

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.

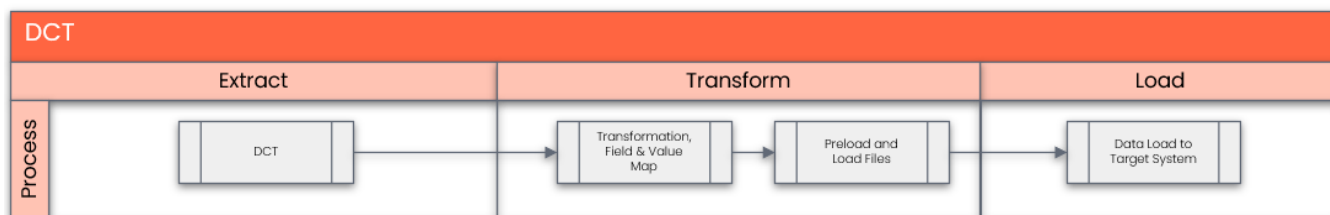
Data for the Work Permit Template will be captured directly in the Data Collection Template (DCT) and any required refinement will be carried out during the data construction activity.

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. Staging identifier used to uniquely define a Permit to Work Template.
WORKPERMIT TYPE	Work Permit Template Type	Mandatory. Must be a valid Work Permit Template Type (VPTWTEMPLATETYPE).

WRKPERMITD ESC	Descriptive 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"> • MAIN_WORK_PERMIT_001 • MAIN_WORK_PERMIT_002 • NMW_WORK_PERMIT_001 <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 MAIN if the Permit Template Type is also set to Maintenance.</p>
MAINTENANC EPLANNINGP LANT	Maintenance Planning Plant	<p>Mandatory.</p> <p>Allowed values: List from Value Mapping - Plant where Maintenance Plant = Yes</p>
WRKPERMITV ALIDFRMDATE	Valid-From Date for WCM Object	<p>Mandatory.</p> <ul style="list-style-type: none"> • Start date of validity of template • Ensure this is set to current date or in the future. No date in the past. • Must be in DDMMYYYY format <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. If a past date is provided, this will be set to the "go-live" date.</i></p>
WRKPERMITV ALIDFRMTIME	Valid-From Time for WCM Object	<p>Mandatory.</p> <ul style="list-style-type: none"> • Start time of validity of template • Must be in HHMMSS format
WRKPERMITV ALIDTODATE	Valid-To Date for WCM Object	<p>Mandatory.</p> <ul style="list-style-type: none"> • End date of validity of template • Ensure date is in the future. Should be later than the Valid-From Date • Must be in DDMMYYYY format <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 ALIDTOTIME	Valid-To Time for WCM Object	<p>Mandatory</p> <ul style="list-style-type: none"> • End time of validity of template • Must be in HHMMSS format
WORKCENTER	Work Center	<p>Mandatory.</p> <ul style="list-style-type: none"> • Responsible work center for template • Should exist in Work Centre DCT.

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

9	DCT	IWRKPMTT EMPLATE	WORKCEN TER	Work Center	S/4 Hana	IWRKPMT TEMPLATE	WORKCE NTER	Work Center	Direct Mapping
10	DCT	IWRKPMTT EMPLATE	MAINTENA NCEPLAN NINGPLANT	Maintenance Planning Plant	S/4 Hana	IWRKPMT TEMPLATE	WORKCE NTERPLA 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 EMPLATE	WORKPER MIT	Application	S/4 Hana	IWPMAPP ROVAL	WORKPE RMIT	Application	Direct Mapping
2	-	-	-	-	S/4 Hana	IWPMAPP ROVAL	WORKPE RMITAPP ROVAL	Permit Key (Approval Type)	Derive the value as per Value Mapping: OTH_Migration_Date Relevant Values A2D (using Object ID "1004" and Field Name = "IWPMAPPROVAL-WORKPERMITAPPROVAL").
3	-	-	-	-	S/4 Hana	IWPMAPP ROVAL	WORKPE RMITAPP ROVALST ATUS	Work Permit 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	SyWay A2D Data Team to verify that all fields below meet pass the checks: <ol style="list-style-type: none"> 1. Mandatory Fields 2. Field and Value Mapping Correctness 3. Null Checks 4. Text Length Checks

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.
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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

The screenshot shows the 'Description of the Permit to Work Template' Fiori application. The title bar includes 'Edit', 'Application Logs', and a share icon. The ID '300000004' is displayed. Key fields are: Planning Plant: The plant responsible, Work Permit Template: Type of the permit template, and Processing Status: Final Approval Status. The navigation bar includes: General Information (selected), Object List, Safety Requirements, Partners, Approvals, Comments, Status, and Attachments. The main content area is divided into several sections:

- General Data:** Description: Description of the PWT, Validity End: DD.MM.YYYY, HH:MM:SS, Validity Start: DD.MM.YYYY, HH:MM:SS, Template Long Text: -
- Reference Object:** Technical Object: -, Technical Object type: -
- Responsibility:** Main Work Center: Associated Work Centre, Main Work Center Plant: Plant attached to Work Centre, Authorization Group: -, Planner Group: -
- Location Data of Reference O...:** Maintenance Plant: -, Location: -, Room: -, Plant Section: -
- Administrative Information:** Created On: 21.11.2025, 15:50:18, Created By: ERGU2790, Changed On: 21.11.2025, 17:02:20, Changed By: ERGU2790

2. Approvals

The screenshot shows the 'Description of the Permit to Work Template' Fiori application with the 'Approvals' tab selected. The title bar and ID '300000004' are the same. Key fields are: Planning Plant: The plant responsible, Work Permit Template: Type of the permit template, and Processing Status: Final Approval Status. The navigation bar includes: General Information, Object List, Safety Requirements, Partners, Approvals (selected), Comments, Status, and Attachments. The main content area shows:

- Approvals (1) Standard:** A table with columns: Description, Requirement, Approver Information, and Status. One entry is shown: Permit Key (Approval Type) with Requirement: Optional and Status: Approval Status.
- Approvals History (1) Standard:** A table with columns: Description, Approved By, Approved On, Approver Information, Approval Comments, Revoked By, Revoked On, and Revoke Comments. One entry is shown: Maintenance approval, Approved By: ERGU2790, Approved On: 21.11.2025, 15:46:49.


Change log

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

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