



**Gulf of Mexico
Simultaneous Operations Standard
Safe Work Practice**

**KnowledgePlanet
Awareness & Quiz**

2009

Simultaneous Operations (SimOps)

Purpose & Objectives

- This process ensures safety of personnel and facilities and prevents harm to the environment during simultaneous operations. All applicable state and federal laws, orders, rules, and regulations shall continue to be followed while complying with the Simultaneous Operations.
- The objective is to ensure that potential conflicts, risks or hazards are identified and assessed prior to performing two concurrent activities or near the same location or work area.
- There is no substitute for the application of the [Tenets of Operation](#) and [Stop Work Authority](#).

Simultaneous Operations (SimOps)

Scope

- Simultaneous Operations (SimOps) is defined as **performing two or more** of the following operations concurrently:
 - Production Operations
 - Rig Operations
 - Construction Operations (Includes Electrical and Instrumentation I&E)
 - Anchoring of Vessels
 - Derrick Barge Operations
 - Heavy Lifts by Stationary Cranes
 - Diving Operations

- Production activities concurrent with construction activities only requires a Permit to Work, but depending on specific hazards and complexity of the project identified by the Field Management Team, SimOps procedures may be required.

- For assistance in determining if the project falls within the SimOps requirements use the [PTW/SimOps Decision Matrix](#) and the [Simultaneous Operations Flowchart](#) .

Simultaneous Operations (SimOps)

Key Element for Success?

- Communication.
- It is imperative that clear and continuous communication be maintained between company and contract personnel on board. **Communication shall be established prior to SimOps and maintained daily through normal and abnormal conditions and documented.** How?
- By completing the following:
 - SimOps Plan Form - **Prior to start of SimOps activities**
 - SimOps Checklist – **Prior to start-up & weekly**
 - SimOps Meeting - **Daily**
 - SimOps Log - **Daily**

Simultaneous Operations (SimOps)

Who is Responsible?

- Individuals who initiate projects/work that involve two or more concurrent activities listed in SimOps definition will be responsible to ensure that a SimOps Plan is developed and approved.
- The following personnel are responsible for completing the SimOps documentation
 - SimOps Plan Form – **Operations Engineer, Drilling Engineer, Facilities Engineer, Operations Supervisor, etc.**
 - SimOps Checklist – **Person In Charge (PIC onsite). Facility Rep, Drill Site Mgr., Well Site Mgr., Operations Supervisor**
 - SimOps Meeting – **Person in Charge (PIC)**
 - SimOps Log – **Person in Charge (PIC)**

Refer to the "Forms, Tools and Links" located on the right menu of the SimOps page in the OE manual.

Simultaneous Operations (SimOps) Roles & Responsibilities

Person in Charge (PIC)

- A PIC shall be designated on the Simultaneous Operations Plan
- The PIC is the liaison between the various operations involved
- The PIC is in charge of all simultaneous operations procedures and is the:
 - Drill Site Managers (DSM) or Well Site Managers (WSM) on all rig operations
 - Production Representative (OS, FC, etc.) on all non-rig operations
 - Other by Management designation

Simultaneous Operations (SimOps) Procedures

Documents & Forms

■ Simultaneous Operations Plan Form

- A bridging document to help create a tangible plan including completion of a Risk Assessment. (Risk Assessment section is contained within the plan form)
- Designates the responsible parties for the various operations being performed
- Establishes emergency response awareness and contacts
- Identifies hazards and appropriate mitigations (precautions and actions)
- And clarifies communication between the various operations

■ Daily Simultaneous Operations Log

- Used to document the discussion of projected activities of the day
- To be used during all Simultaneous Operations and is to be completed daily by the Person-in-Charge (PIC) prior to commencement of Simultaneous Operations.
- Copies of the logs should be sent to the Operations Supervisor for their required weekly review. These logs should be maintained in the field office for a period of one year.

Simultaneous Operations (SimOps) Procedures

Documents & Forms

- Simultaneous Operations Checklist
 - Must be used for compliance with the simultaneous operations plan.
 - A tool for use to ensure ongoing compliance with the SimOps plan.
 - Completed by the Person in Charge and Field Management Team (FMT)
- Field Verification Work Sheet
 - A document which verifies compliance to the process.
 - Feedback is provided to each employee after interview, including correct answers for each question during interview.

Simultaneous Operations (SimOps) Procedures

Precautions & Action Guidelines

- The heart of the Simultaneous Operations Plan
- Specific Precautions & Action Guidelines are provided for each of the 7 Activities addressed by SimOps
- All require a risk exposure evaluation to assess hazards
- Use Simultaneous Operations Checklist to ensure ongoing compliance with the SimOps Plan
- Do not preclude use of Stop Work Authority and Operational Excellence Tenets of Operation
- Communication is key to success

MANDATORY

- The Precaution & Action Guidelines, for the concurrent activities, must be consulted prior to the commencement of the project, to ensure that all risks have been addressed and for compliance with the SimOps Safe Work Practice Standard.

Simultaneous Operations (SimOps)

- The process and tools of the Simultaneous Operations Guidelines, the Field Verification Worksheet, and this presentation are in the Operational Excellence Operations Manual linked below:

- OE Operations Manual
 - OE Element 3 – Safe Operations
 - ▶ Safe Work Practices
 - ✦ [Simultaneous Operations](#)

Simultaneous Operations (SimOps) Closing Thoughts

- A Simultaneous Operations Plan does not preclude:
 - The use of Stop Work Authority
 - The application of the OE Tenets of Operation
 - Application of other Safe Work Practices, or
 - The requirement for necessary waivers or departures
 - Communication. Communication. Communication.



Quiz Questions

Quiz Questions

1. Simultaneous Operations (SimOps) is defined as:
 - A. Unloading supplies during well testing
 - B. Production calibration during Drilling & Completions
 - C. Production Operations during Family Day
 - D. Performing two or more **covered** operations concurrently

Quiz Questions

2. What is the key element for successful Simultaneous Operations?
 - A. Production
 - B. Operational Excellence
 - C. **Communication**
 - D. Performance Management Process

Quiz Questions

3. Communication is ensured by:
 - A. Word of mouth or assumptions
 - B. SimOps discussions at daily/tourly meetings
 - C. The use of the Daily Simultaneous Operations Log
 - D. All of the above
 - E. **B and C**

Quiz Questions

4. Which of the following applies to the definition of Precautions & Action Guidelines for SimOps:
 - A. Do not preclude the use of Stop Work Authority & OE Tenets
 - B. Must always involve the use of control of hazardous energy
 - C. Require a Risk Exposure Evaluation to assess hazards
 - D. Can only be performed by the Field HES Coordinator
 - E. The heart of the Simultaneous Operations Plan
 - F. Only A, C & E are correct

Quiz Questions

5. SimOps are documented using which of the following forms?
 - A. Simultaneous Operations Plan Form
 - B. Daily Simultaneous Operations Log
 - C. Simultaneous Operations Checklist
 - D. All of the above

Quiz Questions

6. When is the Simultaneous Operations Log required and who is responsible to see that it is used?
 - A. **Daily, during SimOps by the PIC**
 - B. Quarterly during SimOps by Field Coordinator
 - C. Weekly during SimOps by Field HES Coordinator
 - D. Anytime during SimOps by platform operator

Quiz Questions

7. Only a Drill Site Manager (DSM) or Well Site Manager (WSM) may be designated as the PIC.

True

False

False because the PIC may be the:

- Drill Site Manager (DSM)* or Well Site Manager (WSM)* on all rig operations
- Production Representative (OS, FC, etc.) on all non-rig operations
- Other by Management designation

Quiz Questions

8. Who controls the alarm status during Simultaneous Operations?
 - A. HES Specialist
 - B. Platform personnel
 - C. The PIC, with advice from the other Company Representatives
 - D. Platform personnel at direction of the Person in Charge (PIC)

Quiz Questions

9. When operating under a Simultaneous Operations Plan, it is not necessary to seek departures or waivers to regulatory requirements.

True

False

False because if departures from regulations are necessary in order to perform the Simultaneous Operations, such departures (also commonly referred to as waivers), must be requested from the appropriate agency.

Quiz Questions

10. During SimOps, it is imperative that clear and continuous communication be maintained between all company and contract personnel on board.

True

False

True because the key element for success during Simultaneous Operations is communication.

Quiz Questions

11. You have a Blasting & Painting project ongoing and a Dive support vessel approaches & moors to the facility to conduct a subsurface inspection. A SimOps Plan is not required since the blasting & painting is taking place on the heliport.

True

False

Blasting & Painting and Diving Operations are 2 covered activities therefore a SimOps Plan is required prior to commencing the 2 activities concurrently.