mekar Sari,
 Balikpapan - Indonesia

Scope
Business Management Services including Consultancy and Training

This is to certify that the Quality Management System of the above mentioned
 Organization meets the requirement of

ISO 9001:2008

MSIN : 14161014	24.10.2014
Certificate Number	Date of Initial Registration
24.10.2014	23.10.2015*
Date of Last Issue	Date of Expiry


Signed on behalf of OSS Certification Services Pvt Ltd.



* Certificate is Valid for 3 Years (24-10-2014 to 23-10-2017)
 From the Date of Initial Registration. Upon Successful Completion of
 Successful Audit a New Certificate with an Extended Validity will be
 issued.

OSS Certification Services Pvt. Ltd.
 To verify the authenticity of this Certificate, Please Visit Our website at www.oss-certification.com
 then enter the Company Name and only Certificate Number "Secret Baking"
www.oss-certification.com
 Accreditation by the Joint Accreditation System of Australia and New Zealand
www.jas-anz.com
 Rev. 05, 01.24.10.2014



PT. INDO TRAINING

DAFTAR HARGA TRAINING

HSE / K3LL TRAINING



No	Jenis Training	Durasi /hari	Harga	Keterangan
1	Basic First Aid	1	700.000	
2	Advanced First Aid	2	2.000.000	
3	Senior Advanced First Aid	2	2.500.000	
4	Basic Fire Fighting	1	1.200.000	
5	Advanced Fire Fighting	2	2.500.000	
6	Basic Safety	2	1.750.000	
7	Behavior Based Safety	2	1.750.000	
8	Work Permit	1	1.000.000	
9	Job Safety Analysis - JSA	1	1.000.000	
10	Confined Space Awateness	1	1.100.000	
11	Confined Space Entry	2	2.000.000	
12	Hydrogen Sulfide Safety - H2S	1	1.000.000	
13	Hazard Identification Risk Assessment - HIRA	1	1.000.000	
14	Self Contained Breathing Apparatus - SCBA	1	1.500.000	
15	Lock Out Tag Out (LOTO)	1	1.000.000	
16	Inspection Technique	1	1.000.000	
17	Ergonomy and Manual Handling	1	1.000.000	
18	Incident Investigation & Cause Tree Analysis	1	1.750.000	
19	Accident Investigation & Cause Tree Analysis	1	1.750.000	
20	Supervisor Safety Management	1	1.750.000	
21	Safety Enviromental Training	1	1.500.000	
22	Safety Leadership Training	1	1.500.000	
23	Occupational Health Awareness	1	1.000.000	
24	Train of Trainer HSE	3	2.000.000	
25	Contractor Safety Management System (CSMS)	2	2.000.000	
26	Chemical Hazards and Handling	2	1.750.000	
27	Pengolahan Limbah B3	2	2.000.000	
28	Hazards Operability Studies (HAZOPS)	3	2.500.000	
29	Electrical Safety	1	1.000.000	
30	Emergency Response Training	2	1.750.000	
31	Industrial Hygiene	1	1.000.000	
32	Marine Safety	1	1.000.000	
33	Safety Riding (Motorcycle Safety Riding)	1	1.000.000	
34	Safety Induction Training	1	1.000.000	
35	Oil Spill Awareness	1	1.200.000	
36	Office Safety	1	1.000.000	
37	Process Safety	2	2.000.000	
38	Regulasi K3 (OHS Law and regulation)	2	2.000.000	
39	Regulasi Lingkungan (Environment Regulation)	2	2.000.000	
40	Defensive Driving Training - Level 1	2	1.750.000	
41	Defensive Driving Training - Level 2	2	2.250.000	
42	Basic Oil and Gas Knowledge	1	1.000.000	
43	Basic Mining Knowledge	1	1.000.000	
44	Basic Manufacture Knowledge	1	1.000.000	
45	HSE Officer Development Program	9+	8.000.000	Indo Training Cert.
46	Ahli K3 Umum (Depnaker)	11	7.600.000	Depnaker Certification
47	POP Pertambangan	6	9.800.000	ESDM Certification
48	Ahli K3 Migas	6	9.800.000	Migas Certification

PT. INDO TRAINING
DAFTAR HARGA TRAINING
MANAGEMENT TRAINING



No	JENIS TRAINING	Durasi (Hari)	Harga (Rp)	Keterangan
1	Basic Management	1	1.000.000	
2	Advance Management	2	1.600.000	
3	Basic Leadership	1	1.000.000	
4	Advance Leadership	2	1.600.000	
5	Basic Communication Skill	1	1.000.000	
6	Advance Communication Skill	2	1.600.000	
7	Basic Human Resources Management	1	1.000.000	
8	Advance Human Resources Management	2	1.600.000	
9	Basic Marketing Management	1	1.000.000	
10	Advance Marketing Management	2	1.600.000	
11	Basic Operations Management	1	1.000.000	
12	Advance Operations Management	2	1.600.000	
13	Basic Project Management	1	1.000.000	
14	Advance Project Management	2	1.600.000	
15	Basic HSE Management	1	1.000.000	
16	Advance HSE Management	2	1.600.000	
17	Basic Logistic Management	1	1.000.000	
18	Advance Logistic Management	2	1.600.000	
19	Basic Self Management	1	1.000.000	
20	Advance Self Management	2	1.600.000	
21	Basic Supervisory Skill	2	1.600.000	
22	Advance Supervisory Skill	3	2.100.000	
23	Effective Manager Skill	2	1.600.000	
24	Effective Employee Skill	2	1.600.000	
25	Job Motivation	1	1.000.000	
26	Selling Skill	1	1.000.000	
27	Marketing Skill	1	1.000.000	
28	Basic Personality Development	1	1.000.000	
29	Advance Personality Development	2	1.600.000	
30	Problem Solving Decision Making	1	1.000.000	
31	Seven Habits of Highli Effective People	2	1.600.000	
32	SWOT Analysis	1	1.000.000	
33	Total Quality Management	2	1.600.000	
34	Managing QA and QC	2	1.600.000	
35	Quality Circle	1	1.000.000	
36	Workplace 5S (5R Tempat Kerja)	2	1.600.000	
37	Teknik Pembuatan SOP dan WI	2	1.600.000	
38	Teknik Brainstorming	1	1.000.000	
39	General English	TBA	TBA	
40	Dasar Dasar Sekretaris	2	1.600.000	
41	Train of Trainers (Umum)	2	1.600.000	
42	Train of Trainers (Management)	3	2.100.000	
43	Sertifikasi Ahli Manajemen SDM	3	2.100.000	Sertifikasi Indo Training
44	Sertifikasi Ahli Manajemen Marketing	3	2.100.000	Sertifikasi Indo Training
45	Sertifikasi Ahli Manajemen Operasional	3	2.100.000	Sertifikasi Indo Training
46	Sertifikasi Ahli Manajemen Logistik	3	2.100.000	Sertifikasi Indo Training
47	Sertifikasi Ahli Manajemen Proyek	3	2.100.000	Sertifikasi Indo Training

PT. INDO TRAINING
DAFTAR HARGA TRAINING
ISO/MANAGEMENT SYSTEM TRAINING



No	Jenis Training	Durasi (hari)	Harga (Rp)	Keterangan
1	ISO9001 - QMS Auditor/Lead Auditor	5	6.500.000	ANSI / IRCA / RABQSA Approved
2	ISO14001 - EMS Auditor/Lead Auditor	5	6.500.000	ANSI / IRCA / RABQSA Approved
3	OHSAS18001 - OHSMS Auditor/Lead Auditor	5	6.500.000	ANSI / IRCA / RABQSA Approved
4	ISO9001 - QMS Implementation	5	6.500.000	ANSI / IRCA / RABQSA Approved
5	ISO14001 - EMS Implementation	5	6.500.000	ANSI / IRCA / RABQSA Approved
6	OHSAS18001 - OHSMS Implementation	5	6.500.000	ANSI / IRCA / RABQSA Approved
7	ISO9001 - QMS Internal Audit	2	1.600.000	
8	ISO14001 - EMS Internal Audit	2	1.600.000	
9	OHSAS18001 - OHSMS Internal Audit	2	1.600.000	
10	ISO22000 - Food Safety MS Implementation	3	2.100.000	
11	ISO22000 - Food Safety MS Internal Audit	2	1.600.000	
12	HACCP	2	1.600.000	
13	ISO28000 - Supply Chain MS Implementation	3	2.100.000	
14	ISO28000 - Supply Chain MS Internal Audit	2	1.600.000	
15	ISO9001 - QMS Awareness	1	1.000.000	
16	ISO14001 - EMS Awareness	1	1.000.000	
17	OHSAS18001 - OHSMS Awareness	1	1.000.000	
18	ISO22000 - Food Safety MS Awareness	1	1.000.000	
19	ISO28000 - Supply Chain MS Awareness	1	1.000.000	

HEAVY EQUIPMENT TRAINING

No	Jenis Training	Durasi/hari	Harga	Keterangan
1	Basic Rigging Slings	2	2.000.000	
2	Basic Scaffolding	2	2.250.000	Pengesahan Disnakersos
3	Advanced Scaffolding	2	2.500.000	Pengesahan Disnakersos
4	Inspector Scaffolding	2	2.750.000	Pengesahan Disnakersos
5	Operator Mobile Crane Training	2	3.000.000	SIO DEPNAKERTRANS R.I
6	Operator Overhead Crane Training	2	3.000.000	SIO DEPNAKERTRANS R.I
7	Operator Forklift Training	2	3.000.000	SIO DEPNAKERTRANS R.I
8	Train of Trainer Heavy Equipment	3	2.000.000	

