



MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 78/M-DAG/PER/11/2016

CONCERNING

LEGAL METROLOGY UNIT

BY THE GRACE OF THE ALMIGHTY GOD

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that Legal Metrology Unit has very important roles in implementing Legal Metrology;
 - b. that Regulation of the Minister of Trade Number 50/M-DAG/PER/10/2009 concerning Working Unit and Legal Metrology Technical Implementing Unit and Regulation of the Minister of Trade Number 51/M-DAG/PER/10/2009 concerning Evaluation Towards Technical Implementing Unit and Regional Technical Implementing Unit, are not longer relevant so that they have to be revoked;
 - c. that based on considerations as intended in letter a and letter b, it is necessary to re-regulate provisions concerning Legal Metrology Unit;
 - d. that based on considerations as intended in letter a, letter b, and letter c, it is necessary to stipulate Regulation of the Minister of Trade concerning Legal Metrology Unit;

- In view of :
1. Law Number 2 of 1981 concerning Legal Metrology (State Gazette of the Republic of Indonesia of 1981 Number 11, Supplementary State Gazette of the Republic of Indonesia Number 3193);



2. Law Number 29 of 2007 Provincial Government of Special Capital District of Jakarta As the Capital of the Republic of Indonesia (State Gazette of the Republic of Indonesia of 2007 Number 93, Supplementary State Gazette of the Republic of Indonesia Number 4744);
3. Law Number 25 of 2009 Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplementary State Gazette of the Republic of Indonesia Number 5038);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplementary State Gazette of the Republic of Indonesia Number 5587) as amended lastly with Law Number 9 of 2015 concerning Second Amendment on Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplementary State Gazette of the Republic of Indonesia Number 5679);
5. Governmental Regulation Number 2 of 1985 concerning the Obligation and Exemption for Calibration and/or Re-calibration as well as Requirements on measuring, Dosing, Weighing Devices and their Outfits (State Gazette of the Republic of Indonesia of 1985 Number 4, Supplementary State Gazette of the Republic of Indonesia Number 3283);
6. Governmental Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplementary State Gazette of the Republic of Indonesia Number 5587);
7. Presidential Regulation Number 7 of 2015 concerning State Ministry (State Gazette of the Republic of Indonesia of 2015 Number 8);
8. Presidential Regulation Number 48 of 2015 concerning Trade Ministry (State Gazette of the Republic of Indonesia of 2015 Number 90);
9. Presidential Decree Number 121/P of 2014 concerning Establishment of Ministry and Appointment of Working Cabinet Ministers Year 2014 – 2019;



10. Presidential Decree Number 83/P Year 2016 concerning Reshuffle of Some State Ministers of Working Cabinet Year 2014-2019;
11. Regulation of the Minister of Trade Number 43/M-DAG/PER/11/2010 concerning Organization and Administration of Technical Implementing Unit of Metrological Field in the Environment of the Trade Ministry (State Gazette of the Republic of Indonesia of 2010 Number 626);
12. Regulation of the Minister of Trade Number 69/M-DAG/PER/10/2012 concerning Calibration Sign (State Gazette of the Republic of Indonesia of 2012 Number 1150) as amended with Regulation of the Minister of Trade Number 95/M-DAG/PER/11/2015 concerning Amendment on Regulation of the Minister of Trade Number 69/M-DAG/PER/10/2012 concerning Calibration Sign (State Gazette of the Republic of Indonesia of 2015 Number 1988);
13. Regulation of the Minister of Trade Number 69/M-DAG/PER/10/2014 concerning Metrological Human Resources Management (State Gazette of the Republic of Indonesia of 2014 Number 1564);
14. Regulation of the Minister of Trade Number 70/M-DAG/PER/10/2014 concerning Calibration and Re-calibration of Measuring, Dosing, Weighing Devices and their Outfits (State Gazette of the Republic of Indonesia of 2014 Number 1565);
15. Regulation of the Minister of Trade Number 71/M-DAG/PER/10/2014 concerning Supervision for Measuring, Dosing, Weighing Devices, and Their Outfits, Goods in Wrapped Condition and Dimensional Unit (State Gazette of the Republic of Indonesia of 2014 Number 1566);
16. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 concerning Organization and Administration of the Trade Ministry (State Gazette of the Republic of Indonesia of 2016 Number 202);

HAS DECIDED:

To stipulate : REGULATION OF THE MINISTER OF TRADE CONCERNING LEGAL METROLOGY UNIT.



Article 1

In this Regulation of Minister referred to as:

1. Legal Metrology shall be metrology administering units of measurements, measuring methods, and measuring devices concerning technical requirements and regulation based on Law purposing to protect public importance in the event of the truth of measuring.
2. Measuring, Dosing, Weighing Devices and their Outfits hereinafter abbreviates as UTTP shall be devices as intended in Law Number 2 of 1981 concerning Legal Metrology.
3. Goods in Wrapped Condition hereinafter abbreviated as BDKT shall be certain goods or commodity inserted into closed packaging, and must damage package or package seal to use it in which its quantity has been determined and stated in label before being distributed, sold, offered, or displayed.
4. Non BDKT Goods shall be goods that traded pursuant to measure, dosage, weight or quantity which is not inserted into closed packaging.
5. Quality System Document shall be document containing information concerning quality guidance, quality procedures, working procedures, working instructions, records, and other forms used by legal metrology unit as guidance in implementing quality management system.
6. Certificate for Services Capability in Calibration and Re-calibration of Measuring, Dosing, Weighing Devices, and Their Outfits hereinafter abbreviated as SKKPTTU UTTP shall be document stating formal acknowledgement towards legal metrology unit competence.
7. Calibration shall be thing to mark with applicable valid calibration sign or invalid calibration sign, or provide written descriptions that having signed applicable valid calibration or invalid calibration sign, conducted by officers entitled to conduct it based on the conducted test upon unused UTTP.
8. Re-Calibration shall be thing to mark periodically with applicable valid calibration signs or invalid calibration sign or provide written descriptions that having signed applicable valid calibration or invalid calibration, conducted by officers entitled to conduct it based on the conducted test upon the calibrated UTTP.



9. Verification shall be measuring activity to find out relation between measure standard and higher measure standard in accordance with hierarchy.
10. Supervision shall be series of activity to ensure UTTP, BDKT, Non BDKT Goods, and Dimensional Unit are in accordance with provisions of laws and legislations.
11. Reevaluation shall be Evaluation activity conducted by Director General towards legal metrology unit in the event of scope addition for UTTP calibration/recalibration services.
12. Surveillance shall be visiting activity to Legal Metrology Unit to ensure that such Legal Metrology Unit maintains its competence from time to time.
13. Metrological Supervisor shall be Civil Servant fully given duty, responsibility, authority, and rights by the authorized official to conduct Legal Metrology supervision.
14. Metrological Human Resources hereinafter referred to Metrological HR shall be employees having duty technically in order to create the implementation of legal metrology system in Indonesia.
15. Calibrator shall be Civil Servant that passed functional education and training for Calibrator.
16. The Entitled Officer hereinafter referred to Entitled Officer shall be Calibrator given rights and authority to conduct UTTP calibration and recalibration by Minister.
17. Calibration Observer shall be Civil Servant given fully duty, responsibility, authority, and rights by the authorized official to conduct calibration observation.
18. Evaluation for Services Capability of UTTP Calibration and Re-Calibration hereinafter referred to Evaluation shall be series of process or activity conducted by Director General towards Legal Metrology Unit to ensure conformity towards the stipulated requirements.
19. Legal Metrology Unit shall be working unit in Regency/City Department or Department of Special Capital District Province of Jakarta conducting UTTP calibration, recalibration activity and supervision in the field of Legal Metrology.



20. Evaluating Team for Legal Metrology Unit hereinafter referred to Evaluating Team shall be the team having duty to conduct evaluation towards Legal Metrology Unit.
21. Evaluating Technical Team for Legal Metrology Unit hereinafter referred to Technical Team shall be the team established by the Chairman of Evaluating Team having duty to conduct administrative evaluation, on site direct evaluation, surveillance, and/or reevaluation towards Legal Metrology Unit.
22. Minister shall be Minister administering governmental affairs in the field of trade.
23. Director General shall be Director General of Consumer Protection and Trade Compliance, the Ministry of Trade.
24. Head of Department shall be the head of department in regional government of Special Capital District Province of Jakarta or regency/city region having its duty and responsibility in the field of trade.
25. Regency/City Regional Government shall be head of region as implementing elements of Regency/City Regional Government leading governmental affairs implementation that becomes autonomy regional authority.

Article 2

- (1) Legal Metrology Activities in regency/city and Special Capital District province of Jakarta includes:
 - a. Calibration and Recalibration; and
 - b. Supervision.
- (2) Other than activity as intended in paragraph (1), Special Capital District Province of Jakarta conducts standard verification activity.
- (3) Calibration and Recalibration as intended in paragraph (1) letter a include activities for inspection, test and attachment for calibration sign on UTTP.

Article 3

- (1) Legal Metrology Implementation as intended in Article 2 paragraph (1) is implemented by Legal Metrology Unit.



- (2) Legal Metrology Unit as intended in paragraph (1) is established by Regent/Mayor or Governor for Special Capital District Province of Jakarta.
- (3) Legal Metrology Unit as intended in paragraph (1) is led by a head.
- (4) Head of Legal Metrology Unit as intended in paragraph (3) has joint education and training in the field of Legal Metrology.
- (5) In the event of the Head of Legal Metrology Unit as intended in paragraph (3) has not joint any education and training in the field of Legal Metrology, at least 2 (two) years after occupying its title shall have to follow education and training in the field of Legal Metrology.

Article 4

- (1) To conduct Legal Metrology activities as intended in Article 2 paragraph (1) Legal Metrology Unit shall at least have to possess:
 - a. office room, calibration and recalibration services room, as well as conditioned standard storage room;
 - b. tools and measuring standard;
 - c. metrological HR consists of 1 (one) Entitled Employee and 1 (one) Calibration Observer and/or Metrological Supervisor;
 - d. SKKPTTU UTTP; and
 - e. Calibration Sign Stamp in accordance with provisions of laws and legislations.
- (2) Tools and measuring standard as intended in paragraph (1) letter b is attached in Appendix I which is inseparable part of this Regulation of Minister.
- (3) Metrological HR having duty on Legal Metrology Unit, as intended in paragraph (1) letter c cannot be transferred before possessing replacement human resources with similar expertise.
- (4) SKKPTTU UTTP as intended in paragraph (1) letter d is obtained through Evaluation towards management requirements and technical requirements.

Article 5

- (1) Evaluation towards management requirements and technical requirements as intended in Article 4 paragraph (4) is conducted by Minister.



- (2) Minister mandates Director General to conduct Evaluation towards management requirements and technical requirements.
- (3) In conducting Evaluation towards management requirements and technical requirements as intended in paragraph (1), Director General establishes Evaluating Team.
- (4) Evaluating Team as intended in paragraph (3) establishes Technical Team to conduct Evaluation towards management requirements and technical requirements for Calibration and Recalibration services capability towards Legal Metrology Unit.
- (5) Further provisions concerning Evaluation procedures towards management requirements and technical requirements are stipulated by Director General.

Article 6

- (1) To be able to conduct Evaluation as intended in Article 4 paragraph (4), Head of Department proposes Evaluation request to Director General.
- (2) Evaluation request as intended in paragraph (1) by attaching content list as follows:
 - a. office room, calibration and recalibration services room, as well as conditioned standard storage room;
 - a. structure of organization, duty and its function;
 - b. Metrological HR;
 - c. quality system for Calibration and Recalibration services;
 - d. Calibration and Recalibration services potential in its working area including width of working area, number of sub-district, number of village/sub-village, number of market, number of UTTP producer, number of UTTP potential, and BDKT producer/packaging company; and
 - e. tools and measuring standard.
- (3) Evaluation request at least contains data and information on content list as intended in paragraph (2), by attaching documents:
 - a. list of Calibration and Recalibration services scope; and
 - b. Quality system document.



- (4) Format for Evaluation proposal request and content list format as intended in paragraph (1) and paragraph (2) are attached in Appendix II A and B which are inseparable parts of this Ministerial Regulation.
- (5) Quality System Document as intended in paragraph (2) letter b, refers to management requirement and technical requirement guide as attached in Appendix III which is inseparable part of this Ministerial Regulation.

Article 7

- (1) Legal Metrology Unit having obtained SKKPTTU UTTP is conducted Surveillance by Evaluating Team at least 1 (one) time in 2 (two) years.
- (2) Evaluating Team can assign Technical Team to conduct Surveillance as intended in paragraph (1).
- (3) Surveillance result towards Legal Metrology Unit is delivered by Evaluating Team to Head of Legal Metrology Unit with copy to Head of Department.

Article 8

- (1) In the event of Head of Department will add Calibration and Recalibration services scope, shall have to propose Legal Metrology Unit Reevaluation request to Director General.
- (2) Reevaluation request as intended in paragraph (1) shall have to be completed with added scope document and quality system updating document.
- (3) In the event of Reevaluation result as intended in paragraph (2) has been in accordance with requirements as regulated in this Ministerial Regulation, Director General issues new SKKPTTU UTTP in accordance with Reevaluation result scope.

Article 9

- (1) In the event of Evaluation, Reevaluation, or Surveillance result contains inconformity, Legal Metrology Unit shall have to follow up the inconformity finding maximum 3 (three) months as from Evaluation, Reevaluation, or Surveillance is conducted.



- (2) In the event of the inconformity finding happens when Surveillance as intended in paragraph (1) is not followed up by Legal Metrology Unit, Director General gives written warning to the Head of Department.
- (3) Written warning as intended in paragraph (2) is forwarded to Regent/Mayor or Governor of Special Capital District of Jakarta.
- (4) Legal Metrology Unit that ignoring written warning as intended in paragraph (2) within 3 (three) months as from the issuance of written warning, Director General shall conduct SKKPTTU UTTP freezing maximum 12 (twelve) months.
- (5) If within SKKPTTU UTTP freezing as intended in paragraph (4) Legal Metrology Unit has been able to follow up the inconformity finding occurring during Surveillance, Legal Metrology Unit shall deliver freezing revocation request letter to Director General.
- (6) Director General issues freezing revocation letter based on Verification result upon freezing revocation request letter as intended in paragraph (5).

Article 10

In the event of Legal Metrology Unit does not follow up Surveillance finding result during freezing period, Director General gives administrative sanction in the form of SKKPTTU UTTP revocation.

Article 11

- (1) In the event of Regional Government of Regency/City is unable to conduct Legal Metrology activity independently, then it can cooperate with other closest Regional Government of Regency/City and possess SKKPTTU UTTP based on efficiency and effectiveness principles.
- (2) Cooperation as intended in paragraph (1) is poured in Mutual of Understanding between Regent/Mayor of both parties.
- (3) Mutual of Understanding as intended in paragraph (2) at least contains:
 - a. funding for Legal Metrology activity implementation;
 - b. standard tool utilization;
 - c. Metrological HR; and
 - d. Cooperation period.



Article 12

- (1) In the event of Regional Government of Regency/City completely receives personnel, facility/infrastructure and document transfer from Provincial Regional Government in accordance with provisions of laws and regulations, Director General issues SKKPTTU UTTP with the same scope without being conducted Evaluation.
- (2) SKKPTTU UTTP issuance is conducted at the latest 1 (one) month as from official report that proving the existence of personnel, facility/infrastructure and document transfer as intended in paragraph (1) is delivered by Regional Government of Regency/City to Director General.

Article 13

- (1) Head of Legal Metrology Unit shall have to deliver monthly report of Legal Metrology activity to the Head of Department with copy to Metrology Director of Directorate General of Consumer Protection and Trade Compliance of the Trade Ministry at the latest on 10 (ten) of the upcoming month.
- (2) Monthly report of Legal Metrology activity as intended in paragraph (1) at least contains data and information as follows:
 - a. data for Calibration, Recalibration services and Evaluation for Calibration or Recalibration services implementation;
 - b. data for metrological implementation, supervision, observation, extension, criminal act investigation in the field of Legal Metrology, as well as evaluation for supervision implementation;
 - c. Metrological HR data; and
 - d. problem inventory and its settlement.
- (3) Data and information format on monthly report for Legal Metrology activity as intended in paragraph (2) is attached in Appendix IV which is inseparable part of this Ministerial Regulation.

Article 14



- (1) Expenses spent in the event of Evaluation and Reevaluation implementation towards Legal Metrology Unit are imposed in Regional Budget (APBD).
- (2) Expenses spent in the event of Surveillance implementation towards Legal Metrology Unit is imposed to Local Government Budget (APBD) and/or State Budget (APBN).

Article 15

As this Ministerial Regulation comes into effect:

- a. Regulation of the Minister of Trade Number 50/M-DAG/PER/10/2009 concerning Working Unit and Legal Metrology Technical Implementing Unit; and
 - b. Regulation of the Minister of Trade Number 51/M-DAG/PER/10/2009 concerning Evaluation Towards Technical Implementing Unit and Regional Technical Implementing Unit of Legal Metrology,
- shall be revoked and shall be declared null and void.

Article 16

This Regulation of Minister shall come into effect on its stipulation date.

For public cognizance, ordering the promulgation of this Government Regulation in the Official Gazette of the Republic of Indonesia.

Stipulated in Jakarta
on 10 November 2016

THE MINISTER OF TRADE OF RI.

sgd.

ENGGARTIASTO LUKITA



Issued in Jakarta

on 14 November 2016

DIRECTOR GENERAL
LAWS AND LEGISLATIONS
THE MINISTRY OF LAW AND HUMAN RIGHTS
THE REPUBLIC OF INDONESIA,

sgd.

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2016 NUMBER 1719

Copy conforms to the original
Secretariat General
The Trade Ministry
Acting Official of Head of Legal Bureau,

LASMININGSIH



APPENDIX I

REGULATION OF THE MINISTER OF TRADE OF RI

NUMBER 78/M-DAG/PER/11/2016

CONCERNING LEGAL METROLOGY UNIT

TOOLS AND MEASURE STANDARD

No.	Explanation	Description
1.	Working Meter 1 m/1 mm	1 unit
2.	Standard measuring vessel 5 L, 10 L, 20 L	1 unit each
3.	Measuring vessel base	1 unit
4.	Waterpass	1 unit
5.	Stop watch	1 unit
6.	Calibration scales B, C, D or Electronic Scale Max ≥ 2 kg, e ≤ 1 mg	1 unit each
7.	Weights grade F2 (1 mg – 1 kg)	1 set
8.	Weights grade M1 (1 mg – 1 kg)	1 set
9.	Weights grade M2 (100 mg – 1 kg)	2 sets
10.	Weights grade M2 (1 kg, 2 kg, 5 kg, 10 kg, 20 kg)	2 units each
11.	Slab of tin weights grade M2 (20 kg)	25 units
12.	Portable balanced scale standard until 110 kg and Tripod	1 set
13.	Calibration stamp base	1 set
14.	Thermometer 50° C/0.5° C	1 unit



THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Copy conforms to the original
Secretariat General
The Trade Ministry
Acting Official of Head of Legal Bureau,

LASMININGSIH



APPENDIX II

REGULATION OF THE MINISTER OF TRADE OF RI

NUMBER 78/M-DAG/PER/11/2016

CONCERNING LEGAL METROLOGY UNIT

A. FORMAT OF EVALUATION PROPOSAL REQUEST

Number : (date),..... (month),.....(year)
Nature : Important
Enclosure :
Subject : Legal Metrology UPTD Evaluation Request

The Honorable Director General

in

Jakarta

Dear Mr/Ms,

In accordance with Regulation of the Minister of Trade Number..... concerning....., we hereby propose request to be conducted evaluation in order to obtain Certificate of Calibration and Recalibration Services Capability For Measuring, Dosing, Weighing Devices, and their Outfits (SKKPTTU UTTP).

As evaluation requirement completion, we attached files as follows:

1. Content List in accordance with Appendix;
2. Structure of Organization, Duty, and its Function;
3. Metrological HR List;
4. List of Tools and Measure Standard;
5. List of UTTP Calibration and Recalibration services scope; and
6. Quality System Document (Level 1 to Level IV).

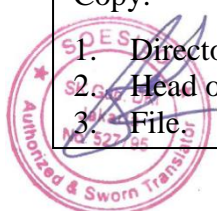
Thus this request is delivered, we fully thank for Your attention and cooperation.

Head of Department.....,

.....

Copy:

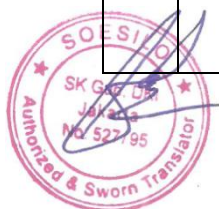
1. Director of Metrology;
2. Head of Legal Metrology Standardization Center Regional.....,
3. File



B. CONTENT LIST FORMAT

CONTENT LIST

NO	Sufficiency Audit Item	Available/Unavailable	Quantity	Description
1	Office Building			
	a. Office room			
	b. Calibration and Recalibration services room			
	c. Conditioned standard storage room			
2	Organizational legality, duty and its function			
3	Retribution local regulation			
4	Metrological HR			
	a. Calibrator			
	b. Supervisor/observer			
5	Quality System Document for Calibration And Recalibration services			
	a. Quality Guide			
	b. Quality Procedures			
	c. Test Method and tool working Instruction			
	d. Observation and form			
6	Calibration And Recalibration services potential in its working area including			
	a. working area width,			
	b. number of sub-district,			
	c. number of village/sub-village,			



	d. number of market,			
NO	Sufficiency Audit Item	Available/Unavailable	Quantity	Description
	e. number of UTTP producer,			
	f. number of UTTP potential,			
	g. BDKT producer/packaging company			
7	Tools and measure standard in accordance with minimal scope.			

THE MINISTER OF TRADE OF RI,

Copy conforms to the original

sgd.

Secretariat General

The Trade Ministry

Acting Official of Head of Legal Bureau,

ENGGARTIASTO LUKITA

LASMININGSIH



APPENDIX III

REGULATION OF THE MINISTER OF TRADE OF RI

NUMBER 78/M-DAG/PER/11/2016

CONCERNING LEGAL METROLOGY UNIT

GUIDE FOR MANAGEMENT REQUIREMENTS AND TECHNICAL REQUIREMENTS

1. Management Requirements

a. Organization

- 1) Legal Metrology Unit has to be a unity that can legally be accounted for.
- 2) Legal Metrology Unit conducts calibration and recalibration services responsibility.
- 3) Management system must include Calibration and Recalibration work conducted inside, outside office, and in usable place.
- 4) Legal Metrology Unit must possess managerial and technical personnel with authority and resources required to conduct its duty and identify any deviation of system or working implementation procedures as well as conduct preventive actions or minimize deviation.
- 5) Legal Metrology Unit must possess arrangement or system to ensure that management and its employees are free from every influence and commercial, financial pressure and internal and external pressures that can give bad effects towards their working quality.
- 6) Top management is head of Legal Metrology Unit that holding important roles towards management system effectiveness.
- 7) Legal Metrology Unit must stipulate quality responsible person and technical responsible person, main duty and relation between responsible persons.
- 8) Quality responsible person being responsible for implementation and application of quality management system must obtain direct access to top management that making decisions.
- 9) Technical responsible person is responsible for technical implementation and has resources required to ensure Legal Metrology Unit activity in accordance with the applicable requirements.



- 10) Legal Metrology Unit has to determine responsibility, authority and relation between all employees that managing, conducting or inspecting things affecting Calibration and Recalibration quality.
- 11) Legal Metrology Unit has to hold sufficient supervision on each Legal Metrology activity in accordance with its scope.
- 12) Head of Legal Metrology Unit has to ensure that the right communication process is stipulated in Legal Metrology Unit and that communication takes roles related to management system effectiveness.

b. Management System

- 1) Legal Metrology Unit has to stipulate, apply and maintain quality system which is in accordance with its activity scope.
- 2) Legal Metrology Unit has to document policy, system, program, procedure, and instruction required to ensure working result quality.
- 3) Quality System Document has to be available, communicated, and applied as well as understood by all employees.
- 4) Legal Metrology Unit has to stipulate quality system policy and purpose.
- 5) Quality policy of Legal Metrology Unit has to include at least commitments to the truth of test result, services quality, as well as services conformity to its regulation and quality system.
- 6) Quality guide has to become reference for supporting documents (quality procedures, method/working instruction, tool working instruction, and form as well as observation).
- 7) Quality System Document has to describe documentation structure used in quality system.

c. Document Control

- 1) Legal Metrology Unit stipulates and maintains procedures to control all documents which are parts of quality system, such as regulation, standard, or other normative documents, test method, diagram, software, instruction and guide.
- 2) All documents issued in Legal Metrology Unit which are parts of Quality System Document must be restudied and legalized by the authorized officer before being issued.



- 3) Master list of document or document control procedures showing the last revision status and document distribution in quality system must be made and easily obtained to avoid illegal document use and/or expired.
- 4) Changing on document must be restudied to be legalized afterwards by the top responsible person.
- 5) Legal Metrology Unit must possess document changing control procedures kept in computerized system.
- 6) Special for document containing UTTP Technical Conditions, it refers to the most updated rules issued by Government.

d. Services Request Restudy

- 1) Legal Metrology Unit must stipulate and maintain procedures for services request restudy.
- 2) Policy and procedures to conduct restudy related to calibration and recalibration services request must ensure that:
 - a) requirements, including method to be used, stipulated, documented and understood as it is;
 - b) Legal Metrology Unit has technical capability and resources to fulfill requirements.
- 3) Each calibration and recalibration services request must be approved by Legal Metrology Unit if it includes in its services scope.
- 4) Restudy record of calibration and recalibration services request, including each changing must be maintained.

e. Services and supply purchasing

- 1) Legal Metrology Unit must possess a policy and procedures to select and hold facility and infrastructure in which its utilization affects working quality in accordance with authority.
- 2) Purchasing of goods that affecting working quality is restudied, its technical specification is legalized, and documented.

f. Services on UTTP Owner

- 1) Legal Metrology Unit must confirm UTTP owner's request.
- 2) Legal Metrology Unit cooperates with UTTP owner to observe Legal Metrology Unit working performances in connection to the conducted work.



- 3) Legal Metrology Unit must seek feedback from UTTP owner to increase management system, calibration activity as well as services to UTTP owner.

g. Complain

- 1) Legal Metrology Unit must have policy and procedures to settle complain received from UTTP owner or other parties.
- 2) Record of all complains as well as follow ups conducted by Legal Metrology Unit must be maintained.

h. Inappropriate calibration working control

- 1) Legal Metrology Unit must have a policy and procedures if there is any aspect from calibration which is not in accordance with the applicable procedures. Policy and procedures must ensure that:
 - a) there are responsibility and authority to manage the inappropriate work, as well as terminate the work and hold Certificate of Test/Calibration Result (SKHP) if necessary.
 - b) evaluation is conducted towards working inconformity significance.
 - c) UTTP owner is informed and the work is cancelled if necessary.
 - d) there is responsibility stipulation to approve the continuity of the work.
- 2) If evaluation shows that the inappropriate work can occur again, or there is doubt on Legal Metrology Unit activity conformity to policy and procedures, repair act procedures on "Repair and Prevention Act" part must soon be followed.

i. Improvement

Legal Metrology Unit must stipulate and conduct quality policy, quality target, audit result, data analysis, repair and prevention act as well as management restudy.

j. Repair and Prevention Act

- 1) Legal Metrology Unit must stipulate appropriate policy and procedures as well authority to conduct repair act if there is policy and procedure inconformity or deviation inside quality system.
- 2) Should repair act is necessarily conducted, then Legal Metrology Unit must identify repair act.



- 3) Legal Metrology Unit must observe the result to ensure that the conducted repair act has been effective.
- 4) Should deviation or doubt is found towards policy and procedure implementation of Legal Metrology Unit, then Legal Metrology Unit must ensure that the related activity field must immediately be conducted internal audit.
- 5) Legal Metrology Unit must stipulate preventive act procedures including early phase action and control application to ensure its effectiveness.

k. Record Control

- 1) Legal Metrology Unit must stipulate and maintain procedures for identification, collecting, index granting, accessibility, filing, period and procedures for storage, maintenance as well as quality record and technical record destruction.
- 2) Quality record must include at least internal audit report, management restudy, repair act, and preventive act reports.
- 3) Technical record must include at least original form, measure standard verification, test record and UTTP calibration, personnel record as well as the issued SKHP.
- 4) All records must keep its security and confidentiality.
- 5) Should error in record happens, each error must be scratched out, not deleted, made invisible or removed, and the correct value is added to its side. All repairs on the record must be signed or initialed by officer conducting correction.

l. Internal Audit

- 1) Legal Metrology Unit must administer internal audit periodically in accordance with the schedule and procedures stipulated previously to inspect that its activity runs in accordance with quality system requirements and this guide.
- 2) Internal audit program must be directed to all quality system elements, including test activity.
- 3) Quality responsible person must be responsible to plan and organize audit.
- 4) Head of Legal Metrology Unit must appoint auditor staff and stipulate internal audit schedule.
- 5) Internal audit must be conducted by trained, capable auditor staff and understand quality system, as well as independent from any audited activity.



- 6) If inconformity is found in internal audit activity then Legal Metrology Unit must conduct repair action towards such inconformity.
- 7) Internal audit record at least includes the audited activity field, inconformity finding and repair act to be conducted.
- 8) Internal audit activity follow up must include application verification and effectiveness of the conducted repair act.

m. Management Restudy Meeting

- 1) Head of Legal Metrology Unit must plan and administer management restudy meeting towards implementation and effectiveness of quality system of Legal Metrology Unit at least once a year.
- 2) Management Restudy Meeting must be able to ensure quality system implementation effectiveness, as well as to know any required changing or increase.
- 3) Management Restudy meeting must at least discuss:
 - a) policy and procedure compatibility;
 - b) report from structural and functional officials or other executors;
 - c) last internal audit result;
 - d) repair and preventive action;
 - e) result of evaluation, reevaluation and surveillance;
 - f) inter-comparison result;
 - g) document changing and type of work;
 - h) feedback and complain of UTTP owner; and
 - i) quality control, resources, and staff training activity.
- 4) Result of management restudy meeting and the conducted action must be recorded.
- 5) Head of Legal Metrology Unit must ensure such action is conducted in the appropriate period and agreed.

2. Technical Requirements

a. General

Legal Metrology Unit must consider factors that affecting quality of test result and UTTP application.



b. Personnel

- 1) Head of Legal Metrology Unit must ensure competence of all personnel operating tools and measure standard, conducting UTTP calibration and recalibration, evaluating result, and signing UTTP test result report.
- 2) Personnel must have qualifications based on the appropriate education, training, experiences and competence.
- 3) Head of Legal Metrology Unit must formulate education, training and skill target from Legal Metrology Unit personnel.
- 4) Legal Metrology Unit must make program and administer required personnel training.
- 5) The arranged training program must be relevant with Legal Metrology Unit duty and must be conducted evaluation.
- 6) Legal Metrology Unit must maintain duty description of all personnel.
- 7) Legal Metrology Unit must maintain personnel's record including authority, competence, education and professional qualification, training, skill and experience of all personnel, including the contracted personnel.

c. Accommodation and Environment Condition

- 1) Legal Metrology Unit must ensure that environment condition does not cause any calibration result illegality or bad effect on quality of each measurement.
- 2) Special attention must be given if calibration is conducted in other place which is not permanent Legal Metrology Unit's facility.
- 3) Technical requirements for accommodation and environment condition that can affect calibration result must be documented.
- 4) Legal Metrology Unit must observe, control and record environment condition as required in technical requirements.
- 5) Calibration must be terminated if environment condition destroys test result.
- 6) Legal Metrology Unit must control access to standard storage room and UTTP calibration room.
- 7) In such room mentioned in number 6 there must be effective separator between side by side rooms to prevent the occurrence of bad effect towards measurement result.
- 8) Legal Metrology Unit must stipulate special procedures to ensure good household affairs.



d. Test Method in the event of Calibration and Recalibration

1) Method Selection

- a) Legal Metrology Unit must use test method in accordance with the applicable and most updated Technical Condition (TC) for all test in the event of calibration in its scope.
- b) If UTTP Technical Conditions are not stipulated then Legal Metrology Unit can adopt other applicable technical standards after obtaining approval of Directorate of Metrology.
- c) Legal Metrology Unit must have tool working instruction for standard tool utilization, and handling as well as preparation for calibrated/recalibrated UTTP.

2) Data Control

- a) Data calculation and transfer must be through appropriate supervision pursuant to systematic method.
- b) Computer and automatic tools used to conduct acquisition, process, record, report, store or reshow of UTTP calibration data must be controlled.

e. Tools

- 1) Legal Metrology Unit must be completed with all standard tools and equipment required to conduct test in the event of UTTP calibration correctly.
- 2) Should Legal Metrology Unit uses tools outside the fixed control, it must be ensured that this guide requirement is fulfilled and has operational cooperation (KSO) of such tool use.
- 3) Before being used, standard tools must already be traced and checked to stipulate such tools to fulfill specification requirements of technical conditions.
- 4) Tools must be operated by competent personnel and use tool working instruction.
- 5) Legal Metrology Unit must have procedures to identify each tool and software.
- 6) Record must be maintained for each tool.
- 7) Such record must include at least things as follows:
 - a) tool identity;
 - b) name of factory/maker, type/brand, and serial number or other unique identifications;
 - c) the latest location;
 - d) date, copy of verification result certificate report, setting, and next verification date must be conducted; and



- e) status towards damage, modification, or repair on tools.
- 8) Legal Metrology Unit must have procedures for safe handling, transportation, storage, utilization and maintenance for tools and measure standard.
- 9) Standard tools and damaged equipment, error in handling, or giving doubtful result must be withdrawn from its utilization or given clear sign stating not to be used until the related tools are fixed.
- 10) All standard tools requiring verification must be given sign that identifying verification status, including the last verified and re-verified date.
- 11) Should tools are outside fixed control of Legal Metrology Unit, then properness and its verification status must be ensured.
- 12) Legal Metrology Unit must have procedures for handling, transportation, storage and utilization of reference standard safely to prevent contamination and degradation as well as to protect its integrity.

f. Measuring Search

1) General

All standard tools used by Legal Metrology Unit must be verified before being used.

2) Special Requirements

- a) Tool and measuring standard verification must be designed and conducted to ensure test implemented by Legal Metrology Unit is traced to International System (IS) unit.
- b) IS unit utilization in test, verification, and calibration activities is stipulated based on applicable Technical Conditions.

3) Standard Tool Verification

- a) Legal Metrology Unit must have program and procedures for standard tool verification.
- b) Standard tools are verified by authorized institution that can give investigation as regulated in the applicable regulations.
- c) If there is setting towards standard tools, Standard tools must be verified every time before and after setting.



g. Calibrated and recalibrated UTTP handling

- 1) Legal Metrology Unit must have procedures for transportation, acceptance, handling, protection, and storage of calibrated and recalibrated UTTP.
- 2) Legal Metrology Unit must have system to identify calibrated and recalibrated UTTP to ensure that doubt does not appear in UTTP or standard tools stated in record or other documents.
- 3) In acceptance of UTTP that will be calibrated or recalibrated, deviation from normal condition and/or certain condition must be recorded.
- 4) Legal Metrology Unit must have proper procedures and facility to avoid degradation, loss or damage in UTTP tested during storage, handling, and preparation.
- 5) Legal Metrology Unit must have facility to store and protect UTTP condition and integrity.

h. Quality Assurance of Test Result

- 1) Legal Metrology Unit must have quality control procedures to observe legalization of the conducted Calibration and Recalibration result.
- 2) Observation of calibration and recalibration test result must be planned, studied and include among others:
 - a) participation in comparative study between Legal Metrology Units (inter-comparison); and
 - b) retest on UTTP or re-verification of the used standard tools.
- 3) The resulted data must be recorded in such a way that all tendencies can be detected.
- 4) Quality control data must be analyzed.
- 5) If necessary, repair action must be conducted to correct problems and prevent false result report.

i. Result Report (SKHP)

1) General

Calibration activity result can be included SKHP covering all required information.

2) SKHP Structure

Each SKHP must include at least information as follows:



- a) title (such as “Calibration/Test Result Certificate”);
- b) name and address of Legal Metrology Unit, and location in which calibration is conducted if it is different from Legal Metrology Unit’s address;
- c) unique identification from SKHP (such as serial number), and identification on each page to ensure such page is admitted as part of SKHP and clear identification that stating end of SKHP;
- d) name and address of UTTP owner;
- e) identification of the used method;
- f) clear identification from calibrated or recalibrated goods;
- g) date of conducting calibration;
- h) if SKHP is included with test result then SKHP must be completed with its measuring unit; and
- i) name, title, and signature of the person authorizing to legalize SKHP.

3) SKHP Additional Information

- a) As addition towards requirements described in 2.i (SKHP Structure) if it is required for test result or calibration interpretation, test report or SKHP can include things as follows:
 - i. environment condition of test or calibration place affecting test result;
 - ii. measuring uncertainty; and
 - iii. proof that the used standard tools are investigated.
- b) Should any conformity statement with a requirement, then such statement must show requirements in which fulfilled or unfulfilled.
- c) If the tested or calibrated tool has been improved or repaired, then test result after improvement or repair is conducted must be reported.
- d) SKHP can attach status of the calibrated/recalibrated tool, whether valid or invalid, based on legal provisions stipulated by Directorate of Metrology.

4) Test Report Format or SKHP

Format must be designed to accommodate every type of conducted test or calibration and minimize misunderstanding or misuse possibility.

5) Test Report Amendment or SKHP

- a) Amendment materials for an issued test report or SKHP must only be made in the form of supplemental document, or data transfer, including statement:



“Supplement for test Report (or SKHP), serial number.....(or other identity”, or other equal sentence forms.

- b) Amendment must fulfill all requirements of this guide.
- 6) If required to issue test report, or new SKHP integrally, such test report or SKHP must be uniquely identified and must contain reference to original test report or SKHP to be replaced.

THE MINISTER OF TRADE OF RI,

sgd.

ENGARTIASTO LUKITA

Copy conforms to the original
Secretariat General
The Trade Ministry
Acting Official of Head of Legal Bureau,

LASMININGSIH



APPENDIX IV

REGULATION OF THE MINISTER OF TRADE OF RI

NUMBER 78/M-DAG/PER/11/2016

CONCERNING LEGAL METROLOGY UNIT

DATA AND INFORMATION FORMAT IN MONTHLY REPORT OF LEGAL METROLOGY ACTIVITY

A. UTTP CALIBRATION/RECALIBRATION SERVICES DATA

1) UTTP VALID CALIBRATION DATA

UTTP VALID CALIBRATION DATA

MONTH.....YEAR.....

Legal Metrology Unit:

No.	Type of UTTP	Valid Calibration						
		Domestic Production UTTP	UTTP of Import Origin	Quantity of this Month	Quantity of previous Month	Quantity until this Month	Same period of previous year	Changing
		(unit)	(unit)	(unit)	(unit)	(unit)	(unit)	(%)
I	LENGTH - Wooden Meter - Meter with handle							



	<ul style="list-style-type: none">- Depth tape- Bearing Stick- Counter Meter- Taxi Meter- etc.							
II.	<p>VOLUME</p> <ul style="list-style-type: none">- Dry Dosage- Wet Dosage- Glass measuring devices- Measuring vessel- Upright cylinder permanent measuring tank- Flat cylinder permanent measuring tank- Ball permanent measuring tank- Spheroidal permanent measuring tank- Car measuring tank- Volumetric Refined Fuel Oil Flow Meter- Turbine Refined Fuel Oil							



	<p>Flow Meter</p> <ul style="list-style-type: none">- Water Meter- Gas Fuel (BBG) measuring Pump- Liquefied Petroleum Gas (LPG) measuring pump- etc.							
III	<p>MASS</p> <ul style="list-style-type: none">- Running tire scale- Filling scale- Inspection and sorting scale- Electronic scale- Spring scale- Quick scale- Pair of scales- Metal portable balanced scale- Millesimal scale- Centesimal scale- Decimal scale- Slow weight scale- Table scale							



	<ul style="list-style-type: none"> - Bridge scale - etc. 							
IV	FORCE and PRESSURE <ul style="list-style-type: none"> - Manometer - Sphygmomanometer (blood pressure measuring device) - etc. 							
V	ELECTRIC <ul style="list-style-type: none"> - dynamic kWh Meter - static kWh Meter - etc. 							
VI	WATER CONTENT <ul style="list-style-type: none"> - water content meter - etc. 							
VII	EQUIPMENT <ul style="list-style-type: none"> - ordinary precision weights (Grade M2, M3) - Special precision weights (grade F2, M1) - Stripper - Card Stamp 							



	<ul style="list-style-type: none">- Automatic Temperature Gravity (ATG)- Automatic Temperature Compensator (ATC)- Plat Orifice- Electric current circuit breaker- Water flow divider- Thermometer- etc.							
--	---	--	--	--	--	--	--	--

2) UTPP VALID RECALIRATION DATA

UTPP VALID RECALIBRATION DATA



MONTH... ..YEAR.....

LEGAL METROLOGY UNIT:

No.	Type of UTTP	Valid Recalibration				
		Quantity of this Month	Quantity of previous Month	Quantity until this Month	Same period of previous year	Changing
		(unit)	(unit)	(unit)	(unit)	(%)
I	LENGTH <ul style="list-style-type: none"> - Wooden Meter - Meter with handle - Depth tape - Bearing Stick - Counter Meter - Taxi Meter - etc. 					
II.	VOLUME <ul style="list-style-type: none"> - Dry Dosage - Wet Dosage - Glass measuring devices - Measuring vessel - Upright cylinder permanent measuring tank 					



	<ul style="list-style-type: none">- Flat cylinder permanent measuring tank- Ball permanent measuring tank- Spheroidal permanent measuring tank- Car measuring tank- Volumetric Refined Fuel Oil Flow Meter- Turbine Refined Fuel Oil Flow Meter- Water Meter- Fuel Gas (BBG) measuring Pump- Liquefied Petroleum Gas (LPG) measuring pump- etc.					
III	<p>MASS</p> <ul style="list-style-type: none">- Running tire scale- Filling scale- Inspection and sorting scale- Electronic scale					



	<ul style="list-style-type: none">- Spring scale- Quick scale- Pair of scales- Metal portable balanced scale- Millesimal scale- Centesimal scale- Decimal scale- Slow weight scale- Table scale- Bridge scale					
IV	FORCE and PRESSURE <ul style="list-style-type: none">- Manometer- Sphygmomanometer (blood pressure measuring device)					
V	ELECTRIC <ul style="list-style-type: none">- dynamic kWh Meter- static kWh Meter- etc.					
VI	WATER CONTENT <ul style="list-style-type: none">- water content meter					



VII	EQUIPMENT <ul style="list-style-type: none"> - ordinary precision weights (Grade M2, M3) - Special precision weights (grade F2, M1) - Stripper - Card Stamp - Automatic Temperature Gravity (ATG) - Automatic Temperature Compensator (ATC) - Plat Orifice - Electric current circuit breaker - Water flow divider - Thermometer - etc. 					
-----	---	--	--	--	--	--

B. DATA FOR IMPLEMENTATION OF SUPERVISION, OBSERVATION, COUNSELLING, AND CRIMINAL ACT INVESTIGATION IN THE FIELD OF LEGAL METROLOGY

1) METROLOGICAL SUPERVISION, OBSERVATION, AND COUNSELLING DATA



METROLOGICAL SUPERVISION, OBSERVATION, AND COUNSELLING DATA

MONTH.....YEAR.....

Legal Metrology Unit:

No.	Activity	Unit	This month	Same Period Last Year	Description
UTTP SUPERVISION					
A.	UTTP Supervision Activity Implementation				
	1. In business place	Unit			
	2. In the place to determine measuring, or weighing for public importance	Unit			
	3. In the place to conduct goods transfer	Unit			
	4. In the place to determine levy or wage which is based on measuring or weighing	Unit			
B.	Observation result				
	1. UTTP utilization in accordance with provisions				
	2. The truth of measuring, dosing, and weighing result				
	Average UTTP error size				
	a. Measuring	%			
	b. Dosing	%			



	c. Weighing	%			
	3. The existence of calibration Sign or written statement letter of valid or invalid sign replacement				
	The number of UTTP that violating				
	a. Having invalid calibration sign	Piece			
	b. Having no applicable valid calibration sign or unattached with written statement letter of valid and invalid sign replacement	Piece			
	c. Calibration sign is damaged				
BDKT SUPERVISION					
A.	The Implementation of BDKT Supervision Activity				
	1. In business place	Product			
	2. In production location	Product			
	3. In packaging location	Product			
B.	Supervision Result				
	1. The number of violating company:				
	a. Labelling conformity	Company			
	b. The truth of quantity	Company			
	2. Inappropriate Type of BDKT				
	a. BDKT with its quantity stated in weight or volume	Type			



	b. BDKT with its quantity stated in length, width, or number of calculation	Type			
	c. Solid BDKT in a liquid media	Type			
	d. Liquid gas BDKT	Type			
NON BDKT GOODS SUPERVISION					
A.	Implementation of Non BDKT Goods Supervision Activity				
	1. In business place	Product			
	2. In production location	Product			
	3. In packaging location	Product			
B.	Supervision result				
	The number of violating company:				
	The truth of measure, dosage, weight, or quantity	Company			
SUPERVISION FOR DIMENSIONAL UNIT					
	1. On UTTP	Unit			
	2. On BDKT packaging	Product			
	3. On non BDKT goods	Product			
	4. In announcement concerning goods sold by being measured, dosed, and weighed conducted through printed media, electronic media, or sticker letter	Unit			



	5. Other notifications stating measure, dosage, or weight.	Unit			
COUNSELLING					
A.	Direct Counselling				
	1. Seminar/Workshop/Discussion				
	a. Number of activity	Times			
	b. Number of participants	Person			
	2. Exhibition				
B.	Indirect Counselling				
	1. Printed Media				
	a. Newspaper/magazine	Times			
	b. Brochure/leaflet/poster	Times			
	2. Banner/Billboard	Piece			
	3. Electronic Media				
	a. Radio	Times			
	b. Television	Times			

2) CRIMINAL ACT INVESTIGATION DATA IN THE FIELD OF LEGAL METROLOGY

CRIMINAL ACT INVESTIGATION DATA IN THE FIELD OF LEGAL METROLOGY

MONTH..... YEAR.....



Legal Metrology Unit of Regency/City:

No.	Activity	Unit	This Month	This Year to Last Year	The Same Period Last Year	The Same Period 2 years Before	Description
General Information							
1.	Number of Calibration Obligation	Person/company					
2.	Number of circulating UTTP	Piece/unit					
Raid Result							
1	Number of UTTP inappropriate with provisions:						
	a. The utilization of UTTP appropriate with provisions	Unit					
	b. The truth of measuring, dosing and weighing result	Unit					
	c. The existence of calibration Sign or written statement letter of valid or	Unit					



	invalid sign replacement						
2.	Number of BDKT inappropriate with provisions						
	a. Labeling conformity	Product					
	b. The truth of quantity	Product					
3.	Number of Non BDKT Goods inappropriate with provisions (the Truth of measure, dosage, weight, or quantity)	Product					
4.	Number of Violation towards the utilization, unit and early word writing as well as measurement symbol	Unit					
5.	Number of Calibration Obligation proposed by Investigator	Person/ company					
6.	Number of UTTP proposed as evidences by Investigator	Piece /unit					



	Decree Result						
1.	Number of the convicted						
	a. Calibration obligation	Person/ company					
	b. Calibrator	Person					
2.	Fine	Rp					
3.	Profit	Year, month, day					

C. METROLOGICAL HUMAN RESOURCES DATA



METROLOGICAL HUMAN RESOURCES DATA
MONTH.....YEAR.....

No	Name And NIP	Entitled Employee Initial	Sex	Place, Date of Birth	Rank/ Room Category	TMT	Title				Last Education	Education and Training History				No & Date of Metrology	Working Area	Unit of Working Unit	Regency / City Instance	Desc..
							Structural	Functional	TMT	Credit Figure		Structural Education and Training	Year	Technical/Functional Education and Training	Year					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

THE MINISTER OF TRADE OF RI,

Copy conforms to the original

Secretariat General

sgd.

The Ministry of Trade

Acting Official of Head of Legal Bureau,

ENGGARTIASTO LUKITA

LASMININGSIH

