



# IWAI- Inland Waterways Authority of India

## User Guide

## Registration(IV Crew)

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# 1. Introduction

The manual serves as a step-by-step reference for executing tasks efficiently within the IWAI portal. It is aimed at ensuring a smooth and user-friendly experience by detailing each process, from user registration to advanced workflows such as service record approval, certification issuance, and training management.

URL: <http://navic.iwai.gov.in/>

The screenshot shows the 'Register' page of the IWAI portal. The page header features the IWAI logo and the text 'भारतीय अंतर्देशीय जलमार्ग प्राधिकरण' and 'INLAND WATERWAYS AUTHORITY OF INDIA'. The main content area is titled 'Register' and contains a 'Login' form. The form has fields for 'Email Address' (with '@velocis.in' entered) and 'Password'. Below the fields are a 'Remember Me' checkbox and a 'Forgot Password' link. At the bottom of the form are two buttons: 'Sign In' (blue) and 'Register' (grey). An orange arrow points to the 'Register' button.

## 2. Registration (IV Crew)

- Open your web browser and navigate to the IWAI url
- The Home page will appear. Click on the **Register** Button.
- The **User Registration** form will be displayed

Select Category \*  
Ship Owner

User Type \*  
Select User Type

Address \*

PAN Number

DIN Number

Name as Per Selection \*

State \*  
Select State

GST Number

IMO Number of Company/Individual

Email Id \*

Mobile Number \*

CIN Number

Date of Incorporation  
dd-mm-yyyy

**Upload Document**

Registration Certificate  
Choose File No file chosen

GST Certificate  
Choose File No file chosen

CIN Certificate  
Choose File No file chosen

MOA OR AOA  
Choose File No file chosen

IMO Certificate  
Choose File No file chosen

Note: Only application/pdf,application/docx file types, with a maximum size of 9 MB

Sign Up Reset

- By default, the **Category** will be selected as **Ship Owner**

Select Category \*  
Ship Owner

Ship Owner

Ship Builder

Ship Manager

Ship Designer

IV Crew

Service Provider

IVNTI

Classification Societies

Name \*

The Name field is required.

State \*  
Select State

GST Number

Email Id \*

Mobile Number \*

CIN Number

- From the dropdown list, select the category IV Crew.
- The fields in the form will adjust according to the selected category (IV Crew)

Select Category \*  
IV Crew

Name \*  
|  
The Name field is required.

Rank  
Select Rank

Date Of Birth  
dd-mm-yyyy

Passport Number

Passport Valid Till  
dd-mm-yyyy

INDIVC Number

SIRB Number

SIRB Validity  
dd-mm-yyyy

COC number if any

Email ID \*  
|

State \*  
Select State

Mobile Number \*

Permanent Address \*  
|

Current Residential Address (  Same as Permanent Address )  
|

**Upload Document**

INDIVC  
Choose File No file chosen

Passport  
Choose File No file chosen

SIRB  
Choose File No file chosen

COC  
Choose File No file chosen

Aadhar/ID \*  
Choose File No file chosen

Note: Only application/pdf,application/docx file types, with a maximum size of 9 MB

Sign Up Reset

- Fill in all the mandatory fields
- Upload the required Document

Select Category \*  
IV Crew

Name \*  
Test IV crew

Rank  
Master Class 1

Date Of Birth  
05-10-2006

Passport Number

Passport Valid Till  
dd-mm-yyyy

INDIVC Number

SIRB Number

SIRB Validity  
dd-mm-yyyy

COC number if any

Email ID \*  
crew01@gmail.com

State \*  
Goa

Mobile Number \*  
3726327888

Permanent Address \*  
Address

Current Residential Address (  Same as Permanent Address )  
Address

**Upload Document**

INDIVC  
Choose File No file chosen

Passport  
Choose File No file chosen

SIRB  
Choose File No file chosen

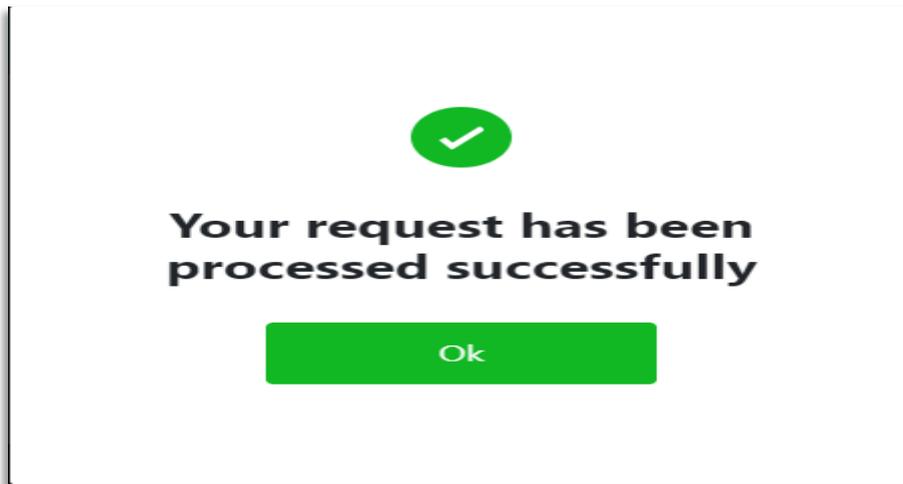
COC  
Choose File No file chosen

Aadhar/ID \*  
Choose File carving and marking note.pdf

Note: Only application/pdf,application/docx file types, with a maximum size of 9 MB

➔ Sign Up Reset

- Click the Sign Up button
- A confirmation message will be displayed, confirming the successful submission of the registration form.



- After registration, the login details will be sent to the registered email ID.

### 3. IV Crew

- Log in using your IV Crew credentials
- From the left side navigation menu, expand the IV Crew Management menu



- Select "IV Crew", following screen will display

IV Crew IWAJ » IV Crew management » IV Crew

**Personal Details**

Name: Test Crew      INDIVC Number: 525224      Mobile No.: 455555555      E-mail Id: crew1@gmail.com

State: Uttar Pradesh      Address: address

**Educational Details**

Reference Number	Educational Level	Certificate Number	Board Name	Passing Year	PCM Percentage	Result Grade
878796	High School	2	Delhi University	2020	70.0	60

**Service Records**

Reference Number	Service Type	From Date	To Date	Certificate
112113	Deck Crew	12-12-2024	14-12-2024	 12975.kb

**IVNTI Courses**

Course Name	IVNTI Name	Certificate Number	Batch
Master class-1 preparatory course	NINI Institute	5	31-01-2024-31-01-2025
Certificate of Proficiency - Fire Prevention and Fire Fighting (FPPF)	NINI Institute	5	----

The following details will be displayed on the screen:

- **INDIVC Number**
- **Education Details**
- **Service Record**
- **IVNTI Courses** (Pre and Post Training)

➤ The procedure for adding or updating these details is explained in the subsequent sections.

### 3.2 Apply for INDIVC

➤ After selecting “Apply for INDIVC”, the following screen will be displayed

Apply for INDIVC IWAJ » IV Crew management » Apply for INDIVC

 **Apply For INDIVC**

➤ Click on the “Apply for INDIVC” button, a form will appear

[Apply For INDIVC](#)

INDIVC Application

Existing Crew/New Crew \*

IVNTI Name \*

Nationality \*

Tenth Mark Sheet

Upload Passport Size Picture \*

Gender \*

Date Of Birth \*

COC Certificate \*

➤ Follow these steps to complete the form:

- Select Crew Type : Choose either New or Existing
- If the crew is existing, uploading the COC certificate is mandatory. If the crew is **New**, the COC certificate is not required.
- Fill in all other mandatory fields as indicated

INDIVC Application

Existing Crew/New Crew

IVNTI Name \*

Nationality \*

Tenth Mark Sheet

Upload Passport Size Picture \*

Gender \*

Date Of Birth \*

COC Certificate \*

Identification Marks \*

➤ Click on the Submit button. A confirmation dialog box will appear

**35.200.142.251:8080 says**

Do you want to submit this?

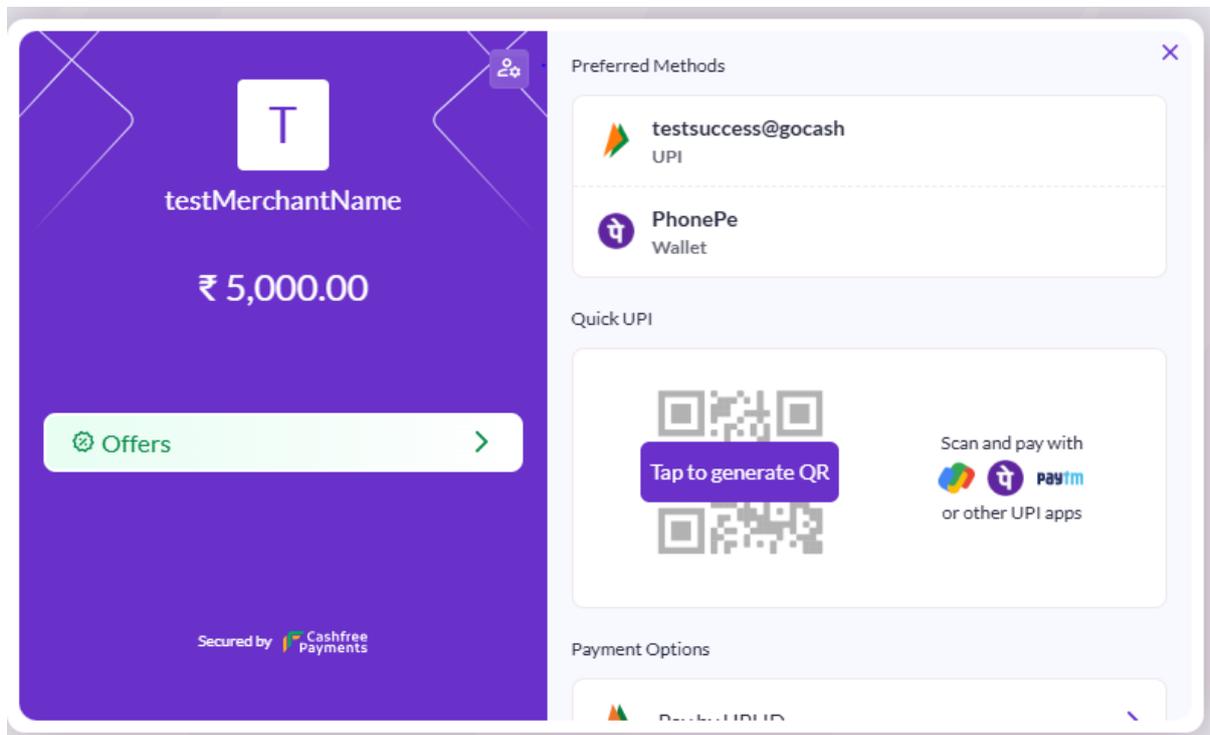
➤ Click **OK** to proceed. You will be redirected to the Fee Payment screen.

Online  Offline

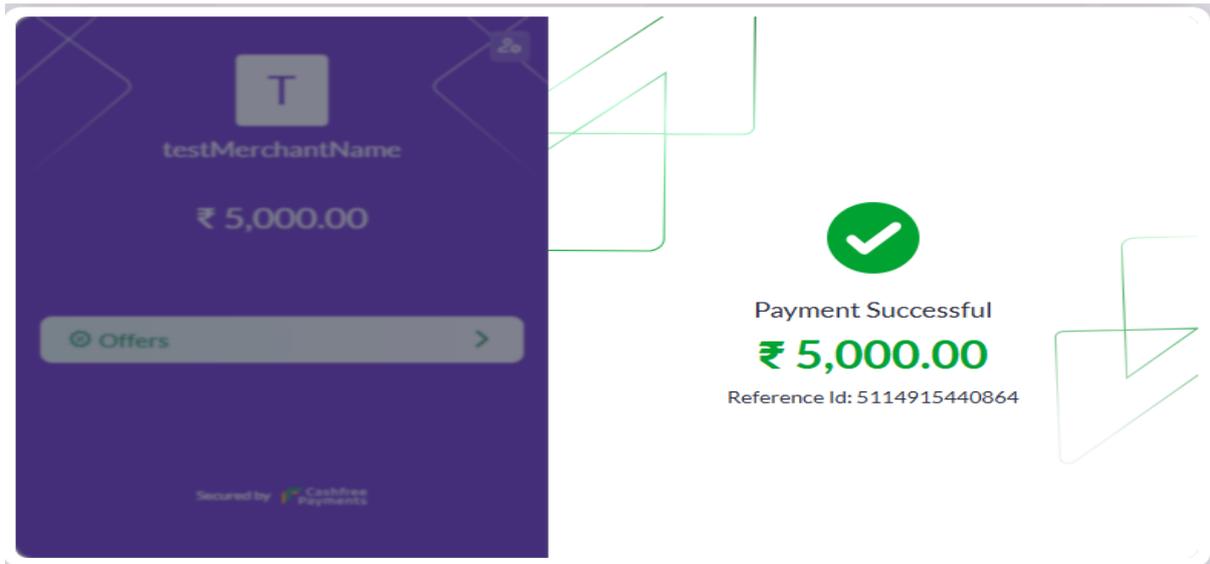
Activity	Amount
Application Of INDIVC	5000.00
CGST @ 9.0%	450.00
SGST @ 9.0%	450.00
<b>Total Payable</b>	<b>5900.00</b>

Back **Pay Now**

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
  - Click on the **Pay Now** button.
  - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.



- For **Offline Mode**:
- Select **Challan Receipt**.

Please Select Challan Receipt \*

Choose File
No file chosen

Back
Make Payment

- Click on **Make Payment** to confirm.

**Note:-** After applying for INDIVC, the request will be forwarded to the Designated Authority (DA) for approval. Once the DA approves the application, the ID card will be generated and made available for download.

Apply for INDIVC							IWAI - IV Crew management - Apply for INDIVC
IVNTI Name	IV Crew Name	Reference Number	INDIVC Number	Application Date	IV Crew Photo	Action	
NINI Institute	Test Crew	473941	303669	03-01-2025		<a href="#">Download Id Card</a>	

## 4. INDIVC Pending List (DA Login)

- Log in using your DA credentials.
- Expand the **IV Crew Management** menu on the left-side navigation.

- Select **INDIVC Pending List**.

INDIVC Pending List IWAI » IV Crew management » INDIVC Pending List

IVNTI	IV Crew Name	Reference Number	Application Date	IV Crew Photo	Status	Action
DileepIVNTI	Test Crew	122634	23-12-2024		Pending	<a href="#">View</a>

- From the Pending List, click on **View** to review individual applications.

INDIVC Pending List IWAI » IV Crew management » INDIVC Pending List

IVNTI DileepIVNTI	IV Crew Name Test Crew	Reference Number 122634	Application Date 23-12-2024						
IV Crew Photo 									
<p>Uploaded Documents</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td>Tenth Marksheet</td> <td></td> </tr> <tr> <td>COC Certificate</td> <td> 12 KB</td> </tr> </tbody> </table>				Document Name	Document	Tenth Marksheet		COC Certificate	 12 KB
Document Name	Document								
Tenth Marksheet									
COC Certificate	 12 KB								
<input type="button" value="Approve"/> <input type="button" value="Reject"/>									

- To take action, click on **Approve** or **Reject**:
- On clicking **Approve**, a confirmation message will be displayed: *"Do you want to approve this?"*



- Click **OK** to confirm approval. The application will be marked as approved.

## 5. Apply for Examination

- From the left side navigation menu, expand the IV Crew Management menu and select "Examination".

Examination IWA | IV Crew management » Examination

No Records Found

[Apply For Oral Examination](#)

- Click on “Apply for Oral Examination” button

Examination IWA | IV Crew management » Examination

IVNTI State \*  Exam/Grade \*  Propulsion Type

Course Certificate \*  No file chosen

*Note: Only pdf,docx,doc file types, with a maximum size of 4MB*

- Fill in all the mandatory fields

Examination IWA | IV Crew management » Examination

IVNTI State \*  Exam/Grade \*  Propulsion Type

Course Certificate \*  Test2.pdf

*Note: Only pdf,docx,doc file types, with a maximum size of 4MB*

- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment

Online  Offline

Activity	Amount
Examination	1000.00
CGST @ 9.0%	90.00
SGST @ 9.0%	90.00
<b>Total Payable</b>	<b>1180.00</b>

Back Pay Now

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
  - Click on the **Pay Now** button.
  - Select your preferred payment method.

The screenshot shows a payment interface. On the left is a purple merchant card with a white 'T' logo, the text 'testMerchantName', and the amount '₹ 1,000.00'. Below the amount is a green 'Offers' button with a right-pointing arrow. At the bottom of the card, it says 'Secured by Cashfree Payments'. On the right is a white overlay with a close button (X) in the top right corner. The overlay has three sections: 'Preferred Methods' with 'testsuccess@gocash UPI' and 'PhonePe Wallet'; 'Quick UPI' with a QR code and a 'Tap to generate QR' button, and 'Scan and pay with' icons for Google Pay, PhonePe, and Paytm, with the text 'or other UPI apps'; and 'Payment Options' with a partially visible 'Bank UPI' option.

- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
  - Select **Challan Receipt**.

Please Select Challan Receipt \*

Choose File
No file chosen

Back
Make Payment

- Click on **Make Payment** to confirm.
- Once the payment is completed, the application status will be updated to **Examination Applied**.

Examination IWAI » IV Crew management » Examination

+ Apply For Oral Examination

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Result	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 1		EXAMINATION APPLIED	
Test Crew	crew1@gmail.com	4555555555	Master Class 2		EXAMINATION APPLIED	

- The examination application will now be sent to the **Chief Examiner** for further processing.

## 6. Examination Result (Chief Examiner)

- Log in as Chief Examiner for the same state to which the IVNTI state is assigned in the examination form.
- From the left side navigation menu, expand the IV Crew Management menu and select "Examination". A listing of applications will appear.

Examination IWAI » IV Crew management » Examination

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 2	EXAMINATION APPLIED	<a href="#">Examination Result</a>
Test Crew	crew1@gmail.com	4555555555	Master Class 1	EXAMINATION APPLIED	<a href="#">Examination Result</a>

- Click on Examination Result

Examination IWAJ » IV Crew management » Examination

IVNTI State Uttar Pradesh	Propulsion Type Oil engine	Exam/Grade Master Class 2
Marks *	Result * Select Result	

- Enter the Marks
- Select the Result either as Pass or Fail
- Click on the Submit button
- After submitting the result, the IV Crew member will proceed with the next steps.

## 7. Examination (Apply COC)

- From the left side navigation menu, expand the IV Crew Management menu and select “Examination”. A listing of applications will appear.

Applicant Name	Applicant Email	Applicant Phone	Exam/Grade	Result	Application Status	Action
Test Crew	crew1@gmail.com	4555555555	Master Class 1		EXAMINATION APPLIED	
Test Crew	crew1@gmail.com	4555555555	Master Class 2	Pass	RESULT PUBLISHED	<a href="#">Apply Certificate of Competency</a>

[+ Apply For Oral Examination](#)

- Click on “Apply Certificate of Competency”. The Apply COC form will appear

Apply COC IWAJ » IV Crew management » Apply COC

Apply Fresh Certificate of Competency

IV Crew Name Test Crew	Email crew1@gmail.com	Phone Number 4555555555
IVNTI State Uttar Pradesh	Exam/Grade Master Class 2	Marks 90
Result Pass	Current Address *	ID Proof Document * Choose File No file chosen

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

- Enter the Current Address
- Upload the ID Proof Document

Apply COC IWAI » IV Crew management » Apply COC

Apply Fresh Certificate of Competency

IV Crew Name <input type="text" value="Test Crew"/>	Email <input type="text" value="crew1@gmail.com"/>	Phone Number <input type="text" value="4555555555"/>
IVNTI State <input type="text" value="Uttar Pradesh"/>	Exam/Grade <input type="text" value="Master Class 2"/>	Marks <input type="text" value="90"/>
Result <input type="text" value="Pass"/>	Current Address * <input type="text" value="current address"/>	ID Proof Document * <input type="button" value="Choose File"/> <input type="text" value="Test2.pdf"/>

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

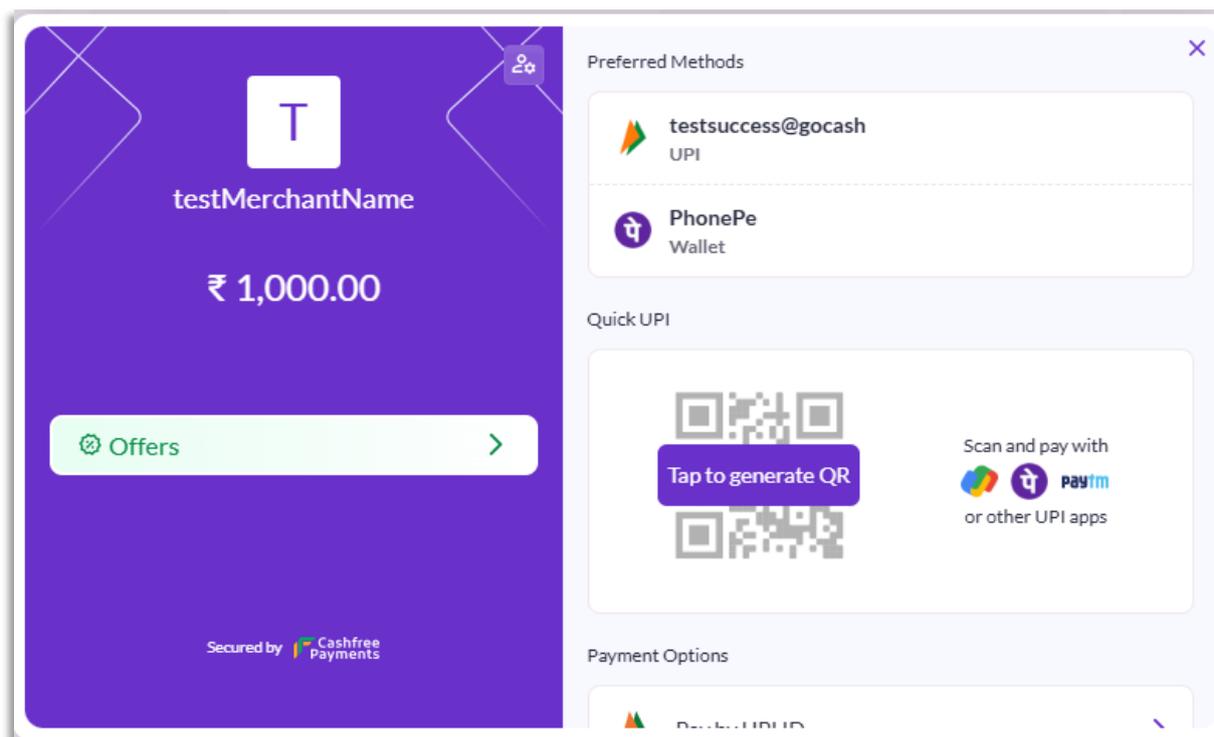
- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment IWAI » Payment

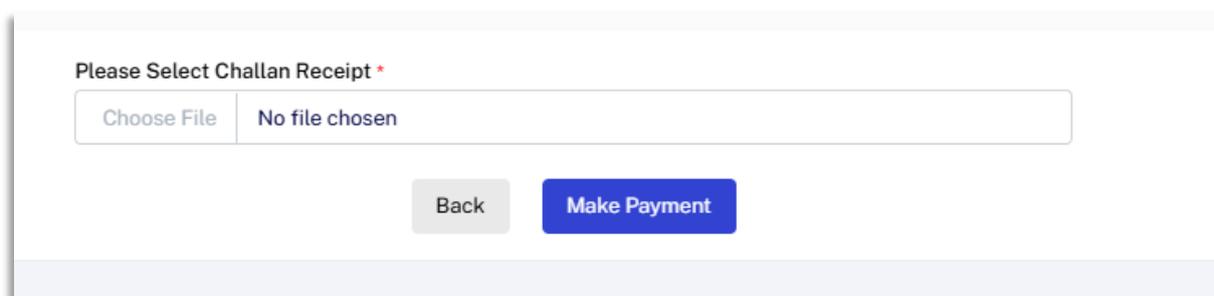
Online  Offline

Activity	Amount
COC Apply	500.00
CGST @ 9.0%	45.00
SGST @ 9.0%	45.00
<b>Total Payable</b>	<b>590.00</b>

- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
  - Click on the **Pay Now** button.
  - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
- Select **Challan Receipt**.



- Click on **Make Payment** to confirm.

## 8. Issue COC by Chief Examiner

- Log in as Chief Examiner for the same state to which the IVNTI state is assigned in the examination form.
- From the left side navigation menu, expand the IV Crew Management menu and select "Certification". A listing of applications will appear.

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC APPLIED	<a href="#">Issue Fresh Certificate of Competency</a>

- Click on Issue Fresh Certificate of Competency

Issue Fresh Certificate of Competency

IV Crew Name Test Crew	Email crew2@gmail.com	Phone Number 3883333333
IVNTI State Uttar Pradesh	Exam/Grade Master Class 1	Marks 80
Result Pass	Booklet Number *	COC Number *
Upload Certificate of Competency * Choose File No file chosen	Issue Date * dd-mm-yyyy	Expiry Date * dd-mm-yyyy
Conducted By *		

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

Reset Submit Back

- Fill Out the Mandatory Fields
- Click on Submit Button, COC will get Issued

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC ISSUED	<a href="#">Generate COC</a>

- Click on Generate COC to generate the COC. After the COC get generated, link “Dispatch Fresh Certificate of Competency” will display

Exam/Grade	Applicant Name	Applicant Email	Application Status	Action
Master Class 1	Test Crew	crew2@gmail.com	COC GENERATED	<a href="#">Dispatch Fresh Certificate of Competency</a>

- Click on Dispatch Fresh Certificate of Competency

Certification IWAI - IV Crew management - Certification

Dispatch Certificate of Competency

COC Number  Exam/Grade  Agency Name \*

Tracking Number \*

- Enter Agency Name
- Enter Tracking Number
- Click on Submit Button

## 9. Apply for IVCrew Identification and Record Book

- Login as IV Crew and from the left side navigation menu, expand the IV Crew Management menu and select “IVCrew Identification and Record Book”

IVCrew Identification and Record Book IWAI - IV Crew management - IVCrew Identification and Record Book

[+ Apply For IVCrew Identification and Record Book](#)



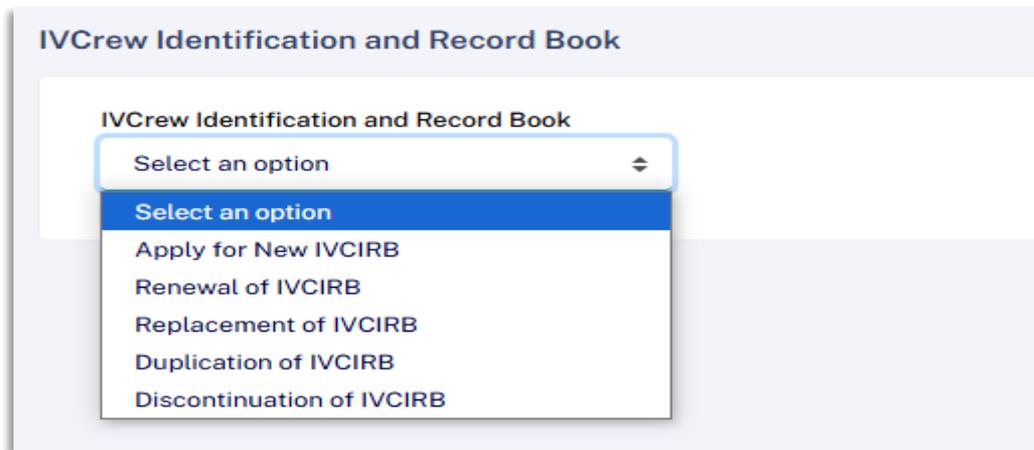
No Records Found

- Click on “Apply for IVCrew Identification and Record Book” button

IVCrew Identification and Record Book

IVCrew Identification and Record Book

- Select a value from the dropdown menu



➤ After selecting a value, a form will appear

The image shows a screenshot of the "IVCrew Identification and Record Book" application form after selecting "Apply for New IVCIRB". The form contains the following fields:

- IVCrew Full Name:** Test Crew
- IWAI Office:** Uttar Pradesh
- Date of Birth:** (empty)
- Nationality:** indian
- Gender:** male
- INDIVC No:** 525224
- Height in CMs:** (empty)
- Color of Eyes/Hair:** (empty)
- Upload Passport Size Picture:** Choose File | No file chosen
- Upload Signature:** Choose File | No file chosen
- NEXT OF KIN IVCrew:**
  - Name:** (empty)
  - RelationShip:** (empty)
  - Address:** (empty)
  - Mobile No.:** (empty)
- Email:** (empty)

At the bottom of the form, there are "Submit" and "Reset" buttons.

➤ The Following fields will be pre-filled in the form :-

- IVCrew Full Name
- IWAI Office
- Nationality
- Gender
- INDIVC No

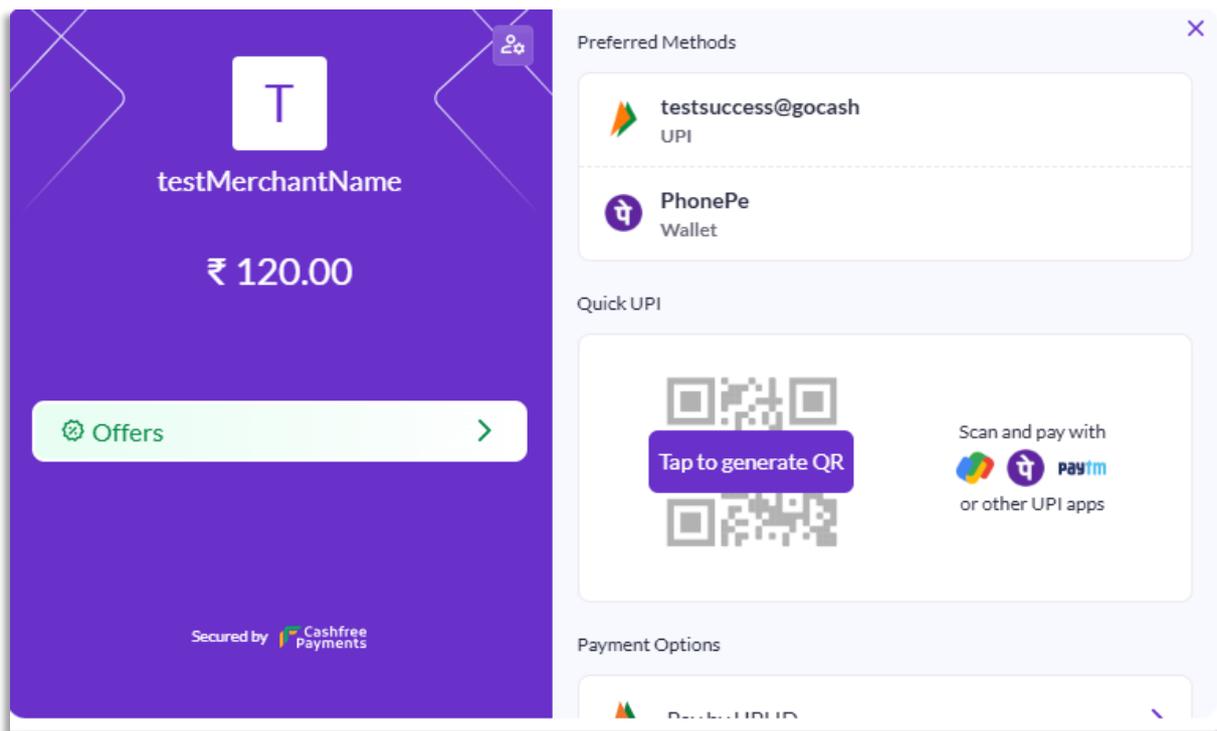
➤ Fill in the remaining fields

Gender male	INDIVC No 525224	Height in CMs 170	Color of Eyes/Hair black
			
Upload Passport Size Picture * Choose File Dummy Image.PNG	Upload Signature * Choose File test signature.png		
NEXT OF KIN IVCrew			
Name * Kin Name	Relationship * Father	Address * Address	Mobile No. * 3673278888
Email a@gmail.com			
Submit		Reset	

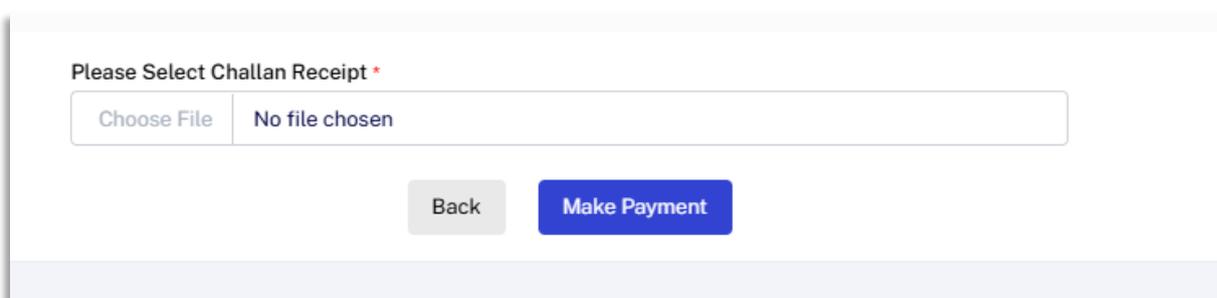
- Click on the Submit button. You will be redirected to the Fee Payment screen.

Payment											
<input checked="" type="radio"/> Online	<input type="radio"/> Offline										
<table border="1"> <thead> <tr> <th>Activity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Apply For New IVCIRB</td> <td>120.00</td> </tr> <tr> <td>CGST @ 9.0%</td> <td>10.80</td> </tr> <tr> <td>SGST @ 9.0%</td> <td>10.80</td> </tr> <tr> <td><b>Total Payable</b></td> <td><b>141.60</b></td> </tr> </tbody> </table>		Activity	Amount	Apply For New IVCIRB	120.00	CGST @ 9.0%	10.80	SGST @ 9.0%	10.80	<b>Total Payable</b>	<b>141.60</b>
Activity	Amount										
Apply For New IVCIRB	120.00										
CGST @ 9.0%	10.80										
SGST @ 9.0%	10.80										
<b>Total Payable</b>	<b>141.60</b>										
<input type="button" value="Back"/> <input type="button" value="Pay Now"/>											

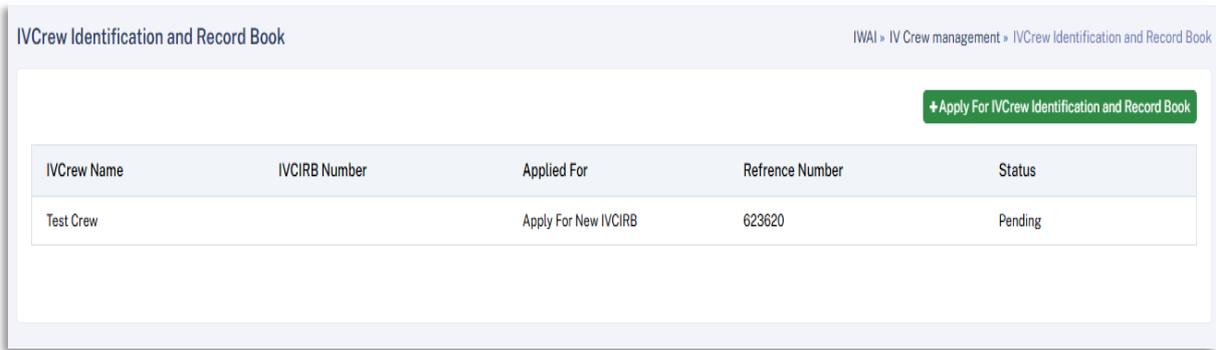
- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:
  - Click on the **Pay Now** button.
  - Select your preferred payment method.



- For testing purposes, select **Test Success**. The payment will be marked as successful.
- For **Offline Mode**:
- Select **Challan Receipt**.



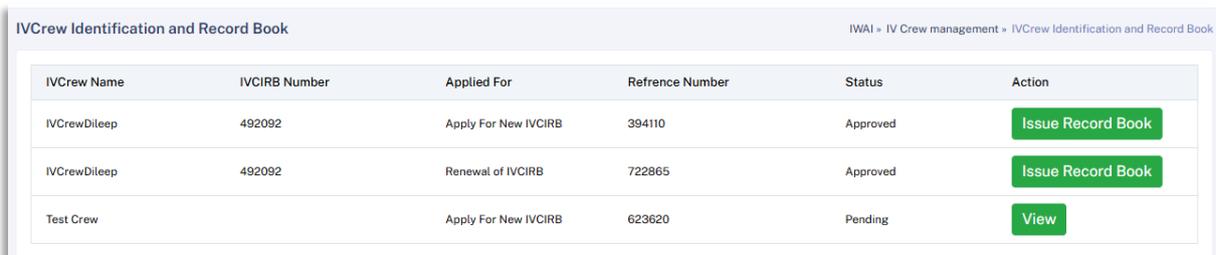
- Click on **Make Payment** to confirm.
- After the payment is done, Application status will be updated to "Pending"



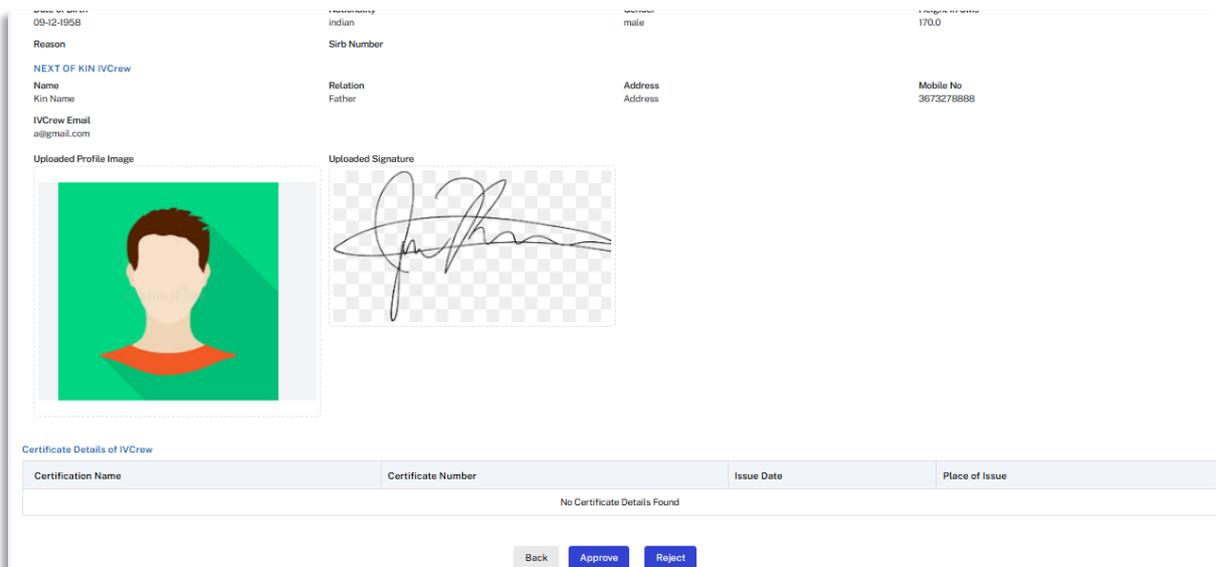
- Now the application will go to D.A

### 10. Approval of IVCrew Identification and Record Book(DA Login)

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “IVCrew Identification and Record Book”



- Click on the “View” button to display the application details.



- Click on the approve button . The application will be approved and the “Issue Record button” will appear for the approved application

IVCrew Name	IVCIRB Number	Applied For	Reference Number	Status	Action
IVCrewDileep	492092	Apply For New IVCIRB	394110	Approved	<a href="#">Issue Record Book</a>
IVCrewDileep	492092	Renewal of IVCIRB	722865	Approved	<a href="#">Issue Record Book</a>
Test Crew	132322	Apply For New IVCIRB	623620	Approved	<a href="#">Issue Record Book</a>

- Click on the “Issue Record Book” button to generate the record book

## Additional Services

IV Crew members can apply for the following additional services:

- Renewal
- Replacement
- Duplication
- Discontinuation

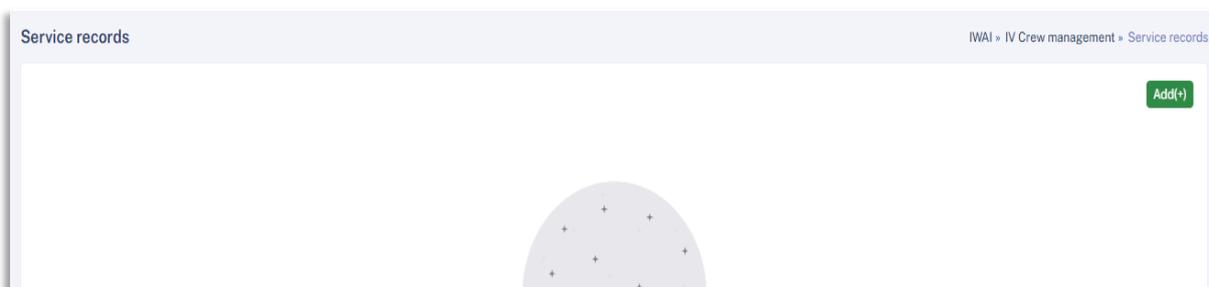
The procedure for these services is the same as explained above.

## Important Notes:

- Once an application for a new IVCIRB is approved, the user cannot apply again for a new IVCIRB.
- If discontinuation is applied for, the user cannot avail of other services.

## 11. Service Record

- Login as IV Crew
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”



- Click on the “Add” button to open the Service record form

Service records IWA1 » IV Crew management » Service records

Vessel Number *	Ship Name *	Type of Service *
<input type="text"/>	<input type="text"/>	Select Type of Service
Start Date of Service *	End date of Service *	Certificate of Experience *
dd-mm-yyyy	dd-mm-yyyy	Choose File No file chosen

*Note: Only pdf,docx,doc file types, with a maximum size of 4MB*

- Enter the Vessel Number(the Ship Name will auto-populate based on the entered Vessel Number).

Service records

Vessel Number *	Ship Name *	Type of Service *
12121211	VelocisShip	Select Type of Service
Start Date of Service *	End date of Service *	Certificate of Experience *
dd-mm-yyyy	dd-mm-yyyy	Choose File No file chosen

*Note: Only pdf,docx,doc file types, with a maximum size of 4MB*

- Fill out all mandatory fields

Service records

Vessel Number *	Ship Name *	Type of Service *
12121211	VelocisShip	Deck Crew
Start Date of Service *	End date of Service *	Certificate of Experience *
12-12-2024	14-12-2024	Choose File Test2.pdf

*Note: Only pdf,docx,doc file types, with a maximum size of 4MB*

- Click on the Submit button.
- The status of the Service Record will be updated to **Awaiting Approval**.
- The request will be forwarded to the DA for approval.

## 12. Approval of Service Record

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

Service records IWAI » IV Crew management » Service records

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Awaiting Approval	<a href="#">View</a>

- Locate the desired service record and click on **View** to view its details.

Service records IWAI » IV Crew management » Service records

Name	Vessel Number	State	INDIVC Number
Test Crew	12121211	Uttar Pradesh	525224

Uploaded Documents

Document Name	Document
Experience Certificate	 12975 kb

Approve
Reject
Send for Verification

- DA can perform the following actions :-
  - **Approve:** Approves the record.
  - **Reject:** Rejects the record.
  - **Send for Verification:** Updates the status to **Under Review** and forwards the request to the Ship Owner associated with the vessel.

Service records IWAI » IV Crew management » Service records

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Under Review	<a href="#">View</a>

- Login as Ship Owner
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Certificate	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	 12975 kb	Under Review	<a href="#">View</a>

- Locate the service record and click on **View** to view its details.

Name	Vessel Number	State	INDIVC Number
Test Crew	12121211	Uttar Pradesh	525224

Document Name	Document
Experience Certificate	 12975 kb

[Reject](#)
[Verified](#)

- The Ship Owner can perform the following actions:
  - **Verify:** Confirms the service record.
  - **Reject:** Rejects the service record.
- If verified, the status of the Service Record is updated to **Verification Completed**.

## Final DA Approval

- Login as DA
- From the left side navigation menu, expand the IV Crew Management menu and select “Service Records”

Reference Number	Crew Name	Vessel Name	Service Type	From Date	To Date	Status	Action
112113	Test Crew	VelocisShip	Deck Crew	12-12-2024	14-12-2024	Verification Completed	<a href="#">View</a>

- Locate the verified service record and click on **View** to view its details.
- Click on **Approve** to grant final approval.
- The status of the Service Record will be updated to **Approval Granted**.

Service records IWAJ » IV Crew management » Service records

Name	Vessel Number	State	INDIVC Number
Test Crew	12121211	Uttar Pradesh	525224

Uploaded Documents

Document Name	Document
Experience Certificate	12975 kb

Approve
Reject

### 13. Education Details

- Login as IV Crew
- From the left side navigation menu, expand the IV Crew Management menu and select “Education Details”

Educational Details IWAJ » IV Crew management » Educational Details

Add(+)

- Click on the “Add” button to open the Education Detail form

Educational Details IWAJ » IV Crew management » Educational Details

<p><b>Educational Level *</b></p> <input type="text" value="Select Educational Level"/>	<p><b>Main Subjects *</b></p> <input type="text"/>	<p><b>Serial No. of Certificate</b></p> <input type="text"/>	<p><b>Year of Passing</b></p> <input type="text" value="Select Year"/>
<p><b>PCM Marks(%)</b></p> <input type="text"/>	<p><b>English Marks(%)</b></p> <input type="text"/>	<p><b>Result(%) / Grade</b></p> <input type="text"/>	<p><b>Name Of Board/University</b></p> <input type="text"/>
<p><b>Address of Board/University</b></p> <input type="text"/>			

Back
Submit
Reset

- Fill out all mandatory fields

Educational Details IWAJ » IV Crew management » Educational Details

Educational Level * High School	Main Subjects * PCM	Serial No. of Certificate 2	Year of Passing 2020
PCM Marks(%) 70	English Marks(%) 80	Result(%) / Grade 60	Name Of Board/University Delhi University
Address of Board/University Delhi			

- Click on the Submit button

Educational Details IWAJ » IV Crew management » Educational Details

Reference Number	Educational Level	Certificate Number	Board Name	Passing Year	PCM Percentage	Result Grade	Action
878796	High School	2	Delhi University	2020	70.0	60	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## Actions Available:

- **Edit:** To modify a record:
  - Click on the **Edit** button for the desired record.
  - Make the necessary changes.
  - Click on the **Submit** button to save the updates.
- **Delete:** To remove a record:
  - Click on the **Delete** button for the desired record.
  - Confirm the deletion by clicking **OK** in the confirmation message.

## 14. Post Training

- Login as IV Crew
- From the left side navigation menu, expand the Trainings menu and select "Post Training"

Post Training IWAJ » Trainings » Post Training

- Click on the "Apply for Post Training" button to open the Post Training form

Post Training IWAI » Trainings » Post Training

[Register for Course](#)

Select IVNTI Select Course Select Batch

select option select option select option

[Back](#) [Submit](#) [Reset](#)

- Select IVNTI. Based on the selected IVNTI, a list of courses will be displayed.
- Select Course and Batch

Post Training IWAI » Trainings » Post Training

[Register for Course](#)

Select IVNTI Select Course Select Batch

NINI Institute Master class-1 preparatory course 31-01-2024-31-01-2025

[Back](#) [Submit](#) [Reset](#)

- Click on the Submit button. The request will be submitted and the status will update to Pending

Post Training IWAI » Trainings » Post Training

[+ Apply For Post Training](#)

Course Name	IVNTI Name	Batch	Status	Remark	Action
Master class-1 preparatory course	NINI Institute	31-01-2024-31-01-2025	Pending		

- IVNTI will login for further processing of the request.

## 15. Approval of Post Training

- Login as IVNTI
- From the left side navigation menu, expand the Trainings menu and select “Post Training”, approval request submitted by IV crew will be listed.

Post Training IWAI » Trainings » Post Training

Course Name	IV Crew Name	Batch	Status	Remark	Action
Master class-1 preparatory course	Test Crew	31-01-2024-31-01-2025	Pending		<a href="#">Change Affiliation</a> <a href="#">View</a>

- Click View to display Training details

Post Training IWAI » Trainings » Post Training

**Crew Course Registration Details**

Crew Name	Course Name	Batch
Test Crew	Master class-1 preparatory course	31-01-2024-31-01-2025

Remark

- Enter Remarks
- Click on Approve or Reject
- If Approved, the request status update to approved.

Post Training IWAI » Trainings » Post Training

Course Name	IV Crew Name	Batch	Status	Remark	Action
Master class-1 preparatory course	Test Crew	31-01-2024-31-01-2025	Approved	approved	<input type="button" value="Change Affiliation"/> <input type="button" value="View"/>

- Expand the “IVNTI Processes” menu and select “Generate Certificate”

Generate Certificate IWAI » IVNTI Processes

Course Name	IV Crew Name	Batch	Status	Remark	Download	Action
Master class-1 preparatory course	Test Crew	31-01-2024-31-01-2025	Approved	approved		<input type="button" value="Assessment"/>

- Click on the “Assessment” Button

Generate Certificate IWAI » IVNTI Processes » Generate Certificate

**Crew Assessment Details**

<b>Indivc Number</b> 525224	<b>Candidate Name</b> Test Crew	<b>Date of Birth</b>	<b>Email Id</b> crew1@gmail.com
<b>Mobile Number</b> 4555555555	<b>Eligible</b> select option	<b>Assessment Done By</b>	<b>Certificate No.</b>

- Fill out all mandatory fields

Generate Certificate IWAI » IVNTI Processes » Generate Certificate

**Crew Assessment Details**

<b>Indivc Number</b> 525224	<b>Candidate Name</b> Test Crew	<b>Date of Birth</b>	<b>Email Id</b> crew1@gmail.com
<b>Mobile Number</b> 4555555555	<b>Eligible</b> Yes	<b>Assessment Done By</b> Institute	<b>Certificate No.</b> 5

- Click on the Submit button, download certificate link will be available in listing.

Generate Certificate IWAI » IVNTI Processes » Generate Certificate

Course Name	IV Crew Name	Batch	Status	Remark	Download	Action
Master class-1 preparatory course	Test Crew	31-01-2024-31-01-2025	Approved	approved	<a href="#">DownLoad Certificate</a>	<input type="button" value="Assessment"/>

- Click on the “Download Certificate” link and view the Certificate.

## 16. Pre Training

- Login as IV Crew
- From the left side navigation menu, expand the Trainings menu and select “Pre Training”

Pre Training IWAI » Trainings » Pre Training

No Records Found

- Click on the “Apply for Pre Training” button to open the Pre Training form

Pre Training IWAI » Trainings » Pre Training

<b>INDIVC Number</b> 525224	<b>IVNTI Name *</b> select option	<b>Course Name *</b> select option
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**Upload Documents**

<b>ID Proof *</b> <input type="button" value="Choose File"/> No file chosen	<b>Education Details Document *</b> <input type="button" value="Choose File"/> No file chosen	<b>Medical Certificate *</b> <input type="button" value="Choose File"/> No file chosen	<b>Upload Photo *</b> <input type="button" value="Choose File"/> No file chosen
--	--	---	--

Note: Only pdf,docx,doc file types, with a maximum size of 4MB

- Select IVNTI. Based on the selected IVNTI, a list of courses will be displayed.

- Select Course Name
- Fill out the all other mandatory fields

Pre Training IWAI » Trainings » Pre Training

INDVIC Number: 525224

IVNTI Name: NINI Institute

Course Name: Certificate of Proficiency -Fire Prevention and Fire Fighting

**Upload Documents**

ID Proof: Choose File | Test2.pdf

Education Details Document: Choose File | Test2.pdf

Medical Certificate: Choose File | Test2.pdf

Upload Photo: Choose File | Dummy Image.PNG

*Note: Only pdf, docx, doc file types, with a maximum size of 4MB*

- Click on the Submit button. The request will be submitted and the status will update to Pending

Pre Training IWAI » Trainings » Pre Training

[+ Apply For Pre Training](#)

Applicant Name	INDVIC Number	IVNTI Name	Course Name	Status	Action
Test Crew	525224	NINI Institute .	Certificate of Proficiency -Fire Prevention and Fire Fighting (FPFF)	Pending	<a href="#">View</a>

- IVNTI will login for further processing of the request.

## 17. Approval of Pre Training

- Login as IVNTI
- From the left side navigation menu, expand the Trainings menu and select “Pre Training”, approval request submitted by IV crew will be listed.

Pre Training IWAI » Trainings » Pre Training

Applicant Name	INDVIC Number	IVNTI Name	Course Name	Status	Action
Test Crew	525224	NINI Institute .	Certificate of Proficiency -Fire Prevention and Fire Fighting (FPFF)	Pending	<a href="#">View</a>

- Click View to display Training details

**Pre Training** IWAJ » Trainings » Pre Training

IVNTI Name: NINI Institute .  
 Course Name: Certificate of Proficiency - Fire Prevention and Fire Fighting (FPFF)  
 Status: Pending

**Uploaded Documents**

#	Document Type	Document Name	Uploaded On	Action
1	ID Proof	Test2.pdf	30-12-2024 06:56:08	Download
2	Education Document	Test2.pdf	30-12-2024 06:56:08	Download
3	Medical Certificate	Test2.pdf	30-12-2024 06:56:08	Download
4	Uploaded Photo	Dummy Image.PNG	30-12-2024 06:56:08	Download

**Remarks**

Submit
Back

- Enter Remarks
- Click on Submit button.
- Expand the “IVNTI Processes” menu and select “Generate Certificate for Pre Training”

**Generate Certificate For Pre Training** IWAJ » IVNTI Processes » Generate Certificate For Pre Training

Course Name	IV Crew Name	Status	Remark	Download	Action
Certificate of Proficiency - Fire Prevention and Fire Fighting (FPFF)	Test Crew	Approved	approved		<span style="background-color: #28a745; color: white; padding: 5px 10px;">Assessment</span>

- Click on the “Assessment” Button

**Generate Certificate** IWAJ » IVNTI Processes » Generate Certificate

**Crew Assessment Details**

<b>Indivc Number</b> 525224	<b>Candidate Name</b> Test Crew	<b>Date of Birth</b>	<b>Email Id</b> crew1@gmail.com
<b>Mobile Number</b> 4555555555	<b>Eligible</b> <input type="text" value="select option"/>	<b>Assessment Done By</b>	<b>Certificate No.</b>

Back
Submit
Reset

- Fill out all mandatory fields

Generate Certificate IWAJ » IVNTI Processes » Generate Certificate

**Crew Assessment Details**

<b>Indivc Number</b> 525224	<b>Candidate Name</b> Test Crew	<b>Date of Birth</b>	<b>Email Id</b> crew1@gmail.com
<b>Mobile Number</b> 4555555555	<b>Eligible</b> Yes	<b>Assessment Done By</b> Institute	<b>Certificate No.</b> 5

[Back](#) [Submit](#) [Reset](#)

- Click on the Submit button, download certificate link will be available in listing.

Generate Certificate For Pre Training IWAJ » IVNTI Processes » Generate Certificate For Pre Training

Course Name	IV Crew Name	Status	Remark	Download	Action
Certificate of Proficiency - Fire Prevention and Fire Fighting (FPFF)	Test Crew	Approved	approved	<a href="#">DownLoad Certificate</a>	<a href="#">Assessment</a>

- Click on the “Download Certificate” link and view the Certificate.