

**Valero Aruba Refining Company N.V.**  
**Pre Arrival Questionnaire**  
**Revised October 2014**

For all product and crude vessels loading and discharging at Inner Harbors and Reef Berths and for vessels lifting bunkers only.

All vessels are required to submit following information, via agents to Valero Aruba Refining Company N.V. a minimum of forty eight (48) hours prior to arrival. Please answer all questions. Reply N/A, to those questions which are not applicable.

Ships arriving for bunkers need only answer questions one (1) through seven (7) and twenty (20) through Twenty-five (25).

- 1) Vessel's/Master's name and Call sign.
- 2) Vessel's ETA Valero Pilot Station
- 3) Nationality and Class Society
- 4) Previous names and Class, if any
- 5) Type of Hull(DH/SH/DS other) and type vessel (OBO/PROBO/O.O/Product tanker.
- 6) a) GRT \_\_\_\_, b) NRT \_\_\_\_, C) SDWT \_\_\_\_, d) LOA: \_\_\_\_, e)Distance BCM \_\_\_\_, f) Moulded Breadth \_\_\_\_, g) Moulded Depth \_\_\_\_, h) Summer draft \_\_\_\_, i) TPC \_\_\_\_
- 7) Arrival and Estimated Sailing Drafts. (SW/FW).
- 8) Confirm below
  - a. Is vessel ready to load / discharge upon arrival (If not state time required and reason), and Max loading and discharge rates (State Bbls/Hr).
  - b. If applicable, is vessel capable of loading or discharging more than one grade simultaneously and maximum loading or discharging rates for each grade
  - c. For vessels arriving for discharge: Number of tanks with cargo for discharge
  - d. Method of sampling (closed or Open hatch)
- 9) Number size and product line up from forward to aft of vessel's manifold connections, also include number / size of reducers available onboard / distance between manifold. (Terminal has 4x 10" hoses at Inner Harbor and 4x16" at Reef Berth
- 10) Maximum height from waterline to manifold during load or discharge
- 11) a) Is vessel fitted with operational IG system and b) date filters last changed?
- 12) For loadings, if applicable: Time required to inert tanks prior loading.
- 13) Type of a) Tank coatings and b) heating coils, if any
- 14) Type and quantity of transit cargo, if any
- 15) Last three cargoes carried (State last cargo first)
- 16) If applicable what type of tank cleaning performed by vessel, for present cargo.
- 17) Type of Ballast onboard, SB/CB etc can vessel ballast / de-ballast concurrently with load / discharge operations, if not state time required for it. Does vessel comply with IMO Res A. 868 (20)
- 18) Type and quantity of Slops, if any.
- 19) Can vessel discharge slops concurrently with load / discharge. Distance bows to slops manifold.
- 20) If applicable, quantity and grades of Bunker requirements. Size and distance bow to bunker manifold.
- 21) Is vessel familiar with Jetty Regulations and Port Information (Revised Edition Nov 2004), onboard.

- 22) Are the vessel's Steering and propulsion systems operational and in good working order.
- 23) Does vessel have any defects / non conformities which may affect safe and efficient cargo or maneuvering operations.
- 24) Vessel's ISM/SMC Certification date and certifying Authority.
- 25) Does vessel have ISO 9002/14001 Accreditation?
- 26) Advise if there is/are crew member (s)/passenger(s) that display symptoms of infectious diseases

**For all vessels calling at Valero Aruba Refinery, please note:**

- Valero Aruba Refinery Pilot Station is located at 12 degrees 25.60 minutes North and 069 Degrees 56.30 minutes West for Inner Harbor, and 12 degrees 25.60 minutes North and 069 degrees 57.20 West for Outer Harbor.
- Vessels berthing at Inner harbor require to use vessel's own Gangway/Accommodation Ladder. Please have appropriate means of access ready for use on arrival.
- Valero Aruba Refinery does not accept slops without prior co-ordination. Contact vessel agent for details and contents.
- All vessel using reducers for loading/discharging or bunkering, should have these connected to their Manifold, prior to being "All Fast" at Berth.
- Vessels with bunker requirements must co-ordinate in advance between Valero Marine Sales.
- Valero Aruba Refinery Dress Code : All vessel's personnel wishing to visit Aruba, must be properly dressed with long pants and closed shoes when going ashore, and should carry with them a Photograph I.D./Passport or Seaman's Book. (Tank tops, Sleeveless shirts, Open Sandals, Slippers are not allowed.)
- On arrival vessels to have ready and present either original or copy of the following documents to Valero Aruba Refinery Representative :

**For Loading:** Load/Stowage Plan

**For Discharges:** Complete set of consignee/receivers documents, to include load port Cargo inspectors reports, cargo analysis, OBQ and Ullage reports, bunker survey, VEF and Statement of Facts / Time Log etc.

**For all vessels:** Completed most recent Vessel Particulars Questionnaire (OCIMF). Ballast Water Reporting Form (IMO Res A 868 (20), TVE(USCG) or LOC which ever applicable.

**Important Notice from Valero Aruba Refinery :**

The Refinery premises are controlled and restricted areas. Trespassing or walking anywhere within the Refinery is not allowed and strictly forbidden, for all non refinery personnel, including but not limited to vessels crew. We sincerely advise you to use the Services offered by your Agent for you and your crew, to gain shore Liberty and access to the Refinery Main gate. Please be advised that it is forbidden to request or accept any form of transportation, other than that provided by your Agent to gain access to the Refinery Main Gate. In the event you or your crew fail to comply with this Refinery Regulation, a Fine of US Dollars 5,000.00 will be imposed upon your vessel, Owners or Operators.

**Please send Daily position Report as follows :**

Latitude and Longitude

Current speed \_\_\_\_\_ knots

Average speed \_\_\_\_\_ knots

ETA Aruba

Average cargo Temp.  
Distance to go

**Additional requirements :**

- a) Last port: /Next port:
- b) Master's full name:
- c) Garbage Removal services:
- d) Medical/ Dentist assistance:
- e) Any Crew Change anticipated
- f) Any shipment (spares) expected
- g) Cellular phone required 110V. or 220V.:
- h) SCAC code for Bill of Lading if next port U.S.A.:
- i) Advise vessel's contact numbers fax/tlx/phone/e-mail:
- j) Any additional requirements
- k) Vessel voyage number

**Port Documents for clearing the ship on arrival for agent:**

3 Crew lists  
2 Store lists  
2 Personal Effects lists  
2 Nil List (Animals, Ammunition Etc.)  
2 Copies of Bills Of Lading and Cargo Manifest(for transit cargo and discharging vessels only)  
2 Copies Ships Particulars  
1 Copy Health declaration  
2 Last ten Ports  
Last port clearance

**Agency Contact Details:**

S.E.L. Maduro & Sons (Aruba) Inc.  
Rockefellerstraat #1  
Oranjestad, Aruba  
Direct Number: +297.528.2343  
Operation Mobile: +297.597.2960  
Fax: +297.583.3249  
VHF: 10  
Email: [operations@selmaduro.com](mailto:operations@selmaduro.com)

**Personnel and After hours**

Boarding Officers:	Mr. Angel Pilier	+297.597.2953
	Mr. Ashwin Naar	+297.597.2959
	Ms. Jessmin Dijkhof	+297.597.2965
	Ms. Maureen Palm	+297.597.2955
Operations Supervisor:	Mr. Donald (Donny) Paula	+297.597.2951
Spares & Provision:	Mr. Alex Perez	+297.597.2952
Operations Manager:	Mr. Graceo Dunlock	+297.597.2950