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| BEST |
| Policy No. - 98-007 |
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Jumper Policy

This policy states the authorization requirements for placement and removal of a jumper on an electrical circuit or within a PLC program.

1. A jumper is installed to bypass the normal operation of the equipment. A jumper may be placed in order to bypass equipment interlocks that will temporarily disable an equipment protective device or process interlock. An alternative means of protection, such as but not limited to, stationing a person to monitor the equipment should be made if the potential for damage to the equipment is high. **A jumper should not be placed on interlocks used for personnel safety. If it is required to jumper a personnel safety device, it must be authorized by the Division Manager. Following the Manager's approval the operations shift supervisor must provide other means of protecting the area - i.e. guarding, barricading, etc.**
2. Jumpers shall not be installed unless authorized in writing by the Operations Supervisor or the Operations Supervisor's designee. The request for a jumper must be accompanied by an SAP maintenance order from the operations group requesting the jumper. It must include a request to install the jumper as well as repair the problem and remove the jumper.
3. The Technician who places the jumper shall fill out a *Jumper Authorization Form* which shall be signed by the Technician and Operations Supervisor responsible for the area. Copies of the completed form are given to the Maintenance Supervisor responsible for repairs, the Operations Supervisor and the Operations General Supervisor. Verbal authorization over the radio (instead of written) is acceptable only in those cases where it is necessary to maintain the efficiency of the operation. In all cases of verbal authorization, written authorization must always be obtained as quickly as possible and no later than the end of the current shift.
3. Maintenance Departments will define a central location for the placement of the completed *Jumper Authorization Form* to develop a *Jumper Log*.
4. The jumper shall be placed only as a temporary measure to allow the operation of equipment while repairs are being planned, scheduled and made. In cases of new equipment commissioning, which includes all testing associated with startup, a jumper form will not be required. Every effort shall be made to remove a jumper within 24-hours of placement. If a jumper is or will be in place longer than 24 hours (a Long Term Jumper) this must be noted on the tag with the words Long Term and on the jumper form (see appropriate check-box) along with detail behind the reasons for leaving the jumper in place and complete contact information.
5. An approved *Jumper Tag* shall also be placed on the outside of the cabinet containing a jumper, indicating that there is a jumper inside; however, this does not replace the mandatory steps listed above. If the jumper is a "software jumper" located in PLC programming logic, the Technician must note the ladder and rung or function block location of the jumper on the *Jumper Authorization Form*.

NUMBER: _____

DEPARTMENT: _____

Long Term Jumper 

Cabinet Number (MCC, PLC, etc.): _____

JUMPER AUTHORIZATION FORM

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| EQUIPMENT: |
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| REASON FOR INSTALLING JUMPER: |
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| WHAT ALTERNATE MEANS WILL BE USED TO PROTECT EQUIPMENT WHILE OPERATING? |
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|-----------------------------------------------------------------|
| EXACT LOCATION OF JUMPER; PANEL, TERMINAL NUMBERS, ETC.: |
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AUTHORIZED BY: _____
(Operations Supervisor)

DATE: _____ **TIME:** _____

TECHNICIAN: _____

RELEASED BY: _____
(Operations Supervisor)

The Operations Supervisor will notify the other copy recipients that the jumper has been removed and request that the other copies be discarded.

DATE: _____ **TIME:** _____

TECHNICIAN: _____

- cc: **White** - Maintenance Supervisor (Copy of Record)
 Blue - Operations Supervisor
 Yellow - Operations General Supervisor