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SIMULTANEOUS OPERATIONS PROCEDURE¹

1. SIMULTANEOUS OPERATIONS (SIMOPS)

Simultaneous Operations (SIMOPS) are activities/tasks that take place at the same time in the same area that could directly or indirectly affect the safety of any other activity on the ship. The potential clash between the activities could bring about an undesired event or set of circumstances e.g. safety, environment, damage to asset, schedule, commercial, financial etc.

Activities should be undertaken with the mentality of: "The avoided SIMOPS is the best SIMOPS". This would be a perfect world scenario. However, it is well known that all SIMOPS cannot be avoided. Therefore, in an effort to avoid problems arising from any operations, possible SIMOPS need to be identified as early as possible so that the risk assessment can include the individual risks of each operation and the hazards resulting from their interaction due to operations being carried out simultaneously.

1.1. Examples of SIMOPS include:

- Bunkering or storing operations at the same time as cargo operations (cargo operation includes ballast/de-ballast operation)
- Maintenance operations or Technician visit to repair an equipment at the same time as bunkering or cargo operations.
- Testing equipment at the same time as bunkering or cargo operations.
- Launching lifeboats at the same time as cargo operations.
- Enclosed space entries at the same time as cargo operations.
- Emergency exercises at the same time as cargo operations.
- Diving operations at the same time as cargo operations
- Inspections, e.g. PSC/Flag State/Audits/Surveys at the same time as cargo operations or bunkering.
- Ship/Barge to Ship cargo operations. Bridge watchkeeping at the same time as cargo watchkeeping.

2. MANAGING SIMULTANEOUS OPERATIONS

Where possible stagger the operations so that no more than two operations take place simultaneously e.g. when bunkering and stores are lined up in a port during cargo operation, plan stores delivery after or before the bunkering operation where possible.

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2.1. Risk Assessment

If simultaneous operations cannot be avoided, then SIMOPS should be carefully managed through risk assessment, toolbox meetings and work practices.

Conduct the risk assessment for each operation/task separately.

Identify the combined operations. Conduct an additional SIMOPS risk assessment to identify any additional hazards introduced by undertaking the activities simultaneously. The risk assessment should consider following:

- Schedule and workload clashes
- Resources: there are enough personnel to safely complete each operation and enough to assign personnel to individual tasks.
- Supervision: each operation should be adequately supervised
- Distraction: where possible operations to be controlled from a common location
- Communications: there should be enough communication equipment with separate channels for each operation and contingency arrangements agreed.
- Knowledge and skills: personnel undertaking the tasks should be sufficiently trained and experienced to safely complete the assigned tasks.
- Fatigue: work and rest hour requirements should not be compromised by the demands of the SIMOPS.
- Critical tasks /stages.
- Maintenance activities.
- Contingency plans.

SIMOPS risk assessment master templates with various combined operations are provided in [CFM²](#).

2.2. Simultaneous Operations plan

Discuss the simultaneous operations in the Daily work plan meeting. Consider following points during discussion for planning the operations:

- The number of the activities and personnel involved.
- Purpose of the operation and identified SIMOPS.
- Risks and their mitigations, along with control measures and safe operating procedures.
- Reporting lines and overall control authority.
- Communications and contingency plans.

- Roles and responsibilities, Permit to work, PPE use,

2.3. Decision making and approval

Procedure for the number of the operations permitted simultaneously will require systematic approach depending upon the available resources, timings, safety concerns which should be taken in account while permitting the number of operations.

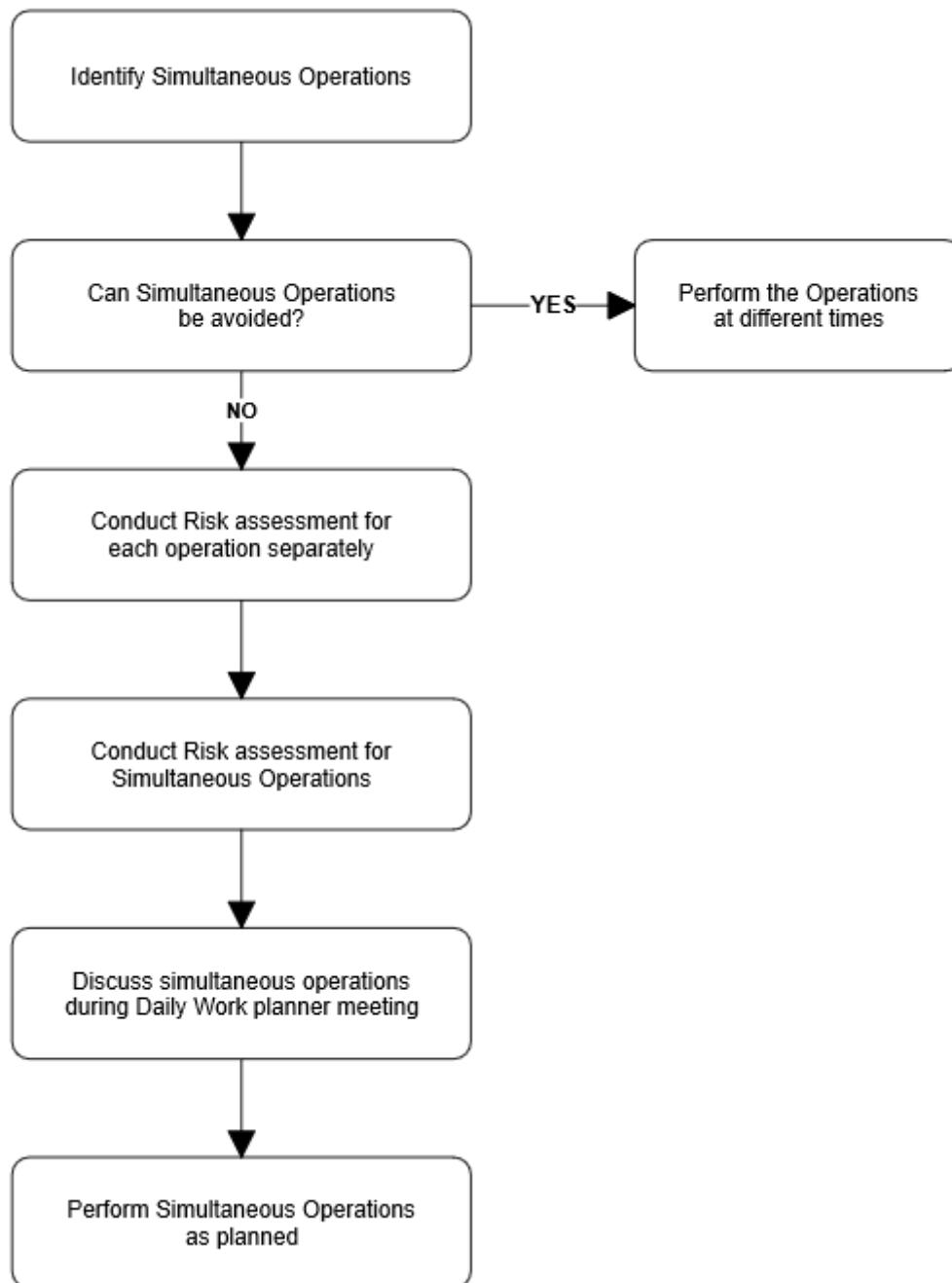
Master is authorised to approve two simultaneous operations, if simultaneous operations more than two are planned to be undertaken e.g. cargo operation, bunkering and storing, office approval is required. The Daily work planner is to be sent to Ship Manager when applying approval from office. Office approval is not required for more than two SIMOPS in the following cases:

- PSC/Flag State inspection which are conducted without pre-notification. However, inspector should be made aware of the SIMOPS being undertaken during inspection and discuss the availability of the staff.
- Repair/service of an equipment being carried out by a technician at the isolated location e.g. radio/navigational equipment repair in wheel house, where involvement of more than one ship staff is not required. Any maintenance being undertaken by ship staff simultaneously, which may clash with the repair work should be discussed with the technician and postponed if required.

During simultaneous operations, Master is overall in charge. He may delegate this responsibility to any senior officer if SIMOPS falls during his rest hours.

- The person in charge shall maintain effective communication with shore and ship staff till the operations are completed.
- Monitor all operations.
- Suspend or delay the operation if sufficient manpower is unavailable.

3. RECOMMENDED STEPS FOR A SIMOPS PROCEDURE



4. SIMOPS DECISION MATRIX

The activities which may clash with each other and may bring an undesired event (e.g. damage to people, environment, property and service) should not be conducted simultaneously. The SIMPOS decision matrix identifies activities that are:

- Permitted with restrictions: Restrictions may involve additional control measures, addition company & external approval, conducting the operation in two shifts when crew is partially engaged in other activity
- Not permitted e.g. hot work on deck should not be undertaken during bunkering operation and/or flammable cargo operation on board e.g. coal

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5. SIMOPS DECISION MATRIX (TABLE)

SIMPOS Decision Matrix	Cargo operation (includes ballast / De-ballast)	Bunkering operation	Store delivery	Launching of survival craft	Working aloft / overside	Technician / Shore contractor on board	Diving operation	Maintenance operation	Emergency drills	Audit / Inspection by External party	Ship to barge cargo operations with OOW on bridge	Enclosed space entry	Hot work
Cargo operation (includes ballast/ De-ballast)				PR	PR		PR ((no-ballast/ De-ballast))		PR				
Bunkering operation				NP	PR		NP (barge bunker)		NP				NP
Store delivery									NP				
Launching of survival craft	PR	PR	PR				NP					PR	PR
Technician/ Shore contractor on board								PR	PR				
Diving operation	PR (no-ballast/	NP (barge bunker)	PR	NP							NP		

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	De- ballast)												
Emergency drills		NP	NP		NP								NP
Audit / Inspection by External party													NP
Cargo operation (Flammable cargo)													NP

NP – Not permitted, PR – Permitted with restrictions

- i. Shore contractor should be made aware of the SIMPOS being undertaken. If any maintenance or task planned to be undertaken clashes with the task of the shore contractor, such maintenance or task should be postponed until completion of the task by shore contractor.