

**NATIONAL HIGH MAGNETIC  
FIELD LABORATORY**

**NHMFL**

**FLORIDA STATE UNIVERSITY**

**SAFETY PROCEDURE**

**SP-7**

**TITLE: LIFTED WIRE / JUMPER LOG BOOK PROCEDURE**

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**HEAD OF MAGNET OPERATIONS**

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*James Ferner*

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**TITLE: LIFTED WIRE / JUMPER PROCEDURE SP-7**

**1.0 PURPOSE**

- 1.1 Lifted Wire and Jumper Tags are required when:
  - A. The lifting of a wire or the installation of a jumper in a system is used to effect the operation of the system.
  - B. Any lifted wire or jumper is left after a test is completed.
  - C. A lifted wire or jumper is used to defeat or inhibit a function or functions of a system for extended periods.
  - D. Any situation where the Instrument / Electrical Supervisor deems it appropriate.
- 1.2 Temporary jumpers or lifted wires utilized during testing do not require a Lifted Wire and Jumper Tags / Log, unless they remain installed beyond the testing.
- 1.3 When required Lifted Wire and Jumper Tags / Log Sheets are obtained from the Operations Supervisor or his designee. The tags are sequentially numbered (sample attached).
- 1.4 The Operations Supervisor or his designee makes appropriate entries in the Lifted Wire and Jumper Log Book.
- 1.5 The Instrument / Electrical Supervisor or his designee directs the location and installation of the jumper or lifted lead and attachment of the Jumper Tag. All lifted wires shall be suitably insulated from other circuits and ground. Jumper cables shall be of sufficient length to stand out from the cable bundle or terminal strip and a color to contrast with permanent wiring.
- 1.6 The tag stub may be retained with the work request or with other documents / logs as a reminder to trigger future attention.
- 1.7 The Operations Supervisor should periodically review the Lifted Wire and Jumper Log to remain cognizant of the status of lifted wires and jumpers.
- 1.8 When the jumper or lifted lead is no longer required, the Instrument / Electrical Technician or Supervisor assures that the circuit is properly restored and closes the form entry. Cleared Lifted Wire and Jumper Tags shall be destroyed.

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- 2.0 SPECIFIC GUIDANCE:** Instructions for completing the Lifted Wire / Jumper Log.
- 2.1 Item (1): Record the Lifted Wire / Jumper tag number. This number is taken from the tag. The tags are sequentially numbered.
  - 2.2 Item (2): Enter the Maintenance Work Order number here, if applicable.
  - 2.3 Item (3): Record the device affected by the alteration.
  - 2.4 Item (4): (Optional) Enter the applicable drawing number(s) (vendor drawings, elementary drawings, P&ID drawings, schematic diagrams, etc.) that will show the device or circuit to be altered.
  - 2.5 Item (5): Enter the location where the alteration has been performed (if at a device, give the device number; if in a cabinet, give the unit number with the cabinet number, terminal strip number and terminal number; if on a panel, give the unit number, panel number).
  - 2.6 Item (6): Briefly describe EACH alteration, which must be listed by a separate entry, i.e. EACH lifted wire, EACH jumper installed, EACH plug removed, etc.
  - 2.7 Item (7): The person performing the alteration shall record the date of the alteration and shall initial in the "Int" column.
  - 2.8 Item (8): The person removing the alteration and restoring the circuit to normal shall record the date of the restoration and shall initial in the "Int." column to show that the circuit or device has been restored.
  - 2.9 Item (9): Record any pertinent information related restoration. If more space is needed, attach additional pages.
  - 2.10 Item (10): The technician performing the procedural alteration shall print his / her name, enter their initials, and the date.

### **NOTE**

**Any lifted wires or installed jumpers which affect the operation of safety or protective devices must be authorized by the Senior Engineer and the Head of Magnet Operations**

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**LIFTED WIRE / JUMPER  
TAG**  
(Xerox copy of tag)