

Requester

Requester _____ Ext# _____ Pager# _____
Date _____ Date Needed _____ Expected Removal Date _____
Device Name _____ Location _____
Reason for Jumper _____
¹Test Plan/Work Control Document _____ Date/Revision _____

Safety System Group Leader

¹PSS Configuration Control Level (3-5) _____ Work Control Document _____
Authorization _____ Date _____
Area(s) Affected _____ OSP/TOSP attached
PSS Device Name(s) _____ Drawing(s) attached
PSS Signal Name(s) _____ Test procedure attached
Precautions _____ Jumper list attached
EH&S Risk Code After Precautions _____ Unreviewed Safety Issue (USI)? _____
Required Tests _____

DSO / Radiation Control

Division Safety Officer _____ Date _____
¹Rad. Con. Group Leader _____ Date _____

Operations

¹Director of Operations _____ Date _____
On-duty Crew Chief _____ Date _____

Safety Systems Group

² Precautions Installed Lock # _____
Notes _____

Jumpers (see attached Jumper List)

Installed by _____ Date _____ Entered into IIL
Removed by _____ Date _____ Removed from IIL

Test

Tested by _____ Crew Chief _____ Date _____

1. Additional signatures are required for PSS Configuration Control Level 4 and 5 devices. OSP/TOSP/SOP must be attached.
2. SSG configuration control over PSS functions must be maintained while jumpers are in place. Hazards shall be eliminated or controlled through the use of verifiable means such as SSG Administrative locks when possible.

JUMPER LIST

Device Name: _____ **Precaution:** _____

INSTALLED	SIGNAL NAME	SYSTEM	JUMPER LOCATION	REMOVED
			From _____ To _____	
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>

Device Name: _____ **Precaution:** _____

INSTALLED	SIGNAL NAME	SYSTEM	JUMPER LOCATION	REMOVED
			From _____ To _____	
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>

Device Name: _____ **Precaution:** _____

INSTALLED	SIGNAL NAME	SYSTEM	JUMPER LOCATION	REMOVED
			From _____ To _____	
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>

Device Name: _____ **Precaution:** _____

INSTALLED	SIGNAL NAME	SYSTEM	JUMPER LOCATION	REMOVED
			From _____ To _____	
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>
<input type="checkbox"/>		A / B	→	<input type="checkbox"/>

Guidelines:

1. All requests must be reviewed and approved by the Safety Systems Group Leader or designee, and the respective division's Safety Officer.
2. Jumper requests for PSS configuration control level 4 or 5 devices require Radiation Control and Director of Operations approval, and shall be accompanied by an OSP/SOP/TOSP which describes the equivalent measures taken to maintain personnel safety. *A list of PSS configuration control levels and associated devices is listed in Appendix A of the PSS configuration control policy.*
3. PSS staff will oversee jumper installation and removal.
4. SSG configuration control over PSS functions must be maintained while jumpers are in place. Hazards shall be eliminated or controlled through the use of verifiable means such as SSG Administrative locks when possible.
5. After any jumpers are removed, the affected device(s) must be retested before normal operations resume.
6. If additional space is needed to log jumpers or locks use the addendum spreadsheet.

The Requester:

- Obtains the jumper request form from PSS staff or the Safety Systems Group web page:
<http://www.jlab.org/accel/ssg/forms/Jrfver5.pdf>
- Completes the 'Requester' section and submits the form to the Safety Systems Group Leader.
 - Estimate period of time jumper
 - Specify system and device name (using JLAB nomenclature)
 - Give specific location of the device(s).
 - State the reason for the jumper.
 - Provide a copy of any test plans/work control documents with the jumper request form.
- Coordinate all work activities, scheduling, and obtain all necessary signatures.
- Notifies the SSG staff when the work is complete and requests removal of applicable jumpers.

The Safety System Group staff:

- The Group Leader (or designee) must review the request
 - Assigns a jumper request number
 - Determines the PSS Configuration Control level
 - Defines the affected area(s)
 - Determines the PSS devices and signals that may be affected
 - Performs a qualitative risk analysis of the effect of the jumper and the protective measures taken to reduce the risk
 - Determines if this requires an Unreviewed Safety Issue (USI) screening
 - Specifies tests that are required after the jumper is removed
- When authorized, the SSG staff will manage the jumper process
 - Maintains configuration control over all devices affected by the jumper(s)
 - Specifies the appropriate location of the jumpers
 - Installs all jumpers within the PSS systems
 - Oversees PSS related jumpers installed in other systems
 - Logs jumpers into the Interlock Inhibit Log (IIL), or equivalent, for the affected facility.
 - Logs that precautions are in place and includes additional information such as lock number and location
 - Logs the jumpers' installation and removal using the appropriate check box
 - Retests all affected signals with the coordination of a Crew Chief.

The Division Safety Officer must review and approve the request and supporting documentation to determine that the hazards are appropriately addressed.

The Radiation Control Group Leader must review and approve if the jumper request is for a PSS configuration control Level 4 or 5 device to determine that prompt radiation control issues are appropriately addressed.

The Director of Operations from the affected Division must approve jumper requests for PSS configuration control level 4 or 5 devices.

The On-Duty Crew Chief must give final approval to install the jumpers. A Crew Chief shall witness testing of the device(s) after the jumpers are removed and will record the results of the test in the Safety System Log Book.