

# SIMULTANEOUS OPERATIONS (SIMOPS)

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## CANADA HSE GUIDELINE

**Purpose:** To provide recommendations to ensure safe simultaneous operations (SIMOPS). SIMOPS occurs when multiple functional groups work at the same time on the same site. Assets should have their own detailed processes on how SIMOPS will be managed.

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Stop Work Authority	All workers have stop work authority.
Permit to Work Process	Work permits / pre-job hazard assessments will identify: <ul style="list-style-type: none"><li>• The SIMOPS area</li><li>• Work scope</li><li>• Defenses required for safe work execution</li><li>• Communication requirements</li><li>• A SIMOPS single point of contact</li></ul>
Communication Plan	A communication plan is required and should include the following: <ul style="list-style-type: none"><li>• a contact list</li><li>• a process to manage changes to the plan</li><li>• Communication methods (phone, radio etc.)</li><li>• A meeting schedule (i.e. kick-off, daily coordination, weekly coordination etc.) based on scope of SIMOPS.</li><li>• Impasse management process</li></ul>
Emergency Notification	Local emergency notification processes will be followed. The CPC emergency response plan will be activated as necessary.
Handover Process	A handover process may be used to transfer authority for a specific area. It may include: <ul style="list-style-type: none"><li>• Transferor and transferee, work scope, location and effective dates</li><li>• Documentation such as the work permit / pre-job hazard assessment.</li></ul>
Non-permissible SIMOPS	Most activities can be part of SIMOPS. Seismic activities cannot be SIMOPS with: <ul style="list-style-type: none"><li>• drilling</li><li>• completions</li></ul>

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- facility or lease construction

### Selecting a SIMOPS Lead

The selection of a SIMOPS lead is risk-based and established prior to starting work. The following table is an example of how a SIMOPS Lead may be determined. Assets must define their preferred approach.

Functional Group	Production	Drilling	Completion	Lease Construction	Capital Projects	SIMOPS Lead
Production		X				Drilling
Production			X			Completion
Production				X		Production
Production					X	Capital Projects
Drilling	X					Drilling
Drilling			X			Drilling
Drilling				X		Drilling
Drilling					X	Drilling
Completion	X					Completion
Completion		X				Drilling
Completion				X		Completion
Completion					X	Completion
Lease Construction	X					Production
Lease Construction		X				Drilling
Lease Construction			X			Completion
Lease Construction					X	Capital Projects
Capital Projects	X					Capital Projects
Capital Projects		X				Drilling
Capital Projects			X			Completion
Capital Projects				X		Capital Projects

### SIMOPS discussion guidelines

The following table is an example SIMOPS discussion guideline. Assets must define their preferred approach:

No #	Activity	Description
1	<b>SIMOPS activity list</b>	List activities that will be conducted at the same time on the same site.
2	<b>SIMOPS characteristics</b>	Understand and discuss the unique characteristics of the SIMOPS to plan and execute the tasks effectively. Identify hazards specific to the SIMOPS and explain how they will be managed.
3	<b>Work permits and PJHA</b>	Review work permits or PJHA's issued for the site and determine if the risk mitigation measures identified will not be affected by the work conducted by other parties on the site.
4	<b>Emergency response plans</b>	Locate site specific emergency response plans, identify emergency contacts, alarms and muster points for the work area. Know who and how to receive emergency services.
5	<b>Logistics</b>	Identify additional logistic information for SIMOPS planning and execution.
6	<b>Work scheduling</b>	Record any conflicts regarding schedules or sequence of SIMOPS activities.
7	<b>Communication</b>	Identify and agree upon communicating changes as work progress.
8	<b>Contractor identification</b>	Identify the contractors involved with SIMOPS activity.
9	<b>Work restrictions</b>	Identify if there are any type of work activities that can not be conducted due to SIMOPS.
10	<b>Work completion notification</b>	Agree upon the communication practices about work completion to all affected parties
Note: Discuss above points during SIMOPS planning meetings and document the discussions. If there is a change in work scope, discuss the changes with the SIMOPS Lead prior to execution.		