**SOP Rekomendasi Teknis Pemenuhan Komitmen (PK) Izin Usaha Peternakan**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  | **Pelaksana** | | |  |  |  |  |  |  | **Mutu Baku** |  |  |  |
| **No.** | **Kegiatan** | **Pemohon** | | | **Staff** | | | **Kasi** | | | **Kabid** | | | **Kepala Dinas** | | | **Kelengkapan** | **Waktu** | **Output** | **Keterangan** |
|  |  | **PPHNak** | | | **PPHNak** | | | **Peternakan** | | |  |
|  |  |  |  |  |  |
| 1 | Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu mengirimkan berkas permohonan rekomendasi teknis PK izin usaha peternakan |  | | |  |  |  |  |  |  |  |  |  |  |  |  | Berkas permohonan rekomendasi teknis PK izin usaha peternakan | 15 Menit | Laporan masuk ke |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Dinas teknis |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Menerima berkas permohonan PK izin usaha peternakan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Berkas permohonan rekomendasi teknis PK izin usaha peternakan | 15 Menit | Laporan diterima Dinas teknis |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Menerima berkas PK izin usaha peternakan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Berkas permohonan rekomendasi teknis PK izin usaha peternakan | 1 Jam | Disposisi ke Kabid |  |
|  | dan memerintahkan Kabid Peternakan untuk menindaklanjuti laporan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Peternakan |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Kabid Peternakan memeriksa kelengkapan berkas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Disposisi dari Kadis | 30 Menit | Disposisi ke Kasi |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PPHNak |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Menugaskan kasi PPHNak, staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Disposisi dari Kabid Peternakan | 30 Menit | Disposisi ke Kasi  PPHNak |  |
|  | dan petugas teknis kecamatan untuk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | melakukan kunjungan ke lokasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Melakukan konfirmasi kepada pemohon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Telepon/Hp, Kendaraan | 2 Hari | Janji temu dengan |  |
|  | untuk kunjungan ke lapangan dalam rangka |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | pemohon |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Verifikasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Menerima kasi PPHNak, staff dan petugas |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Buku kegiatan | 30 Menit | Sampai di rumah |  |
|  | Teknis kecamatan serta mendampingi di |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | pemohon |  |
|  | Lokasi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Melakukan verifikasi sesuai berkas permohonan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Chek list Berkas permohonan | 2 Jam | Prosedur verifikasi |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | terlaksana |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Menetapkan kelayakan usaha |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Berkas permohonan | 1 Jam | Verifikasi selesai |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | dilakukan |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Membuat laporan tertulis hasil verifikasi lapangan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Komputer, ATK, buku kegiatan | 30 Menit | Laporan kelayakan |  |
|  | izin usaha peternakan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | Ya |  |  |  |  |  |  |  |  |  |
| 11 | Kasi PPHNak memberikan laporan hasil verifikasi kepada Kabid Peternakan, jika setuju diteruskan ke Kadis, jika kurang dikembalikan ke kasi PPHNak untuk dikoreksi ulang kelengkapannya |  | | |  | | |  | | | Tidak | | |  | | | Laporan hasil verifikasi lapangan dari kasi PPHNak | 30 Menit | Laporan terkoreksi |  |
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| 12 | Kepala Dinas menerima laporan. Acc dan |  |  |  |  |  | Laporan final |  | 1 jam | Surat Rekomendasi |  |
|  | memberikan Rekom PK Izin Usaha Peternakan |  |  |  |  |  |  |  |  | dan arsip |  |

KEPALA DINAS KETAHANAN PANGAN DAN PETERNAKAN

KABUPATEN MADIUN

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