

# CNV-1004 Permit to Work Template

|              |                                                                                                                                        |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Status       | Approved                                                                                                                               |
| Owner        | ERGUIZA-ext, Pinky Love                                                                                                                |
| Stakeholders | LEIGHTON-ext, Dean PUN-ext, Eddy JOSHI-ext, Aditya TEE-ext, Paul MOUSSA-ext, Eva STEFANESCU-ext, Aurelia DUNNE-ext, Al KOK-ext, Marcel |

## Purpose

The purpose of this document is to define the conversion approach to create Permit to Work Template in S/4 HANA.

Permit to Work in Work Clearance Management (WCM) provides a systematic approach in controlling and executing the operational and maintenance activities safely and efficiently in a worksite. The Permit to Work solution helps to manage the risks inherent to hazardous tasks and ensure that the necessary precautions are put in place to improve the safety of personnel, plant, and the environment.

To provide authorization for jobs that require high-risk activities, Permit to Work provides Work Permit, a formal printed document with the description of the work, the requirements to be fulfilled, and the safety measures to be followed. A work permit authorizes the receiver to carry out the specified work at the specified time and acts as an agreement between the issuer and the receiver about the conditions, risks, and precautions involved.

A Work Permit Template provides a predesigned structure that can be used to create work permits in a consistent format. Creating work permits using a template allows you to simplify and streamline the work permit generation process.

## Conversion Scope

The scope of this document covers the approach for creating Work Permit Template into S/4HANA following the Permit to Work Template Master Data Design Standard.

All Data for Permit to Work Template fully constructed in the DCT.

The data from legacy system includes:

1. Not applicable

The data from legacy system excludes:

1. Not applicable

**Note:** There are no tables to extract from the source systems

List of source systems and approximate number of records

| Source | Scope                                                                                                                                                               | Source Approx No. of Records | Target System | Target Approx No. of Records |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------|------------------------------|
| DCT    | All Permit to Work data will be fully constructed, as it does not currently exist in the source systems and represents a new design in the to-be Syensqo landscape. | 300                          | S/4 HANA      | 300                          |

## Additional Information

### Multi-language Requirement

Permit to Work Template does not have multi language support. Permit to Work Template text will be migrated using EN logon.

### Document Management

Not Applicable

### Legal Requirement

Not Applicable

### Special Requirements

Not Applicable

## Target Design

### 1. Permit to Work Template

| Table          | Field                    | Data Element | Field Description              | Data Type | Length | Requirement |
|----------------|--------------------------|--------------|--------------------------------|-----------|--------|-------------|
| IWRKPMTEMPLATE | WORKPERMIT               | WCEWAPINR    | Application                    | CHAR      | 12     | Mandatory   |
| IWRKPMTEMPLATE | WORKPERMITTYPE           | WCEUSAGE     | Usage                          | CHAR      | 3      | Mandatory   |
| IWRKPMTEMPLATE | WRKPERMITDESC            | WCESTXT      | Descriptive Short Text         | CHAR      | 40     | Mandatory   |
| IWRKPMTEMPLATE | MAINTENANCEPLANNINGPLANT | IWERK        | Maintenance Planning Plant     | CHAR      | 4      | Mandatory   |
| IWRKPMTEMPLATE | WRKPERMITVALIDFRMDATE    | WCEDATEFR    | Valid-From Date for WCM Object | DATS      | 8      | Mandatory   |
| IWRKPMTEMPLATE | WRKPERMITVALIDFRMTIME    | WCETIMEFR    | Valid-From Time for WCM Object | TIMS      | 6      | Mandatory   |
| IWRKPMTEMPLATE | WRKPERMITVALIDTODATE     | WCEDATETO    | Valid-To Date for WCM Object   | DATS      | 8      | Mandatory   |
| IWRKPMTEMPLATE | WRKPERMITVALIDTOTIME     | WCETIMETO    | Valid-To Time for WCM Object   | TIMS      | 6      | Mandatory   |
| IWRKPMTEMPLATE | WORKCENTER               | PPH_ARBPL    | Work Center                    | CHAR      | 8      | Mandatory   |
| IWRKPMTEMPLATE | WORKCENTERPLANT          | WERKS_D      | Plant                          | CHAR      | 4      | Mandatory   |

### 2. Approvals

| Table        | Field                    | Data Element                 | Field Description           | Data Type | Length | Requirement |
|--------------|--------------------------|------------------------------|-----------------------------|-----------|--------|-------------|
| IWPMAPPROVAL | WORKPERMIT               | WCEWAPINR                    | Application                 | CHAR      | 12     | Mandatory   |
| IWPMAPPROVAL | WORKPERMITAPPROVAL       | PMSOG                        | Permit Key (Approval Type)  | CHAR      | 10     | Mandatory   |
| IWPMAPPROVAL | WORKPERMITAPPROVALSTATUS | PTWEWORKPERMITAPPROVALSTATUS | Work Permit Approval Status | CHAR      | 1      | Mandatory   |

Permit to Work Template Data strictly adheres to the Master Data Standard. The complete information of the key fields that hold the Permit to Work Template information follows the Master Data Standard document that is located [here](#).

## Data Cleansing

The Permit to Work Template does not exist in the legacy system. Therefore, data cleansing is not applicable.

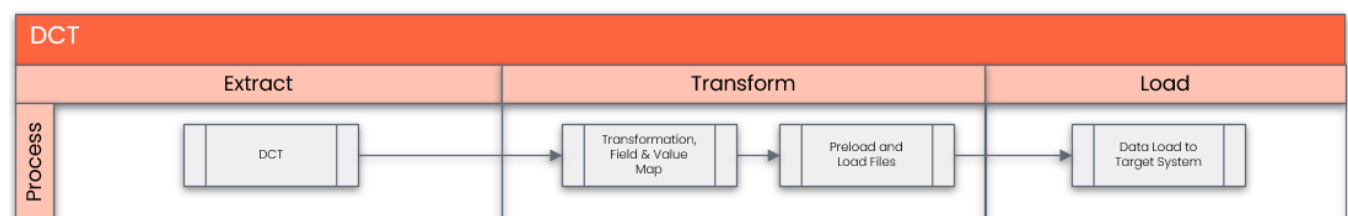
Data for the Work Permit Template will be captured directly in the Data Collection Template (DCT) and any required refinement will be carried out during the data construction activity.

| ID | Criticality | Error Message/Report Description | Rule | Output | Source System |
|----|-------------|----------------------------------|------|--------|---------------|
|    |             | Not Applicable                   |      |        |               |

Note: List of Cleansing is maintained here: [Conversion Specs Register \(DCT & Cleansing Report\)](#)

## Conversion Process

The high-level process for DCT is represented by the diagram below:



Collection will be done manually in the Data Collection Template for the following scenarios:

- For all A2D In-scope Planning Plants.

## Data Privacy and Sensitivity

Not Applicable

## Extraction

Data extraction is not applicable, as no corresponding data exists in the legacy system.

## Extraction Run Sheet

| Req # | Requirement Description | Team Responsible |
|-------|-------------------------|------------------|
|       | Not Applicable          |                  |

## Selection Screen

| Selection Ref Screen | Parameter Name | Selection Type | Requirement | Value to be entered/set |
|----------------------|----------------|----------------|-------------|-------------------------|
|                      | Not Applicable |                |             |                         |

## Data Collection Template (DCT)

Target Ready Data Collection Template will be created for data with exception of some fields which require transformation as mentioned in the transformation rule.

**Note:** All rules specified below should be documented as a **tooltip** in the DC Page.

Format:

- **Line 1:** Mandatory / Conditional
- **Line 2:** Remaining text

### 1. Permit to Work Template

| Field Name         | Field Description               | Rule                                                                                    |
|--------------------|---------------------------------|-----------------------------------------------------------------------------------------|
| WORKPERMIT         | Application                     | Mandatory.<br><br>Staging identifier used to uniquely define a Permit to Work Template. |
| WORKPERMIT<br>TYPE | Work Permit<br>Template<br>Type | Mandatory.<br><br>Must be a valid Work Permit Template Type (VPTWTEMPLATETYPE).         |

|                                  |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WRKPERMITD<br>ESC                | Descriptive<br>Short Text            | <p>Mandatory.</p> <p>Template for Maintenance - prefix with MAIN and suffixed with NNN.</p> <p>Template for Non-Maintenance Work - prefix with NMW and suffixed with NNN.</p> <p><i>Note: NNN should be running 3 digit number</i></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• MAIN_WORK_PERMIT_001</li> <li>• MAIN_WORK_PERMIT_002</li> <li>• NMW_WORK_PERMIT_001</li> </ul> <p>There should be no duplicate descriptions within the same plant.</p> <p>All Letters must be in uppercase.</p> <p>The description must correspond to the permit template type. For example, a maintenance work permit can only use the prefix <b>MAIN</b> if the Permit Template Type is also set to <b>Maintenance</b>.</p> |
| MAINTENANC<br>EPLANNINGP<br>LANT | Maintenance<br>Planning Plant        | <p>Mandatory.</p> <p>Allowed values: List from Value Mapping - Plant where Maintenance Plant = Yes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| WRKPERMITV<br>ALIDFRMDATE        | Valid-From<br>Date for<br>WCM Object | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• Start date of validity of template</li> <li>• Ensure this is set to current date or in the future. No date in the past.</li> <li>• Must be in DDMMYYYY format</li> </ul> <p><i>Note: "Current Date" refers to the start validity of the Permit to Work template at a specific reference point in time.</i></p> <p><i>During mocks and at go-live, "Current Date" should be treated as the "go-live" date.</i></p> <p><i>If a past date is provided, this will be set to the "go-live" date.</i></p>                                                                                                                                                                 |
| WRKPERMITV<br>ALIDFRMTIME        | Valid-From<br>Time for<br>WCM Object | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• Start time of validity of template</li> <li>• Must be in HHMMSS format</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| WRKPERMITV<br>ALIDTODATE         | Valid-To Date<br>for WCM<br>Object   | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• End date of validity of template</li> <li>• Ensure date is in the future. Should be later than the Valid-From Date</li> <li>• Must be in DDMMYYYY format</li> </ul> <p><i>Note: Referring to the note in "Valid-From Date for WCM Object", if a past date is provided, this will be set to the "go-live" date plus the difference between the originally provided Valid-To Date and Valid-From Date for the WCM Object.</i></p>                                                                                                                                                                                                                                     |
| WRKPERMITV<br>ALIDTOTIME         | Valid-To Time<br>for WCM<br>Object   | <p>Mandatory</p> <ul style="list-style-type: none"> <li>• End time of validity of template</li> <li>• Must be in HHMMSS format</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| WORKCENTER                       | Work Center                          | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• Responsible work center for template</li> <li>• Should exist in Work Centre DCT.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Note: List of DCTs is maintained here: [Conversion Specs Register \(DCT & Cleansing Report\)](#)

## Extraction Dependencies

| Item # | Step Description | Team Responsible |
|--------|------------------|------------------|
|        | Not Applicable   |                  |

# Transformation

The Target fields are mapped to the applicable Legacy field that will be its source, this is a 3-way activity involving the Business, Functional team and Data team. This identifies the transformation activity required to allow ADMM to make the data Target ready:

1. Perform value mapping and data transformation rules.
  - a. Legacy values are mapped to the to-be values (this could include a default value)
  - b. Values are transformed according to the rules defined in Advanced Data Migration and Management (ADMM)
2. Prepare target-ready data in the structure and format that is required for loading via prescribed Load Tool. This step also produces the load data ready for business to perform Pre-load Data Validation

## Transformation Run Sheet

| Item # | Step Description                                                           | Team Responsible    |
|--------|----------------------------------------------------------------------------|---------------------|
| 1      | Obtain DCT Sign-off from Business.                                         | SyWay Data Team     |
| 2      | In dspMigrate, select the wave –R3 S4/HANA – Plant Maintenance             | Syniti              |
| 3      | Go to Process Area Launch and Process the Object – Permit to Work Template | Syniti              |
| 4      | Review and Validate Error and Preload Reports                              | Syniti              |
| 5      | Execute the transformation to prepare the target tables                    | Syniti              |
| 6      | Validate data from pre-load and error reports                              | Business/Data owner |
| 7      | Generate load files                                                        | SyWay Data Team     |

## Transformation Rules

### 1. Permit to Work Template

| Rule # | Source system | Source Table  | Source Field             | Source Description             | Target System | Target Table  | Target Field             | Target Description             | Transformation Logic                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|---------------|---------------|--------------------------|--------------------------------|---------------|---------------|--------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | DCT           | IWRKPMTTEMPLE | WORKPERMIT               | Application                    | S/4 Hana      | IWRKPMTTEMPLE | WORKPERMIT               | Application                    | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2      | DCT           | IWRKPMTTEMPLE | WORKPERMITTYPE           | Work Permit Template Type      | S/4 Hana      | IWRKPMTTEMPLE | WORKPERMITTYPE           | Usage                          | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3      | DCT           | IWRKPMTTEMPLE | WRKPERMITDESC            | Descriptive Short Text         | S/4 Hana      | IWRKPMTTEMPLE | WRKPERMITDESC            | Descriptive Short Text         | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4      | DCT           | IWRKPMTTEMPLE | MAINTENANCEPLANNINGPLANT | Maintenance Planning Plant     | S/4 Hana      | IWRKPMTTEMPLE | MAINTENANCEPLANNINGPLANT | Maintenance Planning Plant     | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5      | DCT           | IWRKPMTTEMPLE | WRKPERMITVALIDFRMDATE    | Valid-From Date for WCM Object | S/4 Hana      | IWRKPMTTEMPLE | WRKPERMITVALIDFRMDATE    | Valid-From Date for WCM Object | Direct Mapping.<br><br>If the DCT date is <b>earlier</b> than the value specified in Value Mapping: <b>OTH_Migration_Date Relevant Values A2D</b> (using Object ID "1004" and Field Name "IWRKPMTTEMPLE-WRKPERMITVALIDFRMDATE"), replace it with the <b>Value from OTH_Migration_Date Relevant Values A2D</b> .                                                                                                         |
| 6      | DCT           | IWRKPMTTEMPLE | WRKPERMITVALIDTODATE     | Valid-To Date for WCM Object   | S/4 Hana      | IWRKPMTTEMPLE | WRKPERMITVALIDTODATE     | Valid-To Date for WCM Object   | Direct Mapping.<br><br>If DCT " <b>Valid-From Date for WCM Object</b> " date is <b>earlier</b> than the value specified in Value Mapping: <b>OTH_Migration_Date Relevant Values A2D</b> (using Object ID "1004" and Field Name "IWRKPMTTEMPLE-WRKPERMITVALIDFRMDATE"), replace it with the <b>Value from OTH_Migration_Date Relevant Values A2D + (Valid-To Date for WCM Object - Valid-From Date for WCM Object)</b> . |
| 7      | DCT           | IWRKPMTTEMPLE | WRKPERMITVALIDTODATE     | Valid-To Date for WCM Object   | S/4 Hana      | IWRKPMTTEMPLE | WRKPERMITVALIDTODATE     | Valid-To Date for WCM Object   | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |
| 8      | DCT           | IWRKPMTTEMPLE | WRKPERMITVALIDTotime     | Valid-To Time for WCM Object   | S/4 Hana      | IWRKPMTTEMPLE | WRKPERMITVALIDTotime     | Valid-To Time for WCM Object   | Direct Mapping                                                                                                                                                                                                                                                                                                                                                                                                          |

|    |     |                     |                                  |                               |          |                     |                         |             |                |
|----|-----|---------------------|----------------------------------|-------------------------------|----------|---------------------|-------------------------|-------------|----------------|
| 9  | DCT | IWRKPMTT<br>EMPLATE | WORKCEN<br>TER                   | Work Center                   | S/4 Hana | IWRKPMT<br>TEMPLATE | WORKCE<br>NTER          | Work Center | Direct Mapping |
| 10 | DCT | IWRKPMTT<br>EMPLATE | MAINTENA<br>NCEPLAN<br>NINGPLANT | Maintenance<br>Planning Plant | S/4 Hana | IWRKPMT<br>TEMPLATE | WORKCE<br>NTERPLA<br>NT | Plant       | Direct Mapping |

## 2. Approvals

| Rule # | Source system | Source Table        | Source Field   | Source Description | Target System | Target Table     | Target Field                         | Target Description             | Transformation Logic                                                                                                                                             |
|--------|---------------|---------------------|----------------|--------------------|---------------|------------------|--------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | DCT           | IWRKPMTT<br>EMPLATE | WORKPER<br>MIT | Application        | S/4 Hana      | IWPMAPP<br>ROVAL | WORKPE<br>RMIT                       | Application                    | Direct Mapping                                                                                                                                                   |
| 2      | -             | -                   | -              | -                  | S/4 Hana      | IWPMAPP<br>ROVAL | WORKPE<br>RMITAPP<br>ROVAL           | Permit Key<br>(Approval Type)  | Derive the value as per Value Mapping: <b>OTH_Migration_Date Relevant Values A2D</b> (using Object ID "1004" and Field Name = "IWPMAPPROVAL-WORKPERMITAPPROVAL". |
| 3      | -             | -                   | -              | -                  | S/4 Hana      | IWPMAPP<br>ROVAL | WORKPE<br>RMITAPP<br>ROVALST<br>ATUS | Work Permit<br>Approval Status | Default to "A"                                                                                                                                                   |

List of Custom Target Reports for this object is maintained here: [Conversion Specification - Custom Reports Register](#).

## Transformation Mapping

| Mapping Table Name                     | Mapping Table Description                                      |
|----------------------------------------|----------------------------------------------------------------|
| OTH_Migration_Date Relevant Values A2D | Dates to be defaulted for A2D objects for each Migration Cycle |
| Plant                                  | Old to New Plant                                               |

List of Transformation Mappings with additional details is maintained here: [Transformation Mappings](#)

## Transformation Dependencies

List the steps that need to occur before transformation can commence

| Item # | Step Description                                   | Team Responsible |
|--------|----------------------------------------------------|------------------|
| 1      | Ensure DCT tables completeness                     | Syniti           |
| 2      | Ensure all Transformation mappings are up to date. | Syniti           |

## Pre-Load Validation

### Project Team

### Completeness

| Task                | Action                                                                                                                                                        |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verify Record Count | Data team to verify that the total number of relevant records from the source systems is equal to the total number of records in the Preload and Load Sheets. |

### Accuracy

| Task                | Action                                                                                                                                                                                                                                                        |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Accuracy | <p>SyWay A2D Data Team to verify that all fields below meet pass the checks:</p> <ol style="list-style-type: none"> <li>1. Mandatory Fields</li> <li>2. Field and Value Mapping Correctness</li> <li>3. Null Checks</li> <li>4. Text Length Checks</li> </ol> |

|                      |                                                                                                                                                                        |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review Error Reports | Review and correct the errors. Achieve a zero-error record count as much as possible. Raise defects for data remediated and requiring a correction in the source data. |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Business

### Completeness

| Task                | Action                                                                                                                                                            |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verify Record Count | Business team to verify that the total number of relevant records from the source systems is equal to the total number of records in the Preload and Load Sheets. |

### Accuracy

| Task                | Action                                                                                                                                     |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Accuracy | Business to verify that all the data in the load table/file is accurate as per endorsed transformation/mapping rules (and signed-off data) |

## Load

The load process includes:

1. Execute the automated data load into target system using load tool or product the load file if the load must be done manually
2. Once the data is loaded to the target system, it will be extracted and prepared for Post Load Data Validation

**Note:** A custom load program is required and is to be developed by the SyWay Development Team.

### Load Run Sheet

| Item # | Step Description                                                                                                                | Team Responsible |
|--------|---------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1      | Ensure Pre-load sign-offs are obtained.                                                                                         | SyWay Data team  |
| 2      | Go to the load tool and select the correct load Program.                                                                        | SyWay Data team  |
| 3      | Proceed with Data load.                                                                                                         | SyWay Data team  |
| 4      | Validate few records loaded by accessing standard transactions.                                                                 | SyWay Data team  |
| 5      | Generate the post load reports in the tool.                                                                                     | SyWay Data team  |
| 6      | Log errors as defects, if any and address resolutions. Close defects.                                                           | SyWay Data team  |
| 7      | Resolve defects by re-upload and re-generate post load reports if necessary.                                                    | SyWay Data team  |
| 8      | Business to validate the post load files as part of post-load validation, raise data defects or provide the post-load sign-off. | Business         |
| 9      | Repeat steps 5 to 7 if necessary.                                                                                               | SyWay Data team  |

## Load Phase and Dependencies

Pre-Cutover

### Configuration

| Item # | Configuration Item    |
|--------|-----------------------|
| 1      | T001W-Plants/Branches |

|   |                              |
|---|------------------------------|
| 2 | T357G-Permits                |
| 3 | WCCY-WCM: Use of Application |

## Conversion Objects

| Object # | Preceding Object Conversion Approach |
|----------|--------------------------------------|
| 1006     | Work Centre                          |

## Error Handling

| Error Type    | Error Description                        | Action Taken                                                       |
|---------------|------------------------------------------|--------------------------------------------------------------------|
| Configuration | Invalid Plant                            | Engage Functional team to expedite and fix the error in the system |
| Configuration | Invalid Permit                           | Engage Functional team to expedite and fix the error in the system |
| Configuration | Invalid WCM: Use of Application          | Engage Functional team to expedite and fix the error in the system |
| Invalid       | Invalid or Inactive Work Centre assigned | Expedite whether the master data is changed in the system          |

## Post-Load Validation

### Project Team

### Completeness

| Task         | Action                                                                                                                                                      |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verify Count | Data team to verify the record count created in target S/4 HANA by accessing post load reports in dspMigrate or standard reports from S/4 HANA.             |
| Verify Logs  | Check if there is data that failed to load and perform the necessary actions (e.g. register as post load issue, or attempt to load the record again, etc.). |

### Accuracy

| Task                | Action                                                                                                                                                              |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Accuracy | Data team to verify that the Work Permit Template data in target S/4 HANA were loaded correctly via dspMigrate post load reports or standard reports from S/4 HANA. |

## Business

### Completeness

| Task         | Action                                                                                                                                                    |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verify Count | Download Post Load Reports from dspMigrate and verify that the record count loaded in the target S/4 HANA is the same count as of the endorsed load file. |

### Accuracy

| Task                | Action                                                                                                                                                 |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conversion Accuracy | Verify that the Work Permit Template data in target S/4 HANA were loaded correctly via dspMigrate post load reports or standard reports from S/4 HANA. |

# Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- Permit to Work Template is in scope based on data design and any exception requested by business.
- Only one approval type is required for the Permit to Work Template.
- There must be at least one Maintenance Permit Template Type and at least one Non-Maintenance Permit Template Type for all Planning Plants, aligned with the configuration values. Exceptions apply only to plants with local regulatory requirements, where no templates may be expected.
- Planning Plants in A2D scope are the same as Maintenance Plants in A2D scope. As per the SyWay to-be design, the Planning Plant will always correspond to the Maintenance Plant.

## See also

Work Permit Template is managed using Fiori Application and the data sits within CDS views.

Since this is a new functionality, references have been included below to support the conversion process.

### 1. General Information

Description of the Permit to Work Template

EditApplication Logs

300000004

Planning Plant: The plant responsible

Work Permit Template: Type of the permit template

Processing Status: Final Approval Status

General Information

Object List

Safety Requirements

Partners

Approvals

Comments

Status

Attachments

General Data

Reference Object

Responsibility

Location Data of Reference O...

Administrative Information

Description: Description of the PWT

Validity End: DD.MM.YYYY, HH:MM:SS

Validity Start: DD.MM.YYYY, HH:MM:SS

Template Long Text: -

Technical Object: -

Technical Object type: -

Main Work Center: Associated Work Centre

Main Work Center Plant: Plant attached to Work Center

Authorization Group: -

Planner Group: -

Maintenance Plant: -

Location: -

Room: -

Plant Section: -

Created On: 21.11.2025, 15:50:18

Created By: ERGU2790

Changed On: 21.11.2025, 17:02:20

Changed By: ERGU2790

### 2. Approvals

Description of the Permit to Work Template

EditApplication Logs

300000004

Planning Plant: The plant responsible

Work Permit Template: Type of the permit template

Processing Status: Final Approval Status

General Information

Object List

Safety Requirements

Partners

Approvals

Comments

Status

Attachments

Approvals (1) Standard

| Description                | Requirement | Approver Information | Status          |
|----------------------------|-------------|----------------------|-----------------|
| Permit Key (Approval Type) | Optional    |                      | Approval Status |

Approvals History (1) Standard

| Description          | Approved By | Approved On          | Approver Information | Approval Comments | Revoked By | Revoked On | Revoke Comments |
|----------------------|-------------|----------------------|----------------------|-------------------|------------|------------|-----------------|
| Maintenance approval | ERGU2790    | 21.11.2025, 15:46:49 |                      |                   |            |            |                 |

## Change log

| Version                | Published                 | Changed By                              | Comment |
|------------------------|---------------------------|-----------------------------------------|---------|
| <b>CURRENT (v. 76)</b> | <b>Feb 09, 2026 11:20</b> | <b>ERGUIZA-ext, Pinky Love</b>          |         |
| <a href="#">v. 75</a>  | Jan 29, 2026 07:44        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 74</a>  | Jan 28, 2026 06:30        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 73</a>  | Dec 15, 2025 15:21        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 72</a>  | Dec 15, 2025 14:53        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 71</a>  | Dec 15, 2025 14:31        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 70</a>  | Dec 15, 2025 14:23        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 69</a>  | Dec 11, 2025 13:11        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 68</a>  | Dec 11, 2025 12:53        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |
| <a href="#">v. 67</a>  | Dec 11, 2025 12:50        | <a href="#">ERGUIZA-ext, Pinky Love</a> |         |

[Go to Page History](#)

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

| Feb 23, 2026                      | Actor                                                                                                                       | Type  | Activity                                                                                                                                                                    | Version             |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <a href="#">Approved</a>          |  <a href="#">TAN-ext, Charmaine</a>      | State | changed state to <a href="#">Approved</a> at 3:16 pm (State override)<br><i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i> | <a href="#">v76</a> |
| <a href="#">Lead Approval</a>     |  <a href="#">TAN-ext, Charmaine</a>      | State | gave <i>Minor change</i> approval at 3:16 pm<br><i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i>                          |                     |
| Feb 10, 2026                      |                                                                                                                             |       |                                                                                                                                                                             |                     |
|                                   |  <a href="#">MOUSSA-ext, Eva</a>         | State | changed expiry date to '17 Feb, 2026 11:49 am' at 11:49 am                                                                                                                  |                     |
|                                   |                                                                                                                             | State | changed state to <a href="#">Lead Approval</a> at 11:49 am                                                                                                                  | <a href="#">v76</a> |
| <a href="#">Tech Review</a>       |  <a href="#">MOUSSA-ext, Eva</a>         | State | gave <i>Syniti Team Review</i> approval at 11:49 am<br><i>V.76 approved</i>                                                                                                 |                     |
| From Jan 28, 2026 to Feb 09, 2026 |                                                                                                                             |       |                                                                                                                                                                             |                     |
|                                   |  <a href="#">ERGUIZA-ext, Pinky Love</a> | Edit  | updated the page at 6:30 am                                                                                                                                                 |                     |