



**EMPRESA PÚBLICA FLOTA PETROLERA ECUATORIANA EP FLOPEC  
SGI - MANUAL DE PROCEDIMIENTOS ADMINISTRATIVOS**

**Revisión No.: 0.1**  
**Preparado por: OCB/RG**  
**Aprobado por: DMO/ GGR**

**Identificación: PA-23 / F1**  
**Cumple con SGI: OCB / RG**  
**Fecha de Vigencia: 31/Enero/2017**

**PA-23 /F1 CUESTIONARIO DE VERIFICACIÓN DE BUQUES PREVIO AL CHARTEO**

**Referencias: RESOLUCIONES DIGMER 111/01 – 245/03 – 346-05 y 013-06**

**FLOPEC's VESSEL QUESTIONNAIRE – FVQ FOR VOYAGE & TIME CHARTER**

**Date this questionnaire is completed:** \_\_\_\_\_

**1.0 GENERAL**

1.1	Name of Ship	
1.2	Call sign	
1.3	LR / IMO Number	
1.4	Register Number	
1.5	Vessel's previous name	
1.6	Type of vessel	
1.7	Hull Type	
1.8	Name of Ship Operator	
1.9	Flag	
1.10	Vessel's INMARSAT- C numbers	
1.11	Where built	
1.12	Builder	
1.13	Date of building contract	
1.14	Date on which keel was laid or ship was at similar stage of construction	
1.15	Date of delivery from builder	

**2.0 DIMENSIONS (state dimensions in meters)**

2.1	Length overall - LOA	
2.2	Length between perpendicular – LBP	
2.3	Extreme Breadth – B	
2.4	Moulded Depth – D	
2.5	Cubic Number (LBP x B x D) / 1000	

**3.0 LOADLINE INFORMATION: state DWT in Metric Tons, draught and freeboard in meters:**

		Metric Tons	Draught (m)	Freeboard (m)
3.1	Summer Deadweight			
3.2	Maximum Tropical Deadweight			
3.3	Maximum Winter Deadweight			
3.4	Minimum IMO (Normal) ballast condition			
3.5	Lightship			
3.6	Does the ship have multiple SDWTs?			



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3.7	If 3.6 is YES, what is maximum assigned DWT – Draft and Freeboard?			
3.8	Tons per cm (TPC) Immersion at maximum summer draught			
3.9	Freshwater allowance (FWA) at maximum summer draught			

**4.0 TONNAGE**

4.1	Gross Tonnage (as per 1969 International Tonnage convention)	
4.2	Net Tonnage (as per 1969 International Tonnage convention)	
4.3	Panama Canal Net Tonnage	
4.4	Suez Canal Net Tonnage	

**5.0 ARRIVAL / DEPARTURE INFORMATION**

5.1	ETA, please specify port in Ecuador	
5.2	Cargo type to load/discharge	
5.3	Cargo quantity to load/discharge in net barrels	
5.4	Vessel is going to load or discharge in Ecuador, specify	
5.5	Loading/Discharging port name in Ecuador	
5.6	Berth's name in Ecuador	
		<b>Deadweight    FWD draught    AFT draught</b>
5.7	Arrival DWT and Draught	
5.8	Departure DWT and Draught	
5.9	Last Port	
5.10	Next Port	

**6.0 OWNER, BAREBOAT CHARTERER, MANAGER, TECHNICAL & COMPANY SECURITY OFFICER INFORMATION**

**6.1 REGISTERED OWNER**

6.1.1	Full Name	
6.1.2	Contact Person	
6.1.3	Full Address	
6.1.4	Telephone No.	
6.1.5	Fax No.	
6.1.6	Telex No.	
6.1.7	E-Mail/Internet address	
6.1.8	Out of hours and 24 hours emergency telephone	



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**6.2 DISPONENT OWNERS / BAREBOAT CHARTERER (If different from above):**

6.2.1	Full Name	
6.2.2	Contact Person	
6.2.3	Full Address	
6.2.4	Telephone No.	
6.2.5	Fax No.	
6.2.6	Telex No.	
6.2.7	E-Mail/Internet address	
6.2.8	Out of hours and 24 hours emergency telephone	

**6.3 MANAGER / COMMERCIAL OPERATOR (if different from above):**

6.3.1	Full Name	
6.3.2	Contact Person	
6.3.3	Full Address	
6.3.4	Telephone No.	
6.3.5	Fax No.	
6.3.6	Telex No.	
6.3.7	E-Mail/Internet address	
6.3.8	Out of hours and 24 hours emergency telephone	

**6.4 TECHNICAL OPERATOR (if different from above):**

6.4.1	Full Name	
6.4.2	Contact Person	
6.4.3	Full Address	
6.4.4	Telephone No.	
6.4.5	Fax No.	
6.4.6	Telex No.	
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**7.0 CERTIFICATES**

7.1 Are all Statutory Certificates, where applicable, valid? IMO MSC/Circ. 704-1/ Sep/1995  
 Yes or Not: \_\_\_\_\_

**7.2 CLASS AND STATUTORY CERTIFICATES INFORMATION**

	<b>Description</b>	<b>Issued</b>	<b>Expires</b>	<b>Last Annual</b>
7.2.1	Safety Equipment Certificate			
7.2.2	Safety Radio Certificate			
7.2.3	Safety Construction Certificate			
7.2.4	Loadline Certificate			
7.2.5	International Oil Pollution Prevention Certificate (IOPPC)			
7.2.6	Type of Oil Tanker as designated in IOPPC (If not an oil tanker, specify)			
7.2.7	International Safety Management Certificate			
7.2.8	International Sewage Pollution Prevention Certificate			
7.2.9	USCG Letter of compliance (if applicable)			
7.2.10	Date of last USCG Tank Vessel Examination Letter (TVEL)			
7.2.11	Unattended Machinery Space Certificate			
7.2.12	International Tonnage Certificate			
7.2.13	Document of Compliance DOC			
7.2.14	Civil Liability for oil pollution damage Certificate CLC 69/92article VII			
7.2.15	Classification Certificate			
7.2.16	International Ship Security Certificate			
7.2.17	International Air Pollution Certificate			
7.2.18	Condition Assessment Scheme-CAS			
7.2.19	International Air Pollution Prevention Certificate			
7.2.20	Certificate of Fitness for the Carriage of Liquefied Gases in Bulk			

**7.3 Classification:**

7.3.1 Does the vessel's Classification Societies is member of IACS:  
 Yes or Not: \_\_\_\_\_

7.3.2	Vessel's Class Society name	
7.3.3	Vessel's Class Notation	



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7.3.4	Date of last dry-dock	
7.3.5	Date next dry-dock due	
7.3.6	Date of last special survey	
7.3.7	Date of next special survey	
7.3.8	What is the latest rating of Condition Assessment Programme (CAP)? (For oil tankers over 15 years old in age, and for LGP carriers over 20 years old in age, by 1 <sup>st</sup> July, 2003)	
7.3.8.1	CAP Issued by	
7.3.8.2	CAP Issued date	
7.3.8.3	CAP expiration date (as per CAP Certificate issued by the Class)	

7.3.9 Is vessel free of outstanding conditions of class or other conditions pertaining to statutory requirements?

Yes or Not: \_\_\_\_\_

If Not please detail outstanding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**8.0 PORT STATE CONTROL:**

8.1 Last Port State Control: Date: \_\_\_\_\_ Port: \_\_\_\_\_

8.2 In the last 24 months, has the vessel been detained by port State Control at port of call due to deficiencies pertaining to the Crew, the Vessels or any of the Vessel's equipment:

Yes or Not: \_\_\_\_\_

8.2.1 If the answer to 8.2 is YES, please provide the details of the reason given for the detention and whether and on what date the defect(s) was/were remedied to the satisfaction of the Port authorities:

Port: \_\_\_\_\_

Date: \_\_\_\_\_

Deficiencies: \_\_\_\_\_



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Remedied: Yes or Not: \_\_\_\_\_

Date remedy approved: \_\_\_\_\_

**9.0 ALL CURRENT OIL MAJORS APPROVALS:**

	<b>Oil Major's Name</b>	<b>Approval inspection date</b>
9.1		
9.2		
9.3		
9.4		
9.5		

**10.0 INSURANCE AND POLLUTION**

10.1	Name of P&I Club	
10.2	Vessel's insured value	
10.3	Amount of oil pollution insurance coverage	
10.4	Name of provider of oil pollution coverage	
10.5	Has the vessel been involved in a pollution incident during the past 12 months (If Yes, provide details on separate sheet).	
10.6	Has the vessel been involved in a grounding incident during the past 12 months (If Yes, provide details on separate sheet)	
10.7	Has the vessel been involved in any collision incident during the past 12 months (If Yes, provide details on separate sheet)	

**11.0 ADDITIONAL INFORMATION**

11.1 Are all the Certificates for master, officers and ratings updated? STCW 95 article VI.  
Yes or Not: \_\_\_\_\_

11.2 Does the actual manning meet or exceed the Minimum Safe Manning Certificate requirements?  
Yes or Not: \_\_\_\_\_

11.3 Is the navigation equipment as fitted appropriate for the size of the vessel and in satisfactory condition? SOLAS V reg. 19  
Yes or Not: \_\_\_\_\_

11.3.1 Are there any navigation equipment out of service, please specify: \_\_\_\_\_  
\_\_\_\_\_



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11.4 Is satisfactory the level of safety management? SOLAS / STCW Conv. Ch. V reg. V/1  
 Yes or Not: \_\_\_\_\_

**11.5 MARPOL requirements:**

11.5.1	Is an approved SOPEP on board?	
11.5.2	Is the SOPEP updated?	
11.5.3	Date of last update of SOPEP ANNEX II (contact points list)	
11.5.4	What type of Oil Discharge Monitoring Equipment ODME is fitted on board? Please specify	
11.5.5	Is the ODME fully operative?	

11.6 Is an Enhanced Survey Report file maintained on board? SOLAS 74 reg. XI-1/2  
 Yes or Not: \_\_\_\_\_

11.7 Is the Vessel a New ship as SOLAS delivered after June 01 / 1982?  
 Yes or Not: \_\_\_\_\_

11.8 Is the Vessel a Segregated Ballast tank SBT or Clean Ballast Tank (CBT)?  
 SBT: \_\_\_\_\_ CBT: \_\_\_\_\_

11.9 Does the vessel require special permission for compliance MARPOL 73 / 78 as Reg. 18.8 (Ex 13 A) and/or 18.10 (Ex 13 D)?  
 Yes or Not: \_\_\_\_\_

11.9.1 Please specify which one 13A or 13D: \_\_\_\_\_

11.10 Is the vessel operating Cow and Is there an approved COW Operations and equipment Manual on board? MARPOL 73/78 Annex I Reg. 35  
 Yes or Not: \_\_\_\_\_

11.11 Is the Vessel fitted with an Inert Gas Systems and is fully operational? SOLAS II-2 Reg.4.5.5  
 Yes or Not: \_\_\_\_\_

11.12 Is the atmosphere inside of the cargo tanks maintained with oxygen content below 8% by volume? FSS CODE Chapter 15-(2.1.3.2)  
 Yes or not: \_\_\_\_\_

11.12.1 Please specify: \_\_\_\_\_% O2 content



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**11.13 PUMPS & CARGO ARRANGEMENTS**

- 11.13.1 No. of manifolds on each side : \_\_\_\_\_
- 11.13.2 No. of natural segregations with double valve : \_\_\_\_\_
- 11.13.3 Number of cargo pumps : \_\_\_\_\_
- 11.13.4 Type of cargo pumps : \_\_\_\_\_
- 11.13.5 Capacity of cargo pumps in m3/hour \_\_\_\_\_
- 11.13.6 Maximum Load rate (Per hose connection) : \_\_\_\_\_
- 11.13.7 Maximum top off rate : \_\_\_\_\_

**11.14 GAUGING**

11.14.1	Can vessel operate under closed loading conditions in accordance with Section 11.1.6.6 of ISGOTT?	
11.14.2	If yes, what type of fixed closed ullaging/gauging system is fitted on board? Floating, Radar, Other please specify	
11.14.3	Are high level alarms fitted in cargo oil tanks?	
11.14.3.1	Are fully operational the high level alarm (95%) and high high level alarms (98%)?	
11.14.3.2	Date of the last test of HLA & HHLA	

**11.15 PORTABLE GAS DETECTION EQUIPMENT**

11.15.1 Are portable gas and oxygen analyzers appropriate to cargoes being carried and they are in satisfactory condition and fully operational?

Yes or Not: \_\_\_\_\_

<b>List portable gas detection equipment carried on board</b>			
	<b>Portable Equipments</b>	<b>Quantity</b>	<b>Last Test</b>
11.15.2	Oxymeters		
11.15.3	Explosimeters		
11.15.4	Tankscope/Gascope		
11.15.5	Toxic gas detectors		
11.15.6	Others, please specify		





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11.16 How many intrinsically safe portable Radios for cargo operations are provided on board?  
 ISGOTT 4.3.4

Specify Quantity: \_\_\_\_\_

11.17 Is the vessel fitted with a fixed VFH in the Cargo Control Room?  
 Yes or Not: \_\_\_\_\_

11.18 Has the vessel closed chocks and/or fairleads of the enclosed type?  
 Yes or Not: \_\_\_\_\_

**11.19 SINGLE POINT MOORING (SPM EQUIPMENT)**

11.19.1	Does the vessel comply with the latest edition of OCIMF “Recommendations for equipment employed in the mooring of ships at Single Point Mooring”? Yes or Not:	
11.19.2	How many chain stopper(s) is fitted on the vessel?	
11.19.3	Sate type of chain stopper(s)	
11.19.4	State SWL of chain stopper(s)	
11.19.5	What is the maximum size chain diameter the bow stopper(s) can handle?	

**11.20 MOORING LINES INFORMATION:**

		Q'TY	MATERIAL	DIAM.	LENGTH	BREAKING STRENGTH
11.20.1	Forecastle					
11.20.2	Fwd main deck					
11.20.3	Aft main deck					
11.20.4	Poop					
11.20.5	Spares					
11.20.6	Spares					

**Remarks: There are not accepted mooring lines made of only nylon or only polypropylene.**

**11.21 MOORING WINCHES**

		No.	Single or Double Drums	Split Drums Y/N	Motive Power	Heaving Power	Designed Brake Capacity	Brake Set	Hauling Speed
11.21.1	Forecastle								
11.21.2	Fwd Main Deck								
11.21.3	Aft Main Deck								
11.21.4	Poop Deck								



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11.21.5 What Type of winch brakes are fitted? \_\_\_\_\_

11.21.6 Last test of mooring winches brakes: \_\_\_\_\_

**11.22 MOORING BITTS AND CLOSED CHOCKS AND/OR FAIRLEADS OF ENCLOSED TYPE**

	<b>MOORING BITTS FITTED ON</b>	<b>Q'TY</b>	<b>SWL</b>	<b>CLOSED CHOCKS</b>	<b>Q'TY</b>	<b>SWL</b>
11.22.1	Forecastle			Forecastle		
11.22.2	On forward main deck			Fwd main deck		
11.22.3	On aft main deck			Aft main deck		
11.22.4	On poop deck			Poop deck		

**11.23 ANCHORS AND WINDLASS**

11.23.1 What is the motive power of windlass? \_\_\_\_\_

11.23.2 What is the cable diameter? \_\_\_\_\_

11.23.3 Number of shackles: Port Cable \_\_\_\_\_ Starboard cable: \_\_\_\_\_

**11.24 LIFTING EQUIPMENT**

11.24.1	How many derricks does the vessel have?	
11.24.2	Specify SWL of derricks if fitted	
11.24.3	Please specify date of last testing of cargo gear	
11.24.4	If cranes are fitted, How many cranes does the vessel have?	
11.24.5	Specify SWL of cranes if fitted	
11.24.6	Please specify date of last testing of cargo gear	
11.24.7	Does the vessel's cranes/derricks reach at least 1 metre outboard of rail at the cargo manifold?	
11.24.8	How many bitts are there on each side of the manifold for handling the submarine hoses?	

**12.0 UNITED STATES REGULATIONS:**

		<b>Issued</b>	<b>Expires</b>
12.1	USCG Certificate of Financial Responsibility		
12.2	COFR for the State of California		
12.3	Statement of Financial Responsibility for the State of Florida		
12.4	USCG Letter of compliance		
12.5	Tank Vessel Examination Letter (TVEL)		



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12.6	Provide details of any TVEL deficiencies outstanding		
12.7	Does the vessel have on board a Tank Vessel Response Plan complying with the Oil Pollution Act 1990 (OPA 90) and approved by the USCG? Yes or Not:		
12.8	USCG date of approval of VRP		

12.9	Full name and contact number of Owner's Qualified Individual (QI) in respect of OPA-90:		
12.9.1	Contact name		
12.9.2	Address		
12.9.3	Telephone (24-hours emergency)		
12.9.4	Fax number		

12.10	Name and contact numbers of Oil spill Response Organization Contractor (OSRO) in case of oil spill in US:		
12.10.1	Contact name		
12.10.2	Address		
12.10.3	Telephone (24-hours emergency )		
12.10.4	Fax number		

**REMARKS:**

1. Please provide above information each time you ask traffic permission for vessels loading or discharging hydrocarbons or its products at Esmeraldas or La Libertad Terminals in Ecuador, as well as other Ecuadorian Terminals in order to save time and avoid delays, at least with 5 working days in advance to her arrival
2. To expedite acceptance, kindly ensure all questions are answered in clear block capitals or marked N/A as appropriate.
3. It is requested that the completed form be emailed or faxed directly to FLOTA PETROLERA ECUATORIANA, this is to reduce loss of clarity due to multifaxing.

EMAIL: chartering @ flopec.com.ec or fax (593)-2-554460.

4. If necessary FLOPEC could request to send an updated electronic OCIMF Vessel Particulars Questionnaire for Bulk Oil / Chemical Carriers and Gas Carriers, via email.
5. It is important that all of the vessel's certificates and documents, must be ready on board to be verified by the Port Authority representative in Ecuador.
6. Please attach copy of following vessel's certificates:
  - 6.1 Vessel's Classification Certificate for Hull & Machinery.
  - 6.2 Certificate of Insurance or other Financial Security in respect of Civil Liability for Oil pollution damage.
  - 6.3 Condition Assessment Programme Certificate.
  - 6.4 International Ship Security Certificate.
  - 6.5 IOPP Certificate included Form B
7. If necessary FLOPEC could request another additional vessel's certificates, as deemed necessary.



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8. The contents of this questionnaire may be incorporated into a charter party in which the owners will have a contractual obligation to provide correct and accurate information.
- 8.1 All questions must be answered and any questions that are not applicable must be marked as N/A.
  - 8.2 Where the space provided is not sufficient for a full answer add additional information at the end of this document referencing to the question number.
  - 8.3 The undersigned acknowledges that the accuracy of the responses and the vessel's liability to meet and comply with the above questionnaire are essential conditions of FLOTA PETROLERA ECUATORIANA's acceptance of the vessel and entering into a charter party agreement.
  - 8.4 Misrepresentation of any information or non compliance shall entitle FLOTA PETROLERA ECUATORIANA, in addition to any other rights and remedial available to it, to cancel any charter party which it has concluded for such vessel, and/or to remove the vessel from the berth at the owners expense.

Signature: \_\_\_\_\_

Officer's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**HISTORIAL DE REVISIONES**

<b>Revisión</b>	<b>Edición o Revisión</b>	<b>Fecha</b>	<b>Escrito por</b>
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