



Simultaneous Operations CoW Technical Standard

Version	Date	Approver
1.0	March 31, 2024	JO EHS

Introduction

Simultaneous Operations (SIMOPS) involve tasks performed by two or more operations, functional groups, or business partners within the same location or on the same system. These tasks may interfere with each other and introduce additional hazards not present when assessed independently. SIMOPS can result in serious injuries or fatalities (SIF), property damage, and adverse environmental impact.

Scope

This Simultaneous Operations (SIMOPS) Standard covers all activities under WJO Operational control in which case two or more operations are occurring within the same location or on the same system with the reasonable potential to interfere with each other.

Requirements

The following sections provide minimum requirements for Confined Space Entry as well as supporting guidance to clarify the intent of those requirements.

- Requirements of this Standard **shall** be met.
- Guidance in this Standard **may** be used as an aid to develop local documents that meet or exceed Control of Work (CoW) requirements. If examples are provided within guidance sections, they are not meant to represent the only acceptable means for meeting a requirement. WJO may develop or utilize other suitable methods not discussed in this document as long as the requirements are met. Implementation of guidance is not auditable.

1.	Requirement:	The potential for SIMOPS activities shall be identified and evaluated when planning, scheduling, and authorizing work. Avoiding or reducing SIMOPS shall be considered. When SIMOPS activities cannot be avoided, controls shall be put into place and communicated to all personnel involved.
2.	Requirement:	<p>SIMOPS activities shall be categorized into one of three categories.</p> <ul style="list-style-type: none"> a. <u>Acceptable SIMOPS</u>: Activities that can be managed using the normal CoW process (see requirement 5). <ul style="list-style-type: none"> i. Hazards and controls shall be documented and communicated to all workers involved. b. <u>Controlled SIMOPS</u>: Activities identified by WJO that require additional oversight and planning beyond the normal CoW process to safely execute the SIMOPS activities. <ul style="list-style-type: none"> i. A SIMOPS plan shall be developed, approved, and utilized for controlled SIMOPS (see requirements 6 and 7). ii. Hazards and controls shall be documented in the SIMOPS Plan. iii. Written authorization from management is required before any deviations from any requirements captured in the SIMOPS plan. c. <u>Prohibited SIMOPS</u>: Activities that are not allowed to be performed at the same time. <ul style="list-style-type: none"> i. No deviations are allowed. <p>Guidance: Controlled SIMOPS is typically work that requires multi-disciplinary work crews for large-scale operations or activities and should be considered for SIMOPS plans. (e.g., commissioning or decommissioning of systems, well work near production operations, turnaround activities that require involvement from multiple business partners at the same time to complete a task).</p> <p>See 'SIMOPS Matrix' in SIMOPS Reference Documents</p>
3.	Requirement:	Hazard Analysis of the proposed SIMOPS shall be developed in accordance with the Hazard Analysis OE Standard.
4.	Requirement:	All work shall require a field evaluation to identify any SIMOPS activities immediately before work starts. Any acceptable or controlled SIMOPS identified shall follow the applicable requirements.

<p>5.</p> <p>Requirement:</p> <p>Guidance:</p>	<p>Any acceptable SIMOPS activities identified in the field shall be addressed and documented, and the information communicated to all affected parties, prior to starting work.</p> <p>CoW processes should be used to address, document, and communicate SIMOPS hazards and controls prior to starting work. Methods for addressing and communicating information regarding Acceptable SIMOPS activities could include:</p> <ul style="list-style-type: none"> • Hazard analysis performed with all affected parties affected. • Toolbox talk (pre-job meeting) with all affected parties affected. • Document safeguards on the work authorization. • Frequency management (e.g., staggering activities and/or work groups so SIMOPS is avoided)
<p>6.</p> <p>Requirement:</p> <p>Guidance:</p>	<p>A SIMOPS plan at a minimum shall include:</p> <ol style="list-style-type: none"> a. Identified SIMOPS activities (e.g., description of activities, scope of work, groups involved) b. Responsible parties (e.g., workgroup, business partner or functional group, vessels) for each activity c. Dedicated SIMOPS Representatives for each workgroup involved with the SIMOPS activities d. Dedicated SIMOPS Coordinator for coordinating the SIMOPS activities e. Identification of locations involved f. Schedule of events g. Identified hazards, mitigations, and controls h. Applicable procedures (The plan shall define if work must follow WJO's or the business partner procedures or management system to complete the SIMOPS activities) i. Limitations (e.g., hold points, go / no go, work area or boundaries, etc.) j. Contingency and emergency response plans k. Communication plan <p>See the link for SIMOPS Plan Form</p> <p>The SIMOPS Coordinator is typically the operational representative for the field site that has the larger manpower job or the larger budget job.</p>

The priority order for selecting the SIMOPS Coordinator should be: 1. Fixed Facility Operational Representative (Ex. Main Gathering Center) 2. Lead Drilling Rig Supervisor (Ex. Drill Site Representative) 3. Lead Workover Rig Supervisor (Ex. Workover Site Representative). 4. Production Operations Supervisor 5. Field Support Supervisor for other work group or division.

7.	Requirement:	<p>For Controlled SIMOPS, in addition to requirement 6, the communications plan also shall at a minimum address requirements for:</p> <ul style="list-style-type: none"> a. Establishing communication methods (e.g., communication types such as radio frequency or channel, phone communications, hand or flag signals, daily shift turnover meetings between all parties) b. Maintaining ongoing communications between all affected parties (e.g., company personnel, business partners on locations) c. Documenting communications throughout the operation / activity (e.g., SIMOPS Log, daily shift turnover, procedure / checklist / task plan updated). Documented communications shall be updated a minimum of once per shift.
8.	Requirement:	<p>Work shall be stopped, hazards assessed and mitigated, and CoW documentation revalidated (including the SIMOPS plan if applicable) when:</p> <ul style="list-style-type: none"> a. The scope of the SIMOPS activity or plan changes. b. An incident and/or near miss occurs with the SIMOPS activity.
9.	Requirement:	<p>SIMOPS activities shall be authorized in accordance with the Work Authorization CoW technical Standard.</p>
10.	Requirement:	<p>Personnel with assigned responsibilities in SIMOPS shall be trained and competent per the Cow Training and Competency Standard.</p>
11.	Requirement:	<p>Documentation associated with SIMOPS shall adhere to the record retention requirements detailed in the Control of Work Process.</p>

Appendix A: Terms and Definitions

Term	Definition
Simultaneous Operations (SIMOPS)	Simultaneous Operations (SIMOPS) involve tasks performed by two or more operations, functional groups, or business partners within the same location or on the same system. These tasks may interfere with each other and introduce additional hazards not present when assessed independently.
Acceptable SIMOPS	Activities that can be managed using normal Control of Work (CoW) processes.
Controlled SIMOPS	Activities that require additional oversite and a SIMOPS plan beyond normal CoW processes to safely execute the SIMOPS activities.
Prohibited SIMOPS	Activities are prohibited when controls cannot effectively and efficiently prevent SIMOPS activities from having the potential for SIFs, damage to property, or environmental release.

Appendix B: Roles and responsibilities

Role	Definition
SIMOPS Coordinator (controller) -	<ul style="list-style-type: none">• WJO employee or designee.• Coordinates and manages SIMOPS activities.• Collaborates with SIMOPS Representatives to develop SIMOPS plans.• Coordinates and manages SIMOPS plans.• Ensures all SIMOPS activities are conducted in accordance with the SIMOPS plan, work permits and hazard analysis documents.• Establishes communication protocols prior to and during SIMOPS activities.• Conducts scheduled SIMOPS meetings as required by the SIMOPS plan. <p>Maintains communications with all work teams involved in SIMOPS activities.</p>

Appendix C: References

Internal References

Control of Work Process
Hazard Analysis CoW Technical Standard
Work Authorization CoW Technical Standard

External References

International Association of Oil & Gas Producers (IOGP)

Report No. 459 Life-Saving Rules
Report No. 577 Fabrication site construction safety recommended practices
– Hazardous activities / Section 11 Simultaneous Operations

International Marine Contractors Association (IMCA)

IMCA M 203 Guidance on Simultaneous Operations (SIMOPS)