| Document No. | QMS-OP-1003 |
| Version No - Date | Ver.1.0 – 19/04/2021 |

Compiled by	**Azola Nkota**
Approved by	**Chief Examiner**
Initial approval date	**16/04/2021**
Initial effective date	**19/04/2021**

QUALITY MANAGEMENT SYSTEM

Process – Approval of Medical Practitioners

Document Compiled by

Name	Position	Signature	Date
Azola Nkota	QSS Developer		16 April 2021
Nomvelelo Makwetu	QMS Specialist		16 April 2021

Approval

Name	Position	Signature	Date
Azwimmbavhi Nelwamondo	Chief Examiner		16 April 2021

Distribution

Name	Means of Distribution
All SAMSA Staff	Internal Communications
All Training Institution	SAMSA Website

Revision History

Version	Date	Summary of Changes
1.0		First Issue of the Guidance Note

Document Review

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Purpose

1.   To provide for the approval of Medical Practitioners to conduct medical and eyesight examinations of Seafarers as set out in the Merchant Shipping (Training, Certification and Safe Manning) Regulations, 2021

Scope

2.   This Process, and its associated Procedures applies to the Medical Practitioners who seek to be approved by SAMSA to conduct medical examinations of seafarers.

Approval Process

3.   The process is described in the appendix of this document, the process map and the document are part of this process.

4.   The process applies *mutatis mutandis* to medical practitioners applying to be approved as individuals or as an organised entity/group.

5.   A detailed procedure regarding the assessment and inspection requirements is provided in **QMS-OG-1003.01 – Requirements for Approval of Medical Practitioners.**

Requirements for Approval of Medical Practitioners

6.   For the Purpose of this process, only Medical Practitioners approved as such by the HPCSA may be approved to conduct seafarer medical examination

7.   Medical practitioners shall be independent of employers, i.e. not be in the employ of an employer, but may be contracted. Approved Medical Practitioners associated with employers under the requirements that existed immediately before this requirement may be permitted to continue until their approval expires.

8.   Details of the requirements are set out in **QMS-OG-1003.01 – Requirements for Approval of Medical Practitioners** which forms part of this process

Records and Publication of Information

9.   The information regarding approved Medical Practitioners shall be published, through a Marine Notice, on the SAMSA website and be revised at monthly intervals

10.   Approved medical practitioners shall submit information to enable SAMSA to be able to conduct verification of validity and authenticity of the Medical Certificates.

Or

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All outcomes of medical examination of seafarers shall be issued on YXZ Platform by approved medical practitioners. SAMSA may use this information for verification of documents as requested by employers, other maritime administrations, etc. who have *bona fide* need to verify such information.

Transitional Provisions

11.   All approvals of Medical Practitioners under the former procedure [**POP-507 - Appointment of examiners and moderators**] remain valid for the period of validity.

12.   Where current medical practitioners who practice as an entity are approved separately and have a different date for validity of their approval, they may request that SAMSA re-issue their certificate as an entity – the later of the dates for such medical practitioners shall be applicable.

Documents Forming part of this procedure

13.   The following documents forms part of this procedure, and are thus compulsory

13.1.   QMS-OG-1003.1 – Requirements for Approval of Medical Practitioners

13.2.   QMS-OC-1003.1 - Application for Approval or Re-Approval checklist

13.3.   QMS-OC-1003.2 – Audit Checklist and Aide Memoir

13.4.   QMS-OF-1003.3 – Report of Adhoc Audits of Approved Medical Practitioners

13.5.   QMS-OF-1003.4 – Notice of Suspension or Cancellation of Approval

13.6.   QMS-OF-1003.5 – Seafarers medical examinations records

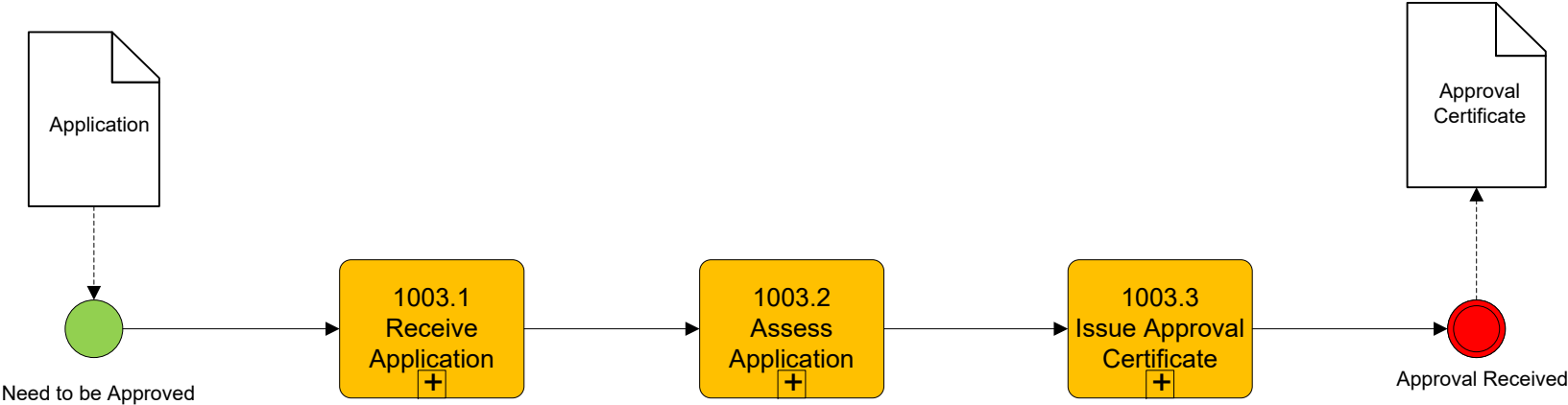13.7.   QMS-OF-1003.1 – Report on Approval of Medical Practitioners

13.8.   QMS-OF-1003.2 – Certificate of Approval of Medical Practitioner

13.9.   QMS-OF-1003.3 – Report of Adhoc Audits of Approved Medical Practitioner

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Appendix 1 – Approval of Medical Practitioners process flow

TITLE: 1003 – Approve Medical Practitioners AUTHOR: Nomvelelo Makwetu OWNER: Vernon Keller	USED AT: SAMSA	DATE : 19 April 2021 REV :0	X	WORKING
				DRAFT
				RECOMMENDED
				PUBLICATION

Application

Approval Certificate

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(Need to be Approved) → [1003.1 Receive Application ⊞] → [1003.2 Assess Application ⊞] → [1003.3 Issue Approval Certificate ⊞] → (Approval Received)
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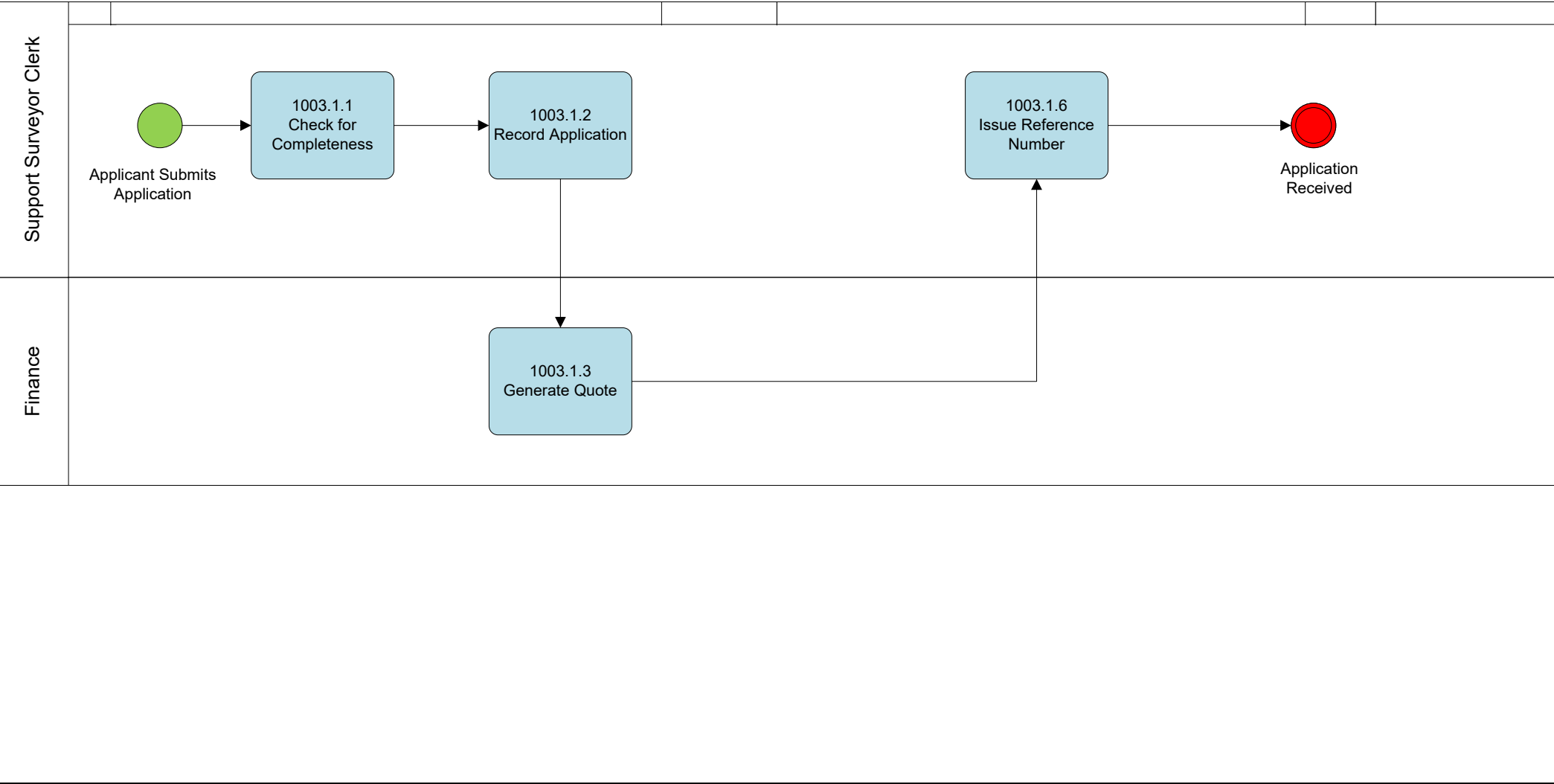
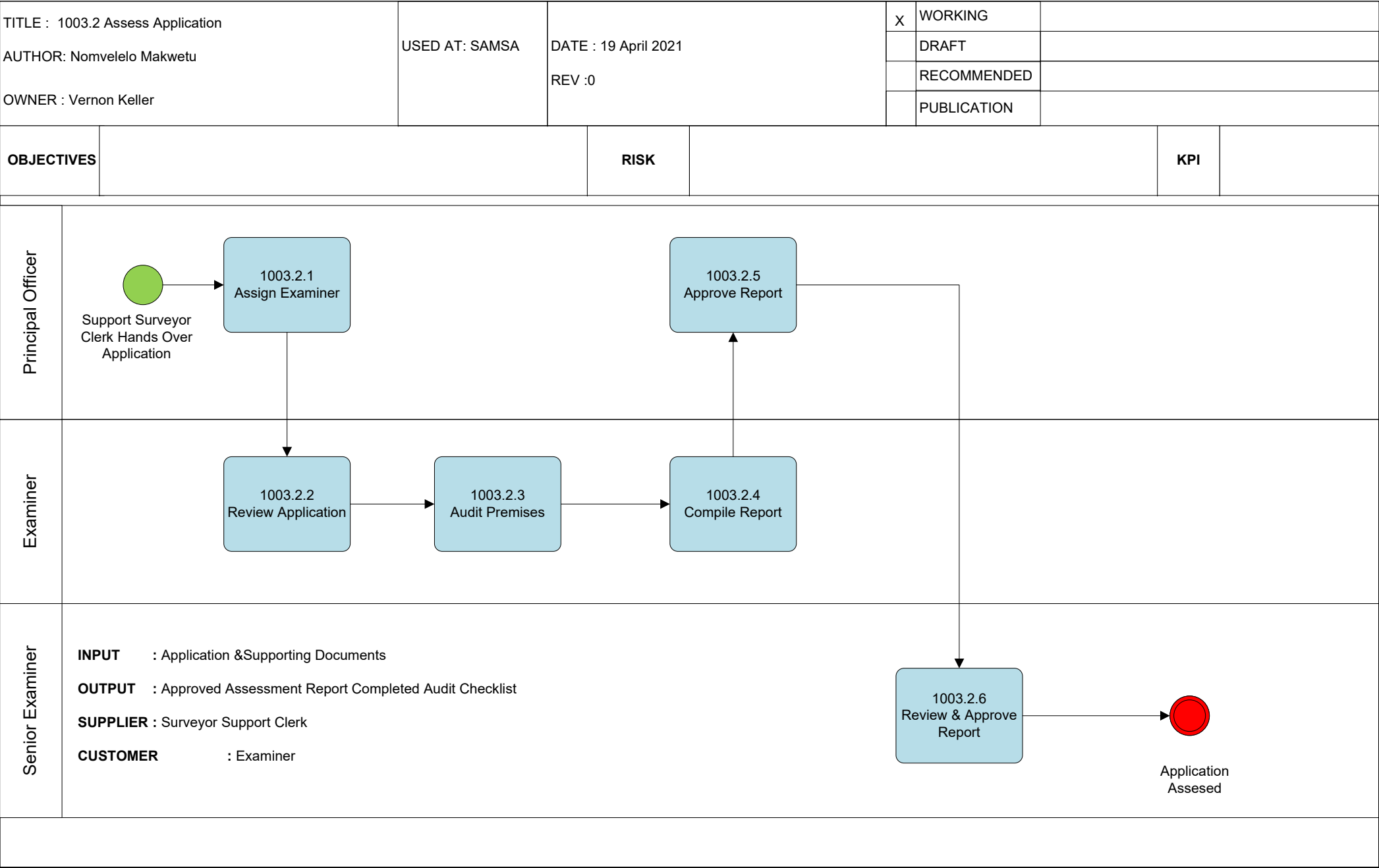**Customer**: Medical Practitioner
Supplier: SAMSA Port Office

Risk:
- Should the system be down during the step of generating a quote, there is no way of generating quotation manually and have it uploaded when the system in back on track? Issue of efficiency. (This applies to a couple of POP's)

- Disagreement between P.O. and Senior examiner with regards to report. How will that be mitigated? Senior Examiner will not be available in each port to verify the report etc. and the P.O. might dispute the Senior Examiner's disapproval of the report because of that

- Who checks the final certificate after being issued before it is sent to the client? For maybe spelling errors, incorrect information such as dates, names of facilitators, etc. Should it be issued with some error, which process covers amending that error when the client sends it back, and is it adequate and proper?

TITLE :1003.1 Receive Application

AUTHOR: Nomvelelo Makwetu
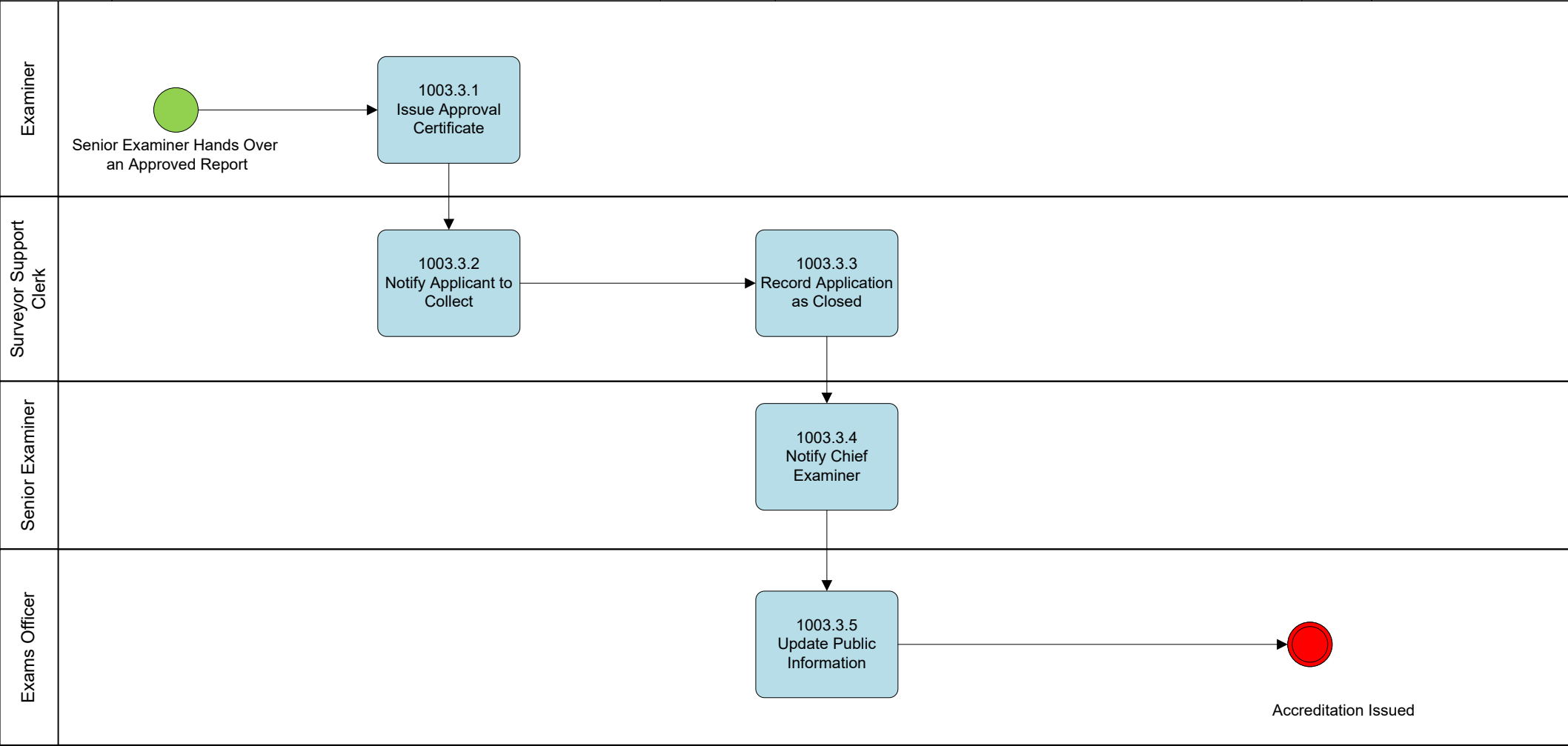
OWNER : Vernon Keller

Support Surveyor Clerk

Applicant Submits Application

1003.1.1
Check for Completeness

1003.1.2
Record Application

1003.1.6
Issue Reference Number

Application Received

Finance

1003.1.3
Generate Quote

TITLE : 1003.2 Assess Application	USED AT: SAMSA	DATE : 19 April 2021	X	WORKING	
AUTHOR: Nomvelelo Makwetu				DRAFT	
		REV :0		RECOMMENDED	
OWNER : Vernon Keller				PUBLICATION	

OBJECTIVES		RISK		KPI	

Principal Officer

Support Surveyor Clerk Hands Over Application

1003.2.1 Assign Examiner

1003.2.5 Approve Report

Examiner

1003.2.2 Review Application

1003.2.3 Audit Premises

1003.2.4 Compile Report

Senior Examiner

INPUT : Application &Supporting Documents

OUTPUT : Approved Assessment Report Completed Audit Checklist

SUPPLIER : Surveyor Support Clerk

CUSTOMER : Examiner

1003.2.6 Review & Approve Report

Application Assesed

TITLE: 1003.3 Issue Approval Certificate	USED AT: SAMSA	DATE : 19 April 2021	X	WORKING
AUTHOR: Nomvelelo Makwetu		REV :0		DRAFT
				RECOMMENDED
OWNER: Vernon Keller				PUBLICATION

| OBJECTIVES | | RISK | | KPI |

Examiner

Senior Examiner Hands Over an Approved Report

1003.3.1
Issue Approval Certificate

Surveyor Support Clerk

1003.3.2
Notify Applicant to Collect

1003.3.3
Record Application as Closed

Senior Examiner

1003.3.4
Notify Chief Examiner

Exams Officer

1003.3.5
Update Public Information

Accreditation Issued

Appendix 1a – Approval of Medical Practitioners process definitions

QMS-OP-1003 – Approval of Medical Practitioners				
Master Name	**Step #**	**Step Name**	**Owner**	**Detailed Procedure**
Start event		Need to be Accredited		
Collapsed sub-process 1	1003.1	Receive Application		
Start event		Applicant Submits Application		
Task	1003.1.1	Check for Completeness	SSC	The SSC checks that the application is complete with all documents as per QMS-OC-1003.1 – Checklist for submission of information and ensure all documents are legible
Task	1003.1.2	Record Application	SSC	Application is recorded onto the daily work records as received
Task	1003.1.3	Generate Quote	Finance	Informs client of the applicable charge, Issue a Quotation and demand an upfront payment as per Charges
Task	1003.1.6	Issue Reference Number	SSC	SIOMS case is opened, as applicable
End event		Application Received		
Collapsed sub-process 2	1003.2	Assess Application		
Start event		Support Surveyor Clerk Hands Over Application		
Task	1003.2.1	Assign Examiner	PO	PO Assign examiner appointed to approve medical examinations approvals.
Task	1003.2.2	Review Application	Examiner	Examiner reviews the application, check [as per QMS-OC-1003.1 – Checklist for submission of information] that the documents meets all the requirements as set out in this Process as well as the Regulations, viz: 1. The Medical Ptractitioner (MP) has appropriate Qualifications and Experieince [new applicats only] 2. The MP's Registration with the HPCSA is valid When satisfied, the Examiner makes appointment with the Medical Practitioner to conduct an audit of the premises and interview the Medical Practitioner.
Task	1003.2.3	Audit Premises	Examiner	The Examiner conducts the audit of the facility and conducts interview with the medical practitioner, focus on the following: 1. Audit a. The facility must be a fixed venue b. goes over the record keeping procedure of the medical practitioner c. checks that the medical practitioner have (or have immediate access to) the equipment necessary to conduct medical examination as set-out in the standard 2. Interviews a. understand how the MP apply the medical fitness requirements b. understand how the MP addresses the matter when the Seafarer does not meet requirements c. understand how the MP gets the medical history Examiner issues a 'Notification of Completion of Survey or Inspection' form as proof of audit, provides list of findings/deficiencies (if any).
Task	1003.2.4	Compile Report	Examiner	Completes the 'QMS-OF-1003.1 – Report on Approval of Medical Practitioners' when all findings have been closed to his satisfaction.
Task	1003.2.5	Approve Report	PO	Approve report to be submitted to the Senior Examiner
End event		Application Assessed		
Collapsed sub-process 3	1003.3	Issue Accreditation		
Start event		Senior Examiner Hands Over an Approved Report		
Task	1003.3.1	Issue Accreditation Certificate	SE	Senior Examiner reviews the report, including the requisite documentation, and approves the same if all in order.
Task	1003.3.2	Notify Applicant to Collect	SSC	Issue the Certificate of Approval as per 'QMS-OF-1003.2 – Certificate of Approval of Medical Practitioner'
Task	1003.3.3	Record Application as Closed	SSC	SSC informs client that Certificate is ready for collections

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Master Name	Step #	Step Name	Owner	Detailed Procedure
Task	1003.3.4	Notify Chief Examiner	SE	Record application as closed
Task	1003.3.5	Update Public Information	CE	Update the information on the Website ensuring that the Medical Practitioner's approval is reflected accordingly.
End event		Accreditation Issued		
End event		Accreditation Received		

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