

IWAI- Inland Waterways Authority of India

User Guide

Survey Application

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1. Introduction

This section explains the process for Ship Owners to apply for vessel surveys through the system. It also details the survey approval workflow involving the Designated Authority and Surveyor, from application submission to report approval and download.

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

The screenshot shows the 'Register' page of the INLAND WATERWAYS AUTHORITY OF INDIA (IWAI) website. The page header includes the IWAI logo and name in Hindi and English, along with the Ministry of Ports, Shipping and Waterways, Government of India. The main content area is titled 'Register' and contains a 'Login' form. The form has two input fields: 'Email Address' (with the text '@velocis.in') 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).

2. Login as Ship Owner

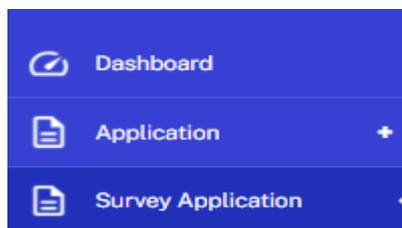
Ship Owner has access to “Vessel registration” process. After approval from State Coordinator, Ship Owner can Login

- The Ship Owner logs into the system for the first time.
- Upon the first login, the system will automatically redirect the user to the Change Password screen.
- The user is prompted to set a new password by entering the current password and the desired new password.
- Once the password is successfully changed, the user can proceed to access the system.
- After login, dashboard will appear.

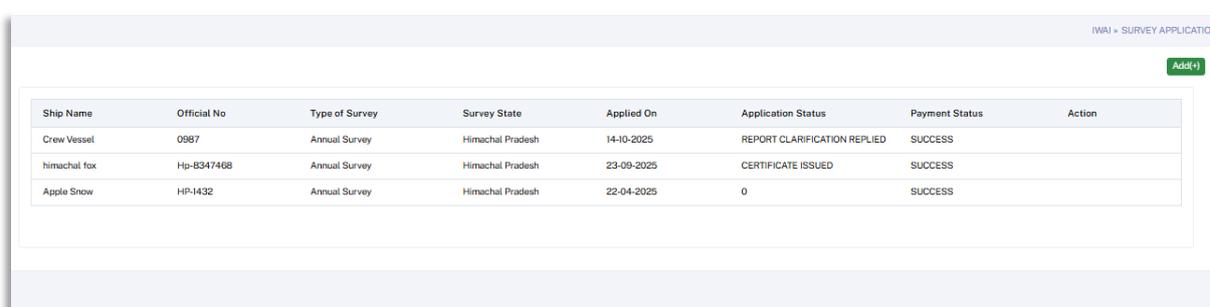
2.1 Survey Application

To apply for **Vessel Survey**, follow below steps: -

- Click on Survey Application from left side navigation menu



- Survey listing will display

A screenshot of a web application interface. At the top right, it says 'IWAI - SURVEY APPLICATION' and there is a green 'Add (+)' button. Below this is a table with the following data:

Ship Name	Official No	Type of Survey	Survey State	Applied On	Application Status	Payment Status	Action
Crew Vessel	0987	Annual Survey	Himachal Pradesh	14-10-2025	REPORT CLARIFICATION REPLIED	SUCCESS	
himachal fox	Hp-8347468	Annual Survey	Himachal Pradesh	23-09-2025	CERTIFICATE ISSUED	SUCCESS	
Apple Snow	HP-1432	Annual Survey	Himachal Pradesh	22-04-2025	0	SUCCESS	

- Click on Add

A screenshot of a form titled 'Survey Application'. It features a dropdown menu labeled 'Survey Type' with the text 'Select' and a downward-pointing arrow.

- Click on the Survey Type dropdown

Survey Type

Select

- Select
- Annual Survey
- Intermediate Docking / In Water Survey
- Renewal Survey
- Additional Survey
- Extension Survey
- Prevention and Containment of Pollution Survey
- Inland Vessel State Inspection Survey

- Select the desired Survey Type, corresponding screen will display

Survey Type
Annual Survey

Applicant Details For Annual Survey

Official Vessel Number *	Name of vessel	Port of Registry	Gross Tonnage
Net Tonnage	Type of Vessel	Category of the Vessel	Year of Build
Name and address of Builder	Hull Dimensions	Place of last survey *	Date of last survey * dd-mm-yyyy
Brake HorsePower *	Vessel Registration State	Vessel Purchase Type	Vessel Registration Type
Keel Laying Date	Survey State * Select Survey State		

Machinery And Electrical

Owner's Details

Owner's Name Owner's address Owner's telephone no

Agent Details

Agent Name Agent address Agent telephone no

Date of proposed visit of surveyor * Time of proposed visit of surveyor * Place of proposed Survey *

dd-mm-yyyy 14:41

Submitted By: JOHN
Date: 16 Jan 2025

Enclosures:

Copy of last Certificate of Survey * Copy of Certificate of Registration (if already registered) Document establishing the Authority of Authorised Person (if making request)

Choose File No file chosen Choose File No file chosen Choose File No file chosen

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

Submit Reset

- Input the official vessel number. Data in certain fields will auto-populate based on the entered vessel number as shown below:-

Survey Type
Annual Survey

Applicant Details For Annual Survey

Official Vessel Number *	Name of vessel	Port of Registry	Gross Tonnage
PNJ-282	M.L. Malvika		744.719
Net Tonnage	Type of Vessel	Category of the Vessel	Year of Build
118.5	NA	Passenger Vessel	1981
Name and address of Builder	Hull Dimensions	Place of last survey *	Date of last survey *
Allock Ashdawn & Co. Ltd.--Gujrat	25.5 X 6.0 X 2.32 X 0.0		dd-mm-yyyy
Brake HorsePower *	Vessel Registration State	Vessel Purchase Type	Vessel Registration Type
0.0	Goa		
Keel Laying Date	Survey State *		
	Select Survey State		

- Once the Survey State is selected, the Gross Tonnage field will appear

Survey State *	Gross Tonnage *
Uttar Pradesh	Select Gross Tonnage

- Based on the selected State, the appropriate value will be populated in the Gross Tonnage field
- Fill in all Mandatory fields
- Click on Submit button, it will redirect to Fee Payment screen

Payment

Online Offline

Activity	Amount
Annual Survey	10000.00
CGST @ 9.0%	900.00
SGST @ 9.0%	900.00
Total Payable	11800.00

Back Pay Now

- Click on Pay Now button, complete the Payment Process.
- After the Fee Payment, application will be automatically sent to the respective **Designated Authority** for approval.

3. Survey Approval by DA(Designated Authority)

- **Login as Designated Authority:** After the form is submitted and sent for approval, the Designated Authority needs to log in to the system.
- **Open Pending Survey Approval List: On Dashboard,** Navigate to the **Survey Approval** section.

Ship Name	Official No	Type of Survey	Vessel Survey State	Application Status	Action
teyeyey	up-45454	Annual Survey	Uttar Pradesh	APPLICATION SUBMITTED	⋮

- Select action and click on View

User Registration	Vessel Registration	Survey Approval	Certificate Approval
Applicant Details For Annual Survey.			
Name of Vessel teyeyey	Port of Registry madras	Type Of Vessel Dredgers	Catagory of Vessel A
Year of Build 2008	Vessel Registration State Uttar Pradesh	Name and address of Builder rtete - retertre	Vessel Purchase Type New Vessel
Vessel Registration Type Non Mechanically Propelled			
Owner's Details			
Owner's Name eyeyey	Owner's address eyeyey	Owner's telephone no 9888888888	
Agent's Details			
Agent's Name agent	Agent's address address	Agent's telephone no 7732738	Date of proposed visit of surveyor 30 Jan 2026
Time of proposed visit of surveyor 12:32	Place of proposed Survey Required noida		

Enclosures:			
Copy of last Certificate of Survey BR503100025GNA-01044_TRN6986575681_29012026123325813.pdf	Copy of Certificate of Registration	Document establishing the Authority of Authorised Person	
Payment Details			
Payment Mode ONLINE	Payment Date 29 Jan 2026	Payment Amount 1000.0	IGST 0.0
SGST 0.0	CGST 0.0	Payment Invoice Download	
Remarks *			
<div style="border: 1px solid #ccc; height: 40px;"></div>			
Approve	Reject	Clarification	Back

- DA can take following actions:-

- Approve
 - Clarification
 - Reject
- **Approve Application:** After reviewing, Enter Remarks
- Click the **Approve** button , Schedule Inspection screen will display

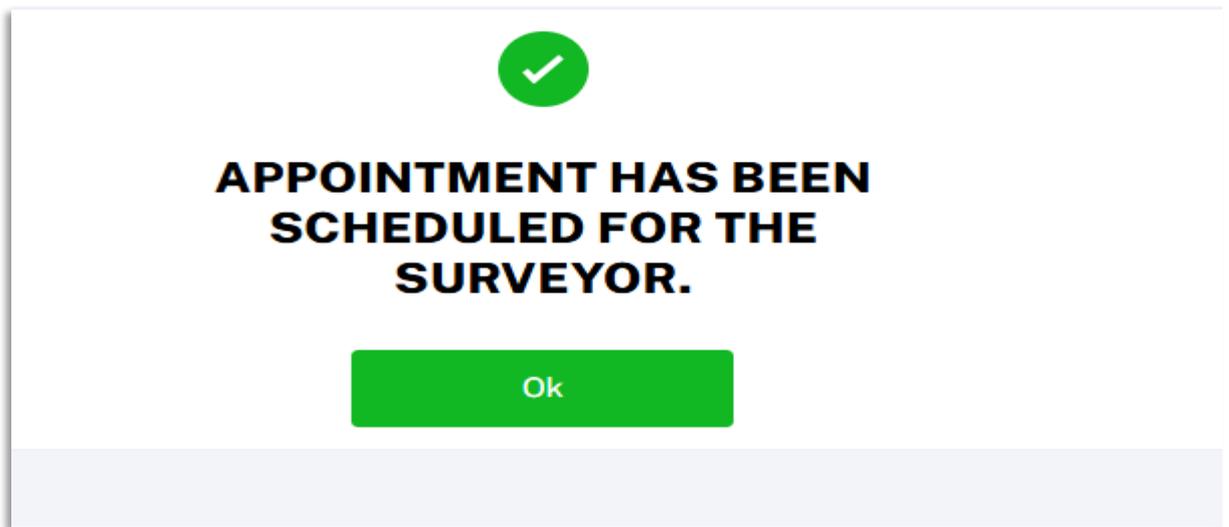
The screenshot shows a web application interface for scheduling an appointment. At the top, it says "Appointment" and "IWAI - Appointment". Below this is a note: "Note: Click on a date to schedule inspection." There is a dropdown menu for "Surveyor *". Below the surveyor selection is a calendar for "NOVEMBER 2024". The calendar has a "today" button and "month" and "week" view options. The calendar grid shows dates from 27 to 9. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat.

- Select surveyor
- Select Date

The screenshot shows a form for entering appointment details. It includes a dropdown menu for "Surveyor" with the value "Sunain Surveyor.". Below this is a text input field for "Title *" containing the word "inspection". There are two date pickers: "From Date *" with the value "19-01-2025 00:00" and "To Date *" with the value "20-01-2025 00:00". At the bottom right, there are two buttons: "Save" (blue) and "Reset" (grey).

- Fill fields

- Click on Save button



- Now Status will be updated to "Surveyor Assigned".
- Now Surveyor will upload the report.
- Login as Surveyor
- Navigate to Survey Approval

teyeyey	up-45454	Annual Survey	Uttar Pradesh	SURVEYOR ASSIGNED	:
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- Click on Action icon and select upload
- Click on Upload to upload the Survey Report

Vessel Registration Survey Approval Certificate Approval

Survey Date *

Upload Survey Application Report *
 No file chosen

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

Remarks *

- Select Survey Date
- Upload Report
- Enter Remarks
- Click on Submit button, report will get uploaded

teyeyey	up-45454	Annual Survey	Uttar Pradesh	SURVEYOR REPORT SUBMITTED
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- Now DA will login, navigate to Survey Approval

User Registration Vessel Registration Survey Approval Certificate Approval

Ship Name	Official No	Type of Survey	Vessel Survey State	Application Status	Action
teyeyey	up-45454	Annual Survey	Uttar Pradesh	SURVEYOR REPORT SUBMITTED	⋮

- Click on Action icon and select view
- Enter Remarks
- Take Action Approve/Clarification
- Click on Approve to approve the report

Enclosures:

Copy of last Certificate of Survey Test2_16012025095146311.pdf kb Copy of Certificate of Registration Document establishing the Authority of Authorised Person

Surveyor Information:

Survey Application Report Test2_16012025095142281.pdf kb Survey Application Date: 16 Jan 2025 Surveyor Remark: done

Remarks*

approved

[Approve](#) [Clarification](#) [Back](#)

➤ After the approval, report is available for download

User Registration Vessel Registration Survey Approval Certificate Approval

Ship Name	Official No	Type of Survey	Vessel Survey State	Application Status	Action
teyeyey	up-45454	Annual Survey	Uttar Pradesh	CERTIFICATE ISSUED	⋮

User Registration Vessel Registration Survey Approval Certificate Approval

Ship Name	Official No	Type of Survey	Vessel Survey State	Application Status	Action
teyeyey	up-45454	Annual Survey	Uttar Pradesh	CERTIFICATE ISSUED	⋮
Mike	HP-465	Annual Survey	Uttar Pradesh	CERTIFICATE IS	<ul style="list-style-type: none"> Download View