



Conduct Simultaneous Operations (SIMOPS)

Procedure

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2	Issued for Use	Kevin Middleton Senior HSE Advisor	Ben Schmidt Operations HSE Manager	David Robotham HSE General Manager

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About This Procedure

Purpose

This Procedure defines process for managing and safely conducting Simultaneous Operations (SIMOPS) in an Offshore, Onshore or Production Operations environment.

This Procedure has also been developed to support conformance to the requirements of Section 1.2 of the Company SIMOPS Standard. This Standard requires all facilities or sites to develop, document and implement appropriate SIMOPS methodologies and procedures. Where no methodologies or procedures exist, the facility or site must adopt this Procedure and implement applicable aspects and requirements.

In Scope

The scope of application of this Procedure is as detailed below and includes any individual or entity employed by, or activities undertaken on behalf of, the Company or INPEX's Affiliated Companies, including, but not limited to:

- INPEX Operations Australia Pty Ltd (ACN 150 217 262)

The scope of application of this Procedure also includes the following example activities undertaken on behalf of the Company, or INPEX's Affiliated Companies:

- ROV Operations and Offtake Tanker Connect or Disconnect;
- Well intervention or workover occurring with Production operations;
- Simultaneous Construction and Production operations; and
- Simultaneous commissioning activities and production operations.

Out of Scope

This Procedure will not apply to the following activities:

- Concurrent Operations (CONOPS), or the execution of two or more activities at a site or on a facility at the same time within the control of the facility's or site's Permit To Work (PTW) system.

Intended user

Intended users of this Procedure are personnel who are:

- Required to plan, manage, or conduct Simultaneous Operations.

1. RASCI – Responsibilities

1.1. RASCI – Responsibilities & Activities

R = Responsible A = Accountable S = Support C = Consulted I = Informed	Site Authority	SIMOPS Controller	SIMOPS Coordinator	Company Representative	SIMOPS Representatives
Activity 1 - Notify Site Authority (or Representative) of potential SIMOPS	I	I		R	
The initial step in the SIMOPS process is to identify or determine that simultaneous operations (SIMOPS) is going to occur as part of the Integrated Planning process. During the planning stage, each facility or site must identify potential situations or scenarios where SIMOPS could occur develop and document a list e.g. a Simultaneous Operations Matrix or Matrix of Permitted Operations of activities that must be subject to the SIMOPS process and associated controls. The identification of potential SIMOPS situations or scenarios is also on-going and must continue throughout the life cycle of the business (i.e. during planning, design, development, construction, commissioning, operations, maintenance and decommissioning). The management/ identification of planned or potential (on-going) SIMOPS activities is the primary responsibility of the relevant SIMOPS Controller for the field, area, facility or site. Other personnel involved in the SIMOPS process are also responsible for identifying if SIMOPS is about to occur. This includes the SIMOPS Coordinator and the SIMOPS Representatives. In these cases, the relevant Site Authority (or Representative) must be informed that a potential SIMOPS has been identified. The SIMOPS Controller must also be notified if not already aware of the potential SIMOPS.					
Activity 2 - Confirm validity of potential SIMOPS	R	I	I		
After the initial identification and notification of the potential SIMOPS, the Site Authority (or Representative) must confirm that the activity or task is a valid SIMOPS. If the activity is not considered to be a valid SIMOPS, the Site Authority must inform the SIMOPS Controller and SIMOPS Coordinator that the task or activity will be managed using other processes (e.g. is considered to be CONOPS and controlled using the facility's Permit To Work process).					
Activity 3 - Assign SIMOPS Controller	R	I	I		
If SIMOPS Controller has not been assigned, the Site Authority is responsible to assign a competent and experience person to the role. In some situations, the Site Authority may be assigned the responsibility as the SIMOPS Controller. (e.g. CPFOIM/ Field Manager) Once the SIMOPS Controller has been selected or assigned, the Site Authority must inform the SIMOPS Controller and the SIMOPS Coordinator of the appointment.					
Activity 4 - Conduct kick-off meeting	C	C	R		C

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Once the potential SIMOPS has been validated or confirmed, a kick-off meeting must be conducted with the parties involved to identify all the SIMOPS activities to be carried out within that defined scope of work. The kick-off meeting must be attended by the relevant Company and Contractor personnel (i.e. SIMOPS Representatives), including HSE and facility, site or area representatives from all parties involved. This would include the Site Authority (or delegate) who has overall responsibility for the facility, site or area where the work is to be conducted. The SIMOPS Coordinator, or person assigned responsibility for actually organising or coordinating the SIMOPS on behalf of INPEX, must also attend. Note that in some cases, the SIMOPS Controller and Site Authority may be the same person. The key objective of the kick-off meeting is to discuss the preliminary scope and develop a detailed understanding of the scope requirements. This should then enable each party to develop work-specific SIMOPS plans (refer Activity #7). If applicable, an initial SIMOPS Plan can also be used as a basis for discussion during the meeting. To ensure effective communications occur and the key objective is achieved, the kick-off meeting must (as a minimum): • Have clear objectives; • Have a competent chair-person; • Nominate the responsible person (i.e. the SIMOPS Representative) for each party participating in the SIMOPS scope of work; • Identify the input required from each party; • Identify a time frame for each part of the SIMOPS scope of work and an indication of the overall SIMOPS plan and schedule; • Identify if any regulatory requirements or approvals are potentially affected or required, such as Safety Case Revision, Environment Plan(s), Environmental Management Plan(s), etc.; • Identify an overall organisational structure, including the person in overall control or authority of the SIMOPS activities; • Communicate information regarding relevant INPEX HSE requirements and technical standards; • Discuss lessons learned from previous (similar) SIMOPS activities (refer Activity #8); • Discuss any common issues, risks or concerns; and • Record (document) the meeting minutes, including any agreed actions. The SIMOPS Coordinator is responsible for ensuring the kick-off meeting is conducted according to the above requirements. This could include appointing a competent person or delegate to act as the chairperson. The SIMOPS Coordinator must also ensure copies of meeting minutes and agreed actions are distributed to all the (confirmed) SIMOPS Representatives as soon as practicable after the meetings are held.					
Activity 5 - Confirm SIMOPS Representatives	I	C	R		C

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As part of the Kick-off Meeting process, the SIMOPS Coordinator must confirm the names, positions and contact details of the various SIMOPS Parties. Part of this activity is ensuring that the persons nominated by the various parties involved (i.e. Company Site Representatives and Contractors) are competent to act as a SIMOPS Representative and have a good understanding of the proposed work and associated risks and controls. Once the SIMOPS Coordinator has confirmed the various SIMOPS Representatives, all the relevant personnel involved (e.g. SIMOPS Controller, Site Authority or delegates) must be informed.					
Activity 6 - Assign roles and responsibilities	I	I	R	I	I
If required, the SIMOPS Coordinator should assign and confirm an understanding of all of the roles and responsibilities of the personnel involved in the SIMOPS process. This is done to ensure that all personnel are fully aware of what each person/ position is required to do and there is a clear line of accountability/ authority established. This should be done as part of the Kick-off Meeting (refer Activity #4).					
Activity 7 - Develop work specific plans and obtain approval	C	C	C	C	R
Based on the discussions held at the kick-off meeting, each SIMOPS Representative (party) involved in the SIMOPS must prepare a work-specific plan. Each work-specific plan must be documented in an appropriate format and contain information regarding the specific controls required to ensure the safety of the proposed work. The detailed information that should be provided includes the following: • A 'step by step' description of the work scope; • Copies of relevant plans, figures and layout drawings; • A list of the assets/ facilities involved and the major equipment to be used; • A summary of the constraints relating to each work-specific SIMOPS activity; • Organisation chart; • Roles and responsibilities; • Summary of the main hazards and mitigation measures; • Management of change procedure; • Environmental or weather limitations; • Communication methods; • Contingency plans, including escape routes; and • Emergency Response plan appropriate to the SIMOPS. A copy of the work-specific plan must be provided to the SIMOPS Controller for review. The SIMOPS Controller may also require parties involved in the SIMOPS to attend preparation meetings to review and discuss any of the information contained in the work-specific plan.					

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	Site Authority	SIMOPS Controller	SIMOPS Coordinator	Company Representative	SIMOPS Representatives
	The responsible Site Authority or Representative may also be consulted in the development of any work-specific plans, including providing clarification on any of the INPEX HSE or technical standards that may apply to the scope of work.				
Activity 8 - Conduct SIMOPS Assessment		C	A	R	C
Once the various individual work-specific plans have been developed, the SIMOPS Coordinator is responsible for reviewing the information provided. A meeting of all the parties involved in the SIMOPS, including the responsible SIMOPS Representative, should be conducted to enable a formal review to be undertaken of each party's work specific plan in a systematic manner. Appropriate tools should be used to clearly identify all the risks in conducting SIMOPS contained in each party's work plan and the review meeting should agree the required specific mitigation measures to be implemented to allow SIMOPS to proceed. Some of the methodologies or tools which can be used to identify the risks are as follows: • HAZAN (Hazard Analysis); • HAZID (Hazard identification); • HAZAOP (Hazard and Operability Study); and • Risk Assessment or JHA (Job Hazard Analysis). The requirement for, and number of, control barriers and escalation barriers for each hazard must be identified as part of the risk assessment process. The risk assessment should also examine what happens if one or more barriers fail and identify appropriate control and escalation mitigation strategies. It is also important that, during the SIMOPS assessment review, the roles and responsibilities of each of the parties within the SIMOPS are identified. The roles and responsibilities for individuals who have authority within the SIMOPS should be established. This should cover reporting lines in normal and emergency modes and hierarchy of controls for the different phases of operations. Management hierarchy should identify authorisations required for work to proceed. An authorisation control system should be established which also clearly identifies controls that would stop the SIMOPS, e.g. weather limits, change in another party's SIMOPS activities, vessel loss of position, vessel loss of anchor, loss of communications, incident or near-miss stopping an operation. The SIMOPS Coordinator must inform the SIMOPS Controller of the results of the SIMOPS Assessment, particularly if there are any concerns regarding the ability of any of the parties to safely conduct their assigned work.					
Activity 9 - Develop SIMOPS Interface Plan		C	A	R	C
After completing the SIMOPS Assessment, the SIMOPS Coordinator is responsible for developing the SIMOPS Interface Plan (SIMOPS Plan). Depending on the scope of the SIMOPS activities, this could comprise one document covering all the work or alternatively could comprise several documents, covering specific, clearly identified SIMOPS activities. Each document should: • Set out the activities covered by the document and should be applicable to all parties' operations for the specified activity;					

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• Be developed on a discrete basis for various phases of work within the SIMOPS to prevent this becoming an unwieldy document; and • Contain a validation exercise to be carried out against original SIMOPS assessment review to ensure that all mitigation and controls are in place. The SIMOPS Interface Plan summarises all the work being conducted by the various the work parties, and describes the interfaces between the parties and key risk controls. The SIMOPS Interface Plan document(s) must include the following information: • Purpose and scope; • Glossary of terms, definitions and acronyms; • Summary of roles and responsibilities for each party, including relevant organisation structures; • The position who has overall authority of the SIMOPS (i.e. the person who gives final authorisation to proceed); • Description of the overall SIMOPS scope of work; • Summary of the work scope being conducted by each SIMOPS party; • Procedures and communication protocols being used, including language, radio frequencies or channels, critical information to be communicated (e.g. weather) and emergency procedure in case of a loss of communications; • Risks and control or mitigation register for the defined scope; • Interfaces between the parties involved; • 'Authorisations to proceed' process; • Contact details of key personnel, including the various SIMOPS Representatives and deputies; • Contingency and emergency response plans; and • The required change control and deviation process. The SIMOPS Coordinator is responsible for developing the SIMOPS Interface Plan which must be done through consultation with the various SIMOPS Representatives and the Site Authority (or delegates) who is responsible for the facility or site where the SIMOPS is being conducted. Some examples of the types of documents that could be used when preparing the SIMOPS Interface Plan are provided in Appendix A. The SIMOPS Controller must also be provided with a copy of the SIMOPS Interface Plan and be informed of any potential issues or problems identified during the development of the Plan.					
Activity 10 - Review SIMOPS Interface Plan	I	R	C I	C	C I
The SIMOPS Controller is responsible for reviewing the SIMOPS Interface Plan to ensure it adequately covers the proposed work activities, all associated risks have been identified and that the proposed controls will ensure the risks are managed to ALARP. In reviewing the SIMOPS Interface Plan, the SIMOPS Controller may consult with the relevant personnel such as the SIMOPS Coordinator, various SIMOPS Representatives or the Site Authority (or delegated personnel).					

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	Note. The need for a Daily SIMOPS meeting will be determined by the complexity of the task and the potential impact on the Field Operation. This is to be detailed in the RA. - Scheduled regular communications during critical activities (e.g. for offshore, when work is about to commence work within the defined 500 metre safety zone); - Regular Permit To Work (PTW) Conflicts/ authorisation meetings; and - Whenever any change, deviation or emergency communication is required. For complex scopes, regular SIMOPS coordination meetings must also be held to ensure that control barriers and escalation barriers are in place to manage SIMOPS efficiently and safely. The primary aspect for regular (e.g. daily) communications is to monitor progress against the agreed and approved work scope plan/s, ensure mitigation measures are being effectively implemented and to identify any changes or deviations that could pose a significant risk. The SIMOPS Controller is responsible to ensure that the agreed communications processes are in place (e.g. daily meetings) and that work is being conducted according to plan. All meetings must also be recorded in writing, including actions. A (Daily) SIMOPS Log must also be developed to record progress of all SIMOPS activities, including daily communications meetings and approved deviations. The SIMOPS Log must be maintained by the SIMOPS Coordinator and individual work party SIMOPS Representatives. Throughout the SIMOPS operations there should be a system in place to monitor the hierarchy of controls to ensure all parties recognise a deviation from the control limits. If a deviation occurs that could pose a significant risk, the issue must be immediately reported to the SIMOPS Controller and responsible Line Manager, and an 'all stop' order issued. If any change or potential deviation from control limits is identified, it must be subject to the INPEX Change Management process (e.g. that includes a documented risk assessment). Any deviations must be approved by the SIMOPS Controller. The management of change process may also include review by technical specialists and discussion with the relevant SIMOPS Representatives. All approved deviations must be fully documented and recorded as part of the overall SIMOPS documentation. The deviation must be then communicated to all other relevant work groups before implementing the revised work program.				
	C	A	R	C	C
	Activity 13 - Close-out SIMOPS At the completion of the SIMOPS, a formal documented 'close-out meeting' must be completed which involves all the various SIMOPS parties, including the designated SIMOPS Representatives. The objectives of the close-out meeting are to: - Determine if the SIMOPS scope of work was achieved; - Discuss any significant risks or incidents that occurred; - Identify any significant gaps in the planning and preparation process, and SIMOPS execution; - Determine any lessons learned for future (similar) work; and - Collect relevant documentation and records (e.g. SIMOPS Logs) from the parties involved. The SIMOPS Coordinator is responsible for conducting the close-out meeting/s and recording the outcomes from the final review, including any 'lessons learned'.				

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Where the final SIMOPS Debrief and Review conducted during the 'close-out meeting' identifies any Lessons Learned, the SIMOPS Coordinator is responsible for recording and communicating these back to the relevant parties (e.g. SIMOPS Controller and responsible Site Authority). Where similar activities are likely to occur again in the future, the SIMOPS Controller should ensure that appropriate actions are taken to ensure the Lessons Learned are implemented or embedded into local SIMOPS planning processes or systems. This may include informing the personnel who are involved in planning SIMOPS of the improvements or assigning actions to other person/ s ("Actionee/s") responsible for implementing or completing the action. Any 'Lessons Learned' should also be included as a formal agenda item in future SIMOPS Kick-off Meetings that relate to similar activities (refer Activity #4).					

2. Monitor, Review and Assure

The BMS Owner is accountable for the content and ongoing review of this Procedure as required by the [Business Management System Standard](#).

The BMS Owner or their delegate is responsible for initiating the review process for this document. Any changes or deviation to this document or the requirements shall be subject to the Company [Management of Change Standard](#).

Compliance with this Procedure shall be monitored in accordance with the Company [Assurance Standard](#).

3. Reference and Compliance Documents

The additional documents listed below are relevant to the execution of this Procedure.

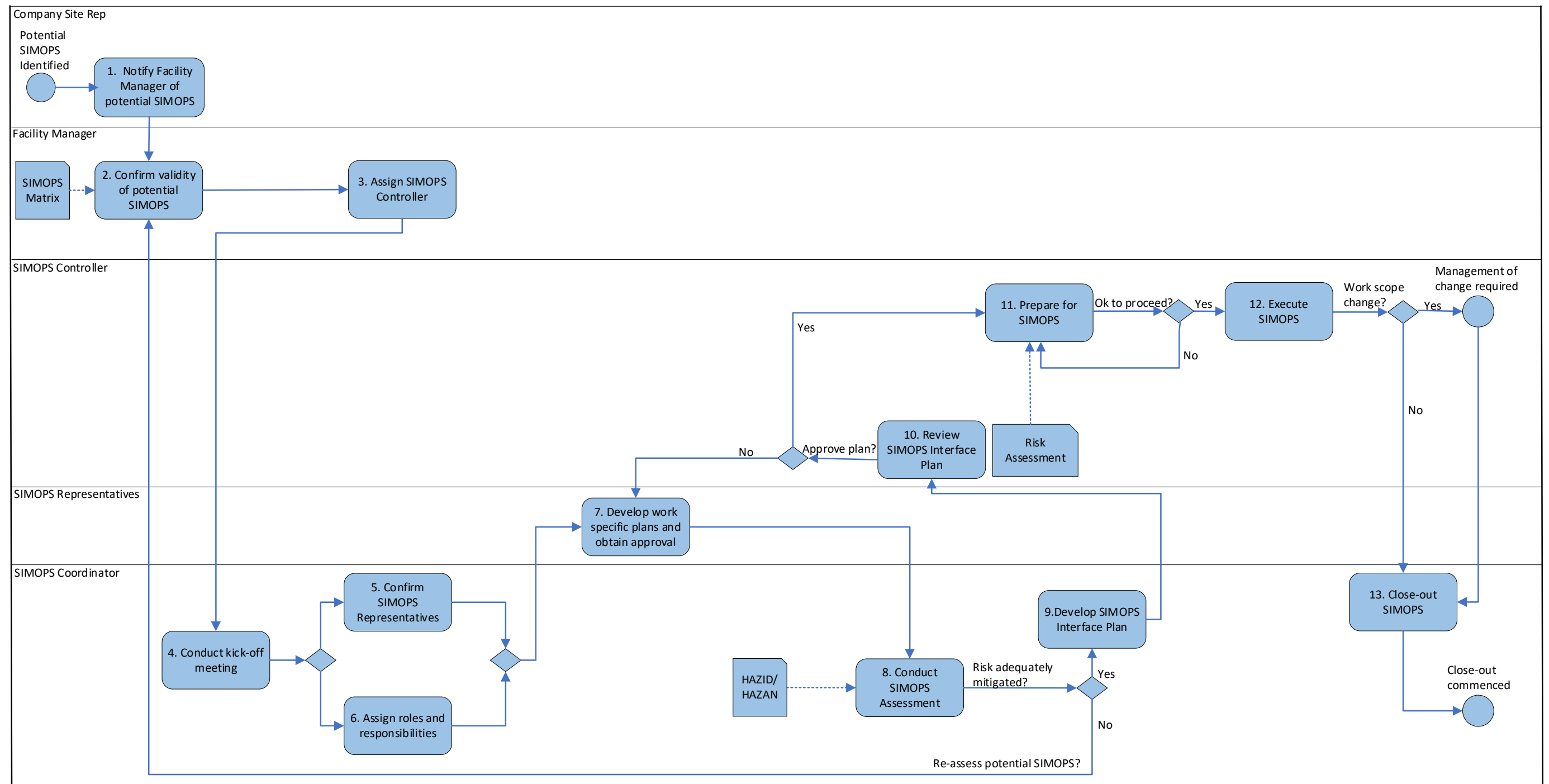
Reference documents (R) are documents referred to in the course of completing this Procedure.

Compliance documents (C) include all standards, regulatory governance, contracts, business rules or policies applicable to this Procedure.

Document Name	R	C	Document Number
Policies			
Health Safety Security Environment and Quality Policy			0000-AH-POL-70001
Standards			
Assurance Standard		C	0000-AG-STD-60031
Business Management System Standard		C	0000-A0-STD-60015
Simultaneous Operations (SIMOPS) Standard		C	0000-AH-STD-60030
Emergency and Crisis Management Standard		C	0000-AH-STD-60051
Procedures			
N/A			
Other Documents (e.g. External Documents, Specifications, Guidelines, Work Instructions, Forms, Templates)			
International Marine Contractors Association (IMCA) M203 - Guidance on Simultaneous Operations	R		IMCA M203

4. Process Map

Conduct Simultaneous Operations (SIMOPS)



5. Abbreviations and Definitions

Abbreviation / Term	Definition
ALARP	As Low As Reasonably Practicable- Risks are considered to be as low as reasonably practicable if the sacrifice (cost, time, resources) required to implement further risk reduction is grossly disproportionate to the benefits received.
BMS	The Company's Business Management System.
CONOPS	Concurrent Operations or the execution of two or more major activities on a facility at the same time within the control of the facility's permit to work (PTW) system; due to their interaction, this could result in increased operational complexity or cause an unacceptable increase in the overall level of risk at that site.
Company	Any operation or business under the control of INPEX Holdings Australia, whether located in Australia or another location (as a branch office), is deemed to be the Company.
Facility	An operational/ production unit that is under INPEX management control such as a CPF, FPSO or LNG Plant
HAZAN	Hazard Analysis Study
HAZID	Hazard Identification and Risk Assessment
HAZOP	Hazard and Operability Study
HSE	Health, Safety and Environment
JHA	Job Hazard Analysis
PTW	A formal written authority to operate or undertake a planned activity, which is designed to protect personnel working in hazardous areas or activities.
RASCI	Describes the participation by various roles in completing activities or deliverables for a project or business process: Responsible: Those responsible for the performance of the activity. Each activity must nominate one role Responsible for any particular activity. Accountable: The role ultimately answerable for completion of the deliverable/ task, and the role from which Responsible is delegated the work. The Accountable role must approve work that Responsible provides. There must be only one Accountable role specified for each activity. Support: Resources allocated to Responsible to assist in completion of the activity. Unlike Consulted, who may

	provide input to the activity, Support will assist in completing the activity. Consulted: Those whose opinions are sought- typically subject matter experts- and with whom there is two-way communication. Informed: Those who are updated on progress status of the activity / deliverable and with whom there is one-way communication only.
SIMOPS	Simultaneous Operations or performing two or more activities in a Company-controlled site where any, or all, of the activities could pose a significant risk by impacting the health and safety of personnel, the environment, assets, the schedule or performance of operations at that site. The operations could fall under individual control of another facility, business owner or project operating adjacent to Company facilities Onshore or Offshore.
Significant Risk	Risks that are assessed as having a "Significant" or higher (i.e. Major or Catastrophic) severity using the Company Risk Matrix.
Site	Any location (project, construction site, office, yard, platform, vessel) where the Company has HSE Prevailing Influence Level 1 as defined in the Company HSE Prevailing Influence procedure.
Work Team/Party	Any (individual or group of) employee/s, contractor/s or subcontractor/s conducting or undertaking SIMOPS work; is usually more than 1 person.

6. Appendices

APPENDIX A: EXAMPLES OF TYPICAL SIMOPS-RELATED DOCUMENTS

Document Type	Name / Topic
Offshore Procedures:	Emergency Response Lifting Anchor Handling Dropped Object Management Casing Transfer Loss of Communications Well Handover Personnel Transfer Vessel Management
Onshore Procedures:	Pneumatic testing Low Pressure Line Blowing Hydrotesting Stored Hazardous Energy Management Chemical Cleaning Operational Area Access Interface Access Management Temporary fence management Emergency Vehicle Access Emergency Escape and Muster Plans Loss of Communications Road Access Control Heavy Vehicle Access Radiography Heavy Lift Radioactive material management Naked Flame and Ignition source management Work Coordination Management Right of access Emergency Communications Red Spade Management

7. Record of Amendment

Revision	Section	Amendment
2	General	Entered into new Company Procedure template.
2	General	Changed references of Facility Manager to Site Authority.
2	Scope	Update Purpose, Scope and Intended User to align with new template.
2	2	Amended accountability of maintaining this document to the BMS Owner to align with new BMS governance requirements.
2	3	Removed section 3 Figures 1 & 2 Process Area Context from previous version.

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Delegation of Authority

From Name	To Name	Date and Time	Action

Name	Title

Electronic Endorsement and Approval

Electronic approval of this document complies with the issued INPEX Electronic Approval Standard (0000-A9-STD-60011) and records evidence that the applicable person has either endorsed and/or approved the content contained within this document. The reviewers of this document are recorded in the CDS.

Name	Title	Date and Time	Action
Ben Schmidt	HSE Operations Manage	21/01/26 09:40	Endorser
David Robotham	General Manager HSE	02/02/26 12:22	Approver