

# CNV-1206 Safety Certificate Template

|              |                                                                                                                                                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Status       | Approved                                                                                                                                          |
| Owner        | TEE-ext, Paul                                                                                                                                     |
| Stakeholders | ERGUIZA-ext, Pinky Love PUN-ext, Eddy JOSHI-ext, Aditya VILARES, ines LEIGHTON-ext, Dean HEARD-ext, Kevin MOUSSA-ext, Eva STEFANESCU-ext, Aurelia |

## Purpose

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

To enhance the level of safety, an additional safety component - Safety Certificate - can be assigned to work permit. A safety certificate represents the formal safety document that contains the safety protocols for effectively managing the risks associated with certain equipment and sites.

SAP Safety Certificate Templates are standardized forms used in SAP S/4HANA to manage workplace safety requirements. They allow planners to define safety precautions, link certificates to work permits, and ensure compliance with plant safety regulations. Templates streamline certificate creation by providing reusable structures tailored to specific activities or plants.

## Conversion Scope

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

All Data for Safety Certificate Template are 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 Safety Certificate Template 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. | 400                          | S/4 HANA      | 400                          |

## Additional Information

### Multi-language Requirement

Safety Certificate Template does not have multi language support. Safety Certificate Template text will be migrated using EN logon.

### Document Management

Not Applicable

### Legal Requirement

Not Applicable

### Special Requirements

Not Applicable

# Target Design

The technical design of the target for this conversion approach.

## 1. Safety Certificate Template

| Table         | Field                    | Data Element      | Field Description                | Data Type | Length | Requirement |
|---------------|--------------------------|-------------------|----------------------------------|-----------|--------|-------------|
| ISFTYCERTTMPL | SAFETYCERTIFICATE        | SAFETYCERTIFICATE | Number                           | CHAR      | 12     | Mandatory   |
| ISFTYCERTTMPL | SFTYCERTDESC             | WCESTXT           | Description                      | CHAR      | 40     | Mandatory   |
| ISFTYCERTTMPL | MAINTENANCEPLANNINGPLANT | IWERK             | Maintenance Planning Plant       | CHAR      | 4      | Mandatory   |
| ISFTYCERTTMPL | SAFETYCERTIFICATEATYPE   | WCEUSAGE          | Safety Certificate Template type | CHAR      | 3      | Mandatory   |
| ISFTYCERTTMPL | SFTYCERTVALIDFRMDATE     | WCEDATEFR         | Valid From                       | DATS      | 8      | Mandatory   |
| ISFTYCERTTMPL | SFTYCERTVALIDFRMTIME     | WCETIMEFR         | Valid-From Time                  | TIMS      | 6      | Mandatory   |
| ISFTYCERTTMPL | SFTYCERTVALIDTODATE      | WCEDATETO         | Valid to                         | DATS      | 8      | Mandatory   |
| ISFTYCERTTMPL | SFTYCERTVALIDTOTIME      | WCETIMETO         | Valid-To Time                    | TIMS      | 6      | Mandatory   |
| ISFTYCERTTMPL | WORKCENTER               | PPH_ARBPL         | Main Work Center                 | CHAR      | 8      | Mandatory   |
| ISFTYCERTTMPL | WORKCENTERPLANT          | WERKS_D           | Main Work Center Plant           | CHAR      | 4      | Mandatory   |

## 2. Safety Precautions

| Table         | Field                         | Data Element      | Field Description        | Data Type | Length | Requirement |
|---------------|-------------------------------|-------------------|--------------------------|-----------|--------|-------------|
| ISFTYCERTTMPL | SAFETYCERTIFICATE             | SAFETYCERTIFICATE | Number                   | CHAR      | 12     | Mandatory   |
| ISFTYCERTPRC  | SFTYCERTSAFETYPRECAUTIONGROUP | PTWESFTYRQMTGRP   | Safety Requirement Group | CHAR      | 3      | Mandatory   |
| ISFTYCERTPRC  | SFTYCERTSAFETYPRECAUTION      | PTWESFTYRQMT      | Safety Requirement       | CHAR      | 3      | Mandatory   |

## 3. Approvals

| Table         | Field                         | Data Element                 | Field Description | Data Type | Length | Requirement |
|---------------|-------------------------------|------------------------------|-------------------|-----------|--------|-------------|
| ISFTYCERTTMPL | SAFETYCERTIFICATE             | SAFETYCERTIFICATE            | Number            | CHAR      | 12     | Mandatory   |
| ISFCMAPPROVAL | SAFETYCERTIFICATEAPPROVALCODE | PMSOG                        | Approval type     | CHAR      | 10     | Mandatory   |
| ISFCMAPPROVAL | SFTYCERTIFICATEAPPROVALSTATUS | PTWEWORKPERMITAPPROVALSTATUS | Approval status   | CHAR      | 1      | Mandatory   |

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

# Data Cleansing

Safety Certificate Template does not exist in the legacy system. Therefore, data cleansing is not applicable.

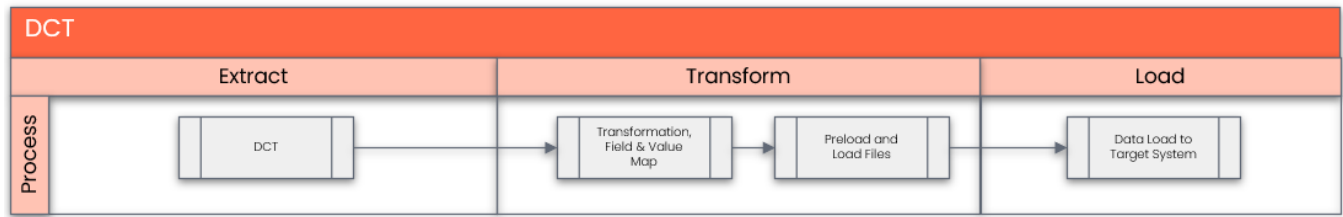
Data for the Safety Certificate Template will be captured directly in the Data Collection Template (DCT) and any required refinement will be carried out during the data construction activity.

| 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 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 Safety Certificate Template 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. Safety Certificate Template DCT Rules

| Field Name         | Field Description | Rule                                                                                    |
|--------------------|-------------------|-----------------------------------------------------------------------------------------|
| zSAFETYCERTIFICATE | Number            | Mandatory.<br>Staging identifier used to uniquely define a Safety Certificate Template. |

|                                   |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SFTYCE<br>RTDESC                  | Description                      | <p>Mandatory.</p> <p>Format: AAA-NNN</p> <ul style="list-style-type: none"> <li>• AAA - Safety certificate</li> <li>• NNN - running number</li> <li>• All Letters must be Uppercase</li> <li>• There should be no duplicate descriptions within the same plant.</li> </ul> <p><i>Example: CON-001, CON-002, etc.</i></p> <p><i>Note:</i></p> <p><i>Template will start with three letters, which will be a prefix for the type of safety certificate (e.g. CON for Confined Space, HOT for hot work, etc). This is followed by a running number. The prefix for the description must be aligned with the safety certificate template type setup in the configuration, e.g. the description of a confined space certificate can only be created for a confined space certificate template type.</i></p> |
| MAINTENANCE<br>PLANNING<br>PLANT  | Maintenance Planning Plant       | <p>Mandatory.</p> <p>Allowed values: List from Value Mapping - Plant where Maintenance Plant = Yes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| SAFETY<br>CERTIFICATE<br>TYPE     | Safety Certificate Template type | <p>Mandatory.</p> <p>Must be a valid Safety Certificate Template Type (ISFTYCERTTMPLTYP).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SFTYCE<br>RTVALID<br>FROM<br>DATE | Valid From                       | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• Start date of validity of template</li> <li>• Must be current date or future date. No date in past</li> <li>• Must be in DDMMYYYY format</li> </ul> <p><i>Note: 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>                                                                                                                                                                                                                                                                                                                                                                                                            |
| SFTYCE<br>RTVALID<br>FROM<br>TIME | Valid-From Time                  | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• Start time of validity of template</li> <li>• Must be in HHMMSS format</li> <li>• If the user does not provide a value, this will be set to 000000.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SFTYCE<br>RTVALID<br>TO<br>DATE   | Valid To                         | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• End date of validity of template</li> <li>• Must be a date in future and later than the Valid From date.</li> <li>• Must be in DDMMYYYY format</li> </ul> <p><i>Note: Referring to the note in <b>Valid From</b>, if a past date is provided, this will be set to the "go-live" date plus the difference between the originally provided <b>Valid To</b> date and <b>Valid From</b> date.</i></p>                                                                                                                                                                                                                                                                                                                                           |
| SFTYCE<br>RTVALID<br>TO<br>TIME   | Valid-To Time                    | <p>Mandatory.</p> <ul style="list-style-type: none"> <li>• End time of validity of template</li> <li>• Must be in HHMMSS format</li> <li>• If the user does not provide a value, this will be set to 235959.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| WORK<br>CENTER                    | Main Work Centre                 | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 2. Safety Precautions DCT Rules

| Field Name                    | Field Description        | Rule                                                                                               |
|-------------------------------|--------------------------|----------------------------------------------------------------------------------------------------|
| zSAFETYCERTIFICATE            | Number                   | <p>Mandatory.</p> <p>Staging identifier used to uniquely define a Safety Certificate Template.</p> |
| SFTYCERTSAFETYPRECAUTIONGROUP | Safety Requirement Group | <p>Mandatory.</p> <p>Must be a valid Safety Requirement Group (VPTWSFTCERTASGMT)</p>               |

|                          |                    |                                                                         |
|--------------------------|--------------------|-------------------------------------------------------------------------|
| SFTYCERTSAFETYPRECAUTION | Safety Requirement | Mandatory.<br><br>Must be a valid Safety Requirement (VPTWSFTCERTASGMT) |
|--------------------------|--------------------|-------------------------------------------------------------------------|

Note: Multiple Safety Precautions may be assigned to each Safety Certificate Template

### 3. Approvals DCT Rules

| Field Name                    | Field Description | Rule                                                                                        |
|-------------------------------|-------------------|---------------------------------------------------------------------------------------------|
| zSAFETYCERTIFICATE            | Number            | Mandatory.<br><br>Staging identifier used to uniquely define a Safety Certificate Template. |
| SAFETYCERTIFICATEAPPROVALCODE | Approval type     | Mandatory.<br><br>Must be a valid value as per Safety Certificate type (T357G)              |

Note: Multiple Approvals may be assigned to each Safety Certificate Template

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 – Safety Certificate 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. General information

| Rule # | Source system | Source Table | Source Field | Source Description | Target System | Target Table      | Target Field              | Target Description | Transformation Logic                                                                                                     |
|--------|---------------|--------------|--------------|--------------------|---------------|-------------------|---------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1      | -             | -            | -            | -                  | S/4 HANA      | ISFTYCER<br>TTMPL | SAFETYC<br>ERTIFICA<br>TE | Number             | System Generated<br><br>Note: To be created using the Custom Load Program.<br>Leave this field blank in the Preload file |

|    |     |                   |                                  |                                        |          |                   |                                      |                                        |                                                                                                                                                                                                                                                                                                                                                     |
|----|-----|-------------------|----------------------------------|----------------------------------------|----------|-------------------|--------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2  | DCT | ISFTYCER<br>TTMPL | SFTYCER<br>DESC                  | Description                            | S/4 HANA | ISFTYCER<br>TTMPL | SFTYCER<br>TDESC                     | Description                            | Direct Mapping                                                                                                                                                                                                                                                                                                                                      |
| 3  | DCT | ISFTYCER<br>TTMPL | MAINTENA<br>NCEPLAN<br>NINGPLANT | Maintenance<br>Planning Plant          | S/4 HANA | ISFTYCER<br>TTMPL | MAINTEN<br>ANCEPLA<br>NNINGPL<br>ANT | Maintenance<br>Planning Plant          | Direct Mapping                                                                                                                                                                                                                                                                                                                                      |
| 4  | DCT | ISFTYCER<br>TTMPL | SAFETYCE<br>RTIFICATE<br>TYPE    | Safety<br>Certificate<br>Template type | S/4 HANA | ISFTYCER<br>TTMPL | SAFETYC<br>ERTIFICA<br>TETYPE        | Safety<br>Certificate<br>Template type | Direct Mapping                                                                                                                                                                                                                                                                                                                                      |
| 5  | DCT | ISFTYCER<br>TTMPL | SFTYCER<br>VALIDFRM<br>DATE      | Valid From                             | S/4 HANA | ISFTYCER<br>TTMPL | SFTYCER<br>TVALIDFR<br>MDATE         | Valid From                             | Direct Mapping.<br><br>If the <b>Valid From</b> date is <b>earlier</b> than the value specified in Value Mapping: <b>OTH_Migration_Date Relevant Values A2D</b> (using Object ID "1206" and Field Name "ISFTYCERTTMPL-SFTYCERVALIDFRMDATE"), replace it with the <b>Value from OTH_Migration_Date Relevant Values A2D</b> .                         |
| 6  | DCT | ISFTYCER<br>TTMPL | SFTYCER<br>VALIDFRM<br>TIME      | Valid-From<br>Time                     | S/4 HANA | ISFTYCER<br>TTMPL | SFTYCER<br>TVALIDFR<br>MTIME         | Valid-From<br>Time                     | Direct Mapping.<br><br>If blank, default to "000000"                                                                                                                                                                                                                                                                                                |
| 7  | DCT | ISFTYCER<br>TTMPL | SFTYCER<br>VALIDTOD<br>ATE       | Valid to                               |          | ISFTYCER<br>TTMPL | SFTYCER<br>TVALIDTO<br>DATE          | Valid to                               | Direct Mapping.<br><br>If the <b>Valid From</b> date is <b>earlier</b> than the value specified in Value Mapping: <b>OTH_Migration_Date Relevant Values A2D</b> (using Object ID "1206" and Field Name "ISFTYCERTTMPL-SFTYCERVALIDFRMDATE"), replace it with the <b>Value from OTH_Migration_Date Relevant Values A2D + (Valid to - Valid From)</b> |
| 8  | DCT | ISFTYCER<br>TTMPL | SFTYCER<br>VALIDTOTI<br>ME       | Valid-To Time                          | S/4 HANA | ISFTYCER<br>TTMPL | SFTYCER<br>TVALIDTO<br>TIME          | Valid-To Time                          | Direct Mapping<br><br>If blank, default to "235959"                                                                                                                                                                                                                                                                                                 |
| 9  | DCT | ISFTYCER<br>TTMPL | WORKCEN<br>TER                   | Main Work<br>Center                    | S/4 HANA | ISFTYCER<br>TTMPL | WORKCE<br>NTER                       | Main Work<br>Center                    | Direct Mapping                                                                                                                                                                                                                                                                                                                                      |
| 10 | DCT | ISFTYCER<br>TTMPL | MAINTENA<br>NCEPLAN<br>NINGPLANT | Maintenance<br>Planning Plant          | S/4 HANA | ISFTYCER<br>TTMPL | WORKCE<br>NTERPLA<br>NT              | Main Work<br>Center Plant              | Direct Mapping                                                                                                                                                                                                                                                                                                                                      |

## 2. Safety Precautions

| Rule # | Source system | Source Table     | Source Field                     | Source Description             | Target System | Target Table      | Target Field                     | Target Description             | Transformation Logic |
|--------|---------------|------------------|----------------------------------|--------------------------------|---------------|-------------------|----------------------------------|--------------------------------|----------------------|
| 1      | -             | -                | -                                | -                              | S/4 HANA      | ISFTYCER<br>TTMPL | SAFETYCERTIFICATE                | Number                         | System Generated     |
| 2      | DCT           | ISFTYCER<br>TPRC | SFTYCERSAFETYPRE<br>CAUTIONGROUP | Safety<br>Requirement<br>Group | S/4 HANA      | ISFTYCER<br>TPRC  | SFTYCERSAFETYPRE<br>CAUTIONGROUP | Safety<br>Requirement<br>Group | Direct Mapping       |
| 3      | DCT           | ISFTYCER<br>TPRC | SFTYCERSAFETYPRE<br>CAUTION      | Safety<br>Requirement          | S/4 HANA      | ISFTYCER<br>TPRC  | SFTYCERSAFETYPRE<br>CAUTION      | Safety<br>Requirement          | Direct Mapping       |

## 3. Approvals

| Rule # | Source system | Source Table      | Source Field                      | Source Description | Target System | Target Table      | Target Field                      | Target Description | Transformation Logic |
|--------|---------------|-------------------|-----------------------------------|--------------------|---------------|-------------------|-----------------------------------|--------------------|----------------------|
| 1      | -             | -                 | -                                 | -                  | S/4 HANA      | ISFTYCER<br>TTMPL | SAFETYCERTIFICATE                 | Number             | System Generated     |
| 2      | DCT           | ISFCMAP<br>PROVAL | SFTYCERTIFICATESUB<br>OBJECTTYPE  | Approval type      | S/4 HANA      | ISFCMAP<br>PROVAL | SFTYCERTIFICATESUB<br>OBJECTTYPE  | Approval type      | Direct Mapping       |
| 3      | DCT           | ISFCMAP<br>PROVAL | SFTYCERTIFICATEAPP<br>ROVALSTATUS | Approval status    | S/4 HANA      | ISFCMAP<br>PROVAL | SFTYCERTIFICATEAPP<br>ROVALSTATUS | 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                                               |

## 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      | ISFTYCERTTMPLTYP-Safety Certificate Template type |
| 3      | T357G-Permits                                     |
| 4      | VPTWSFTCERTASGMT-Assign Safety Certificate        |

### 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 Safety Certificate Template type | Engage Functional team to expedite and fix the error in the system |
| Configuration | Invalid Approval type                    | Engage Functional team to expedite and fix the error in the system |
| Configuration | Invalid Safety Requirement Group         | Engage Functional team to expedite and fix the error in the system |
| Configuration | Invalid Safety Requirement               | Engage Functional team to expedite and fix the error in the system |
| Invalid Data  | 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 Safety Certificate 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 Safety Certificate 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.
- Safety Certificate Template is in scope based on data design and any exception requested by business.
- 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.
- A Safety Certificate Template is required where a Permit to Work Template is set up for the plants (although the Permit and Safety Certificate will not be linked)
- There must be at least one Safety Certificate Template per Planning Plant. Exceptions apply only to plants with local regulatory requirements, where no templates may be expected.

## See also

Safety Certificate 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

SAP

Safety Certificate Templates

All | Search

Change Status Edit Print Application Logs

Description of the Safety Certificate Template

1000007

Planning Plant: The plant responsible

Safety Certificate Template Type: Type of the Safety Certificate Template

Processing Status: Final Approval Status

General InformationObject ListSafety PrecautionsAssigned Permit TemplatesPartnersApprovalsCommentsStatusAttachments

General Information

General Data

Safety Certificate Template Description: Description of the SCT

Validity Start: DDMMYYYY, HH-MM-SS

Validity End: DDMMYYYY, HH-MM-SS

Long Text: Test LTXT

Reference Safety Certificate Template: -

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: Maintenance (MAIN)

Planner Group: -

Location Data

Maintenance Plant: -

Location: -

Room: -

Plant Section: -

Administrative Information

Created On: 23.01.2026, 08:12:31

Created By: TEE01488

Changed On: -

Changed By: -

## 2. Safety Precautions

SAP

Safety Certificate Templates

All | Search

Change Status Edit Print Application Logs

Description of the Safety Certificate Template

1000007

Planning Plant: The plant responsible

Safety Certificate Template Type: Type of the Safety Certificate Template

Processing Status: Final Approval Status

General InformationObject ListSafety PrecautionsAssigned Permit TemplatesPartnersApprovalsCommentsStatusAttachments

Safety Precautions (6) Standard

| Category                    | Description                    |
|-----------------------------|--------------------------------|
| Safety Precautions Category | Safety Precautions Description |
| Confined Space              | Gas Test                       |
| Confined Space              | Gas Test                       |
| Confined Space              | Man Watch                      |
| Confined Space              | Man Watch                      |
| Confined Space              | Man Watch                      |

## 3. Approvals

SAP

Safety Certificate Templates

All | Search

Change Status Edit Print Application Logs

Description of the Safety Certificate Template

1000007

Planning Plant: The plant responsible

Safety Certificate Template Type: Type of the Safety Certificate Template

Processing Status: Final Approval Status

General InformationObject ListSafety PrecautionsAssigned Permit TemplatesPartnersApprovalsCommentsStatusAttachments

Approvals Standard

| Description                            | Requirement | Approver Information | Status          | Action |
|----------------------------------------|-------------|----------------------|-----------------|--------|
| Safety Certificate Key (Approval Type) |             | No items available.  | Approval Status |        |

Approvals History Standard

| Approval Type | Description | Approved By | Approved On | Approval Comments | Approver Information | Revoked By | Revoke Comments | Revoked On |
|---------------|-------------|-------------|-------------|-------------------|----------------------|------------|-----------------|------------|
|               |             |             |             |                   |                      |            |                 |            |

## Change log

| Version          | Published          | Changed By              | Comment |
|------------------|--------------------|-------------------------|---------|
| CURRENT (v. 128) | Apr 02, 2026 13:43 | ERGUIZA-ext, Pinky Love |         |

|                        |                    |                               |
|------------------------|--------------------|-------------------------------|
| <a href="#">v. 127</a> | Feb 12, 2026 16:18 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 126</a> | Feb 12, 2026 16:18 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 125</a> | Feb 12, 2026 16:17 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 124</a> | Feb 12, 2026 16:16 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 123</a> | Feb 12, 2026 16:15 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 122</a> | Feb 12, 2026 15:52 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 121</a> | Feb 12, 2026 15:49 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 120</a> | Feb 12, 2026 15:47 | <a href="#">TEE-ext, Paul</a> |
| <a href="#">v. 119</a> | Feb 12, 2026 15:36 | <a href="#">TEE-ext, Paul</a> |

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## Workflow history

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

| Apr 02, 2026                  | Actor                                                                                                                     | Type  | Activity                                                                                                                                                                         | Version              |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <a href="#">Approved</a>      |  <a href="#">ERGUIZA-ext, Pinky Love</a> | Edit  | updated the page at 1:43 pm                                                                                                                                                      |                      |
| Mar 09, 2026                  |                                                                                                                           |       |                                                                                                                                                                                  |                      |
|                               |  <a href="#">TAN-ext, Charmaine</a>    | State | changed state to <a href="#">Approved</a> at 11:06 am (State override)<br><br><i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i> | <a href="#">v127</a> |
| <a href="#">Lead Approval</a> |  <a href="#">TAN-ext, Charmaine</a>    | State | gave <i>Minor change</i> approval at 11:06 am<br><br><i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i>                          |                      |
| Feb 18, 2026                  |                                                                                                                           |       |                                                                                                                                                                                  |                      |
|                               |  <a href="#">MOUSSA-ext, Eva</a>       | State | changed expiry date to '25 Feb, 2026 08:44 am' at 8:44 am                                                                                                                        |                      |
|                               |                                                                                                                           | State | changed state to <a href="#">Lead Approval</a> at 8:44 am                                                                                                                        | <a href="#">v127</a> |
| <a href="#">Tech Review</a>   |  <a href="#">MOUSSA-ext, Eva</a>       | State | gave <i>Syniti Team Review</i> approval at 8:44 am<br><br><i>v.127</i>                                                                                                           |                      |