



Document No.	GOP 500
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Compiled by  
Approved by  
Approval date

Quality Management and Auditing Officer  
Chief Examiner  
01/07/2016

# Quality Management System

## Centre for Seafarers

### Guidance Note - Index of Controlled Documents for the SAMSA Code

## Document Compiled by

Name	Position	Signature	Date
Azola Nkota	Quality Management and Auditing Officer	Signed electronically	15/06/2016

## Approval

Name	Position	Signature	Date
Azwimbavhi Mulaudzi	Chief Examiner	Signed electronically	15/06/2016

## Distribution

Name	Title
All	SAMSA personnel

## Revision History

Version	Date	Summary of Changes
1.0	15/06/2016	First issue of the Document
1.1	13/09/2016	Revised after a revision of numerous procedures and guidance notes
1.2	05/01/2017	Revised after a revision of numerous procedures and guidance notes

## Document Review



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# Index to OPS 500 and related forms

## Introduction

The index is designed to assist the Principal Officers, Administration clerks, Registrar of Seafarers, as well as Examiners to be able to identify whether they are using the correct latest form. This document covers all forms for use relating to examinations, both for internal use and external use. Candidates should check that the document issued to them has been issued using the correct document.

We have provided links for all documents that are on SAMSA website and those that are for internal use only do not have links.



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# Document list

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	POP 501	POP-501 – Recognition of foreign STCW Certification in terms of STCW I.10	Ver. 2.0 - 15/08/2013
		GOP-501 – Recognition of foreign STCW Certification in terms of STCW I.10	Ver. 4.0 - 15/08/2013
	POP 502	Intentionally left blank	
	POP 503	<a href="#">POP-503 – Accreditation of a training institution</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.1 – Accreditation of a Training Institution</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.1a – Special Requirements for Accreditations</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.2 – Format and Wording of Certificates</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.2a – SAMSA Accredited institution certificate</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.3 - Requirements for Quality Standards System</a>	Ver. 1.0 – 23/12/2016
		<a href="#">GOP-503.3a – Course completed and Certs issued</a>	Ver. 1.0 - 23/12/2016
		<a href="#">GOP-503.4 – Submission of Information Required from Training Institution</a>	Ver. 1.0 - 23/12/2016
		FOP-503.0a – Report on Accreditation - Training Institution	Ver. 1.2 - 01/01/2017
		FOP-503.0b – Report on Accreditation - Accelerated Training	Ver. 1.1 - 01/01/2017
		FOP-503.1a – Certificate of Accreditation - Training Institutions	Ver. 1.3 - 05/08/2016
		FOP-503.1b – Certificate of accreditation - Training Programme	Ver. 1.3 - 05/08/2016
		<a href="#">COP-503.0 - Checklist for Submission of Information for Accreditation</a>	Ver. 4.0 - 17/07/2013
		<a href="#">COP-503.1 – Audit Checklist - Accreditation of Training Institution</a>	Ver. 1.0 - 22/08/2016
	POP 504	Intentionally left blank	
	POP 505	POP-505 – Issue an exemption in terms of Section 85 of the Merchant Shipping Act, 57 of 1951	Ver. 3.0 – 19/08/2013
		<a href="#">GOP 505 – Issue of an exemption in terms of Sect 85 of the MSA</a>	Ver. 4.0 – 19/08/2013
		FOP-505.0.a – Application for Exemption in terms of section 85 - Deck	Ver. 1.2 – 05/01/2017
		FOP-505.0.b – Application for Exemption in terms of section 85 - Engine	Ver. 1.2 – 05/01/2017
		FOP-505.1 Exemption Certificate – Section 85	Ver. 1.1 – 01/04/2016

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POP 506		POP 506 – Revalidation of a Certificate of Competency	Ver. 1.0 – 01/04/2016
		<a href="#">GOP 506 – Revalidation of a Certificate of Competency</a>	Ver. 1.0 – 01/04/2016
		<a href="#">FOP 506.0.a – Application for Revalidation of CoC (deck-unlimited)</a>	Ver. 1.8 - 28/11/2016
		<a href="#">FOP 506.0.b – Application for Revalidation of CoC (engine-unlimited)</a>	Ver. 1.6 - 28/11/2016
		<a href="#">FOP 506.0.c – Application for Revalidation of CoC (deck-fishing)</a>	Ver. 1.5 - 28/11/2016
		<a href="#">FOP 506.0.d – Application for Revalidation of CoC (engine-fishing)</a>	Ver. 1.5 - 28/11/2016
		<a href="#">FOP 506.0.e – Application for Revalidation of CoC (deck-small vessels)</a>	Ver. 1.5 - 28/11/2016
		<a href="#">FOP 506.0.f – Application for Revalidation of CoC (engine-motorman)</a>	Ver. 1.5 - 28/11/2016
		<a href="#">FOP 506.0.g – Application for Revalidation of CoC (deck-port ops)</a>	Ver. 1.4 - 28/11/2016
		<a href="#">FOP 506.0.h – Application for Revalidation of CoC (engine-port ops)</a>	Ver. 1.4 - 28/11/2016
		FOP-506.1 – blank	
		FOP-506.2 - Interim CoC - Revalidated Certificate (only available on SIOMS)	Ver. 2.0 – 05/08/2016
POP 507		POP-507 – Identification and Appointment of Examiners	Ver.1.0 – 28/11/2016
		GOP-507 – Requirements for Appointment as Examiner	Ver.1.0 – 28/11/2016
		FOP-507.1 – Letter of Appointment as Examiner - deck	Ver. 1.0 - 28/11/2016
		FOP-507.2 – Letter of Appointment as Examiner - engine	Ver. 1.0 - 28/11/2016
		FOP-507.3 – Letter of Appointment as Examiner - Radio	Ver. 1.0 - 28/11/2016
		FOP-507.4 – Record of Examiner’s Activities	Ver. 1.0 - 28/11/2016
POP 508		<a href="#">POP 508 – Issue of a Certificate of Proficiency</a>	Ver. 1.1 – 18/04/2016
		<a href="#">GOP 508 – Issue of a Certificate of Proficiency</a>	Ver. 1.0 – 01/04/2016
		<a href="#">FOP-508.0.a – Application for the issue of a Certificate of Proficiency - deck</a>	Ver. 1.6 - 28/11/2016
		<a href="#">FOP-508.0.b – Application for the issue of a Certificate of Proficiency - engine</a>	Ver. 1.4 - 28/11/2016
		<a href="#">FOP-508.1.a – Application for the Revalidation of a Certificate of Proficiency – deck</a>	Ver. 1.2 - 28/11/2016
		<a href="#">FOP-508.1.b – Application for the Revalidation of a Certificate of Proficiency – Engine</a>	Ver. 1.2 - 28/11/2016
		<a href="#">FOP-508.1.a – Interim Certificate deck rating</a>	Ver. 1.1 - 01/04/2015

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		<a href="#">FOP-508.1.b – Interim Certificate engine rating</a>	Ver. 1.2 - 18/04/2015
		<a href="#">Provisional Ordinary Seafarer cert</a>	Ver. 3.0 – 06/08/2013
	POP 509	FOP 509.1 – MLC Seafarer Recruitment and Placement Certificate	Ver. 1.0 - 15/07/2013
		FOP 509.2 – Maritime Labour Certificate	Ver. 1.0 - 12/08/2013
		FOP 509.3 – Interim Maritime Labour Certificate	Ver. 1.0 - 12/08/2013
		FOP 509.4 – Declaration of Maritime Labour Compliance Part 1	Ver. 1.0 - 12/08/2013
		FOP 509.5 – Declaration of Maritime Labour Compliance Part II	Ver. 1.0 - 12/08/2013
		<a href="#">COP 509 – MLC Seafarer Recruitment and Placement Checklist</a>	Ver. 1.0 - 28/06/2013
	POP 510	POP-510 – Accreditation of Medical Practitioners	Ver. 3.0 – 02//2013
		<a href="#">GOP-510 – Accreditation of a Medical Practitioner</a>	Ver. 3.0 – 02/09/2013
		<a href="#">FOP 510.0 – Application for approval of medical practitioners</a>	Ver. 1.1 - 01/04/2016
		<a href="#">FOP 510.1 – Report on approval of a medical practitioner</a>	Ver. 1.1 - 01/04/2016
		FOP 510.2 – Medical Practitioner’s approval certificate	Ver. 1.1 - 01/04/2016
		<a href="#">COP-510 – Audit checklist for approval of Medical Practitioners</a>	Ver. 3.0 – 16/07/2013
	POP 511	POP-511 – Eyesight Test	Ver. 5.0 – 03/09/2014
		<a href="#">GOP-511 – Eyesight Tests - Standard</a>	Ver. 5.0 – 27/06/2014
		FOP-511 – Application for Colour and Form Vision Test	Ver. 6.0 – 26/06/2014
		<a href="#">FOP-511.1 – Colour and Form Vision Test Results</a>	Ver. 6.0 – 26/06/2014
	POP 512	Fraudulently issued Certificate of Competency or Qualification.	Ver. 2.0 – 03/09/2013
	POP 513	POP-513 - Application for and conducting Level 3 Assessment	Ver. 3.0 – 05/09/2013
		<a href="#">GOP-513.0 – Application for examination (level 3 assessment) for CoC</a>	Ver. 5.0 - 15/11/2013
		<a href="#">GOP-513.0_1 – Level 3 assessment and issue of a CoC or endorsement</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.1 – Level 3 Assessment - Master</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.2 – Level 3 Assessment - Chief Mate and Chief Mate (3000GT)</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.3 – Level 3 Assessment - Deck Officer</a>	Ver. 4.0 - 25/10/2013

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		<a href="#">GOP-513.4 – Level 3 Assessment - Master (500GT near-coastal)</a>	Ver. 4.0 - 25/10/2013
		<a href="#">GOP-513.5 – Level 3 Assessment - Mate (500GT and 500GT near-coastal)</a>	Ver. 4.0 - 25/10/2013
		<a href="#">GOP-513.6 – Level 3 Assessment - Master (200GT near coastal and 200GT)</a>	Ver. 4.0 - 25/10/2013
		<a href="#">GOP-513.7 – Level 3 Assessment - Master (1600GT P.O.), Master P.O. &amp; Skipper (200GT P.O.)</a>	Ver. 4.0 - 28/10/2013
		<a href="#">GOP-513.8 – Level 3 Assessment - Chief and Second Engineer</a>	Ver. 4.0 - 28/10/2013
		<a href="#">GOP-513.9 – Level 3 Assessment - Chief and Second Engineer 3000kW</a>	Ver. 4.0 - 28/10/2013
		<a href="#">GOP-513.10 – Level 3 assessment – Engineer Officer</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.11 – Level 3 assessment – Master (Under 3000 GT)</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.12 – Level 3 assessment – Master ( 500 GT)</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.13 – Level 3 assessment – Marine Motorman Gr. 2</a>	Ver. 4.0 - 25/09/2013
		<a href="#">GOP-513.14 Level 3 assessment – Marine Motorman Gr. 1</a>	Ver. 4.1 - 01/07/2016
		<a href="#">GOP-513.15 – Level 3 assessment – Marine Motorman HG</a>	Ver. 4.0 - 25/09/2013
		<a href="#">FOP 513.0.a – Application for A Level 3 Assessment for a CoC (deck-unlimited)</a>	Ver. 1.4 - 28/11/2016
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		<a href="#">FOP 513.0.e – Application for A Level 3 Assessment for a CoC (deck-small vessels)</a>	Ver. 1.4 - 28/11/2016
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		<a href="#">FOP 513.0.i – Application for A Level 3 Assessment for a CoC (fishing-grades)</a>	Ver. 1.3 - 28/11/2016
		<a href="#">FOP-513.1.a – Interim Certificate – deck unlimited</a>	Ver. 1.3 - 03/05/2016
		<a href="#">FOP-513.2.a – Statement of Results - deck unlimited</a>	Ver. 1.1 - 18/04/2016
		<a href="#">FOP-513.2.b – Statement of Results - engine unlimited</a>	Ver. 1.1 - 18/04/2016
		<a href="#">FOP-513.2.c – Statement of Results - deck-fishing</a>	Ver. 1.1 - 18/04/2016

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		FOP-513.2.d – Statement of Results - engine Fishing	Ver. 1.1 - 18/04/2016
		FOP-513.2.e – Statement of Results - STCW Small Vessels	Ver. 1.1 - 18/04/2016
		FOP-513.2.f – Statement of Results- engine motorman	Ver. 1.1 - 18/04/2016
		FOP-513.2.g – Statement of Results - deck port ops	Ver. 1.1 - 18/04/2016
		FOP-513.2.h – Statement of Results - engine Port Ops	Ver. 1.1 - 18/04/2016
		FOP-513.2.i – Statement of Results - Fishing Grades	Ver. 1.1 - 18/04/2016
	POP 514	POP-514 – Classification and Approval of Simulators	Ver. 1.0 - 04/09/2014
		GOP-514 – Approval of Simulators	Ver. 1.0 - 01/03/2014
		FOP-514.1 – Certificate of approval - simulator	Ver. 1.0 - 01/05/2014
		<u>COP-514 – Classification of Simulators</u>	Ver. 2.0 - 01/08/2014
	POP 515	GOP-515 – Revalidation of GMDSS GOC	Ver. 6.0 - 18/08/2014
		FOP-515 – Application For A GMDSS Certificate, Initial STCW Endorsement And Subsequent Revalidation Of A GMDSS Certificate Of Competence	Ver. 3.0 - 16/07/2013
		FOP-515.1 – Application & Issue SRC & LRC	Ver. 2.0 - 14/07/2014
		FOP-515.2 – Interim Certificate - Short Range Certificate	Ver. 2.0 - 15/07/2014
		FOP-515.3 – Interim Certificate - Long Range Certificate	Ver. 2.0 - 15/07/2014
	POP 516	FOP-516 – AtoN Certificate Level 1 Manager	Ver. 1.0 - 13/08/2014
	POP 517	GOP-517 – Endorsement of Foreign CoC to serve on SA ships	Ver. 5.0 - 06/08/2015
		FOP-517 – Application for CeC	Ver. 1.3 - 18/04/2016
		FOP-517.1 Confirmation of Receipt of Application	Ver. 1.3 - 03/01/2017
	POP 518	<u>FOP-518 – Application for Seafarers Record Book clear</u>	Ver. 2.0 - 08/01/2015
	POP 519	<u>GOP-519 - Issue a STCW'78 Certificate of additional qualification</u>	Ver. 5.0 - 17/10/2013
		<u>FOP-519.0 – Application for the Issue of an Additional Certificate of Proficiency</u>	Ver. 1.1 - 01/04/2016
		FOP-519.1 – Interim Certificate additional proficiency	Ver. 1.1 - 01/04/2016
	POP 520	Intentionally left blank	Ver. 4.0 - 18/09/2013
	POP 521	<u>FOP 521 – Application for re-issue of lost Certificate</u>	Ver. 1.0 - 01/04/2016

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	POP 522	Endorsement of a Fishing CoC – Near Coastal under 500GT	Ver. 3.0 - 24/10/2013
	POP 523	<a href="#">POP-523 – Review of the SAMSA Qualifications Code</a>	Ver.5.0 - 24/10/2013
POP 524		POP-524 – Issue of Certificates and Contents of Certificates	Ver.2.0 – 28/11/2016
		GOP-524.1 – List of Certificates of Competency and Proficiency	Ver.2.0 – 25/11/2016
		GOP-524.2 – List of Certificates of Equivalent Competency	Ver.1.0 – 29/04/2016
		GOP-524.3 – Standard texts for Certificates	Ver.1.0 – 29/04/2016
		FOP-524.1 – Form of STCW Certificate	Ver.1.0 – 29/04/2016
		FOP-524.2 – Form of Local Certificate	Ver.1.0 – 29/04/2016
		FOP-524.3 – Form of a Certificate of Equivalent Competency	Ver.1.0 – 29/04/2016
POP 525		POP-525 – Control of non-conformances and observations	Ver.1.0 - 12/09/2016
		FOP-525.1– Corrective and Preventative Action Request form	Ver.1.0 - 01/09/2016
		FOP-525.2 – Findings close out report	Ver.1.0 - 01/09/2016
		ROP-525.1 – Register of Findings	Ver.1.0 - 01/09/2016
POP 526		POP-526 - Communication of Information as Required by the STCW Convention	Ver.1.0 - 13/09/2016
		GOP-526.0 - Guidance for setting requirements of Independent Evaluation	Ver.1.0 - 13/09/2016
		ROP-526.0 - Communication of Information to IMO - 2016	Ver.1.0 - 01/09/2016
		ROP-526.1 - Communication of Information to IMO - 2016 - Index of Documents	Ver.1.0 - 13/09/2016
POP 530		<a href="#">GOP 530.01 – How to Use the SAMSA Code</a>	Ver.4.0 – 27/07/2013
		<a href="#">GOP 530.03 – SAMSA Code Matrix</a>	Ver. 2.0 – 01/01/2017
		<a href="#">GOP 530.04 – SAMSA Code Minimum Duration of Courses</a>	Ver.1.1 – 01/04/2016
POP 531		<a href="#">GOP-531.01 – Cargo Handling and Stowage</a>	Ver.6.0 - 21/05/2013
		<a href="#">GOP-531.02 – Celestial Navigation</a>	Ver.4.0 - 09/01/2013
		<a href="#">GOP-531.03 – Chart work</a>	Ver.6.0 - 22/09/2011
		<a href="#">GOP-531.04 – Communications</a>	Ver.5.0 - 21/05/2013
		<a href="#">GOP-531.05 – Electronic Navigation Systems</a>	Ver.5.0 - 13/08/2013
		<a href="#">GOP-531.06 – Emergency Procedures</a>	Ver.5.0 - 21/05/2013

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		<a href="#">GOP-531.08 – Marine environmental studies</a>	Ver.5.0 - 21/05/2013
		<a href="#">GOP-531.09 – Naval Architecture Fishing</a>	Ver.2.0 - 30/09/2013
		<a href="#">GOP-531.10 – Naval Architecture STCW</a>	Ver.5.0 - 21/05/2013
		<a href="#">GOP-531.11 – Personnel Management and Ship Masters Business</a>	Ver.5.0 - 21/05/2013
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		<a href="#">GOP-531.15 – Personnel Management and Ship Masters Business (Fishing)</a>	Ver.1.0 - 14/10/2013
		<a href="#">GOP-531.16 – ECDIS Generic Training</a>	Ver.1.0 - 27/05/2014
	POP 532	GOP-532.01 – General Engineering Science-Applied	Ver.5.0 - 21/05/2013
		GOP-532.02 – Workshop Training Modules-F	Ver.6.0 - 14/04/2013
		GOP-532.03 – Engineering drawing	Ver.5.0 - 21/05/2013
		GOP-532.04 – Electrotechnology	Ver.4.0 - 09/01/2013
		GOP-532.05 – Engineering Knowledge	Ver.6.0 - 21/05/2013
		GOP-532.06 – Heat Engines -Thermodynamics	Ver.5.0 - 21/05/2013
		GOP-532.07 – High Voltage Training	Ver.1.0 - 25/05/2013
	POP 533	GOP-533.01 – Able Seafarer Deck	Ver.5.0 - 29/01/2013
		<a href="#">GOP-533.02 – Efficient Cook</a>	Ver.5.0 - 12/03/2014
		GOP-533.04 – Able Seafarer Engine	Ver.5.0 - 09/01/2013
	POP 534	GOP-534.01 – Elementary First Aid	Ver.4.0 - 09/01/2013
		<a href="#">GOP-534.02 – Medical First Aid</a>	Ver.5.0 - 15/01/2013
		<a href="#">GOP-534.03 – Competence in medical care</a>	Ver.10. - 01/06/2014
		<a href="#">GOP-534.04 – Fire Prevention and Fire Fighting</a>	Ver.6.0 - 22/05/2013
		<a href="#">GOP-534.05 – Competence in Advanced Fire Fighting</a>	Ver.4.0 - 09/01/2013

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		<a href="#">GOP-534.08 – Safety Familiarisation Training</a>	Ver.4.0 - 10/01/2013
		<a href="#">GOP-534.10 – Competence for seafarers with Designated Security Duties</a>	Ver.5.0 - 10/01/2013
		<a href="#">GOP-534.11 – Ship Security Officer</a>	Ver.4.0 - 10/01/2013
		<a href="#">GOP-534.12 – Company Security Officer</a>	Ver.4.0 - 10/01/2013
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		<a href="#">GOP-534.15 – Passenger and Cargo Safety and Hull Integrity</a>	Ver.1.0 - 19/09/2012
		<a href="#">GOP-534.16 – Basic training for oil and chemical tankers</a>	Ver.9.0 - 28/10/2013
		<a href="#">GOP-534.17 – Basic training for liquefied gas tankers</a>	Ver.8.0 - 28/10/2013
		<a href="#">GOP-534.18 – Advanced training for oil tankers</a>	Ver.2.0 - 15/07/2013
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		<a href="#">GOP-534.22 – GMDSS</a>	Ver.4.0 - 10/01/2013
		<a href="#">GOP-534.23 – Competence in Security Awareness</a>	Ver.4.0 - 10/01/2013
		<a href="#">GOP-534.24 – Personal Safety and Social Responsibility</a>	Ver.4.0 - 28/02/2013
		<a href="#">GOP-534.25 – Survival Craft and Rescue Boats other than FRB</a>	Ver.6.0 - 04/03/2013
		<a href="#">GOP-534.26 – Competence in Fast Rescue Boats</a>	Ver.4.0 - 10/01/2013
		<a href="#">GOP-534.27 – Personal Survival Techniques</a>	Ver.6.0 - 10/01/2013
		<a href="#">GOP-534.28 – Safety Officer Fishing Vessels over 25gt</a>	Ver.1.0 - 28/02/2013
	POP 535	<a href="#">GOP-535.01 – Refresher Medical First Aid</a>	Ver.5.0 - 04/03/2013
		<a href="#">GOP-535.02 Refresher – Electronic Navigation Systems</a>	Ver.2.0 - 17/07/2011
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		<a href="#">GOP-535.04 – Refresher PSSR</a>	Ver.6.0 - 28/10/2013
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		<a href="#"><u>GOP-535.08 – Refresher Survival Craft and Rescue Boats other than FRB</u></a>	Ver.5.0 - 28/02/2013
	POP 536	<a href="#"><u>GOP-536.01 – SAMSA Code Small vessel code</u></a>	Ver.3.0 - 13/08/2014
	POP 537	<a href="#"><u>GOP-537.01 – SAMSA Code VTS for TNPA</u></a>	Ver.3.0 - 10/01/2013
		<a href="#"><u>GOP-537.02 – SAMSA Code OHS Act</u></a>	Ver.3.0 - 10/01/2013
	POP 538	<a href="#"><u>GOP-538.01 – The Maritime Medical Standards Code</u></a>	Ver.4.0 - 04/01/2014
	POP 539	<a href="#"><u>GOP-539.01 – Electro-technical ratings</u></a>	Ver.2.0 - 10/01/2013
	POP 540	<a href="#"><u>GOP-540.01 – Long Range Certificate (LRC)</u></a>	Ver.1.0 - 28/11/2013
		<a href="#"><u>GOP-540.02 – Short Range Certificate (SRC)</u></a>	Ver.2.0 - 19/08/2014

Version no. – Effective Date	Document	Reference
Ver. 1.2 – 05/01/2017	Index of controlled documents	GOP 500