

Simultaneous Operations (SIMOPS)

BP WIND ENERGY OPERATIONS POLICIES AND PROCEDURES

Simultaneous Operations (SIMOPS)

[Document Control Details](#)

Simultaneous Operations (SIMOPS)

1.0 Purpose/Scope

- 1.1 This procedure outlines the processes and general plan for conducting simultaneous operations (SIMOPS) so as to provide for the safety of personnel and protection of the environment and equipment.
- 1.2 SIMOPS shall be coordinated through joint planning efforts by the separate operations, such as development, construction, and operations managers/supervisors/engineers who plan and direct activities.
- 1.3 This procedure applies to all BP Wind Energy managed facilities and sites.

Note: 1.1

This procedure shall be used as a minimum. Supplemental plans shall be prepared for site specific operations and should include a description of the operations to be conducted and any special precautions that will be required.

2.0 Reference

- 2.1 The Reference section is used to provide a list of other documents referred to in this procedure.
- 2.2 There are no other references for this procedure.

3.0 Acronyms and Definitions

Acronyms Table

Acronym	Definition
CoW	Control of Work
HSSE	Health, Safety, Security, and Environmental
JSEA	Job Safety Environmental Analysis
MOC	Management of Change
PTW	Permit to Work
SIMOPS	Simultaneous Operations
SPM	Safe Practices Manual
SPU	Strategic Performance Unit

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Definitions Table

Term	Definition
Competent Person	A person who has demonstrated that they have the knowledge, training, and experience required to perform the defined role to the standard required. A competent person is capable of identifying existing and predictable hazards, soil types in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to personnel and has authority to take prompt corrective measures to eliminate them.
Confined Space	A space that has all three of the following criteria: <ul style="list-style-type: none"> • Large enough and so configured that an employee can physically enter. • Limited or restricted means for entry or exit. • Not designed for continuous employee occupancy. <p>Examples of confined spaces are tanks, vessels, silos, storage bins, hoppers, vaults and pits. It can be any enclosed or partially enclosed space where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g., lack of oxygen, toxic or combustible gases) may be present.</p>
Construction Operations	Equipment installation, removal or modification, repairs to processing systems, piping, and all lifting activities.
Control of Work (CoW)	A formal approach to manage work risk with a procedural form of control. CoW uses processes and systems to regulate work activities (i.e., the power to direct).
Document Control System	The receiving and managing of original document copies, assigning control numbers, updating and maintaining master lists, making notification of required reviews, and removing obsolete documents from and posting new and/or updated documents.
Job Safety Environmental Analysis (JSEA)	A systematic look at a task to be performed; breaking it down to individual task steps, identifying potential hazards, and methods to control those hazards. A job related safety and environmental analysis is intended to identify hazards and provide actions to mitigate all known hazards with a particular task.
Management of Change (MOC)	An established means of managing and controlling physical, chemical, organizational, process, or administrative changes.
Permit to Work (PTW)	Management system used to understand, approve, and process work activities in a safe manner.
Simultaneous Operations (SIMOPS)	Simultaneous Operations (SIMOPS) are multiple independent operations that occur on a location at the same time. Events of any one operation may impact the safety of personnel or equipment of another operation (i.e., construction, welding or working at heights).

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4.0 Procedure

4.1 General Requirements

- A. It is the intent of this procedure to establish guidelines for planning and coordination, and to outline safety rules for use where SIMOPS are conducted.
- B. Prior to commencing SIMOPS, there will be a survey of the existing site or facility. Revisions or modifications may be recommended. Requirements for shutting down work in affected areas will be reviewed. These activities should involve each respective department (development, construction, operations, etc.).
- C. Applicable Incident Management drills should be conducted as soon as possible prior to commencing SIMOPS operations.
- D. A SIMOPS meeting shall occur at least once per shift and shall be documented.
 - 1. Additional meetings will be required if the original scope of work changes.
 - 2. The meetings shall be documented and contain the scope of work for each SIMOPS activity, the person in charge of that operation and the approval of the Person In Charge (PIC).
- E. All personnel shall understand the site Incident Management System and responsibilities.
- F. All identified roles shall have defined accountabilities.
- G. Competent personnel will be on duty and in attendance during SIMOPS.

4.2 Key Responsibilities

- A. Proper coordination and control is critical to the safe conduct of SIMOPS. The Site/Facility Manager will have complete authority to determine which operation or phase of the work has precedence at any given time.
- B. The Site/Facility Manager will be the PIC.
 - 1. The PIC will be responsible for confirming that all aspects of the SIMOPS plan are fully implemented.
 - 2. The PIC will work with the other project and site representatives (i.e., development, construction, and operations) to understand each job scope prior to commencing SIMOPS. In the event of an emergency, the expert representative will have the support of the PIC to control any issue that may arise. If there is difficulty in maintaining control of work, joint communications shall occur with all parties to determine if operations should be shut down.
- C. Proper communication must be established among all personnel involved in SIMOPS. A communications system, such as intercom, or radios, shall be set up to facilitate communication. A personnel manifest or roster shall be compiled by the PIC and distributed to other project and site representatives.
- D. The PIC shall communicate with responsible personnel from the various operations to discuss the expected activities at the commencement of work, at the beginning of each shift, and at other times during the operation, as conditions require, and to resolve any conflicts due to SIMOPS. The PIC must inform all involved parties of any special problems that might be encountered and the appropriate actions to take if such problems should occur.

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- E. The PIC must verify that the necessary permit approvals and prescribed precautions are in place prior to the commencement of work.

5.0 Training

- 5.1 There is no stand alone training needed for this procedure (SIMOPS). The requirements of SIMOPS are included in Control of Work and PTW training.

6.0 Auditing

- 6.1 This procedure shall be audited every three years.

7.0 Exhibits

- 7.1 There are no attachments included with this procedure.

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