



# **JOSOP 406 – Simultaneous Operations Standard**

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**Table of Contents**

**1.0 Purpose, Objectives and Scope..... 2**

    1.1 Purpose ..... 2

    1.2 Objective..... 2

    1.3 Scope ..... 2

**2.0 Requirements ..... 2**

**3.0 Terms and Definitions..... 3**

**4.0 Roles, Responsibilities, and Training Requirements..... 3**

    4.1 Initial Training ..... 3

    4.2 Refresher Training ..... 3

**5.0 Standard Instructions ..... 4**

    5.1 Production Operations ..... 4

    5.2 Rig Operations or Rig Moves ..... 5

    5.3 Construction Activities, Including Electrical and Instrumentation (I&E) ..... 5

    5.4 Use of Shared Road Networks..... 5

    5.5 Anchoring of Vessels..... **Error! Bookmark not defined.**

    5.6 Mobilization and Demobilization of Equipment ..... 5

    5.7 Derrick Barge ..... **Error! Bookmark not defined.**

    5.8 Seismic or Geotechnical Operations..... 5

    5.9 Heavy Lifts by Stationary Cranes..... 5

    5.10 Aircraft Landing and Takeoff..... **Error! Bookmark not defined.**

    5.11 Diving Work..... **Error! Bookmark not defined.**

    5.12 Emergency and/or Spill Response ..... 6

**6.0 Records..... 6**

    6.1 Required Records ..... 6

    6.2 Retention Requirements ..... 6

**7.0 References ..... 6**

**8.0 Other Guidance Documents ..... 7**

**9.0 Document Control ..... 7**

**Appendix A: JO Simultaneous Operations Plan Form..... 8**

**Appendix B: JO Simultaneous Operations Log..... 11**

**Appendix C: JO Simultaneous Operations Checklist ..... 12**



## 1.0 Purpose, Objectives and Scope

### 1.1 Purpose

The purpose of this standard is to ensure that simultaneous operations are performed in a safe and controlled manner.

### 1.2 Objective

The objective of this standard is to ensure that potential conflicts, risks or hazards are identified and assessed prior to performing two concurrent activities at or near the same location or work area.

### 1.3 Scope

This Simultaneous Operations Safe Work Practice (SWP) standard is applicable to work performed by JO employees and their delegates and contractors within JO operational control.

Simultaneous Operations (SimOps) is defined as, but not limited to, performing two or more of the following operations concurrently in close proximity:

|   |  |
|---|--|
| Production Operations   | Rig Operations or Rig Moves                  |
| Construction Operations, including Electrical and Instrumentation (I&E) | Used of Shared Road Networks                 |
| Anchoring of Vessels  | Mobilization and Demobilization of Equipment |
| Derrick Barge Operations  | Seismic or Geotechnical Operations           |
| Heavy Lifts   | Aircraft Landing/Takeoff                     |
| Diving Operations   | Emergency and/or Spill Response              |

**NOTE:** Each Global Upstream strategic business unit (SBU) or location may have additional SimOps operations or regulatory requirements.

## 2.0 Requirements

1. Communication shall be established at the outset of simultaneous operations (SimOps) and maintained daily through both normal and abnormal conditions and documented on the Daily Simultaneous Operations Log.
2. SimOps should be discussed daily at shift/hourly meetings between all parties.
3. A **Simultaneous Operations Plan** must be used to create a written plan that:
  - Designates the responsible parties for the various operations being performed
  - Establishes emergency response awareness and contacts
  - Identifies hazards and appropriate mitigations (precautions and actions)

- Clarifies communication between the various operations
- 4. A **Simultaneous Operations Log** must be used during simultaneous operations, and is to be completed daily by the SimOps Controller prior to commencement of simultaneous operations.
- 5. A **Simultaneous Operations Plan Checklist** must be used for compliance with the Simultaneous Operations Plan. The checklist is provided to use as a tool to ensure ongoing compliance with the SimOps plan. It is to be completed by the SimOps Controller.

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### 3.0 Terms and Definitions

The following terms and definitions apply to the JO – Safe Work Practices Simultaneous Operations standard.

**Classified Hazardous Area** – Any area classified as a hazardous zone area (Zone 0, 1 or 2, or Class I, Division 1 or 2) in accordance with [API RP 505/API RP 500](#) or other equivalent local standards.

**Company Representative** – A JO employee or designee who is responsible for liaising with and managing the contractor to ensure that the contractor performs the work safely in accordance with applicable SWP standards.

**SimOps Controller** – A JO employee or designee who is responsible for coordinating the Simultaneous Operations activities at a facility.

**SimOps Representative**- A JO employee or designee who is responsible for coordinating one of the contributing Simultaneous Operations with the SimOps Controller.

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### 4.0 Roles, Responsibilities, and Training Requirements

Roles must be clearly defined, and personnel must meet the training and competency requirements of this standard prior to starting work. JO or country regulations may specify additional training and competency requirements.

A single individual may fulfill more than one role as long as he or she meets the competency requirements, and is able to fully meet multiple responsibilities.

The following roles and responsibilities are specific to simultaneous operations and are further defined in the JO – Training Requirement Tool.

- SimOps Controller
- SimOps Representative

#### 4.1 Initial Training

Personnel must meet the competency requirements of this standardized safe work practice prior to starting work. Refer to the JO – Training Requirement Tool.

#### 4.2 Refresher Training

Refresher training must be provided as follows:

- As required by applicable regulations or JO policy
- As needed when identified by verification, inspections, incidents, or audits

## 5.0 Standard Instructions

Simultaneous Operations (SimOps) is defined as, but not limited to, performing two or more of the following operations concurrently in close proximity:

|   |  |
|---|--|
| Production Operations   | Rig Operations or Rig Moves                  |
| Construction Operations, including Electrical and Instrumentation (I&E) | Used of Shared Road Networks                 |
|   | Mobilization and Demobilization of Equipment |
|   | Seismic or Geotechnical Operations           |
| Heavy Lifts   |  |
|   | Emergency and/or Spill Response              |

This process does not preclude establishing more restrictive limitations that may be warranted by particular circumstances or conditions. The [SimOps Plan Form](#) and the [SimOps Checklist](#) must be used to ensure ongoing compliance with the SimOps process. Examples of a [SimOps Plan Form](#), [SimOps Checklist](#) and [SimOps Log](#) are provided in the appendices and MSW Support Materials. These may be customized for use by JO or facility, *but may not be deployed without approval from the HES Division*.

The key element during SimOps is communication. It is imperative that clear and continuous communications be maintained between all personnel performing work. This communication shall be established at the beginning of SimOps, maintained daily through both normal and abnormal conditions, and documented on the daily SimOps Log. SimOps will be discussed daily at shift/hourly meetings.

The SimOps Controller working with the SimOps Representatives (for each SimOp activity, i.e., drilling, production, construction, etc.) shall contribute to the SimOps plan. The SimOps Controller will have authority if necessary to determine which operation or phase of work has priority at a given time.

Additional guidance on SimOps activities are provided in the Guidelines for Simultaneous Operations Activities and SimOps Flow Diagram.

### 5.1 Production Operations

Production Operations is a broad category of work that includes activities such as production wireline operations, well workovers, blasting, and painting. The Production SimOps Representative will discuss planned activities and potential hazards of production activities with the SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The Production SimOps

Representative is responsible for updating and communicating the production work plan to accommodate SimOps where required.

## **5.2 Rig Operations or Rig Moves**

The Rig SimOps Representative will discuss planned activities and potential hazards of rig activities with the SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The Rig SimOps Representative is responsible for updating and communicating the rig work plan to accommodate SimOps where required.

## **5.3 Construction Activities, Including Electrical and Instrumentation (I&E)**

Construction activities, including Electrical and Instrumentation (I&E), is a broad category of work that covers a wide range of activities. The Construction SimOps Representative will discuss planned activities and potential hazards of construction activities with the SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The Construction SimOps Representative is responsible for updating and communicating the construction work plan to accommodate SimOps where required.

## **5.4 Use of Shared Road Networks**

The use of shared road networks is a daily occurrence in many operations. Trip planning in accordance with the JO motor vehicle safety process must be followed. A Permit to Work and a SimOps Form is not required for the use of shared road networks unless instructed by the SimOps Controller or JO motor vehicle safety process. If the SimOps Controller designates the use of shared road networks as a part of a SimOps activity, then a SimOps Representative shall be assigned to discuss potential hazards with the SimOps Controller. The SimOps Representative is responsible for updating and communicating the work plan to accommodate SimOps where required.

## **5.5 Mobilization and Demobilization of Equipment**

The SimOps Representative will discuss planned activities and potential hazards of mobilization/demobilization activities with the SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The SimOps Representative is responsible for updating and communicating the work plan to accommodate SimOps where required.

## **5.6 Seismic or Geotechnical Operations**

The SimOps Representative will discuss planned activities and potential hazards of seismic or geotechnical activities with the SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The SimOps Representative is responsible for updating and communicating the work plan to accommodate SimOps where required.

## **5.7 Heavy Lifts by Stationary Cranes**

A heavy lift is defined as a non-routine lift (drilling, workover, construction, wireline, etc.) which is equal to or greater than 75 percent of the rated capacity of the crane, at either a dynamic or static condition. Use the load chart for rated capacities.

Heavy lift crane operations shall be conducted in accordance with the JO - Lifting and Rigging Standard. At a minimum, three actions are required: a lift team is established, a pre-lift meeting is conducted, and a written critical lift JSA is prepared. The Heavy Lift SimOps Representative will discuss potential hazards of the planned activities with the

SimOps Controller. Any identified hazards and steps to mitigate hazards will be documented in the SimOps Plan Form. The SimOps Representative is responsible for updating and communicating the work plan to accommodate SimOps where required.

### 5.8 Emergency and/or Spill Response

For emergency response activities involving SimOps, the JO Emergency Response process must be followed and any permits required by that process must be issued.

For spill responses involving SimOps (defined as spill response that occurs after the initial emergency response is over), a Permit to Work, appropriate work certificates (Hot Work, Confined Space, etc.), SimOps Checklist and SimOps Plan Form must be used. These documents are intended to be tools that improve job planning and minimize exposure to environmental and safety hazards. The Spill Response SimOps Representative will discuss potential hazards of the planned activities with the SimOps Controller.

## 6.0 Records

### 6.1 Required Records

Copies of permits and associated documentation shall be maintained in accordance with the JO Permit to Work standard.

### 6.2 Retention Requirements

Documentation shall be retained as required by local regulation, JO policy or for a minimum of six months, whichever is greater.

## 7.0 References

The following is a complete list of the documents referenced by this standard:

**Table 1. Document List**

| Title   | File Name                                  |
|---|--|
| JO – Simultaneous Operations Plan Form                | SimOps Plan Form.doc                       |
| JO – Simultaneous Operations Log                      | Simultaneous Operations Log.doc            |
| JO – Simultaneous Operations Checklist                | Simultaneous Operations Checklist .doc     |
| JO- Guidelines for Simultaneous Operations Activities | Guidelines For Simultaneous Operations.doc |
| SimOps Flow Diagram                                   | SimOps_Flowchart.ppt                       |
| JO – Lifting and Rigging Standard                     | JO_MSW_LiftingAndRiggingStandard.doc       |
| Aviation Safety Process                               | ASRE_Process.doc                           |
| JO – Training Requirements Tool                       | JO_MSW_TrainingRequirementsTool.doc        |



## 8.0 Other Guidance Documents

**Table 2. Document List**

| Title   | File / Link Name  |
|---|---|
| American Petroleum Institute (API)<br>Recommended Practice (RP): <ul style="list-style-type: none"> <li>▪ 500 Recommended Practice for Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class I, Division, 1 and Division 2</li> </ul>                    | <a href="#">American Petroleum Institute (API)</a><br><b>NOTE:</b> You may need a subscription to access API documentation. If so, consult a librarian listed on the home page. |
| American Petroleum Institute (API)<br>Recommended Practice (RP): <ul style="list-style-type: none"> <li>▪ 14F-Recommended Practice for Design and Installation of Electrical Systems for Fixed and Floating Offshore Petroleum Facilities for Unclassified and Class I, Division 2 Locations</li> </ul> | <a href="#">American Petroleum Institute (API)</a><br><b>NOTE:</b> You may need a subscription to access API documentation. If so, consult a librarian listed on the home page. |

## 9.0 Document Control

**Table 1: Document Control Information**

| Description              | GU Common        | SBU-Specific            |
|--------------------------|------------------|-------------------------|
| <b>Approval Date</b>     | 27 February 2008 | <i>17 December 2008</i> |
| <b>Next Revision Due</b> | 27 February 2011 | <i>17 December 2011</i> |
| <b>Control Number</b>    |                  |                         |

**Table 2: Document History**

| Version Number | Date             | Notes   |
|----------------|------------------|---|
| <b>1.0</b>     | 27 February 2008 | GU Adoption   |
| <b>1.1</b>     | 8 December 2008  | Added bookmarks for OE Mentor                       |
| <b>1.1.1</b>   | 17 December 2008 | SAC Adoption  |
| <b>1.1.1.A</b> | 26 March 2009    | JO Version Created                                  |
| <b>1.1.1.B</b> | 20 July 2010     | Removed Diving, Derrick Barge, and Vessel Anchoring |

**Appendix A: JO Simultaneous Operations Plan Form**

Date of Plan: \_\_\_\_\_ Field/Platform/Rig: \_\_\_\_\_  
 Field/Location: \_\_\_\_\_ Project: \_\_\_\_\_

Designated  
 SimOps Controller: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Scope of Work**

Enter description and duration of specific work to be performed:

|  |
|--|
|  |
|--|

**Hazard Identification and Evaluation**

|  |  |
|--|--|
| <b>Review OE Tenets of Operation</b>               | <b>Review Use of Stop Work Authority</b> |
| <b>Review Other Applicable Safe Work Practices</b> |  |

List all hazards as appropriate here: *(Use additional pages for more hazards)*

| Hazards | Steps to Mitigate Hazards |
|---------|---------------------------|
|         |                           |
|         |                           |
|         |                           |
|         |                           |
|         |                           |
|         |                           |

**List of Contractors Involved**

| Company | Name and Phone No. | Description of Services |
|---------|--------------------|-------------------------|
|         |                    |                         |
|         |                    |                         |
|         |                    |                         |
|         |                    |                         |

**Emergency Response Tools**

| What   | Responsible Person | Phone No., Location, etc. |
|--|--------------------|---------------------------|
| Communications (alarms, radios, contact lists, etc.) |                    |                           |
| Emergency Drills                                     |                    |                           |
| Emergency Evacuation Plan (EEP)                      |                    |                           |
| Emergency Personnel (EMT / EMR)                      |                    |                           |
| Equipment (first aid kit, stokes litter, etc.)       |                    |                           |
| Accounting for POB/Muster Lists                      |                    |                           |

**Simultaneous Operations Checklist Reviewed and Attached?**  Yes  No

**If no, state why not.**

**Attach copies of Precautions and Action Guidelines from SimOps for each of the operations being performed**

| Operations Being Performed  |   |                              |
|---|---|------------------------------|
| SimOps: Performing two or more of the following operations concurrently | Precautions and Action Guidelines attached?   | Responsible person/position: |
| Production Operations   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |                              |
| Rig Operations  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |                              |
| Construction Operations, including Electrical and Instrumentation (I&E) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |                              |
| Heavy Lifts by Stationary Cranes  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |                              |

| Specific Well Status                   |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Well Status                            | Well #___ | Well #___ | Well #___ | Well #___ | Well #___ | Well #___ | Well #___ |
| Shut In (yes/no)                       |           |           |           |           |           |           |           |
| Shut In Tubing Pressure                |           |           |           |           |           |           |           |
| Flowing Tubing Pressure                |           |           |           |           |           |           |           |
| Oil and Gas Rates                      |           |           |           |           |           |           |           |
| Other (SCSSV, gas lift, P&A, TA, etc.) |           |           |           |           |           |           |           |

**Additional Precautions and Procedures:**

In addition to the Precautions and Action Guidelines checked “yes” above, the following precautions and procedures shall be followed:

1. *(Insert field or project specific procedures and requirements)*
2. *(Insert field or project specific procedures and requirements)*
3. *(Insert field or project specific procedures and requirements)*

**Communication**

The key element during simultaneous operations is communication. It is imperative that clear and continuous communications be maintained between company personnel, contractors and service partners on location.

Communication shall be established at the outset of simultaneous operations, maintained daily through both normal and abnormal conditions, and documented on the Daily Simultaneous Operations Log.

**Plan Reviewed by:**

| <b>Position</b>         | <b>Name &amp; Phone No.</b><br>(note N/A if not applicable) |  | <b>Signature</b> |
|-------------------------|---|--|------------------|
| Operations Supervisor   |   |  |                  |
| Operations Rep          |   |  |                  |
| Production Engineer     |   |  |                  |
| Drilling Supt           |   |  |                  |
| Drilling Engineer       |   |  |                  |
| DSM / WSM               |   |  |                  |
| Facility Engineer       |   |  |                  |
| Facility Representative |   |  |                  |
| I & E Representative    |   |  |                  |
| Paint Inspector         |   |  |                  |
| SimOps Controller       |   |  |                  |

(POST WHERE THIS CAN BE READILY  
REVIEWED)

**WAIVERS**

BELOW ARE THE WRITTEN OR VERBAL  
WAIVERS OBTAINED IN ORDER TO  
PERFORM THE STATED OPERATIONS  
SIMULTANEOUSLY



### Appendix C: JO Simultaneous Operations Checklist

(Complete the General Section and the sections applicable to the concurrent activities)

Field: \_\_\_\_\_ Structure: \_\_\_\_\_ Date: \_\_\_\_\_

SimOps  
Controller \_\_\_\_\_

Has SimOps Controller reviewed roles and responsibilities  Yes  No (If No, state why) Pre-Work

Initial

Weekly

**Activities:**

**Company Representatives:**

|      |  |  |
|------|--|--|
| I.   | General  |  |
| II.  | Production Operations  |  |
| III. | Rig Operations   |  |
| IV.  | Construction Operations (includes Instrumentation and Electrical ) |  |
| V.   | Heavy Lifts  |  |

| Simultaneous Operations Checklist   | Y | N | NA | Remarks or explanation if No |
|---|---|---|----|------------------------------|
| <b>I. General (Sections A, B, &amp; C)</b>  |   |   |    |                              |
| <b>A. General Information</b>   |   |   |    |                              |
| 1. Is a simultaneous operations plan located on the structure?  |   |   |    |                              |
| 2. Has a SimOps Controller been assigned to the structure?  |   |   |    |                              |
| 3. Has 24-hour supervisory coverage been provided for all simultaneous operations?                            |   |   |    |                              |
| 4. Has a simultaneous operations audit of the operations been performed prior to commencement?                |   |   |    |                              |
| 5. Are weekly audits performed?   |   |   |    |                              |
| 6. Is the simultaneous operations log filled out daily?   |   |   |    |                              |
| 7. Have all required personnel on the platform report to their team coordinator and been instructed in:       |   |   |    |                              |
| a. SimOps procedures?   |   |   |    |                              |
| b. Emergency procedures and coordinated alarms?   |   |   |    |                              |
| c. Fire-fighting equipment and locations?   |   |   |    |                              |
| d. Emergency shutdown equipment and locations?  |   |   |    |                              |
| 8. Is a record of personnel on board being maintained?  |   |   |    |                              |
| 9. Are diagrams of the fire-fighting, station bill, and electrical area classification posted and up-to-date? |   |   |    |                              |
| 10. Has status of high pressure well (1000 psig service) been reviewed?                                       |   |   |    |                              |
| 11. Has status of wells which produce greater than 10 ppm of H <sub>2</sub> S been reviewed?                  |   |   |    |                              |
| 12. Do all wells have SSV and either SSCSV or SCSSV installed and tested or shut in?                          |   |   |    |                              |

| Simultaneous Operations Checklist   | Y | N | NA | Remarks or explanation if No |
|---|---|---|----|------------------------------|
| 13. Are all wells that produce greater than 0.1% sand evaluated to determine if they should be shut-in or production rate reduced to produce sand below this limit? |   |   |    |                              |
| 14. Do all flowlines have a sand probe installed to alarm when cut?   |   |   |    |                              |
| 15. Do gas lift wells have method to shut-in gas lift gas on low pressure?  |   |   |    |                              |
| 16. Except on gas lift wells and wells where the source pressure is negligible (micro annuli), is casing pressure bled down or VR plugs installed?                  |   |   |    |                              |
| 17. If a safety device or system is bypassed for maintenance, is the well(s) shut in?   |   |   |    |                              |
| 18. Are all systems free of any visible signs of leakage?   |   |   |    |                              |
| 19. Are all open ended lines plugged or blind flanged, unless designed to be open?  |   |   |    |                              |
| 20. Are firewalls in place to protect production equipment from:  |   |   |    |                              |
| a. Adjacent wells or flowlines?   |   |   |    |                              |
| b. Fire or sand impingement?  |   |   |    |                              |
| 21. Are wells or other production equipment protected from falling hazards?   |   |   |    |                              |
| 22. Are all vents piped to a safe area or a flare boom?   |   |   |    |                              |
| 23. Are all drains equipped with vapor traps and/or check valves to prevent migration of gases?   |   |   |    |                              |
| 24. Is curbing installed to prevent migration of flammable liquids?   |   |   |    |                              |
| 25. Is the ESD system tested for proper operation prior to commencing SimOps,   |   |   |    |                              |
| a. and then monthly thereafter?   |   |   |    |                              |
| <b>B. Fire Prevention</b>   |   |   |    |                              |
| 1. Is a weekly fire drill performed for both day and night crews?   |   |   |    |                              |
| 2. Is good housekeeping practiced on location?  |   |   |    |                              |
| 3. Is smoking restricted to designated areas only?  |   |   |    |                              |
| 4. Do all engines contain spark arresting exhausts, suitable electric starters and alternators, and an automatic device that shuts down the engine on an ESD?       |   |   |    |                              |
| 5. Is all electrical equipment suitable for the area where it is installed? (Reference structure area classification drawing for Division 1 and 2 areas)            |   |   |    |                              |
| 6. Do gas detectors initiate an audible alarm when 20% LEL gas is detected?   |   |   |    |                              |
| 7. Do gas detectors initiate isolation/shut-in action when 60% LEL gas is detected?   |   |   |    |                              |
| 8. Is each gas detection system calibrated and tested every 90 days for operation?  |   |   |    |                              |
| 9. Are smoke/thermal detectors installed and tested in all buildings where personnel regularly or occasionally sleep?   |   |   |    |                              |
| <b>C. Fire Protection Equipment</b>   |   |   |    |                              |
| 1. Are large wheeled or dry chemical extinguishers in the vicinity of well bay and production areas?  |   |   |    |                              |
| 2. If facility has a firewater system, is fuel or power available for at least 30 minutes of run time of the fire pump after shut-in?                               |   |   |    |                              |
| 3. Is each firewater pump tested for operation weekly?  |   |   |    |                              |

| Simultaneous Operations Checklist  | Y | N | NA | Remarks or explanation if No |
|--|---|---|----|------------------------------|
| 4. Are dry chemical systems inspected monthly?   |   |   |    |                              |
| 5. Are fire protection systems properly marked?  |   |   |    |                              |
| <b>II. Production Operations</b>   |   |   |    |                              |
| <b>A. Through Tubing Perforating, Coil Tubing, Kill Jobs, and Stimulation Activities</b>                                       |   |   |    |                              |
| 1. Are daily safety meetings held prior to work?   |   |   |    |                              |
| 2. Has a WTL been designated?<br>(Production Supervisor or representative?)  |   |   |    |                              |
| 3. Is this work conducted under an ALERT status?   |   |   |    |                              |
| 4. Are operations performed only during daylight hours unless approval has been obtained by the Area Controller?               |   |   |    |                              |
| 5. Are all non-essential personnel removed to a safe distance when using explosives or corrosive chemicals?                    |   |   |    |                              |
| 6. Are proper lifting procedures being followed?   |   |   |    |                              |
| 7. Is the lubricator equipped with a BOP and grease seal stuffing box?   |   |   |    |                              |
| 8. Is the SCSSV locked out of service, signs posted, and the well manned until the SCSSV is returned to service?               |   |   |    |                              |
| 9. Is the surface safety valve capped with a manual lockout wheel which has a fusible stem?                                    |   |   |    |                              |
| 10. Are all radios silenced during perforating?  |   |   |    |                              |
| a. When tools are armed above the mudline?   |   |   |    |                              |
| 11. Have people been notified of radio silence?  |   |   |    |                              |
| 12. Is the check valve installed in the kill or injection line adjacent to the well during kill or stimulation operations?     |   |   |    |                              |
| 13. Are kill or injection lines properly secured?  |   |   |    |                              |
| <b>B. Wireline Operations</b>  |   |   |    |                              |
| 1. Are daily safety meetings held prior to work?   |   |   |    |                              |
| 2. Are production wireline operations under the supervision of a Production Representative?                                    |   |   |    |                              |
| 3. Are crown valves shut on all wells within 20 feet of wireline work?   |   |   |    |                              |
| 4. Do all adjacent wells have their needle valves removed when performing wireline work?                                       |   |   |    |                              |
| 5. Has the wireline lubricator been inspected for wireline wear?   |   |   |    |                              |
| 6. Is the lubricator purged before pressuring up H. P. wells?  |   |   |    |                              |
| 7. Is the lubricator tested before entering H. P. wells?   |   |   |    |                              |
| 8. Does the pressure rating of the lubricator equal the working pressure of the tree?  |   |   |    |                              |
| 9. Is diesel prohibited from use to pressure up on lubricators?  |   |   |    |                              |
| 10. Is the lubricator equipped with a hydraulic stuffing box or grease seals?  |   |   |    |                              |
| 11. Are all safety systems in service whenever wireline operations are conducted except on the well being serviced?            |   |   |    |                              |
| 12. Does the lubricator have a single or a double ram manual wireline valve installed?   |   |   |    |                              |
| 13. Is a full opening safety valve used in the top of the lubricator when wireline work is performed on a bunkhouse structure? |   |   |    |                              |
| 14. Is the SSV capped with a manual lockout wheel which has a fusible stem?  |   |   |    |                              |
| 15. Is an ESD station located by the wireline unit?  |   |   |    |                              |



| Simultaneous Operations Checklist  | Y | N | NA | Remarks or explanation if No |
|--|---|---|----|------------------------------|
| 16. Is the wireline lubricator properly supported?   |   |   |    |                              |
| 17. Is the wireline unit properly secured?   |   |   |    |                              |
| 18. Is a person stationed near the well when wireline is run in the hole to manually shut-in the well as required?   |   |   |    |                              |
| 19. Is the lubricator vented to the flare boom?  |   |   |    |                              |
| 20. Is all hot work suspended during wireline operations?  |   |   |    |                              |
| 21. Does the wireline unit engine contain a spark arresting exhaust, a suitable electric starter and alternator, and an automatic device that shuts down the engine on an ESD? |   |   |    |                              |
| <b>C. Blasting and Painting Operations</b>   |   |   |    |                              |
| 1. Are daily safety meetings held prior to work?   |   |   |    |                              |
| 2. Is the company Paint Representative informed before vessels or lines are bled down to zero psi?   |   |   |    |                              |
| 3. Are the times of installation and removal of protection on gas detector heads recorded?   |   |   |    |                              |
| 4. Are paints and thinners stored in a safe location?  |   |   |    |                              |
| 5. Have critical lines and vessels been identified, checked, and determined if safe to blast?  |   |   |    |                              |
| 6. Have these lines identified as critical been marked with a unique color?  |   |   |    |                              |
| 7. Are lines determined as critical to blast either:   |   |   |    |                              |
| a. Shut in and bled down?  |   |   |    |                              |
| b. Replaced or repaired?   |   |   |    |                              |
| c. Not blasted and painted?  |   |   |    |                              |
| 8. Have insulating materials or other protective coverings on engine exhausts or heated services been inspected for breaks or gaps, and repaired before wrapped?               |   |   |    |                              |
| 9. Are rupture discs properly protected and piped to a safe location?  |   |   |    |                              |
| 10. Are insulating flanges identified, and the micarta ring protected?   |   |   |    |                              |
| 11. Is all waste (sandblast grit, paint, etc.) handled in compliance with the Waste Management Plan and regulations?   |   |   |    |                              |
| <b>III. Rig Operations</b>   |   |   |    |                              |
| <b>A. Drilling - General</b>   |   |   |    |                              |
| 1. Communications should be interfaced between the rig floor and production office   |   |   |    |                              |
| 2. Are ESD stations located at the following locations in addition to those required by regulations at the:  |   |   |    |                              |
| a. Driller's console?  |   |   |    |                              |
| b. Drilling Rep's office?  |   |   |    |                              |
| c. Production Operator's office?   |   |   |    |                              |
| d. Wireline unit?  |   |   |    |                              |
| 3. Are gas and/or fire detection devices located at the following locations in addition to those required by regulations:  |   |   |    |                              |
| a. At mud pits and pumps?  |   |   |    |                              |
| b. At shale shaker?  |   |   |    |                              |
| c. At rig degasser?  |   |   |    |                              |
| d. At rig floor?   |   |   |    |                              |
| e. In the generator building?  |   |   |    |                              |
| f. In the electrical control room?   |   |   |    |                              |
| g. In the Operator's office?   |   |   |    |                              |

| Simultaneous Operations Checklist  | Y | N | NA | Remarks or explanation if No |
|--|---|---|----|------------------------------|
| h. In designated welding area?   |   |   |    |                              |
| i. In temporary buildings?   |   |   |    |                              |
| 4. Are tubing pressures monitored and recorded daily?  |   |   |    |                              |
| 5. Are casing pressures monitored and recorded daily?  |   |   |    |                              |
| 6. If rig DC motor cooling ducts are installed, are they properly sealed?  |   |   |    |                              |
| <b>B. Sand Washing</b>   |   |   |    |                              |
| 1. Has the platform been placed under an ALERT status prior to commencement of sand washing operations?                              |   |   |    |                              |
| 2. When sand washing a dual well, is the other string, protected by closing the subsurface valve or installing a tubing plug?        |   |   |    |                              |
| 3. Has the Area Controller approved removal of the plug to ascertain if communication exists?  |   |   |    |                              |
| <b>C. Killing and Well Stimulation</b>   |   |   |    |                              |
| 1. Is the platform placed under an ALERT status prior to commencement of kill and well stimulation operations?                       |   |   |    |                              |
| 2. Are all non-essential personnel removed to a safe distance from operations?   |   |   |    |                              |
| 3. Are all temporary lines secured with chain or cable?  |   |   |    |                              |
| 4. Is a check valve installed in the kill line adjacent to the well?   |   |   |    |                              |
| <b>D. Wireline Operations</b>  |   |   |    |                              |
| 1. Is drilling wireline conducted under an ALERT status?   |   |   |    |                              |
| 2. Are all non-essential personnel removed to a safe distance when using explosives or corrosive chemicals?                          |   |   |    |                              |
| 3. Is a lubricator bolted to the preventers used during open hole logging and perforating operations?                                |   |   |    |                              |
| 4. Are all radios silenced during perforations?  |   |   |    |                              |
| a. When tools are armed above the mudline?   |   |   |    |                              |
| 5. Has the shorebase been notified of radio silence?   |   |   |    |                              |
| 6. Is a wireline set, cast iron bridge plug, sized for the current production casing on location during all perforating runs?        |   |   |    |                              |
| <b>E. Directional Control (precautionary)</b>  |   |   |    |                              |
| 1. Is the projected drilling path closer than the minimum permissible distance in the Action Guidelines for Simultaneous Operations? |   |   |    |                              |
| 2. If yes to question 1, is the platform under an ALERT status until the operation is beyond this minimum distance?                  |   |   |    |                              |
| 3. If the path is within the minimum:  |   |   |    |                              |
| a. Are the affected wells plugged at the appropriate landing nipple?   |   |   |    |                              |
| b. Is the pressure above the plug bled to zero?  |   |   |    |                              |
| c. Are all casing pressures of wells checked daily for changes?  |   |   |    |                              |
| 4. Are magnets installed in the mud return flowline to collect metal?  |   |   |    |                              |
| 5. Are drill cuttings monitored for indications of cement?   |   |   |    |                              |
| 6. Are unusual drilling conditions monitored? (High torque, slow progress, vibration, etc.)  |   |   |    |                              |
| 7. Are all directional plots up-to-date and available on the rig?  |   |   |    |                              |
| 8. If mud motors are used, has approval been obtained from the   |   |   |    |                              |

| Simultaneous Operations Checklist   | Y | N | NA | Remarks or explanation if No |
|---|---|---|----|------------------------------|
| drilling manager?   |   |   |    |                              |
| <b>F. Clean Up of Wells or Testing Through Flare Boom</b>   |   |   |    |                              |
| 1. Has the platform been placed under an ALERT status prior to commencement of testing operations?  |   |   |    |                              |
| 2. Are all non-essential personnel removed to a safe distance from operations?  |   |   |    |                              |
| 3. Are all temporary lines secured with chain or cable?   |   |   |    |                              |
| 4. Have all vessels been checked for operation?   |   |   |    |                              |
| 5. Are all valves and piping installed in the proper position?  |   |   |    |                              |
| <b>G. Rig Operations – Moving Rig On or Off Platform</b>  |   |   |    |                              |
| 1. Are all flowlines bled down zero psi?  |   |   |    |                              |
| 2. Are all wells shut-in at the surface and subsurface valve, and bled down zero psi?   |   |   |    |                              |
| 3. Are all casing pressures bled down to zero psi?  |   |   |    |                              |
| 4. Is equipment and interconnecting piping bled down to zero psi?   |   |   |    |                              |
| 5. If crossing pipelines or pig traps are endangered by the lift, are they protected or shut-in and bled down zero psi?   |   |   |    |                              |
| <b>H. Rig Skidding</b>  |   |   |    |                              |
| 1. Has the platform been placed under ALERT status prior to commencement of skidding operations, or nipple up or down?  |   |   |    |                              |
| 2. Has the status of wells beneath the skid or lift path been reviewed?   |   |   |    |                              |
| 3. If wells are shut-in, are they shut-in at both the surface and subsurface valves and their casing annuli bled down, VR plugs installed, or valves protected? |   |   |    |                              |
| 4. Has status of all hydrocarbon bearing vessels, flowlines, gas lift headers, and piping beneath the skid or lift path been reviewed?                          |   |   |    |                              |
| 5. If necessary, is all equipment adequately protected or bled down?  |   |   |    |                              |
| 6. Have all lifting slings been inspected for wear, burrs, broken strands, and been certified and permanently tagged with maximum capacity?                     |   |   |    |                              |
| <b>I. Driving Conductor Pipe</b>  |   |   |    |                              |
| 1. Are all producing wells shut-in at the surface and subsurface valve and bled down to zero psi above the valve?   |   |   |    |                              |
| 2. If welding is required, is it performed according to the Hot Work SWP and the Simultaneous Operations Plan?  |   |   |    |                              |
| 3. Have the flowlines of the affected wells been bled down to zero psi?   |   |   |    |                              |
| <b>IV. Construction Operations (includes Electrical and Instrumentation – I&amp;E)</b>  |   |   |    |                              |
| 1. Are daily safety meetings held prior to work?  |   |   |    |                              |
| 2. Is hot work on the platform suspended during an ALERT status?  |   |   |    |                              |
| 3. Has a general ignition source permit been approved by the Area Controller for all hot work?  |   |   |    |                              |
| 4. Has a daily hot work certificates been submitted and approved by the Permit Approver, and was he/she notified of the time when the hot work will begin?      |   |   |    |                              |
| 5. Are the conditions of the daily hot work certificate being followed?   |   |   |    |                              |
| a. The area adjacent to and under the hot work inspected for potential hazards?   |   |   |    |                              |

| Simultaneous Operations Checklist   | Y | N | NA | Remarks or explanation if No |
|---|---|---|----|------------------------------|
| b. Combustible gas detector tests are conducted before and continuously during hot work?  |   |   |    |                              |
| c. A Firewatch is present with no other duties?   |   |   |    |                              |
| d. Sufficient portable fire extinguishers are located at the work site?   |   |   |    |                              |
| e. A fire water system is available with one hose discharging at the work site?   |   |   |    |                              |
| f. The area is monitored for 30 minutes after completion of hot work by the Firewatch?  |   |   |    |                              |
| 6. Is all hot work performed in established safe welding areas?   |   |   |    |                              |
| 7. In welding areas 10 - 35 feet from equipment which is in service, have the following additional precautions been taken:  |   |   |    |                              |
| a. Visual inspection and non-destructive testing (ultrasonic or x-ray) of vessels and piping within the area to determine their condition?  |   |   |    |                              |
| b. Soaping of flanges, valve bonnets, tubing fittings, or other connections for leak detection?   |   |   |    |                              |
| c. The use of fire retardant tarps, metal, or fire resistant shields?   |   |   |    |                              |
| 8. Are vessels and equipment within 10 feet of hot work shut in and bled down?  |   |   |    |                              |
| 9. Are vessels and piping within 10 feet of hot work which have contained hydrocarbons and are open to the atmosphere been isolated and had their contents rendered inert?  |   |   |    |                              |
| 10. Are all wells shut in when performing hot work in well bays?  |   |   |    |                              |
| 11. Are welding machines located in unclassified locations and tied into the platform ESD system?   |   |   |    |                              |
| 12. Are welding leads insulated and in good condition?  |   |   |    |                              |
| 13. Are oxygen and acetylene bottles secured in bottle racks, equipped properly, and free of grease and oil?  |   |   |    |                              |
| 14. A hot work certificate has been issued for use of electrical tools.   |   |   |    |                              |
| 15. A hot work certificate has been issued for use of pneumatic tools.  |   |   |    |                              |
| 16. All extension cord receptacles and connections are located within the hot work area or rated for the area classification?   |   |   |    |                              |
| 17. Extension cords have been visually inspected?   |   |   |    |                              |
| 18. Have possibilities for accidentally shutting down the facility been protected against?  |   |   |    |                              |
| 19. Is all electrical equipment suitable for the area where it is to be installed?  |   |   |    |                              |
| 20. Are all tubing fitting installers certified with proper certificates?   |   |   |    |                              |
| 21. Have insulating materials or other protective coverings on engine exhausts or heated services been inspected for breaks or gaps and repaired before wrapped?  |   |   |    |                              |
| 22. Are rupture discs properly protected and piped to a safe location?  |   |   |    |                              |
| 23. Are insulating flanges identified, and the micarta ring protected?  |   |   |    |                              |
| 24. Is all waste (sandblast grit, paint, etc.) handled in compliance with regulations?  |   |   |    |                              |
| <b>V. Heavy Lifts by Stationary Cranes</b>  |   |   |    |                              |
| A Heavy Lift is defined as a non-routine lift (drilling, workover, construction, wireline, etc.) which is equal to or greater than 75% of the rated capacity of the crane, at either a dynamic or static condition. |   |   |    |                              |

| Simultaneous Operations Checklist  | Y | N | NA | Remarks or explanation if No |
|--|---|---|----|------------------------------|
| Rated capacities as per load chart.  |   |   |    |                              |
| 1. Are all heavy lift crane operations conducted in accordance with the JO Crane Program and the Lifting and Rigging SWP? (At a minimum, this requires that a lift team be established, a pre-lift meeting be conducted, and a written Heavy Lift JSA is prepared.)                                |   |   |    |                              |
| 2. Are all personnel working on the platform informed of the anticipated lifts by the WTL? (During the heavy lift, all work in the vicinity of the lift path should be stopped and all personnel not involved in the lift operation should be cleared from the area.)                              |   |   |    |                              |
| 3. Is it understood that heavy lifts not related to diving should not be performed when diver is in the water?   |   |   |    |                              |
| 4. Has the lift path been evaluated to determine the consequence of a dropped load and dropped objects?<br>(If the protection is inadequate or does not exist, then all producing wells and process equipment within the lift path area should be shut in and bled down prior to making the lift.) |   |   |    |                              |
| 5. Are the crane and slings visually inspected prior to the start of lifting operations?   |   |   |    |                              |
| 6. Are the slings tagged with their rated lifting capacity?  |   |   |    |                              |
| 7. Has the crane had its heavy lift inspections?   |   |   |    |                              |
| 8. Are the Crane Operator and riggers certified?   |   |   |    |                              |
| 9. Is hot work shut down during major lifts?   |   |   |    |                              |
| 10. Are crane records, sling certifications and inspections records in proper order?   |   |   |    |                              |