IWAI- Inland Waterways Authority of India

User Guide

Registration(IV Crew)

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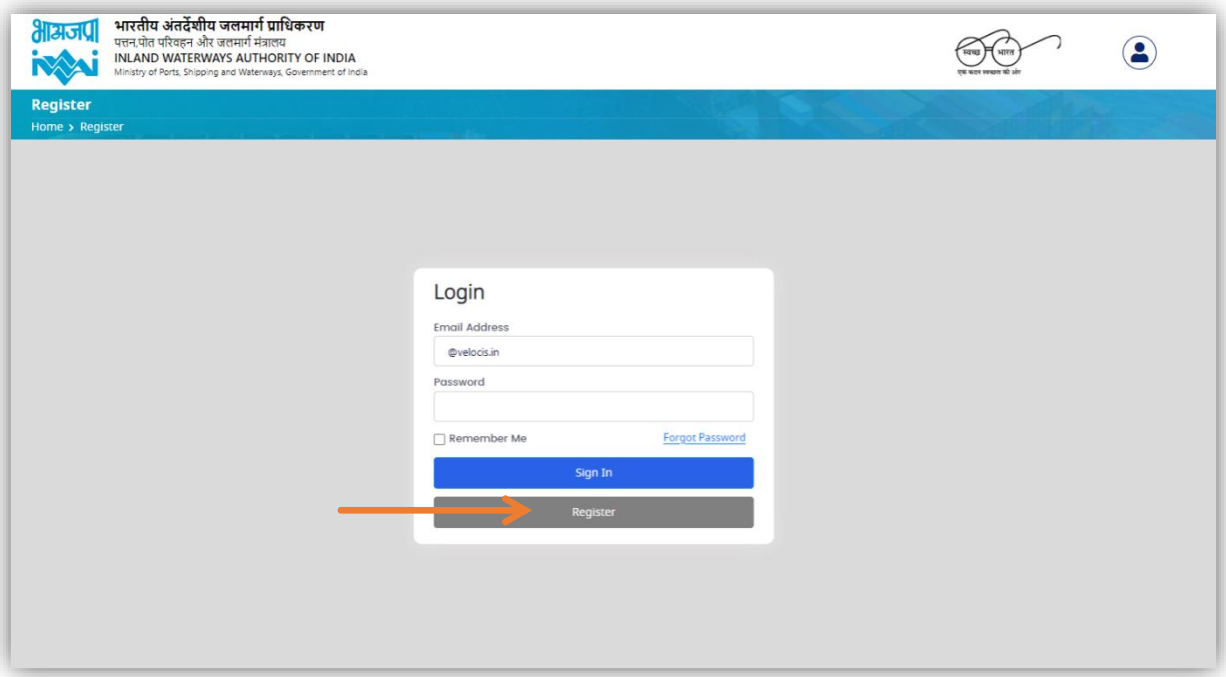
1. Introduction

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/



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

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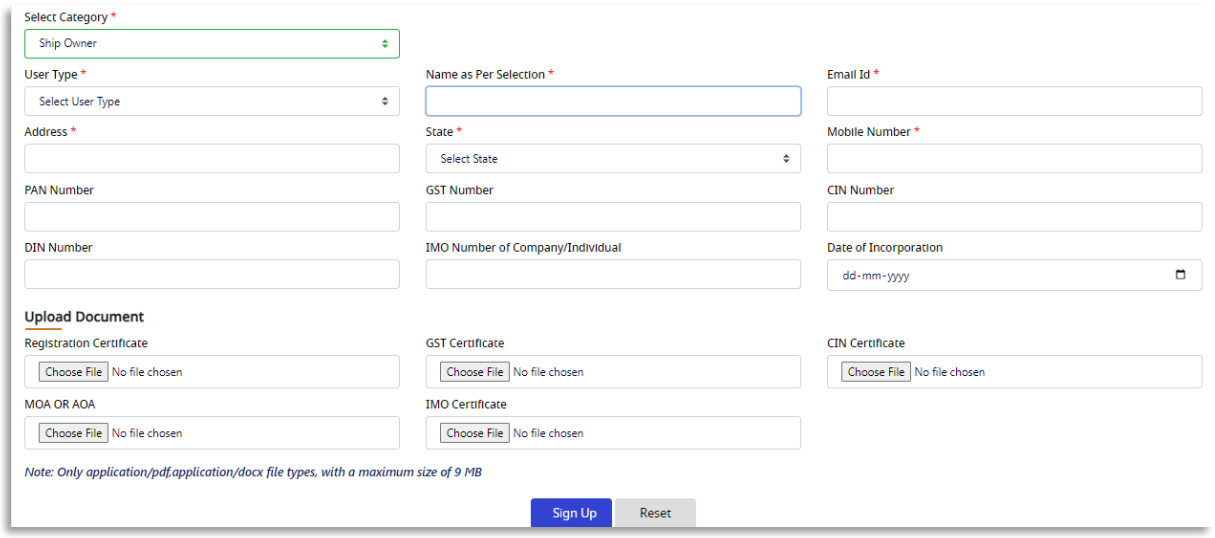
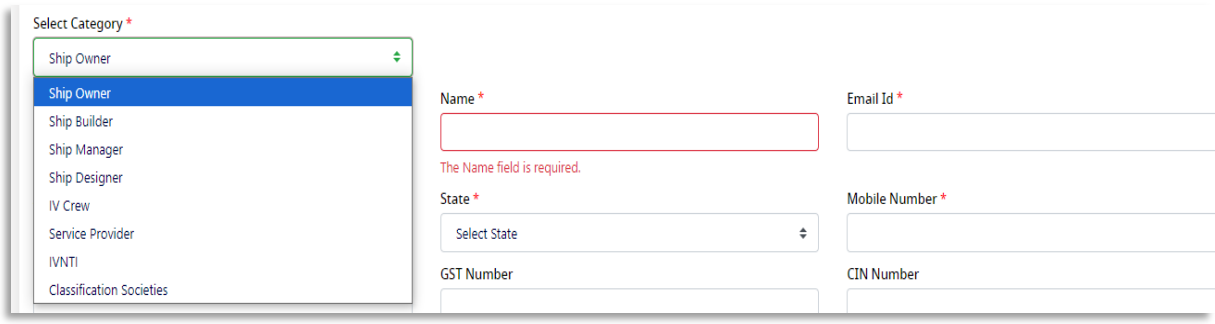
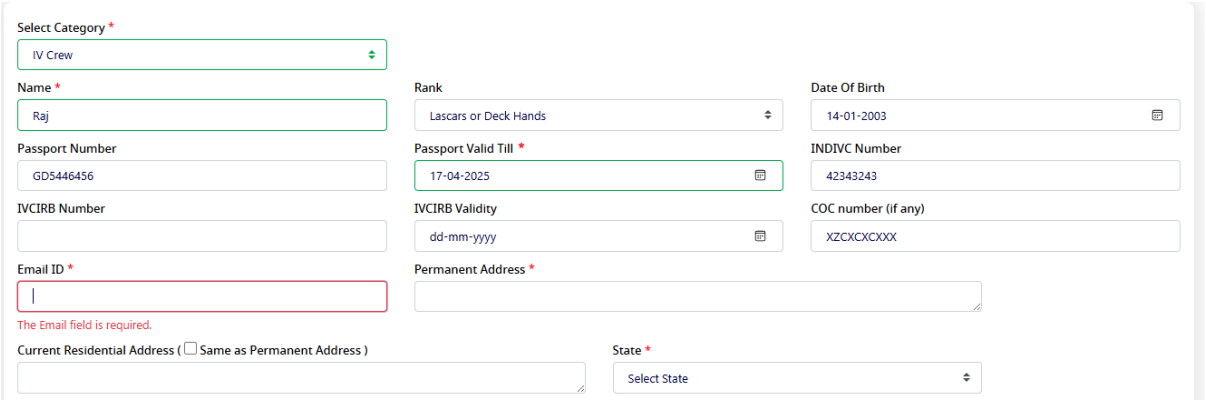


- By default, the **Category** will be selected as **Ship Owner**



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



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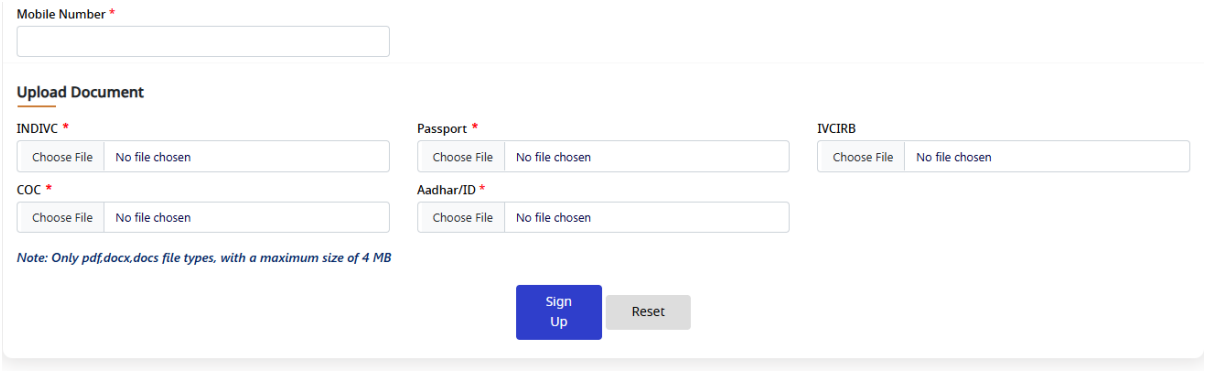
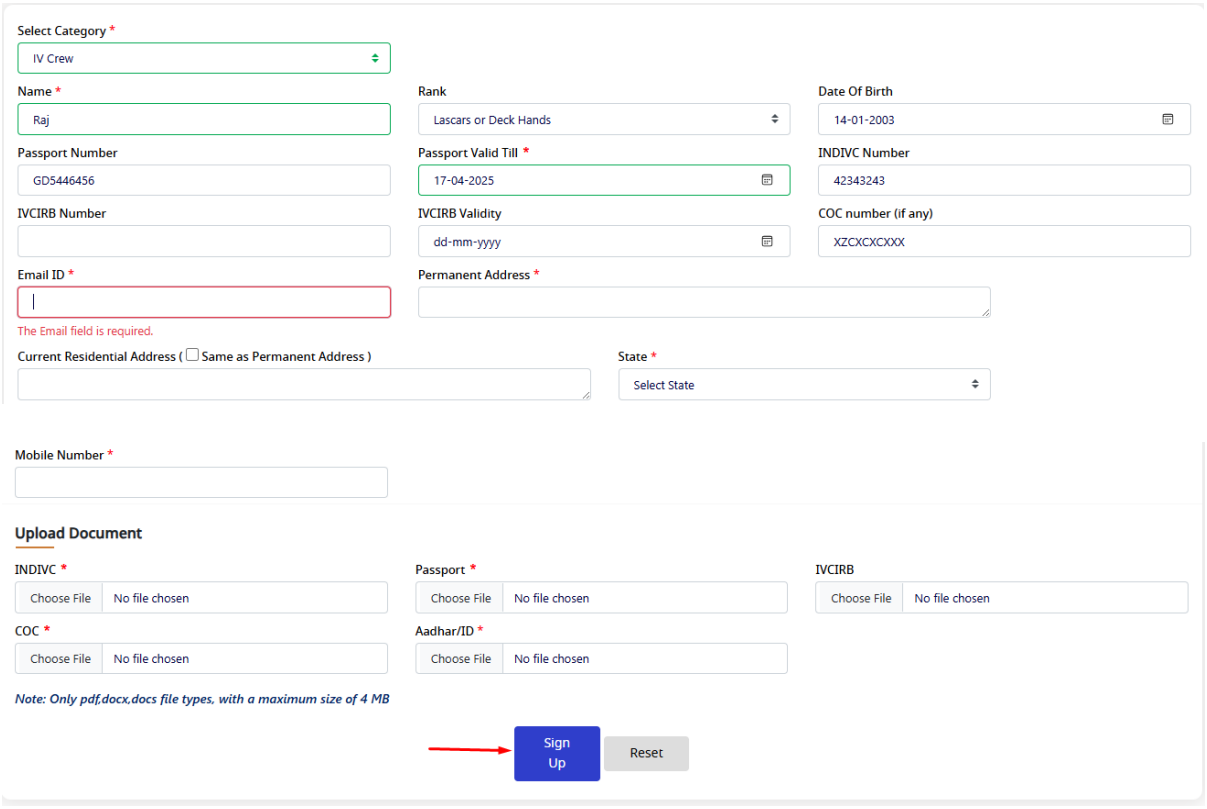


- Fill in all the mandatory fields
- Upload the required Document



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

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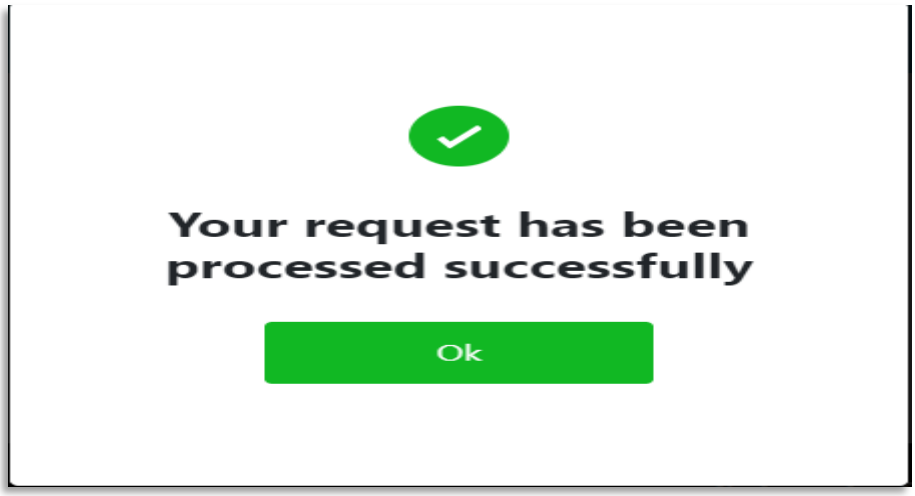
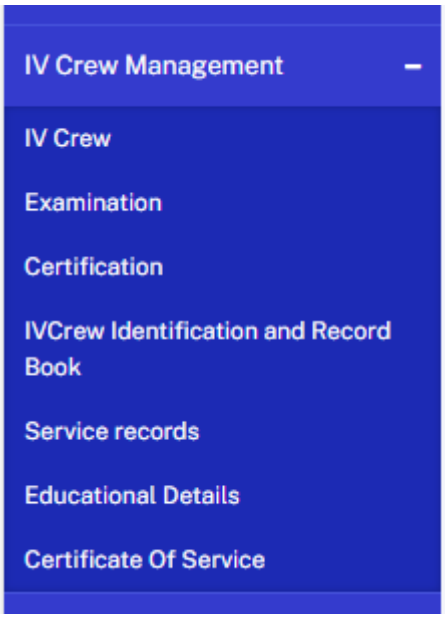


- After registration, the login details will be sent to the registered email ID.

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

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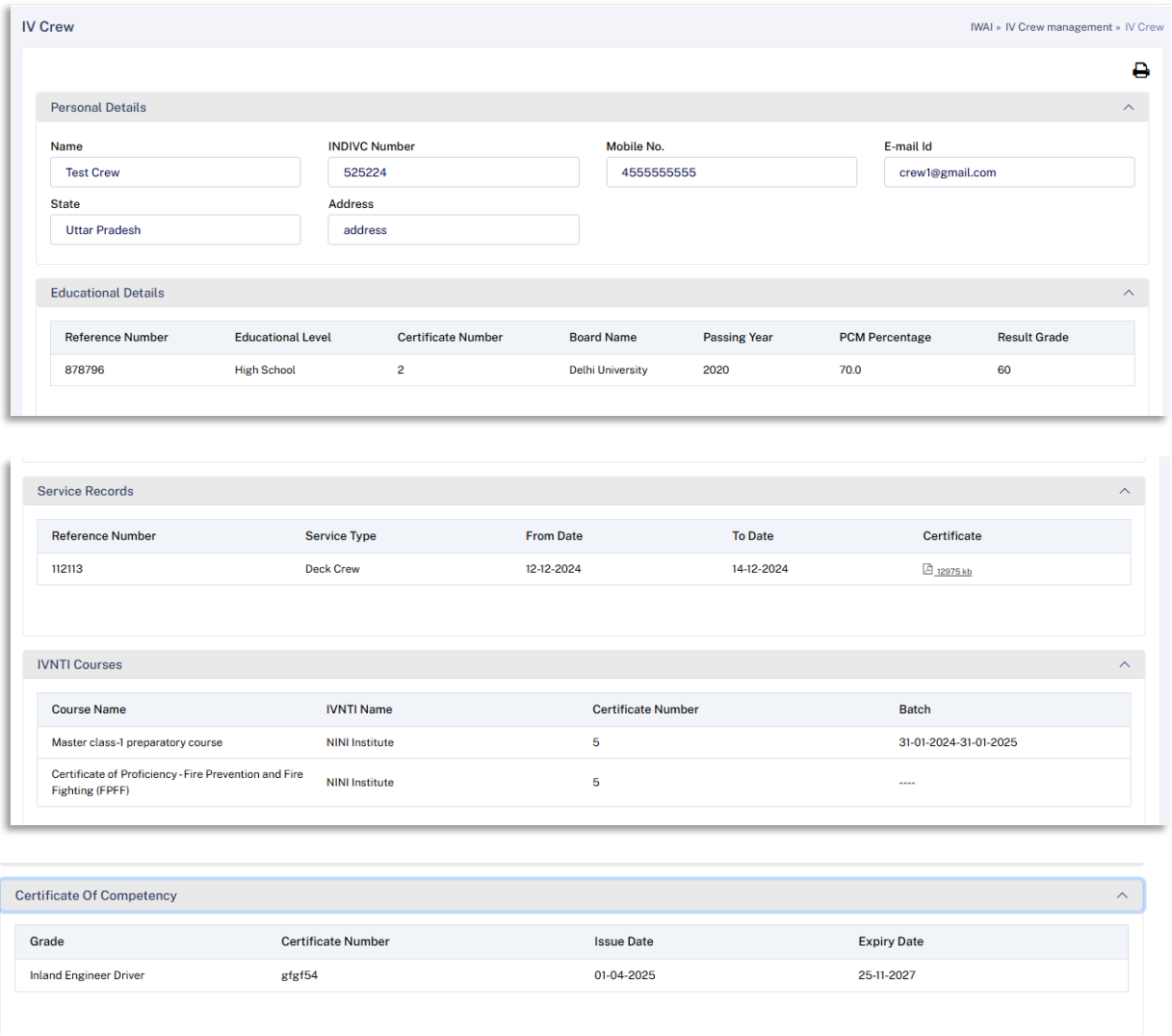

The following details will be displayed on the screen:

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

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

4. Apply for Examination

➢ From the left side navigation menu, expand the IV Crew Management menu and select “Examination”.

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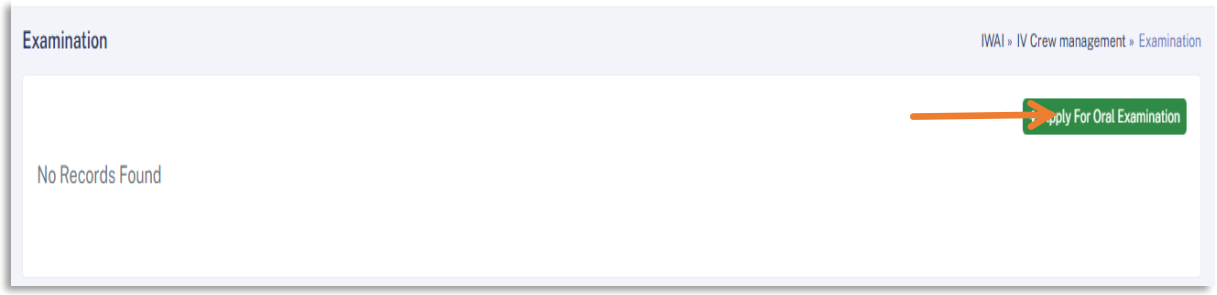
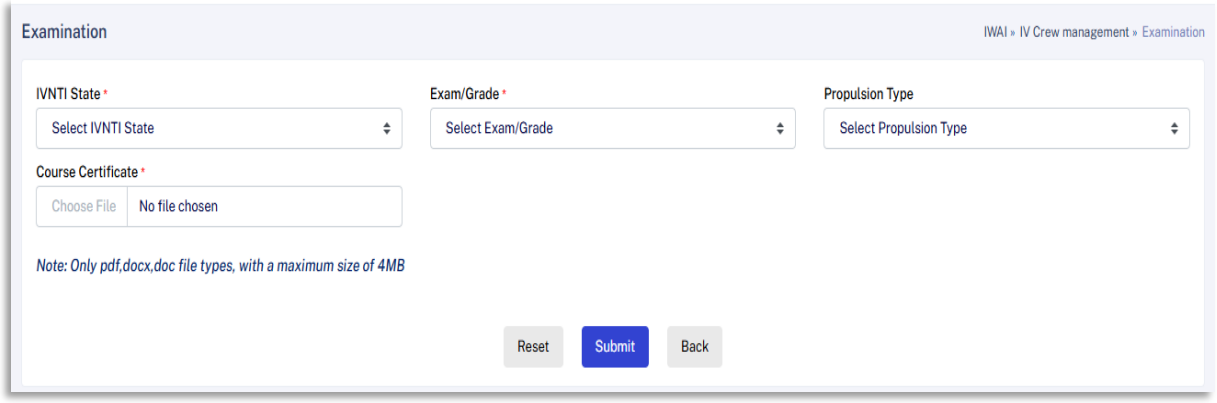
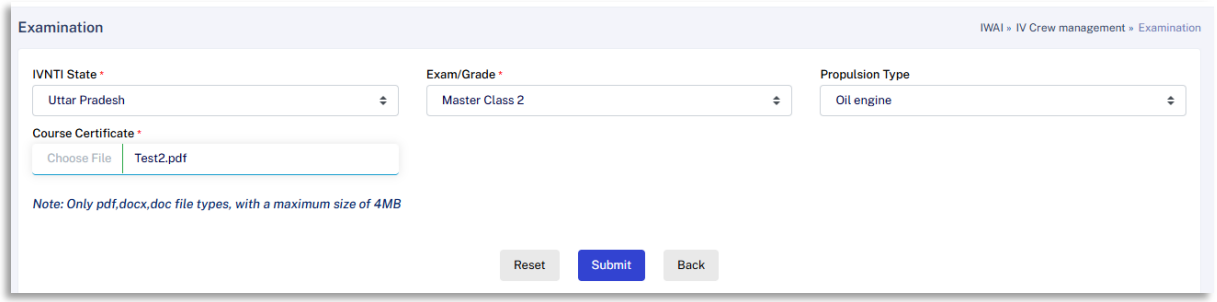


- Click on “Apply for Oral Examination” button



- Fill in all the mandatory fields



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

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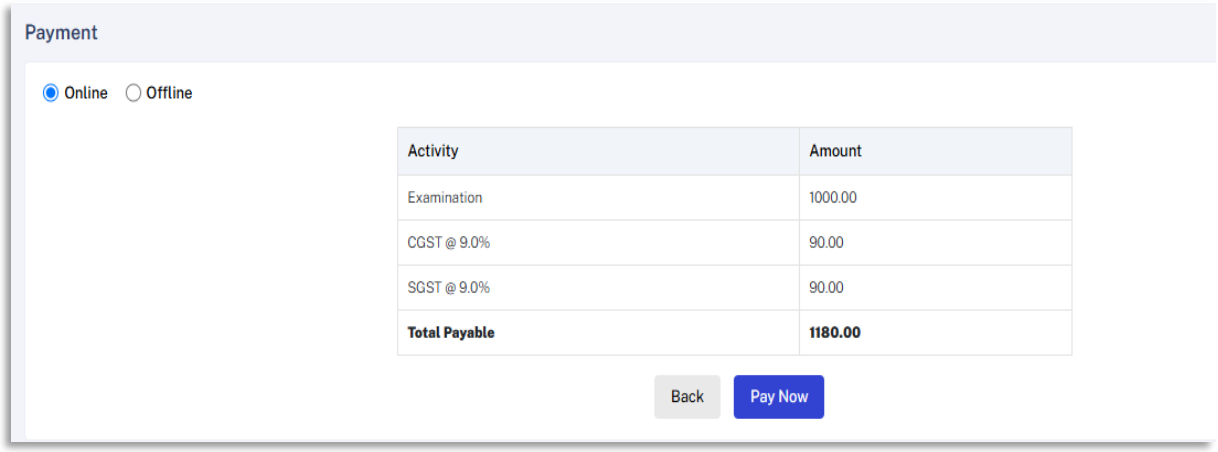
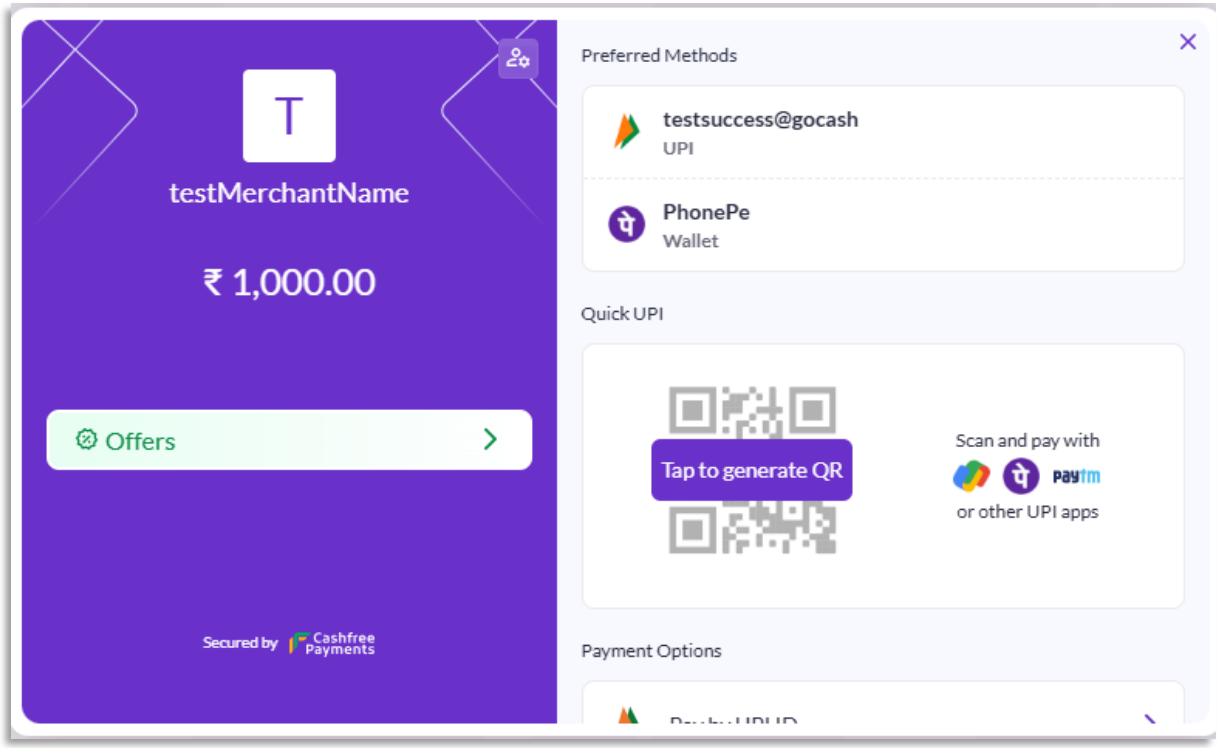


- On the Fee Payment screen, choose a payment mode: **Online** or **Offline**.
- For **Online Mode**:

- 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**.

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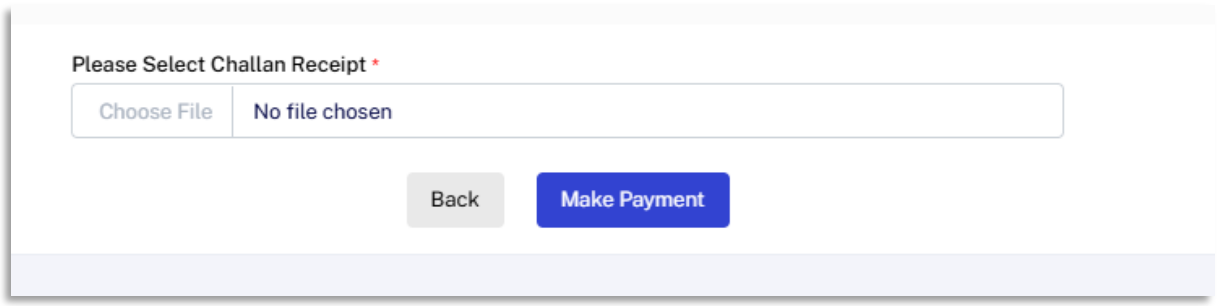
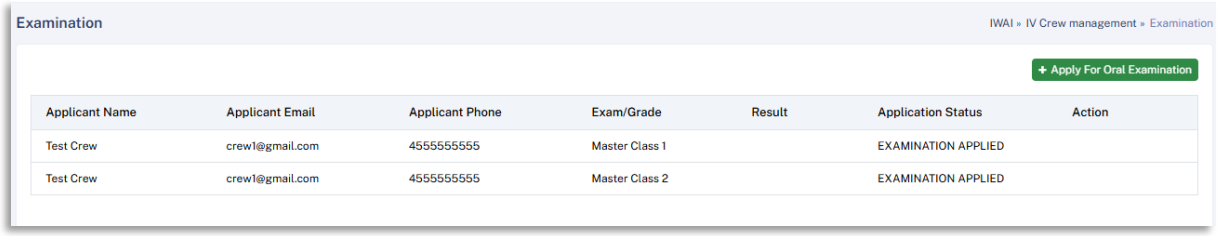


- Click on **Make Payment** to confirm.

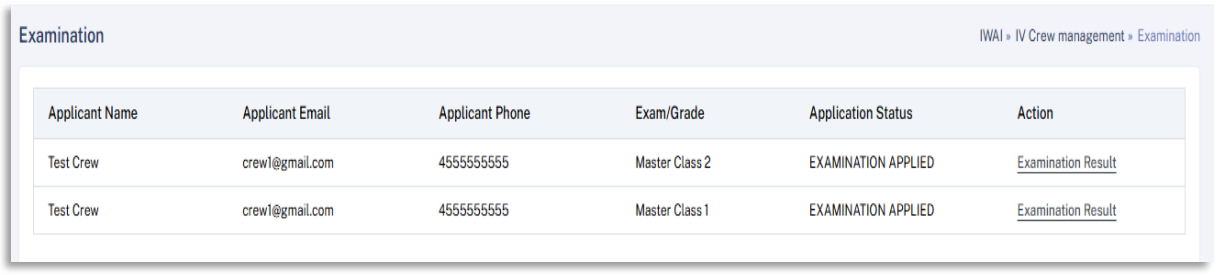
➢ Once the payment is completed, the application status will be updated to **Examination Applied**.



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

5. 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.



➢ Click on Examination Result

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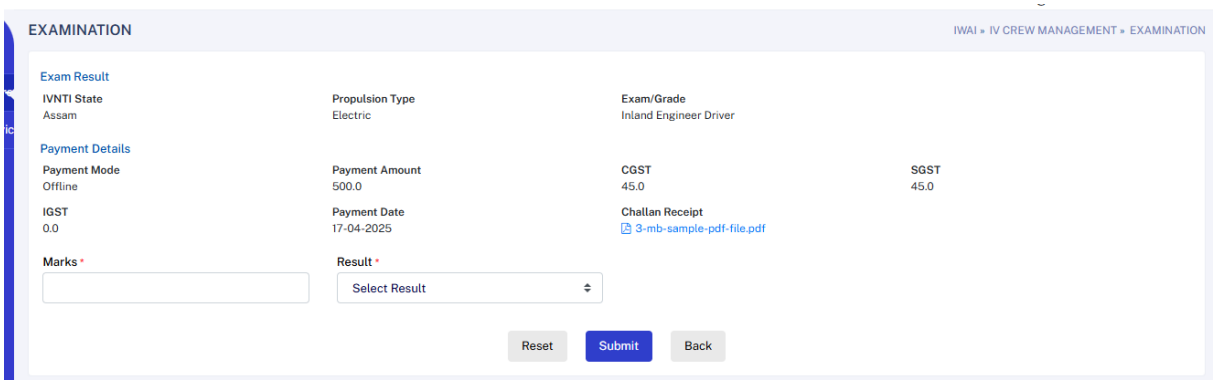
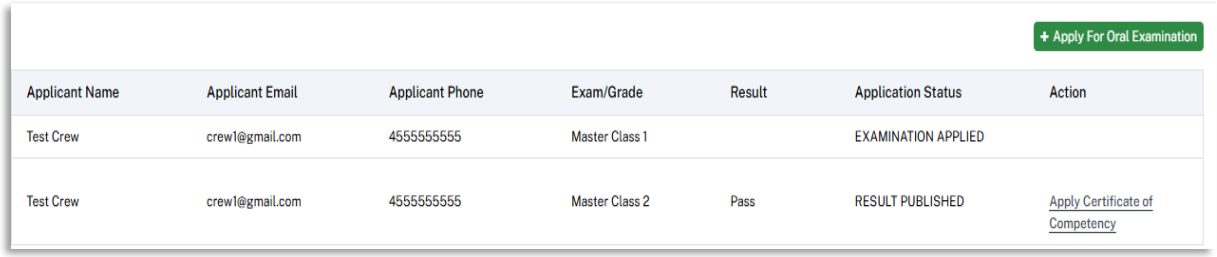


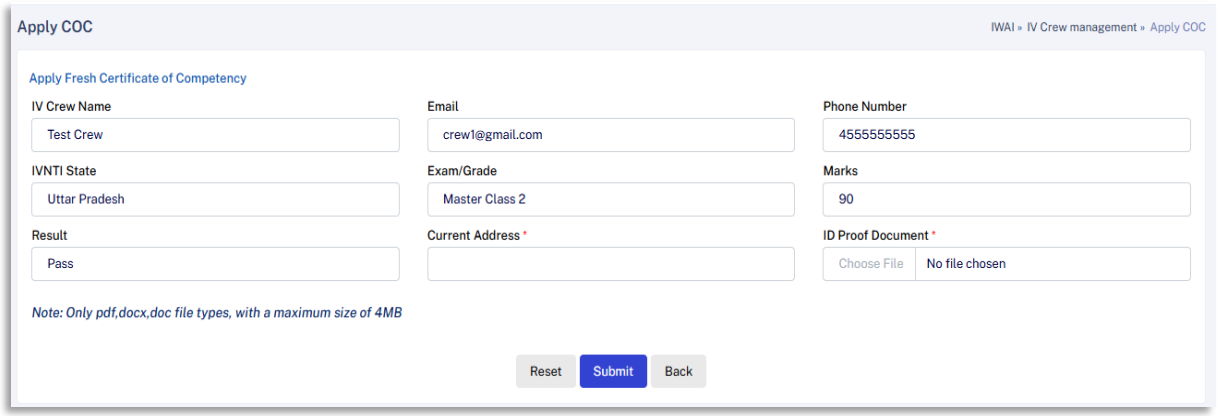
- Enter the Marks
- Select the Result either as Pass or Fail
- Click on the Submit button
- After submitting the result, the IV Crew member will proceed with the next steps.

6. Examination (Apply COC)

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



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



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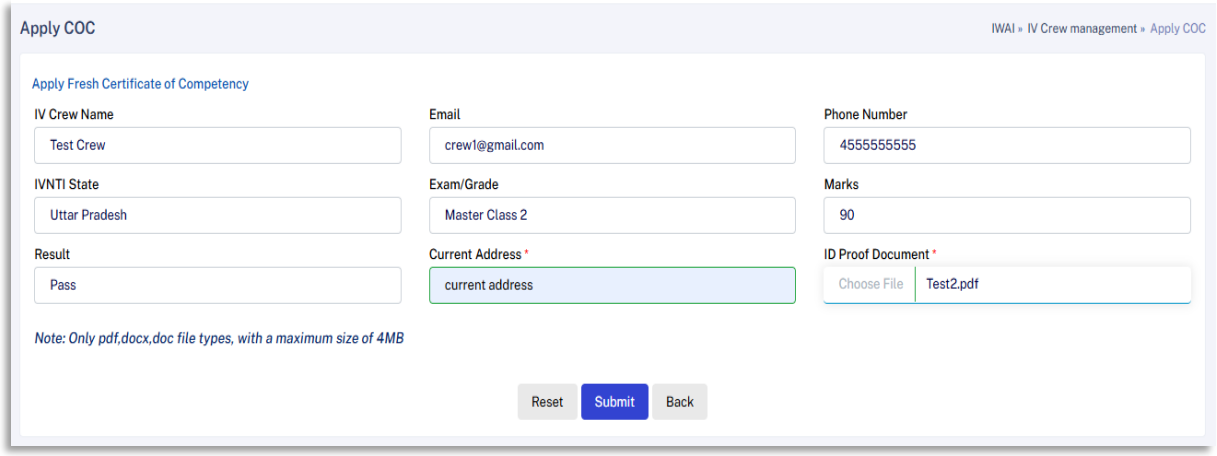
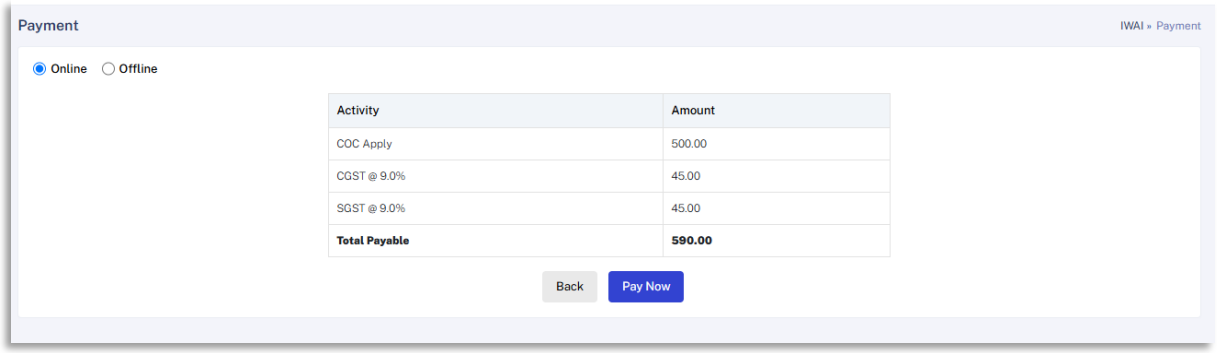
- Enter the Current Address
- Upload the ID Proof Document



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



- 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.

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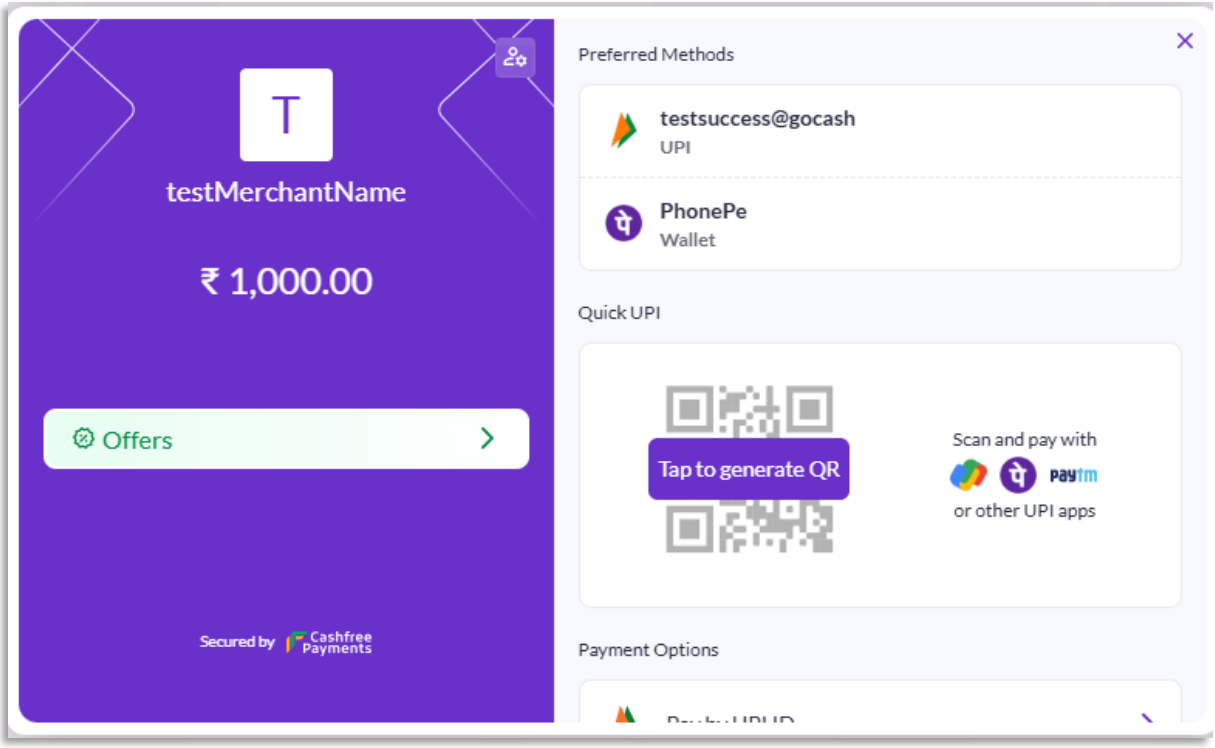
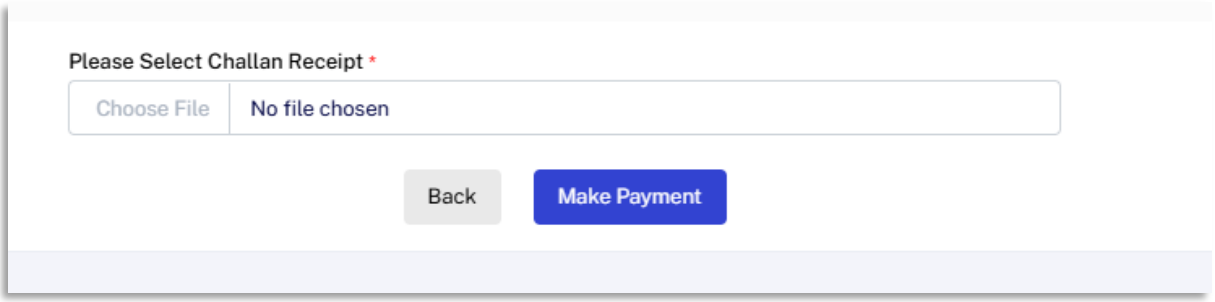


- For testing purposes, select **Test Success**. The payment will be marked as successful.

➢ For **Offline Mode**:

- Select **Challan Receipt**.



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

7. 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.

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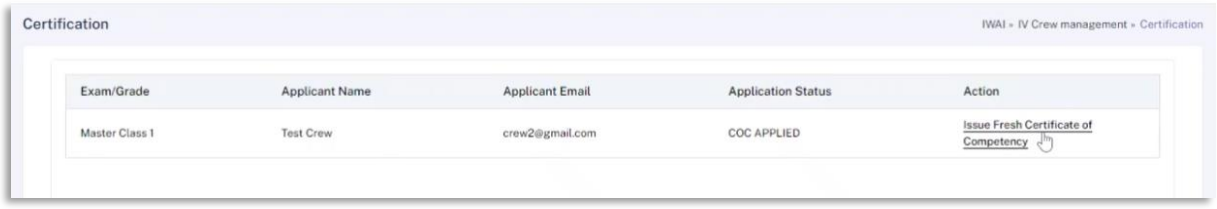
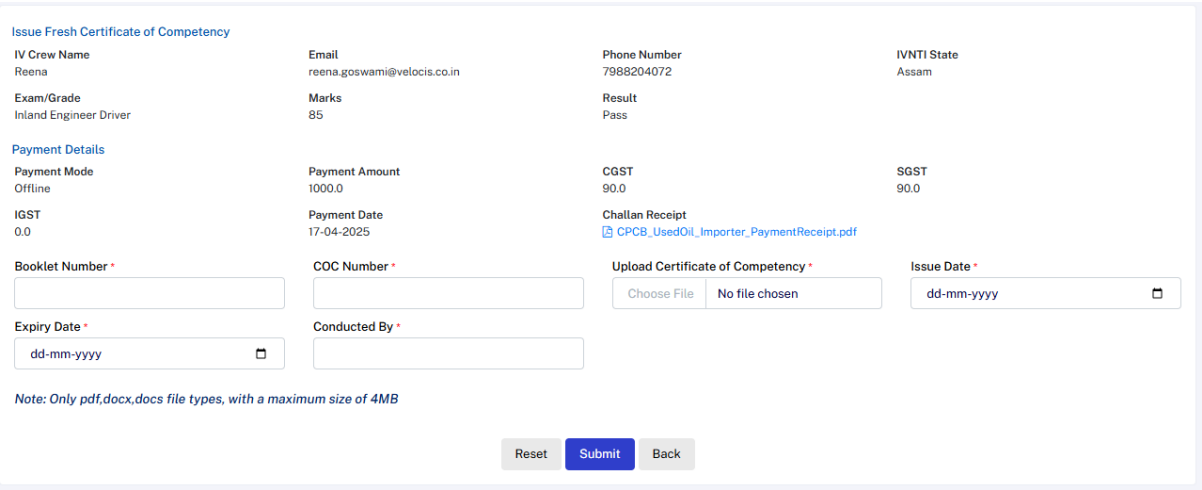
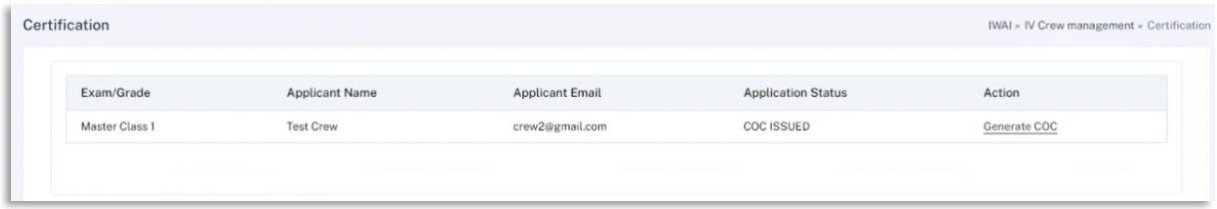


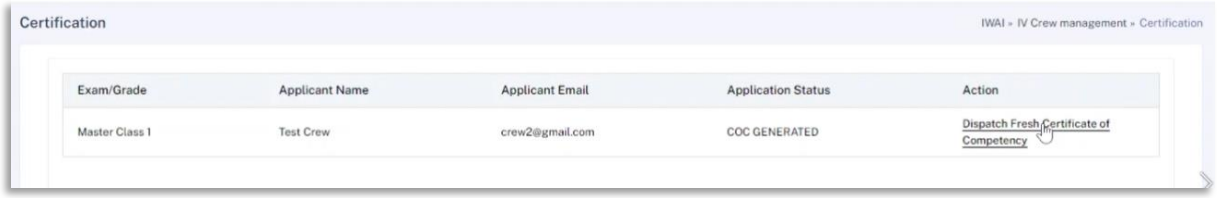
- Click on Issue Fresh Certificate of Competency



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



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



- Click on Dispatch Fresh Certificate of Competency

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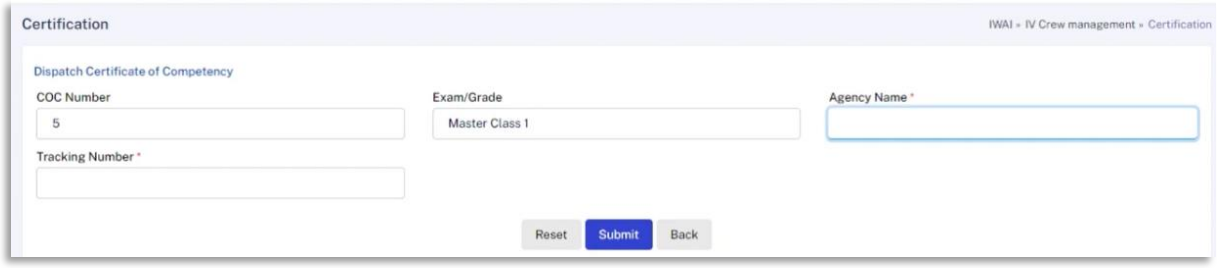
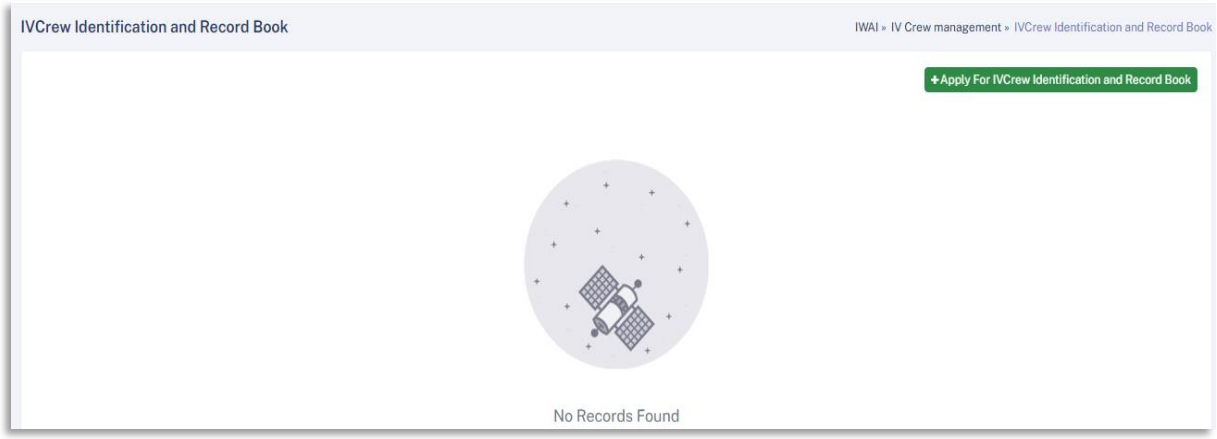


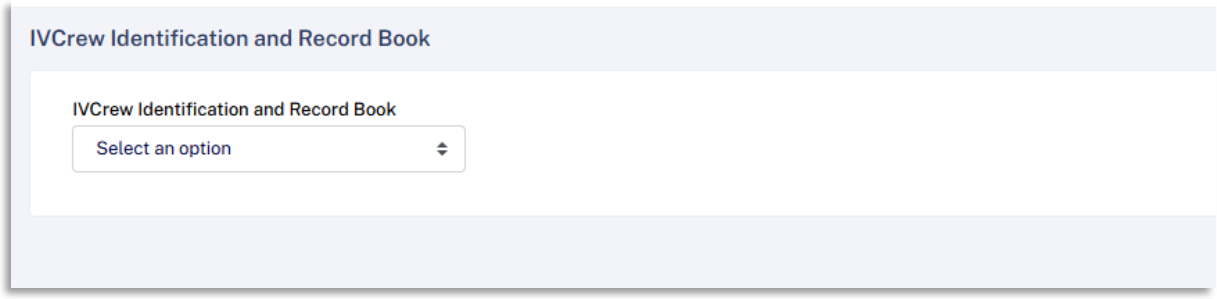
- Enter Agency Name
- Enter Tracking Number
- Click on Submit Button

8. 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”



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



- Select a value from the dropdown menu

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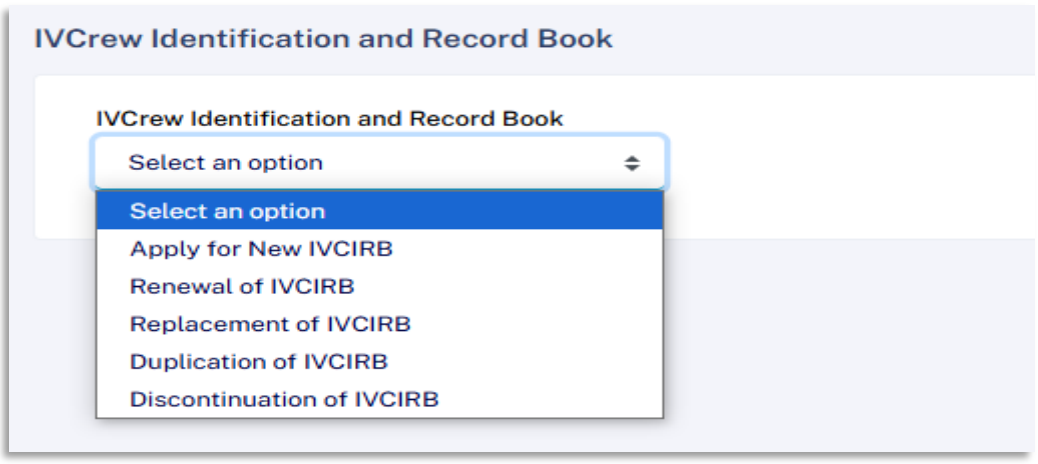
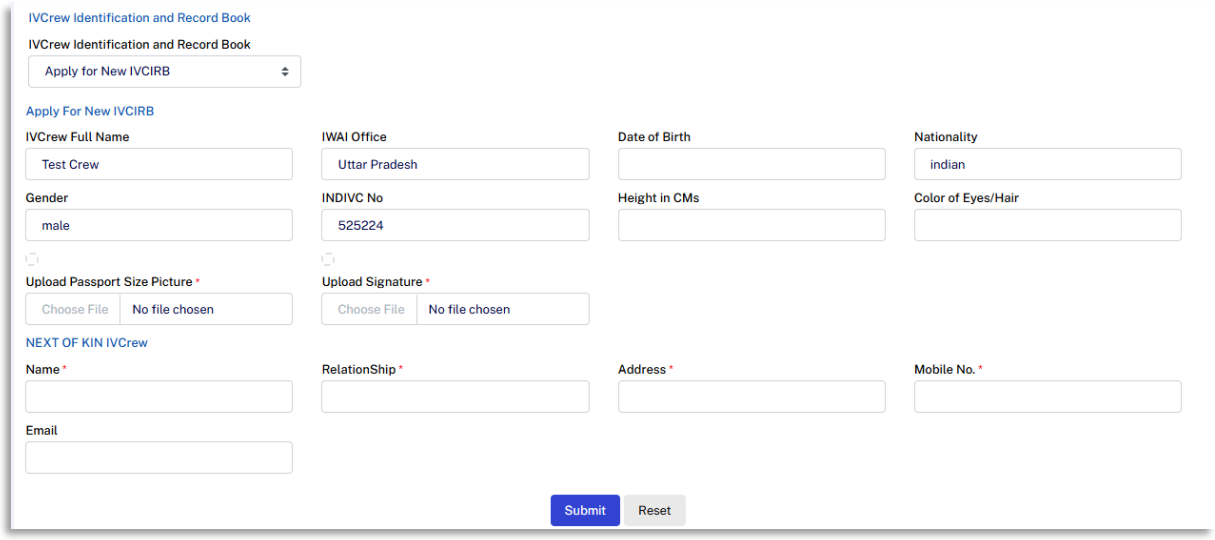


- After selecting a value, a form will appear



- The Following fields will be pre-filled in the form :-
- IVCrew Full Name
- IWAI Office
- Nationality
- Gender
- INDIVC No
- Fill in the remaining fields

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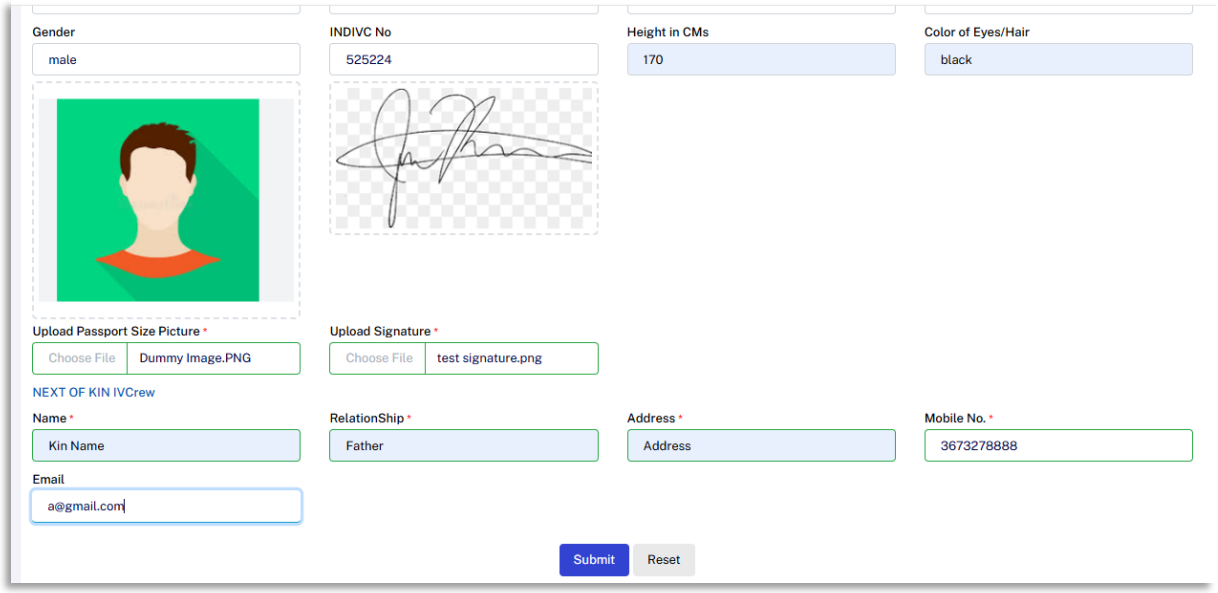
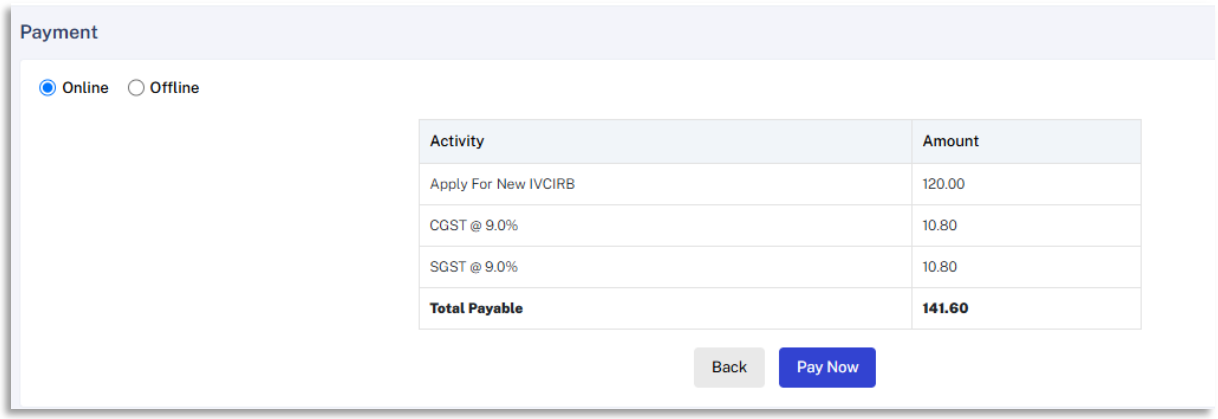


➢ Click on the Submit button. You will be redirected to the Fee Payment screen.



➢ 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.

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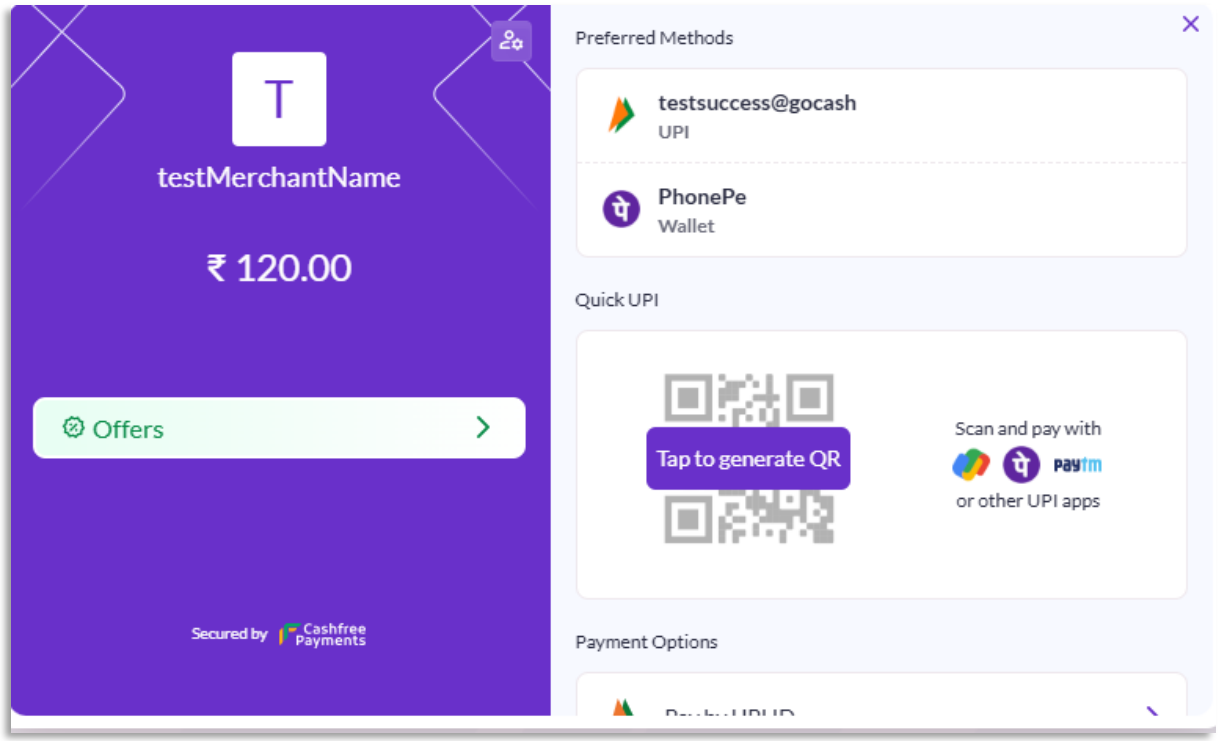
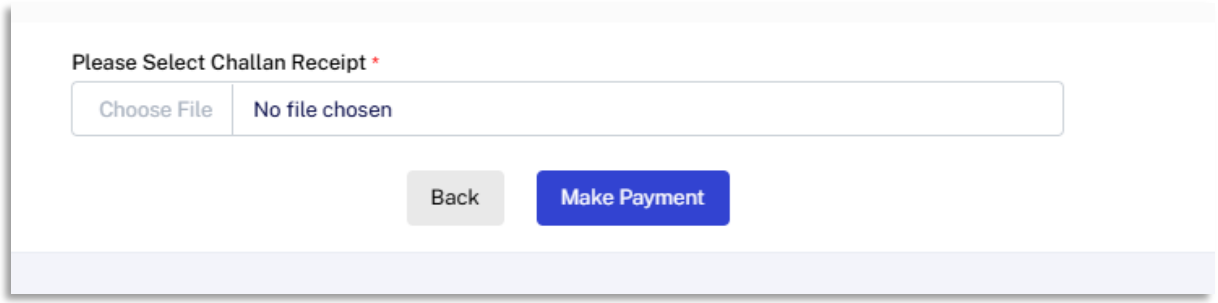


- For testing purposes, select **Test Success**. The payment will be marked as successful.

➢ For **Offline Mode**:

- Select **Challan Receipt**.



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

➢ After the payment is done, Application status will be updated to “Pending”

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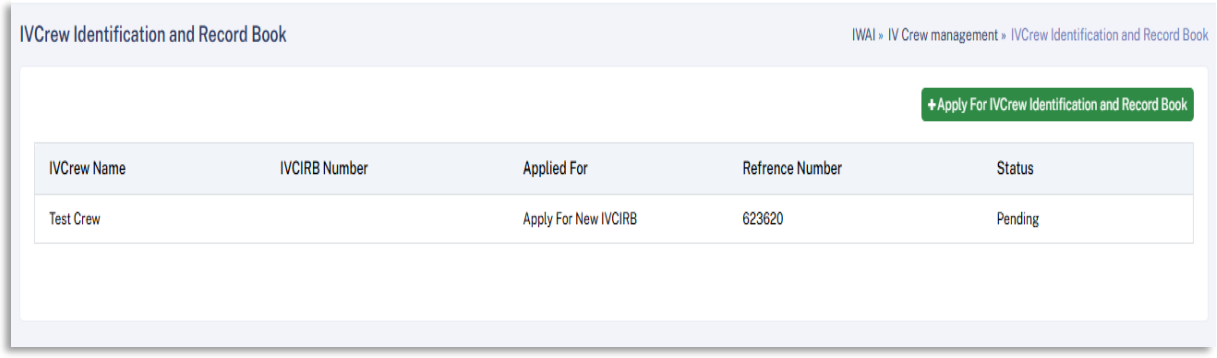
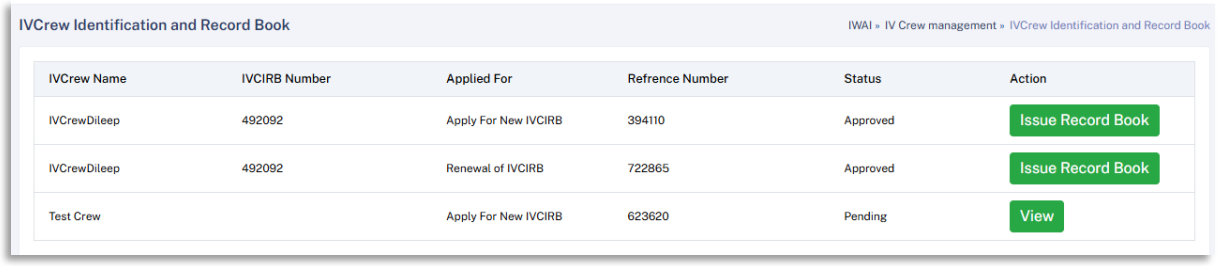


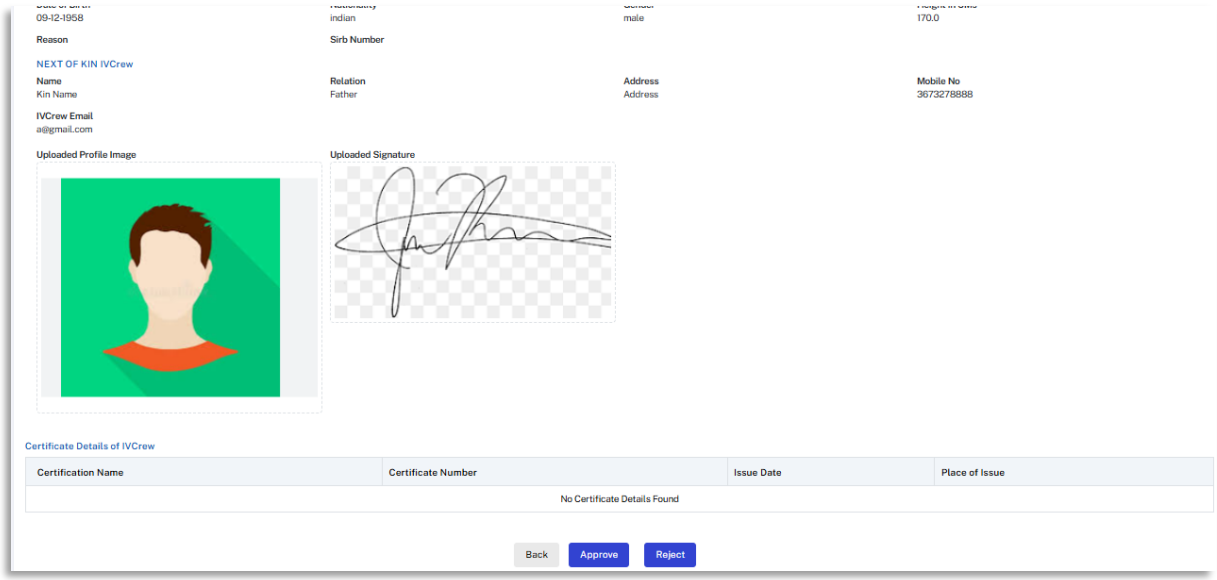
- Now the application will go to D.A

9. 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

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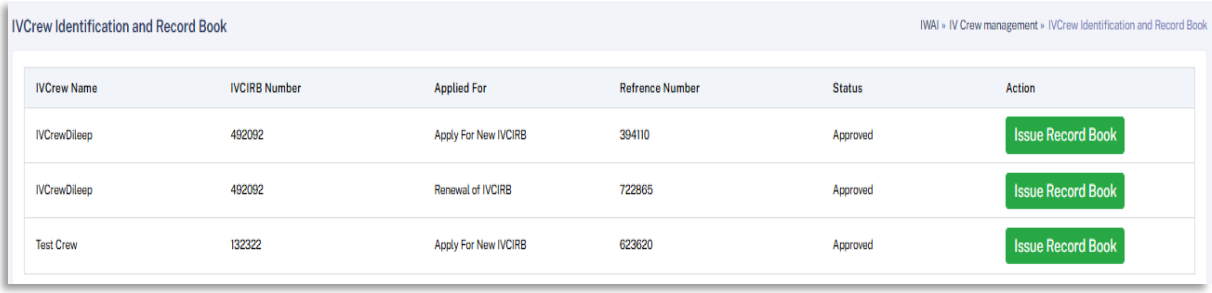


- Click on the “Issue Record Book” button to generate the record book

Additional Services

IV Crew members can apply for the following additional services:

- Renewal
- Replacement
- Duplication
- Discontinuation

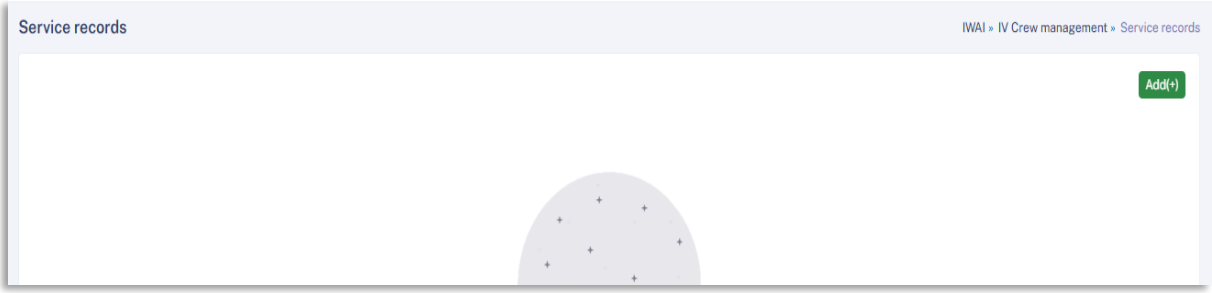
The procedure for these services is the same as explained above.

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.

10. 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

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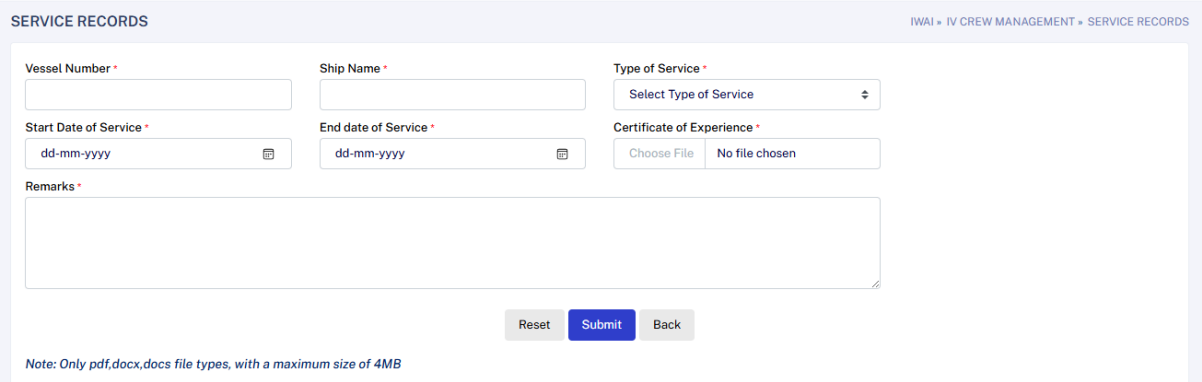
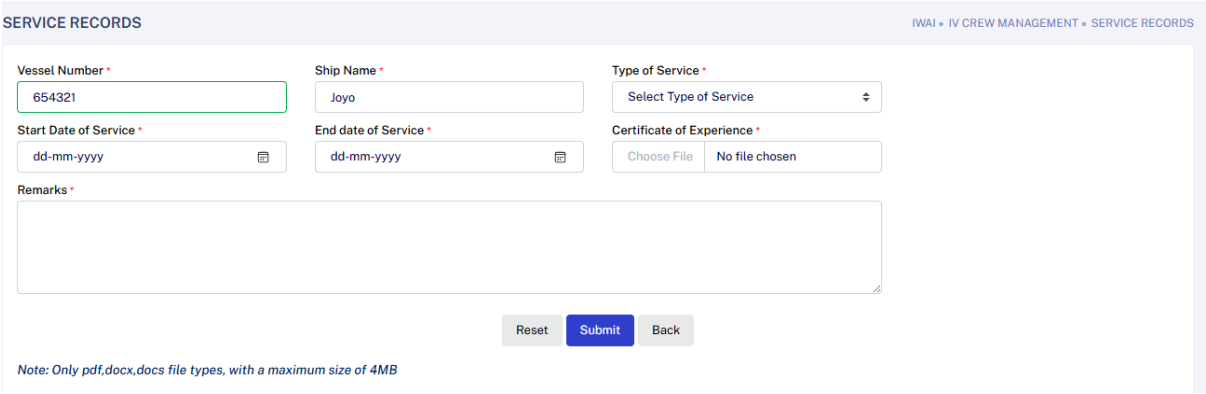
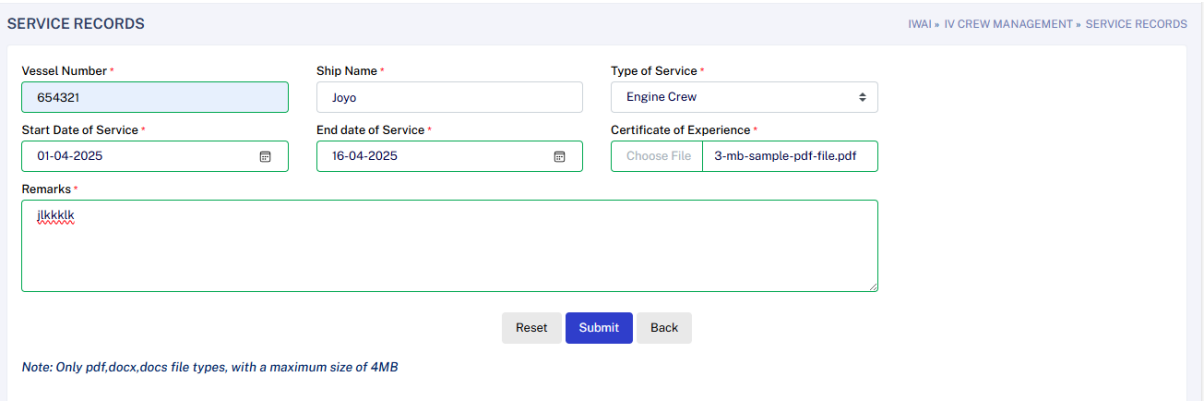


➢ Enter the Vessel Number(the Ship Name will auto-populate based on the entered Vessel Number).



➢ Fill out all mandatory fields



➢ 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.

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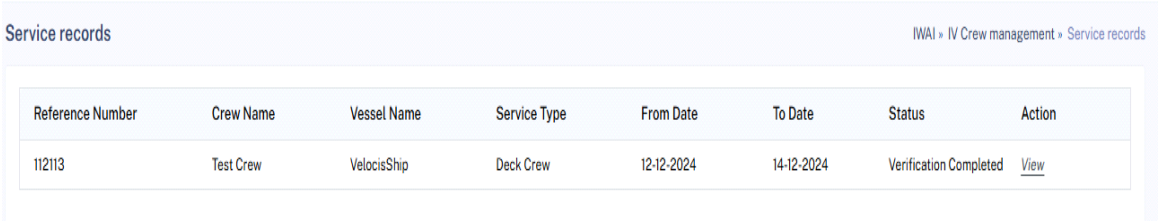
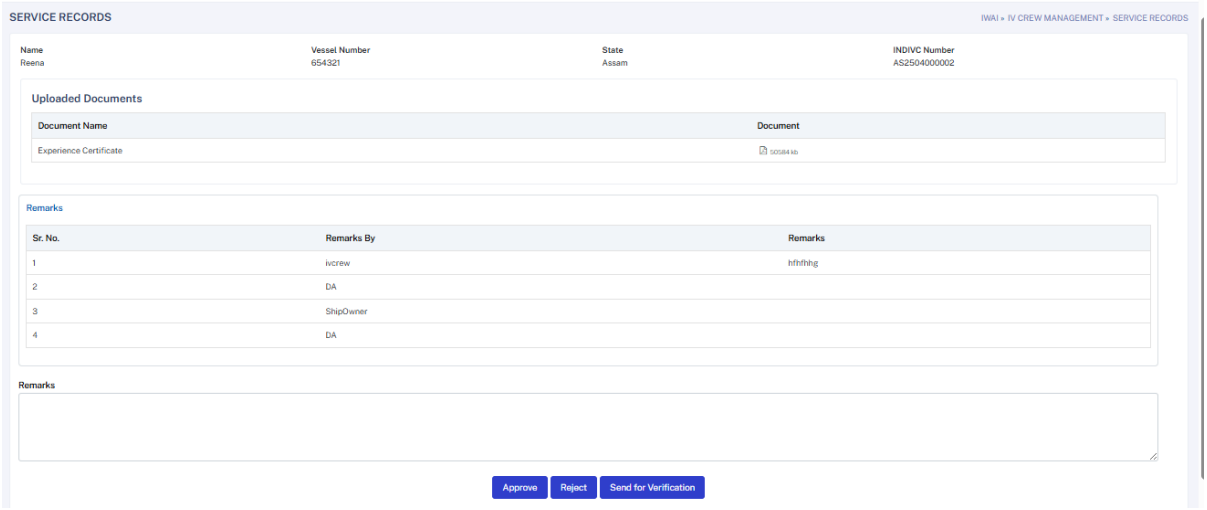
11. Approval of Service Record

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

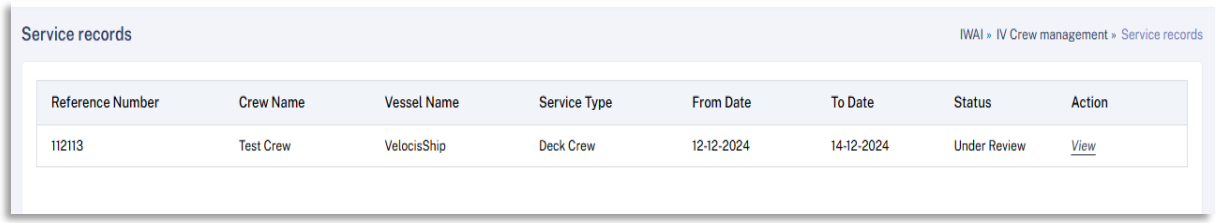


- Locate the desired service record and click on **View** to view its details.



- 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.



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

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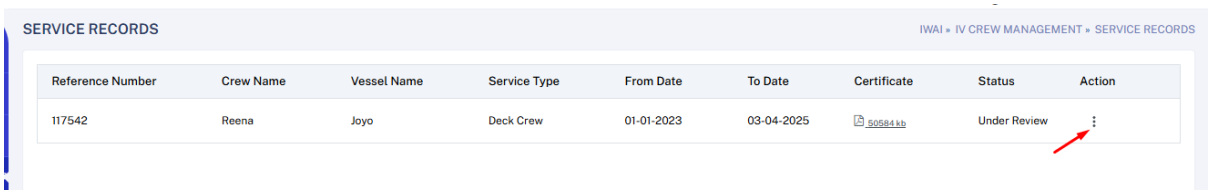
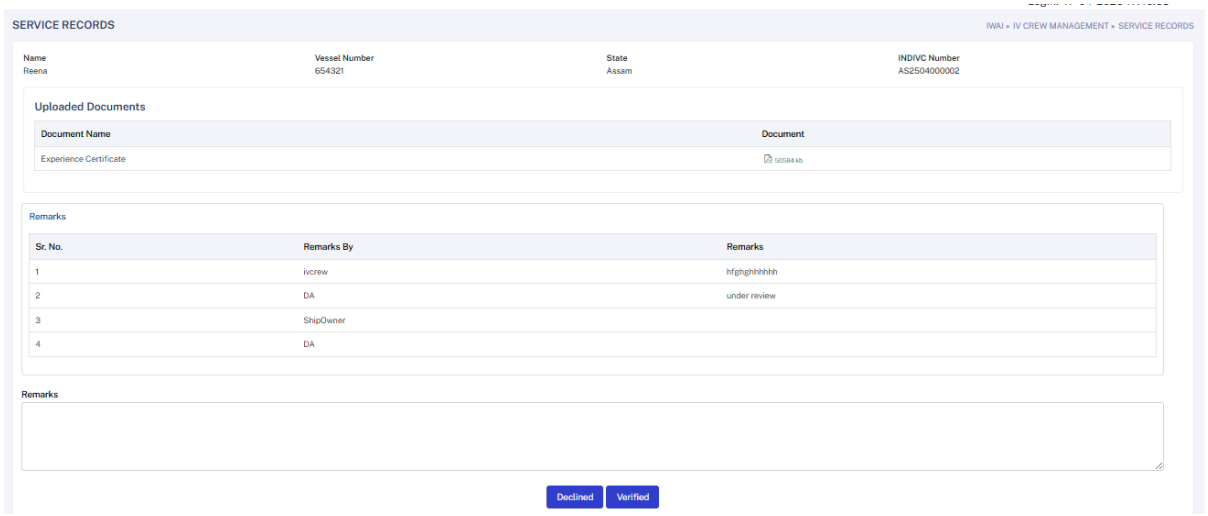


➢ Locate the service record and click on three dots to view its details.



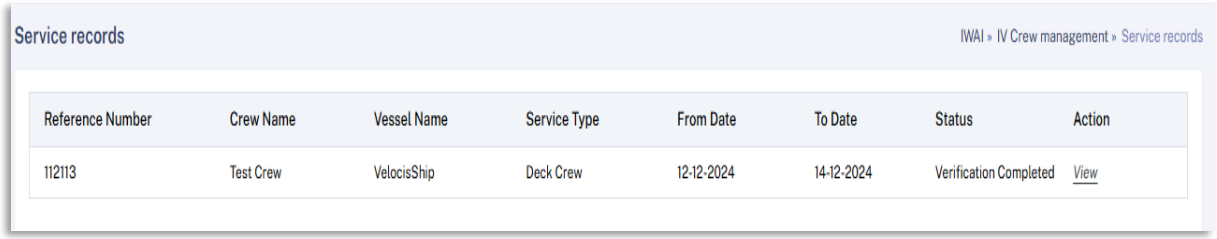
➢ The Ship Owner can perform the following actions:

- **Verify**: Confirms the service record.
- **Declined**: Declined 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”



➢ Locate the verified service record and click on **View** to view its details.
➢ Click on **Approve** to grant final approval.

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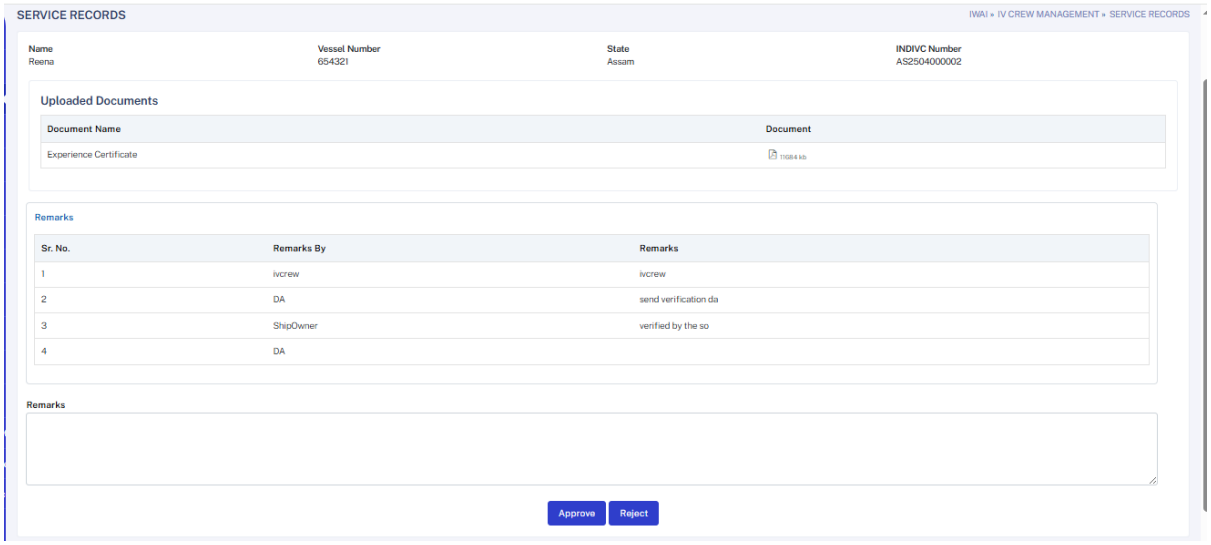
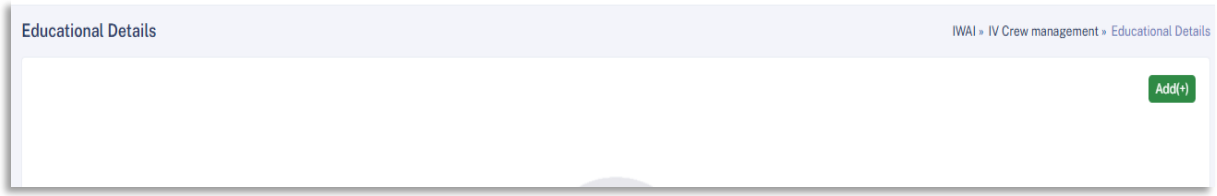
- The status of the Service Record will be updated to **Approval Granted**.

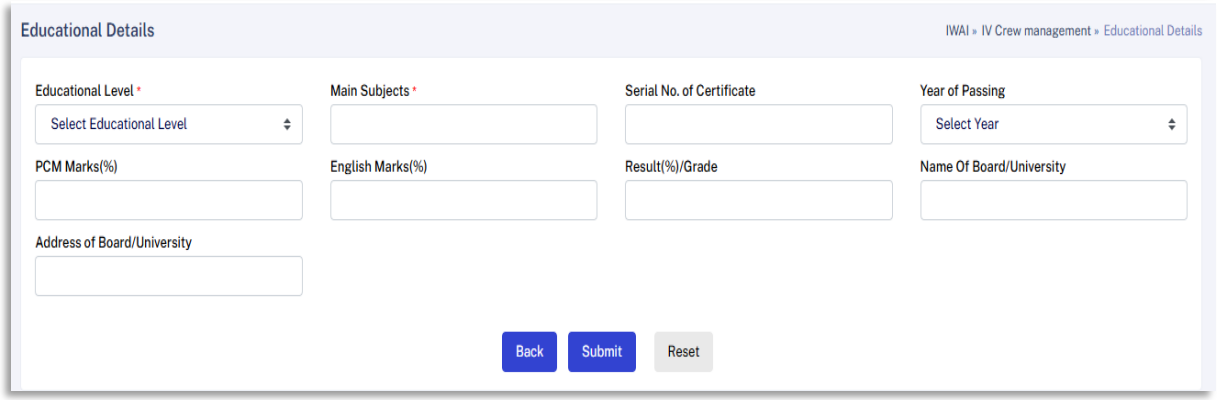


12. Education Details

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



- Click on the "Add" button to open the Education Detail form



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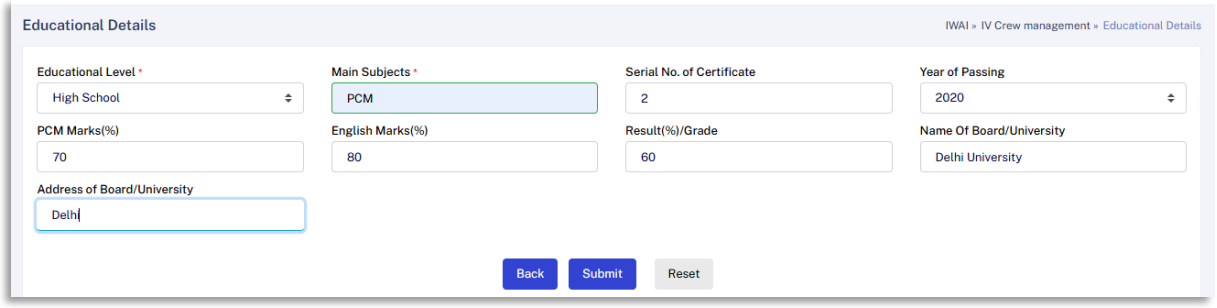
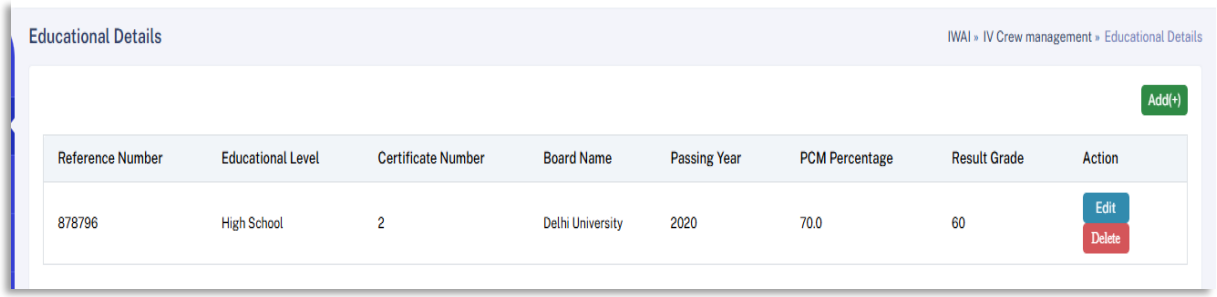
➢ Fill out all mandatory fields



➢ Click on the Submit button



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.

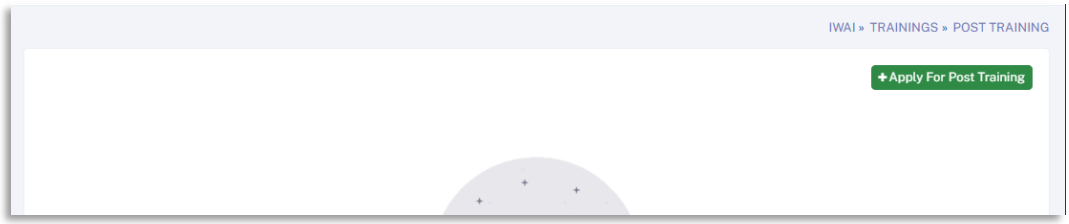
➢ **Delete**: To remove a record:

- Click on the **Delete** button for the desired record.
- Confirm the deletion by clicking **OK** in the confirmation message.

13. Post Training

➢ Login as IV Crew

➢ From the left side navigation menu, expand the Trainings menu and select “Post Training”



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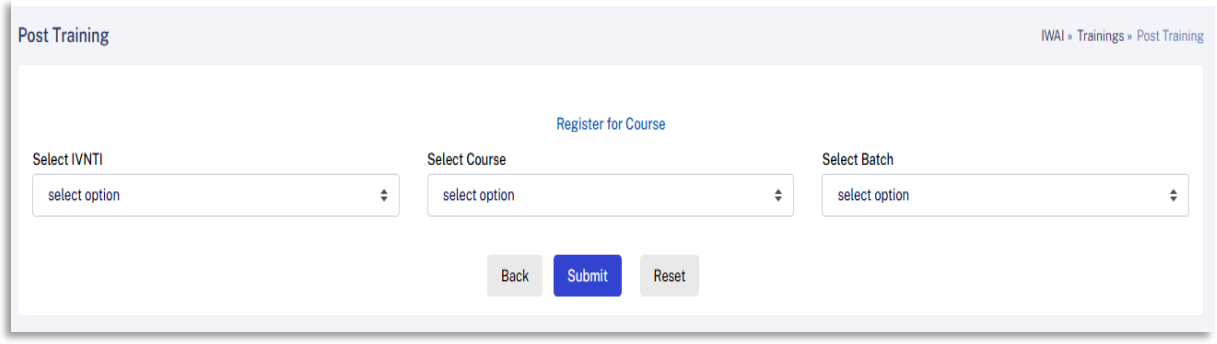
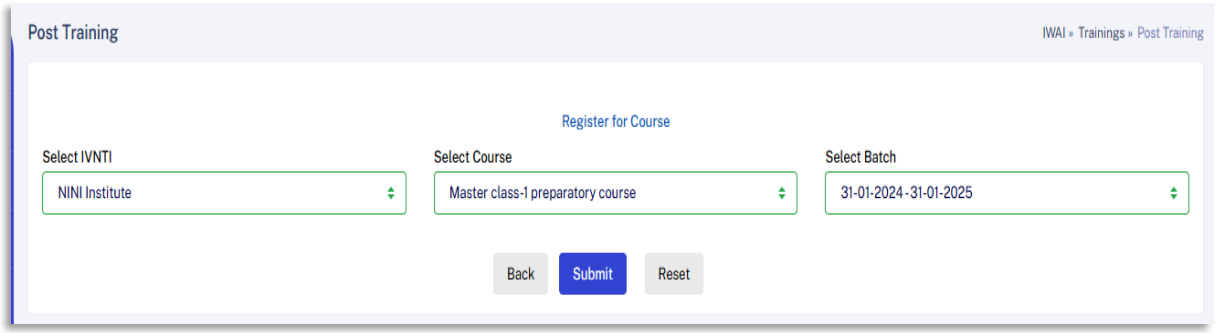
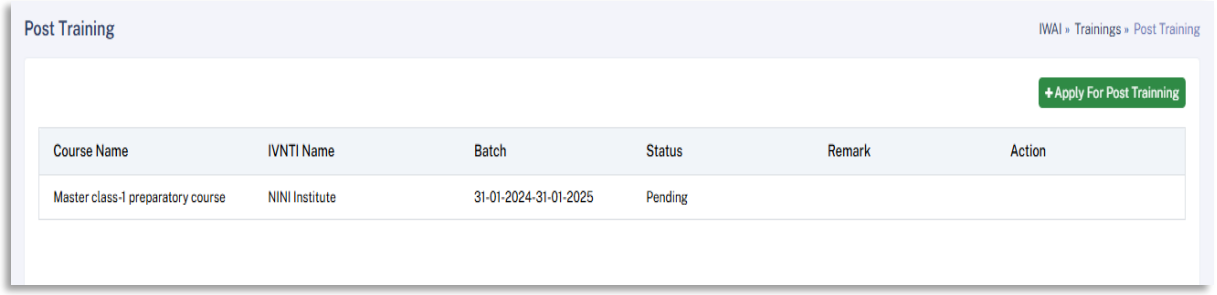
- Click on the “Apply for Post Training” button to open the Post Training form



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



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



- IVNTI will login for further processing of the request.

14. 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.

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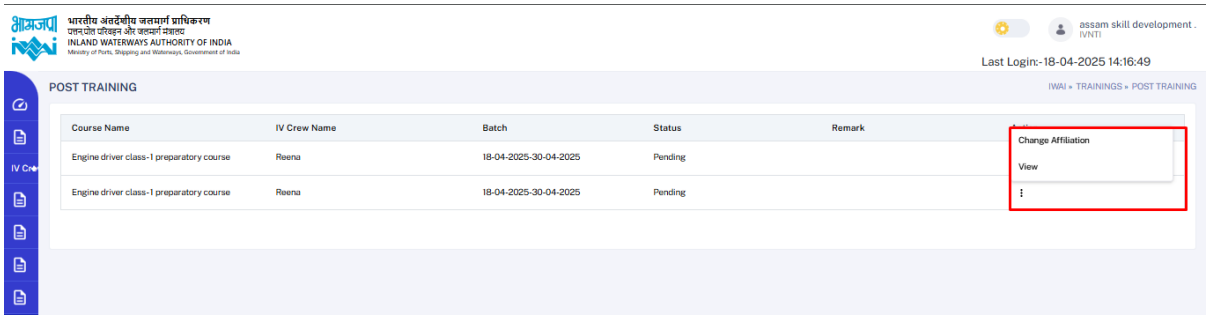
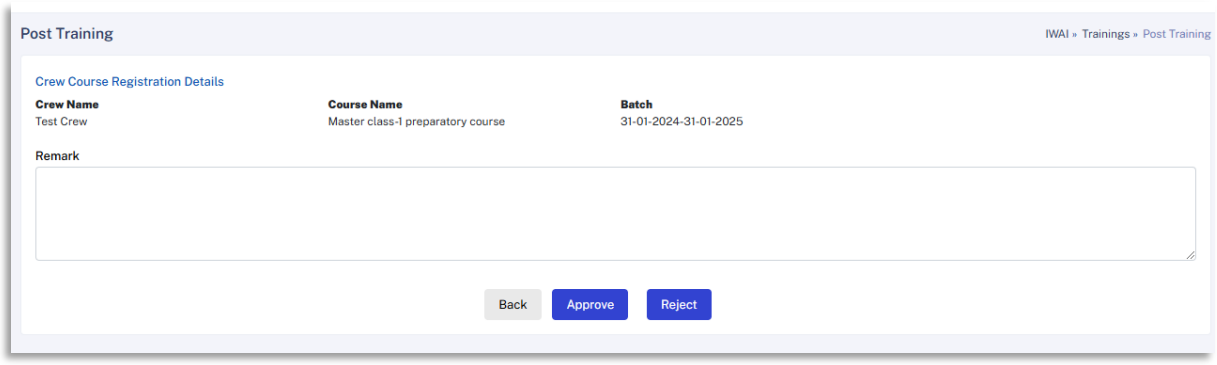
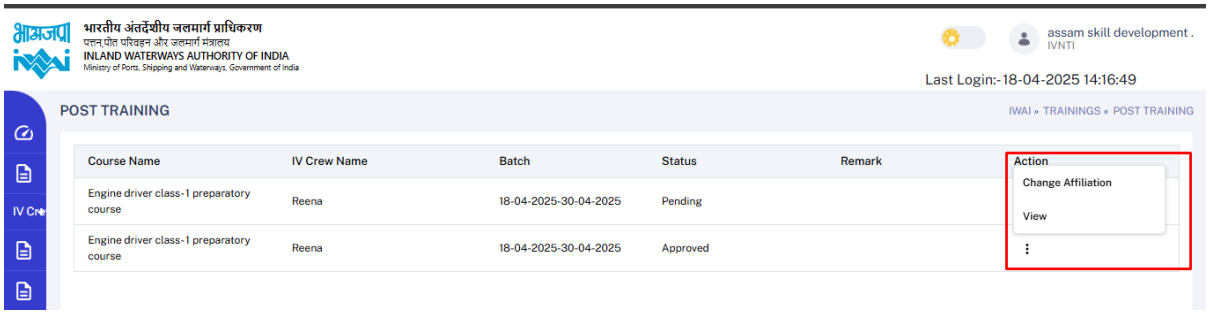


- Click View to display Training details



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



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

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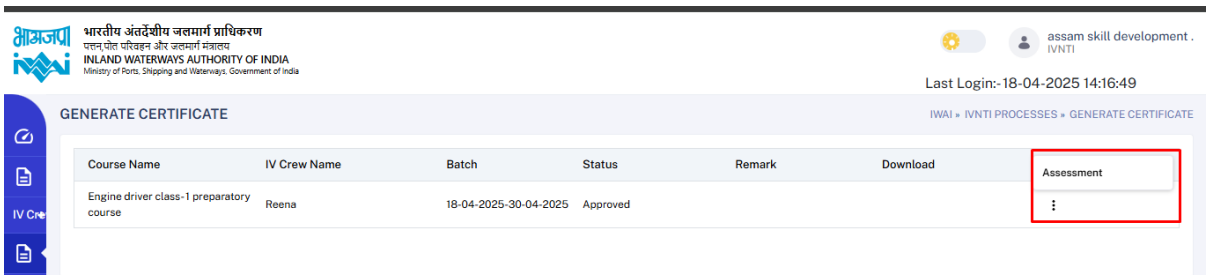
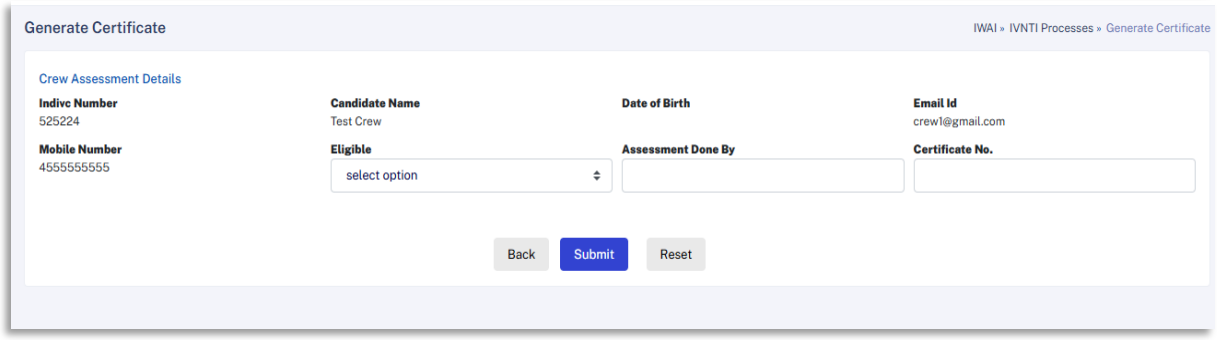
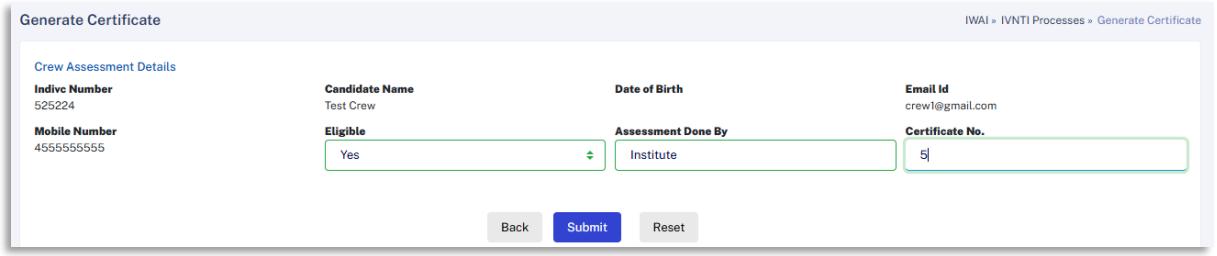


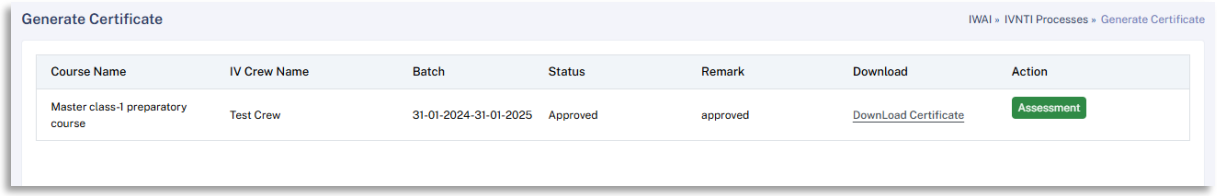
➢ Click on the “Assessment” Button



➢ Fill out all mandatory fields



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



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

15. Pre Training

➢ Login as IV Crew

➢ From the left side navigation menu, expand the Trainings menu and select “Pre Training”

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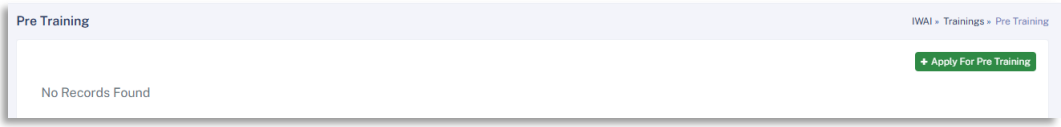
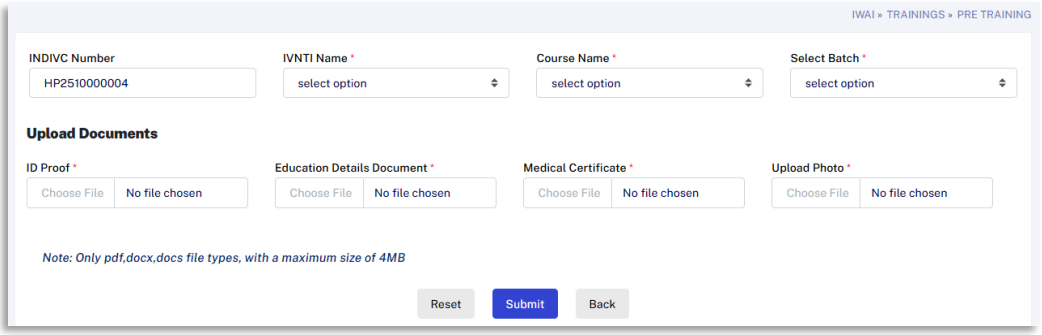
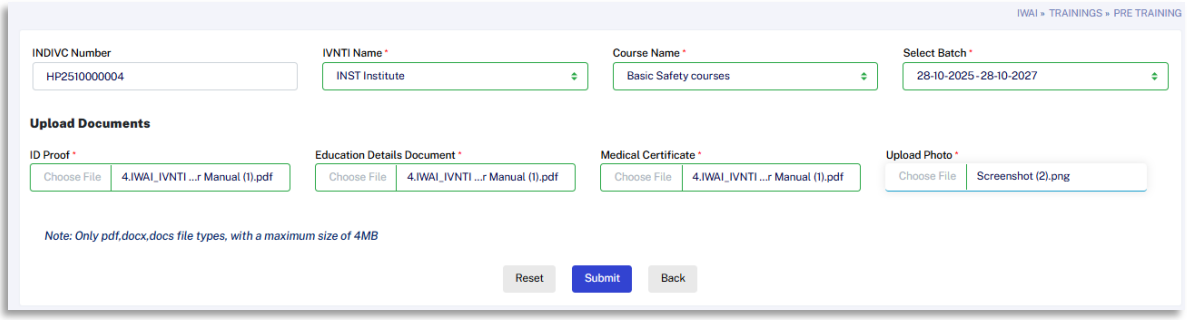


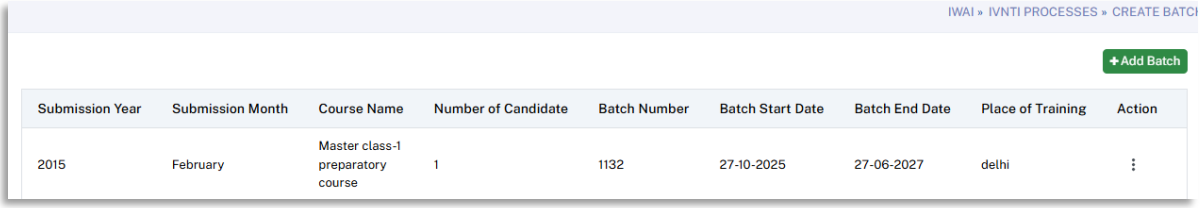
- Click on the “Apply for Pre Training” button to open the Pre Training form



- Select IVNTI. Based on the selected IVNTI, a list of courses will be displayed.
- Select Course Name
- Fill out the all other mandatory fields



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



- IVNTI will login for further processing of the request.

16. 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.

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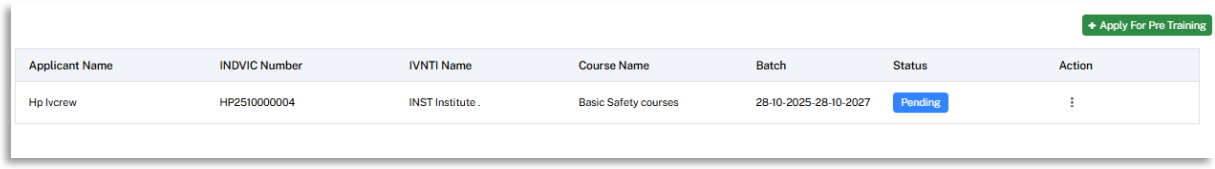
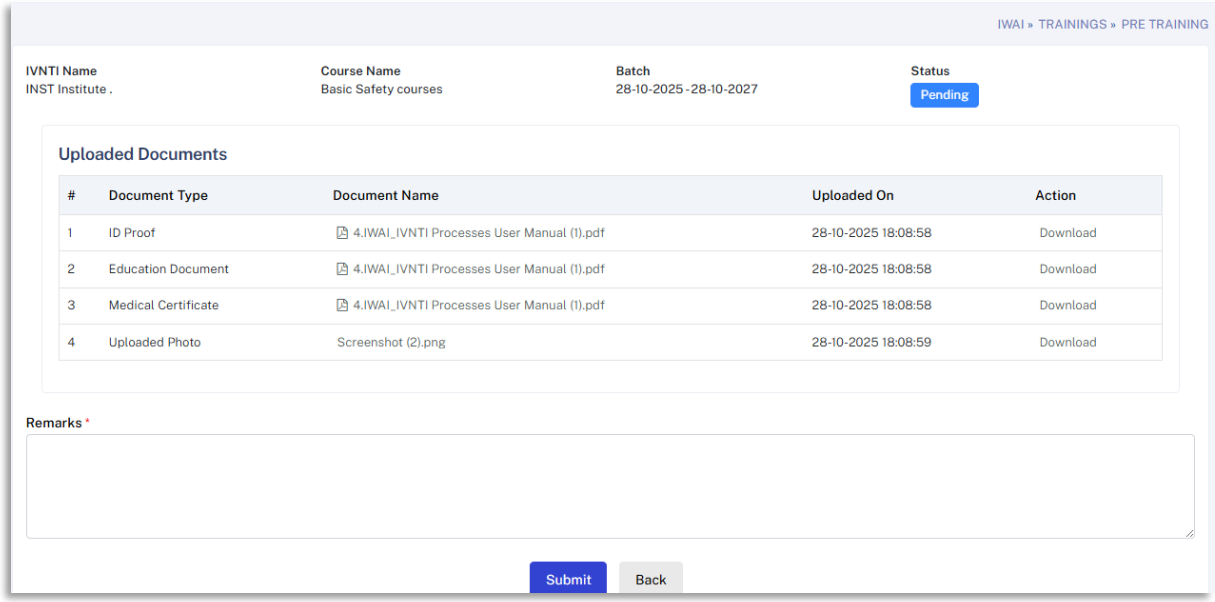
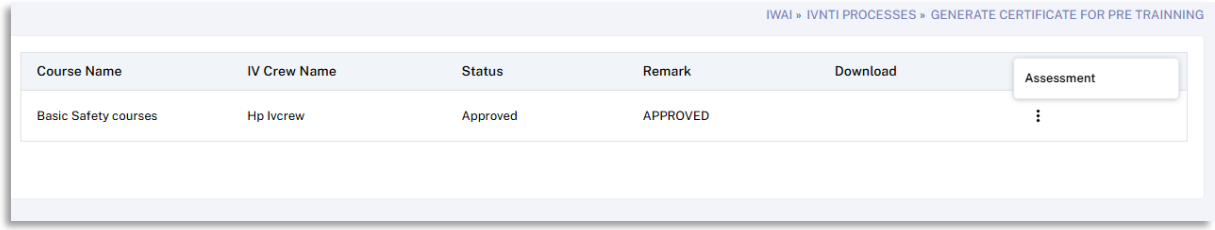


- Click View to display Training details



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



- Click on the “Assessment” Button

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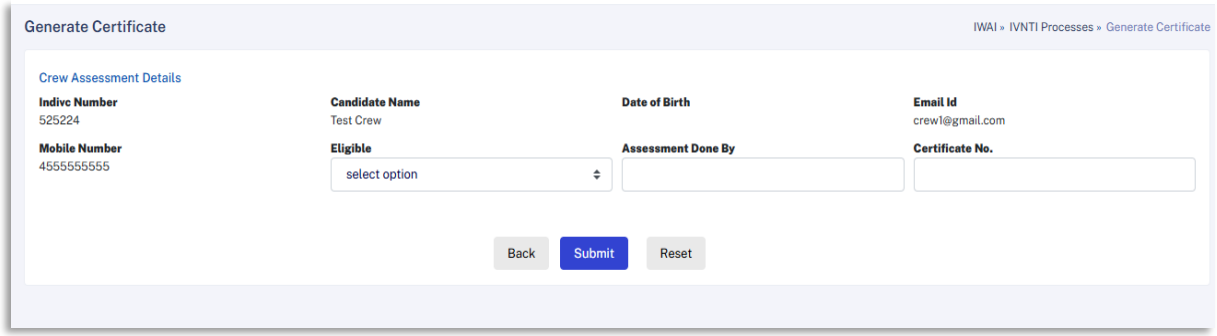
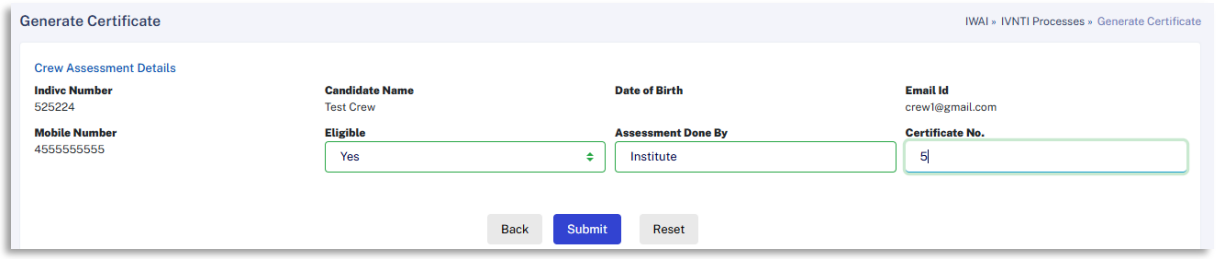
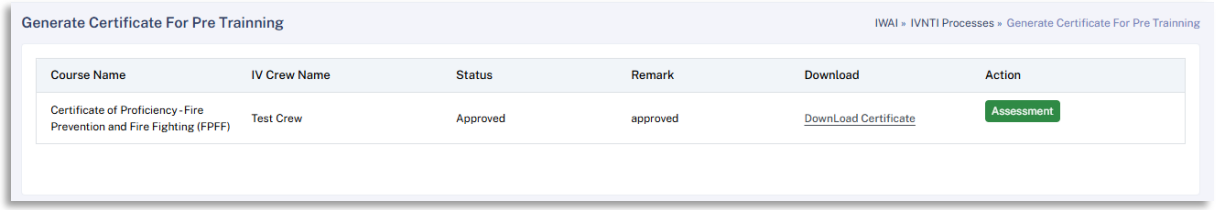


- Fill out all mandatory fields



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



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

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