



Lifts and Escalators Application (LEAP) Webinar Briefing

26/28 October 2022 – Service Contractors



- Please mute your devices during the briefing session.
- Feel free to raise any queries in the chat function throughout the briefing, we will answer them during Q&A time. Alternatively, you may raise your hand if you wish to speak up.
- For more questions that you may have after the briefing session, you can reach out to our email bca_pto@bca.gov.sg .



1. Opening and welcome
2. Overview of changes from OPTO to LEAP
3. Preparing for LEAP onboarding
4. Demonstration of LEAP
5. Q&A



- Since November 2017, permit to operate (“PTO”) applications for new, renewal as well as recommissioning of lifts and escalators (collectively termed as fixed installation) have been carried out through the existing Online Permit To Operate (“OPTO”) system.
- LEAP will include the regulation of Mechanised Carparking Systems (MCPS) when the relevant legislation is amended.
- As a continuing effort in providing better service to the industry with a more intuitive user experience, the new LEAP portal (<https://www2.bca.gov.sg/LEAP>) will go live on **14 November 2022 (To be confirmed)**.



1. Safe and Reliable L&E Sector

- **Integrated digital service platform for permit applications and efficient regulatory processes** to shape a safe and reliable L&E sector.

2. Elevated User Experience

- **Streamline permit renewal application process** and re-design user interface to elevate both internal and public experience.
- **Mobile-friendly and responsive platform** for Singapore with high mobile penetration rate.

3. Trusted Single Source of Truth for L&E Data

- **Building a single source of truth for L&E data to integrate internal work functions** so as to increase productivity & improve data analysis.





Overview of changes from OPTO to LEAP



1. For renewal of PTOs, **payment is now a parallel process** instead of a serial one
 - This means that owners and SPEs can perform their required roles in LEAP anytime during the 3-month renewal period.
 - PTO will be issued electronically once the submissions are made and payment is successful.
 - Existing GIRO setups will remain unchanged.
 - Active tracking of full load test of lifts under CP2/SS550 code of standard.
 - **Owners must initiate all renewal applications in LEAP for the first year.**



KEY CHANGES

2. For PTOs generated under LEAP, there will no expiry date printed on the PTO certificate

- Hardcopy PTO does not need to be replaced annually unless there are changes in the fields displayed or the PTO is torn/damaged.
- Members of public can scan the QR code to obtain the most updated information of the fixed installation, including the status, expiry date, maintenance contractor and certifying SPE.
- All owners are encouraged to print and display the updated PTOs by 31 January 2023.

Existing

Building and Construction Authority

PERMIT TO OPERATE
BUILDING MAINTENANCE AND STRATA MANAGEMENT (LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016
REGULATION 10

PTO-L-20-0291736

LIFT ID / LIFT NO.	L74895 / 19D
OWNER	SIM BOON SING @ JOHN AND YOW KHAR HUEI
LOCATION OF LIFT	19D NIM ROAD SINGAPORE 804996
SPECIALIST PROFESSIONAL ENGINEER (PE Reg. No.)	CHEW CHEE CHONG (4580)
DATE OF EXPIRY	31 October 2021

COMMISSIONER OF BUILDINGS

This is a computer generated print out. No signature is required. Scan to verify information or visit www.bca.gov.sg/PTOEnquiry



New

Building and Construction Authority

PERMIT TO OPERATE
BUILDING MAINTENANCE AND STRATA MANAGEMENT (LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016
REGULATION 10

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COMMISSIONER OF BUILDINGS



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SCAN HERE

For information on the validity of the Permit to Operate, please scan the QR code or visit www.bca.gov.sg/PTOEnquiry

<http://<Link> that will be clickable>

3. Log in will be through Singpass/Corppass for better security.

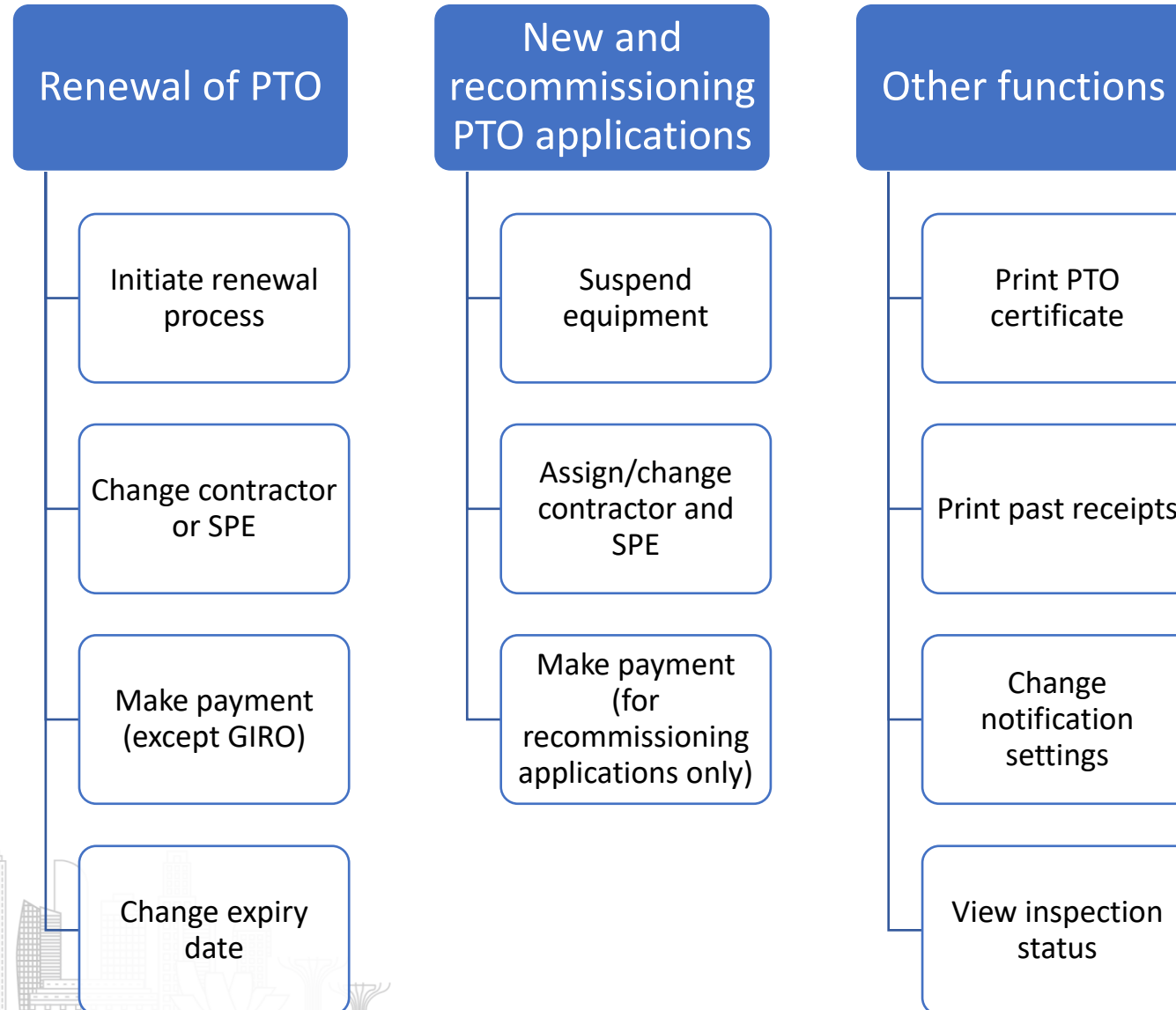
	<ul style="list-style-type: none">• Singpass is Singapore Government's trusted digital identity for all secure transaction needs in our everyday life serves to authenticate the identity of the person transacting online.• It is now the only login method for online corporate transactions with more than 160 government digital services.
	<ul style="list-style-type: none">• Singpass user can be authorized to transact on behalf of their businesses at www.corppass.gov.sg .• Corppass portal enables company administrators to specify the digital services that each employee can transact on the company's behalf.• If an employee leaves, or if anomalous activity is detected in the user account, the administrator can act immediately to deactivate or block the user's access.



4. Owner's representative can be allocated to perform basic renewal roles on behalf of the owner
 - Different parties will be able to log in with the Singpass/Corpass accounts for better identity assurance instead of relying of username and password.
 - With the function of owner's representative, specific equipment can be allocated to that party to perform annual renewal functions for better accountability.



4. Summary of functions available for owner's representative



5. Annual testing reports will be filled up by SPE and stored on LEAP

- Reports will be filled up and digitally signed by SPE and owners will have access to these reports

Existing hardcopy annual inspection report

**BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004
BUILDING MAINTENANCE AND STRATA MANAGEMENT
(LIFT, ESCALATOR AND BUILDING MAINTENANCE)
REGULATIONS 2016 ("BMSM (LEBM) Regulations")**

**REPORT FOR ANNUAL INSPECTION/LOAD TESTING
FOR APPLICATION FOR PERMIT TO OPERATE THE LIFT**

Commissioner of Buildings Building and Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550 Website: https://www.bca.gov.sg/	INSTRUCTIONS: (1) *Circle accordingly. (2) If "Not Satisfactory (NS)" is selected for any item, to indicate in the remarks column the reason(s) for selecting "NS". (3) Status of all items (except those marked as "Not Applicable (NA)") should be "Satisfactory (S)", at the point of inspection, before submission. (4) This checklist is not exhaustive. Specialist Professional Engineers ("SPE") must exercise their due diligence and flag out any other safety related observations that may affect the operation of the lift, not listed in this checklist.
--	--

Address/Location: _____ (Postal Code) _____

Lift ID/Number: _____ Year of Installation/Completion: _____

Type: Machine Room / Machine Roomless(MRL) / Home / Passenger / Goods / Others Applicable Code/Year: _____

Number of stops: _____ Rated speed (m/sec): _____

Test Date: _____; Full Load Test / No Load Test Rated Load: _____ (kg)



Items in the report can be filled up on PC/mobile

Choose the applicable standard(s)

Any other lift: Ss CP 2:2000 as amended by Amendment No. 1 published in January 2004

Remarks

remarks

Declaration

The equipment has been satisfactorily tested in accordance with the codes chosen above.

You may sign digitally or print, sign and upload a softcopy of the signed checklist.

Section A Checks for Annual Testing of Traction Lifts (both Full and/or No-Load Test)

Machine room/head room		Status			Remarks
		Satisfactory (S); Not Satisfactory (NS); Not Applicable (NA)			
1	Traction motor condition (e.g. coupling condition)	S	NS	NA	
2	Drive & traction and deflector sheaves (e.g. groove profile and condition)	S	NS	NA	
3	Gearbox (e.g. oil condition and level, excessive backlash, bearings condition)	S	NS	NA	
4	Effectiveness of brakes (checks include: free moving plunger, plunger lever movement, brake drum surface contamination, verification of air gap)	S	NS	NA	
5	Overspeed governor sheave condition	S	NS	NA	
	Overspeed governor tripping mechanism	S	NS	NA	

6. Hardcopy forms will be digitalized

- E.g. Notification of suspension can be carried out via LEAP and owners will have the option to amend the date of suspension (assuming it has not passed yet)

Existing hardcopy of notification of major alteration of replacement works form

Notification in LEAP with the option to amend future suspension date

Building and Construction Authority

NOTIFICATION OF MAJOR ALTERATION OR REPLACEMENT WORKS ON LIFT(S)
[Regulation 17(1) of the Building Maintenance and Strata Management (Lift, Escalator & Building Maintenance) Regulations 2016]

Commissioner of Buildings
Building & Construction Authority
52 Jurong Gateway Road, #11-01
Singapore 608550
Website: <http://www.bca.gov.sg/>

INSTRUCTIONS
(1) Please read the attached Explanatory Notes before completing this form.
(2) One copy of this form is to be submitted.
(3) If an item is not applicable, it is to be indicated as "N/A".
(4) Please tick (✓) in the appropriate boxes.
(5) *Delete whichever is inapplicable.
(6) Please use separate forms for lift(s) of separate model(s) or by different manufacturer(s) or installed at different address(es) / location(s).
(7) ^ use separate sheet if necessary

To be completed by building/structure owner

(1) *I/We hereby notify the Commissioner of the intended **major alteration or replacement works** that are to be carried out on the following lift(s):

Lift(s) ID	
Lift(s) address / location	
Name of lift service contractor to carry out the major alteration or replacement works	
Name and PE Reg. No. of Specialist Professional Engineer to supervise the major alteration or replacement works	

(2) *Description(s) and expected date of commencement of intended major alteration or replacement works on the lift(s):

Lift ID	List of major alteration or replacement works	Commencement date of major alteration or replacement works



www2-uat.bca.gov.sg/leap/Owner/Equipment/Suspend

A Singapore Government Agency Website

BCA LEAP All Lifts Escalators jon_beier Owner

Amend Suspension Date

🕒 Suspension request created

Start Date: 11/09/2022

Type of A/R works *

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

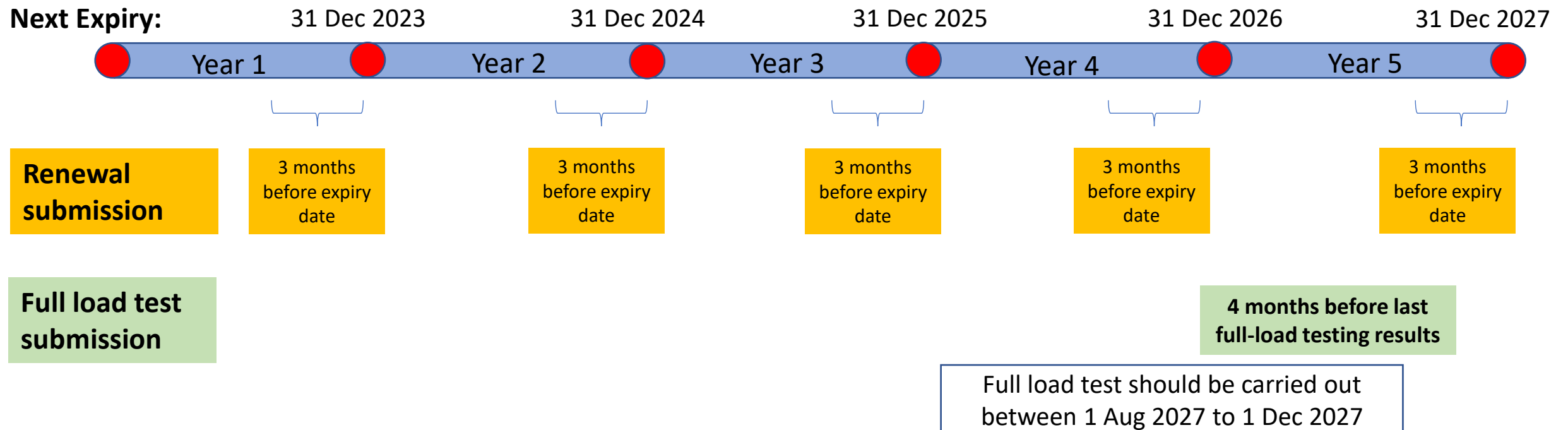


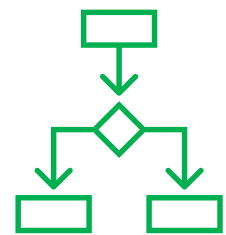
KEY CHANGES



- Renewal window period will be kept strictly at 3 months before the expiry of the current PTO regardless of payment mode
 - Full load testing will also be actively tracked in LEAP
 - 4 months window period for the full load testing to be carried

Current PTO Expiry: 31 Dec 2022
Last full load test date: 1 Dec 2022





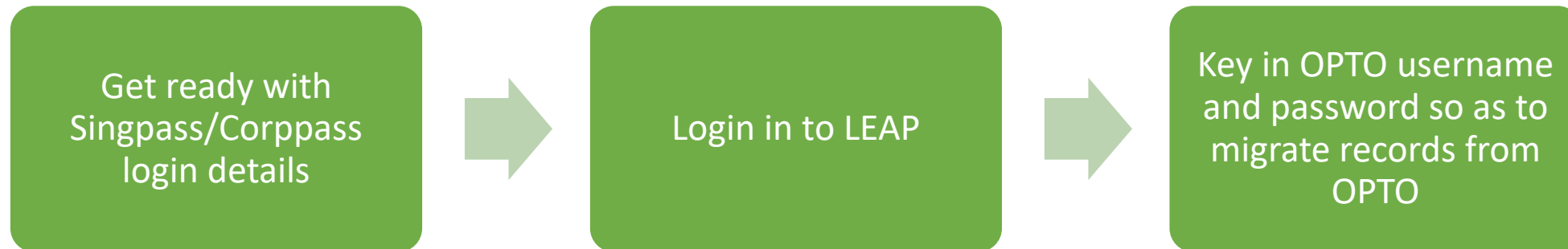
Preparing for LEAP onboarding



PREPARING FOR LEAP ONBOARDING



- Every owner must log in to LEAP via Singpass or Corppass so as to migrate the lifts/escalators records from OPTO.
- First-time users of LEAP will be asked to log in with their OPTO credentials (with Username and Password) so as to link their records with their LEAP account.
- This onboarding feature will be made available for 1 year till 14 Nov 2023.



Two purple icons: a computer monitor on the left and a server tower on the right.

Demonstration of LEAP



Supported browsers

Last 2 versions of:



Chrome



Edge



Firefox



Safari



Important points to note

corppass

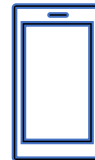
Contractors must have valid CP account. Accounts are not to be shared. For assignment of account, LEAP has enabled an owner representative feature that can be logged in using contractors CP. Previous log in methods will no longer be available.



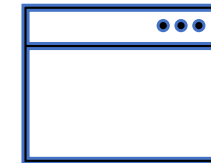
OPTO credentials are required for migrating OPTO account to LEAP.



Email verification is required for profile updates. SMS verification will be available in later releases.



Data connection and camera device (E.G: Phone/Tablet) is required for SPE scanning QR code for filling inspection checklist



PTO Enquiry URL:
<https://go.gov.sg/ptoenquiry>
(The link will be live when LEAP is launched)



Three main types of Contractors



Maintenance contractor



Testing contractor

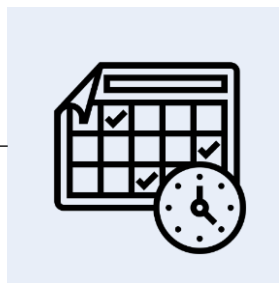


Installation contractor

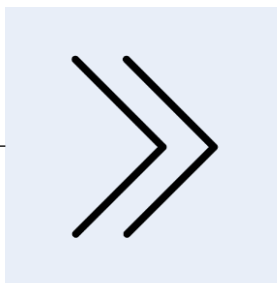
Generally, maintenance and testing contractors are the same party for most types of developments except for lifts managed by Town Councils.



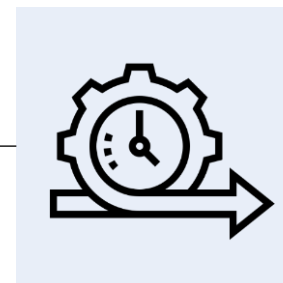
The main use of the LEAP system



01
Renew
PTO



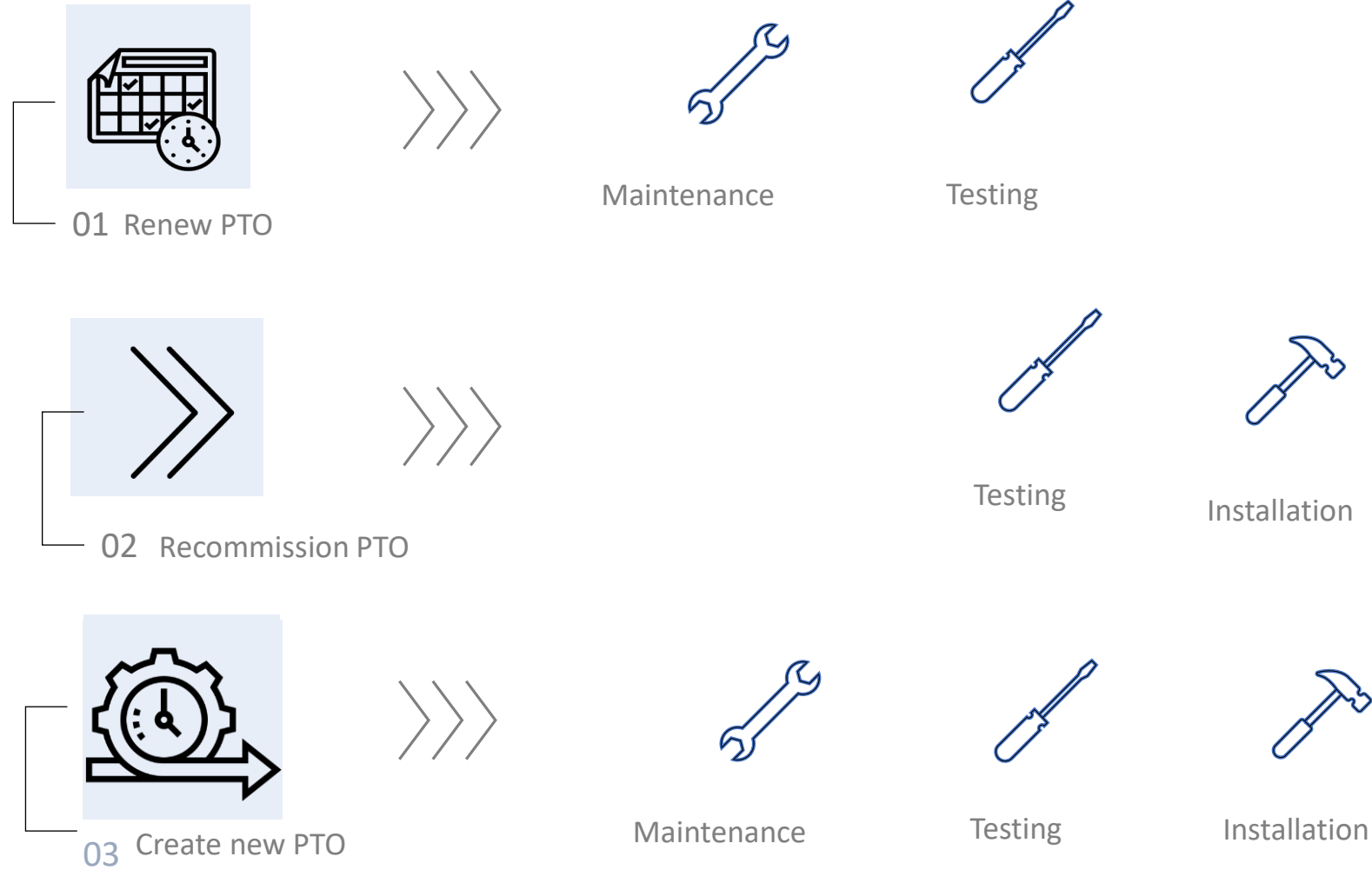
02
Recommission
PTO



03
Create new
PTO



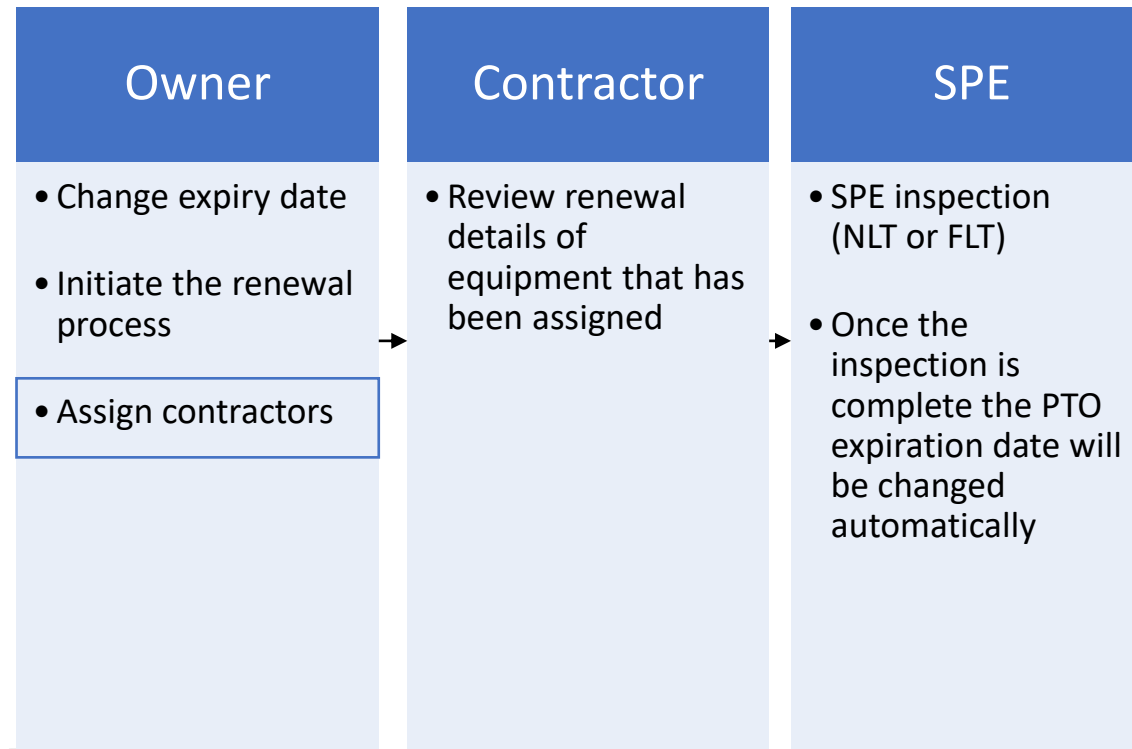
Types of contractors involved in the process



1. Renew PTO

The second main function of the LEAP system for Owners is to allow for the submission of a PTO to be renewed. The process involves 2 users.

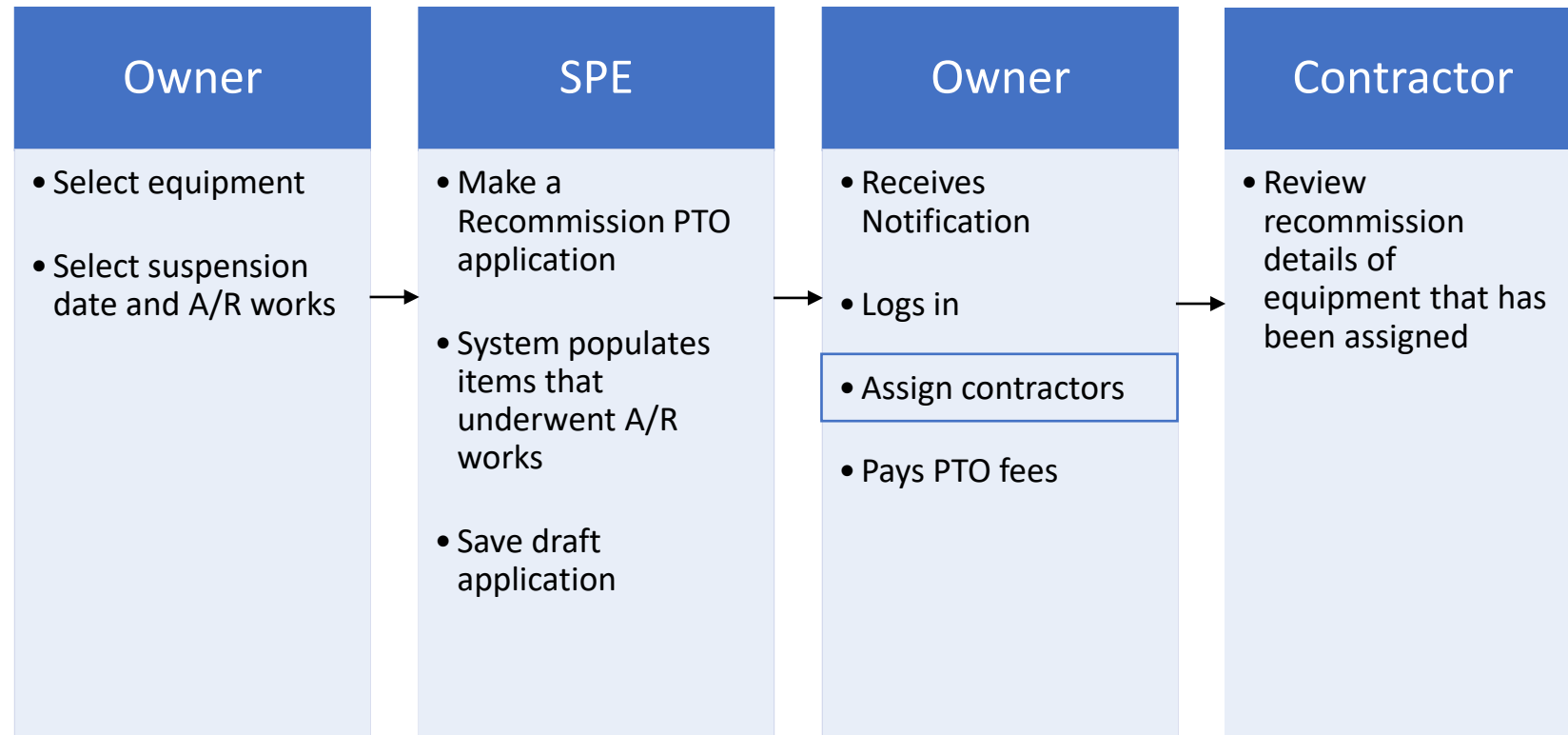
Maintenance and testing contractors will be assigned here.



2. Recommission of PTO

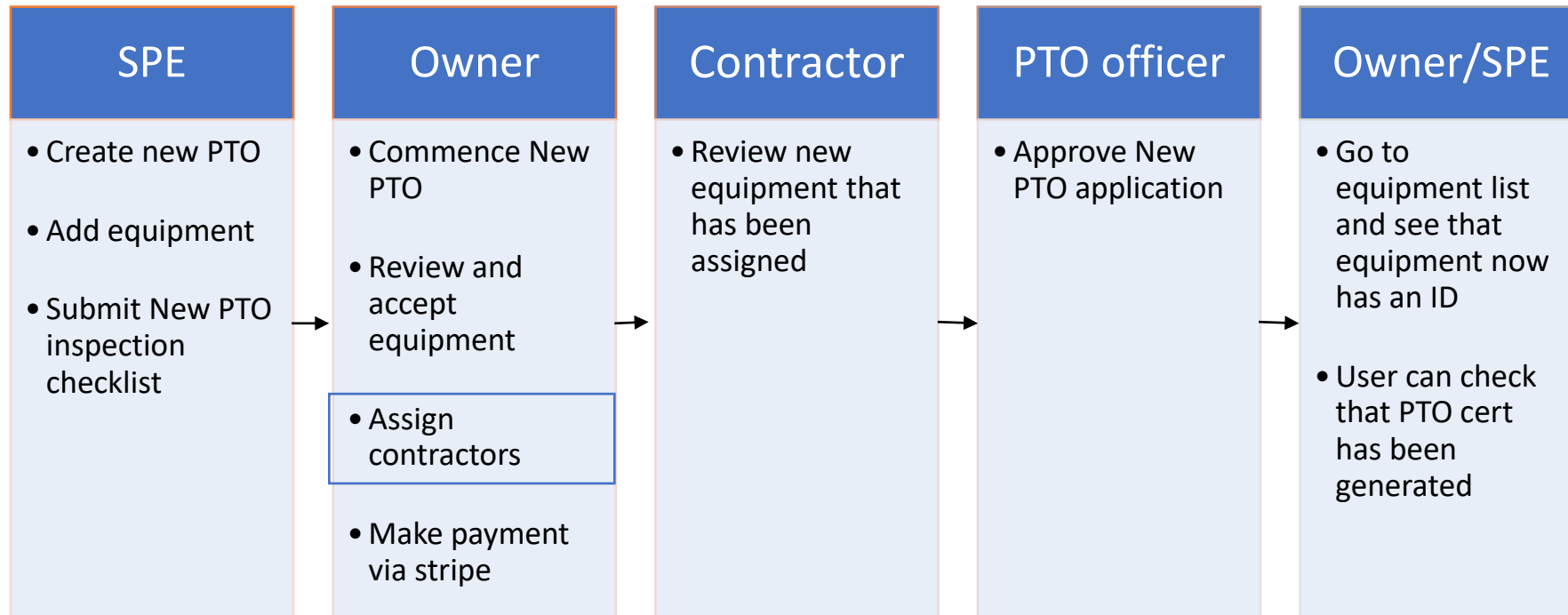
The third main function of the LEAP system is to allow for the recommissioning of an expired PTO.

The Owner will assign both testing and installation contractor at the time of recommission.



3. Create new PTO

One of the main functions of the LEAP system is to allow for the submission of a New PTO. In the case of the contractor, when a PTO is assigned by an owner, the contractor can choose to accept the equipment or reject it.



Refer to User Manual for the process of accepting or rejecting an equipment on LEAP



How to view assigned equipment

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

PTO Application List

III Display/Hide Columns

APPLICATION STATUS	APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
Complete	07/10/2022	New PTO	A-202210-006690		View
Complete	05/10/2022	Reactivation	A-202210-006642		View
Pending	03/10/2022	New PTO	A-202210-006613		View
Pending	28/09/2022	Recommission PTO	A-202209-006572	KY12312312	View
Pending	28/09/2022	Recommission PTO	A-202209-006571	KY12312312	View
Pending	28/09/2022	Renewal PTO	A-202209-006533		View
Pending	27/09/2022	Recommission PTO	A-202209-006524	KY12312312	View
Pending	23/09/2022	Renewal PTO	A-202209-006493		View



How to view assigned equipment

A Singapore Government Agency Website [How to identify](#)

BCA | LEAP | All | Lifts | Escalators | jremnantj Contractor

PTO Application List

Application ID: A-202210-006690
 Application Status: Complete
 Application Date: 07/10/2022
 Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

<input type="checkbox"/>	APPLICATION ID ▲	ADDRESS ▲	APPLICATION STATUS ▲	APPLICATION TYPE ▲	DEVELOPMENT TYPE ▲	CREATED DATE ▲	MODIF	ACTION
<input type="checkbox"/>	A-202210-006690	BLK 457, Ang Mo Kio 10, Ang Mo Kio Gardens, 01 - 11, 560457	Complete	New PTO	Residential Landed (Private)	07/10/2022	07/10/	View Equipment Print past receipt



How to view assigned equipment

<

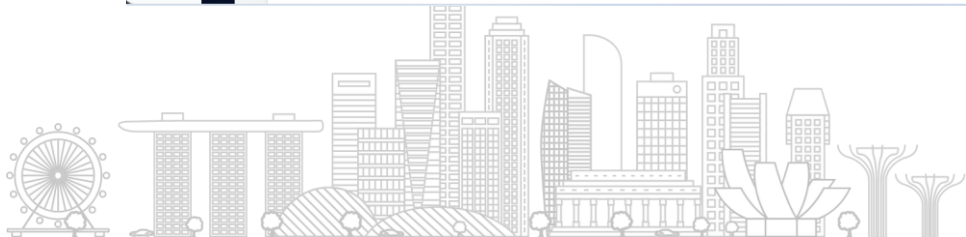
Export Equipment Details
Assign SPE
Edit

Equipment Details

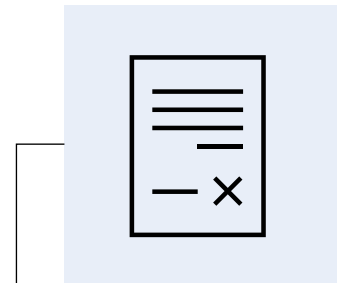
<p>Equipment ID EN-02210-006376</p>	<p>Equipment Type Platform Lift</p>	<p>Equipment No (e.g., PL01) PL02</p>
<p>Owner Name, ID Kirk Leuschke, 92077dc9-4f23-465d-ae35-88dc0552debb</p>	<p>PTO Expiry Date 31/10/2023</p>	<p>Equipment Status Active</p>
<p>Testing Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>	<p>Maintenance Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>	<p>Installation Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>
<p>SPE, ID Susie Veum, 5aa41fbb-1576-46ac-8abb-92c1a2507f97</p>	<p>LEI, ID N/A</p>	<p>Commissioning Date 07/10/2022</p>
<p>Full Load Test Date 07/10/2022</p>	<p>Next Full Load Test Expiry Date N/A</p>	<p>No Load Test Date 07/10/2022</p>

Address

Block/House No 457	Street Name Ang Mo Kio 10	Floor Number 01
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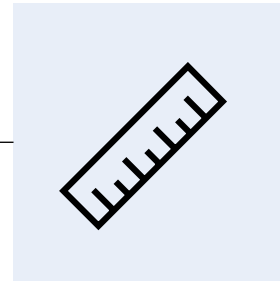


Claim contract / Assign SPE



01

Claim contract



02

Assign an SPE



Requesting change of contractor

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

Equipment List

Export To Excel Claim Contract

1 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

633 Equipment
All assigned

Assign SPE Terminate Contract

0 item(s) selected Display/Hide Columns

<input type="checkbox"/>	EQUIPMENT ID ▲	ADDRESS ▲	POSTAL CODE ▲	BUILDING NAME ▲	PTO EXPIRY DATE ▲	NEXT FULL LOAD TEST EXPIRY DATE ▲	EQUIPMENT STATUS	ACTION
<input type="checkbox"/>	EN-02210-006376	BLK 457, Ang Mo Kio 10, Ang Mo Kio Gardens, 01 - 11, 560457	560457	Ang Mo Kio Gardens	31/10/2023	N/A	Active	View ...



Requesting change of contractor

Request Change of Contractor

Contractor Type *

- Test contractor
- Maintenance contractor
- Installation contractor

Upload proof of change *

Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

Remarks

Declaration

declare that I am the contractor appointed to maintain the equipment selected above. I undertake to carry out the duties required of a service contractor in relation to said equipment.

Cancel Save



Assign to an SPE

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

PTO Application List

III Display/Hide Columns

APPLICATION STATUS	APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
Complete	07/10/2022	New PTO	A-202210-006690		View
Complete	05/10/2022	Reactivation	A-202210-006642		View
Pending	03/10/2022	New PTO	A-202210-006613		View
Pending	28/09/2022	Recommission PTO	A-202209-006572	KY12312312	View
Pending	28/09/2022	Recommission PTO	A-202209-006571	KY12312312	View
Pending	28/09/2022	Renewal PTO	A-202209-006533		View
Pending	27/09/2022	Recommission PTO	A-202209-006524	KY12312312	View
Pending	23/09/2022	Renewal PTO	A-202209-006493		View



Assign to an SPE

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

PTO Application List

Application ID: A-202210-006690
 Application Status: Complete
 Application Date: 07/10/2022
 Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

<input type="checkbox"/>	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIF	ACTION
<input type="checkbox"/>	A-202210-006690	BLK 457, Ang Mo Kio 10, Ang Mo Kio Gardens, 01 - 11, 560457	Complete	New PTO	Residential Landed (Private)	07/10/2022	07/10/	View Equipment Print past receipt



Assign to an SPE

<

Equipment Details

Export Equipment Details
Assign SPE
Edit

<p>Equipment ID EN-02210-006376</p>	<p>Equipment Type Platform Lift</p>	<p>Equipment No (e.g., PL01) PL02</p>
<p>Owner Name, ID Kirk Leuschke, 92077dc9-4f23-465d-ae35-88dc0552debb</p>	<p>PTO Expiry Date 31/10/2023</p>	<p>Equipment Status Active</p>
<p>Testing Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>	<p>Maintenance Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>	<p>Installation Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p>
<p>SPE, ID Susie Veum, 5aa41fbb-1576-46ac-8abb-92c1a2507f97</p>	<p>LEI, ID N/A</p>	<p>Commissioning Date 07/10/2022</p>
<p>Full Load Test Date 07/10/2022</p>	<p>Next Full Load Test Expiry Date N/A</p>	<p>No Load Test Date 07/10/2022</p>

Address

<p>Block/House No 457</p>	<p>Street Name Ang Mo Kio 10</p>	<p>Floor Number 01</p>
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Assign to an SPE

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

Assign SPE

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
EN-02210-006376	BLK 457, Ang Mo Kio 10, Ang Mo Kio Gardens, 01 - 11, 560457	560457	Ang Mo Kio Gardens	Active	Platform Lift

Specialist Professional Engineer (SPE)

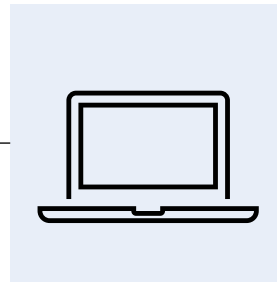
Conrad O'Conner || ID : M4963273U

Cancel Save →



Owner Representatives

Contractors are not involved in the assigning of an Owner representative, however SPE's should be aware that Owners may assign representatives to assist them in managing their accounts.



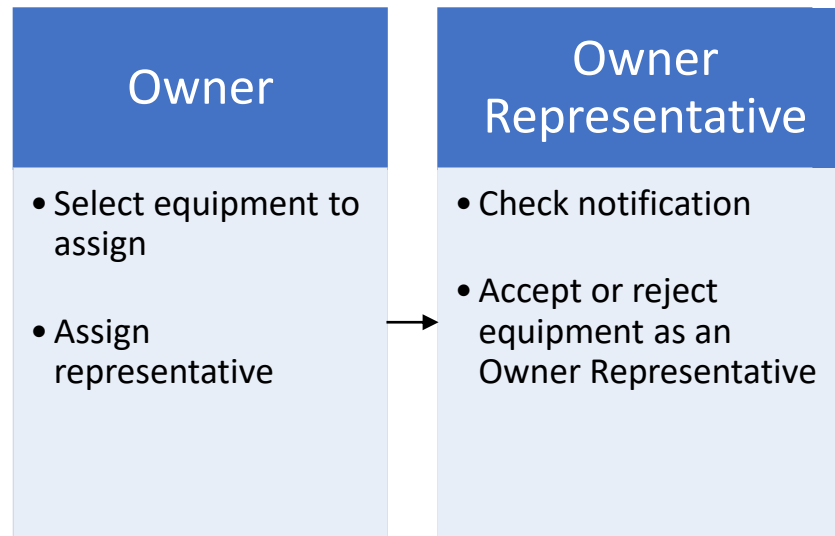
01

View from an
Owner Rep



Owner Representatives

Owner representatives are individuals assigned by the Owner to manage their account. Representatives can assist owners in renewing PTO, paying renewal fees, suspend equipment, print PTO cert and resume recommission equipment after SPE submission. Often, Contractors themselves are assigned as representatives. Contractors can accept or reject the assignment via LEAP



View of an Owner rep - Contractor

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators

Profile

Contractor Details

Registration No,UEN	G4404050L
Company Name	MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD
Your Name	Justen Remnant

signed in as **jremnantj**
Contractor Account

Kirk Leuschke
Representative Account

Logout

jremnantj
Contractor



View of an Owner rep - Contractor

A Singapore Government Agency Website [How to identify](#)

BCA LEAP All Lifts Escalators jremnantj Contractor

! Kirk Leuschke has assigned you to be the owner representative for 1 equipment on 07/10/2022 11:20
[View to accept or reject](#)

Equipment Status	Count	Action
1 Equipment Pending renewal	1	View all
628 Equipment Pending ReCommission	628	View all



View of an Owner rep - Contractor

BCA LEAP All Lifts Escalators jremnantj Contractor

Confirm Representative Assignment

Current Owner Name, ID
Kirk Leuschke, M9652492N

Owner Type
Individual

Status
undefined

OWNER NAME	EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APP
Kirk Leuschke	N/A	BLK 457, Ang Mo Kio , Ang Mo Kio Heights, 02 - 1500, 560457	560457	Ang Mo Kio Heights	<input checked="" type="radio"/> Pending SPE Inspection	Platform Lift	Pending SPE Inspection	N

Remarks

Cancel Reject Accept



Other Contractor Functionalities



Edit equipment details

Contractors can edit the details of an equipment such as equipment address, technical information etc.



Export equipment details

Contractors can export the details of an equipment into an excel. Required information can be filtered before export.



Edit user profile

Owner's can edit the details of their profile on LEAP.



Change notifications

Owner's can edit frequency of notifications and the type of events that would trigger notifications.



Q&A



HOW TO SPOT SIGNS OF PHISHING

1



Mismatched & Misleading Information

2



Unexpected Emails

3



Use of Urgent or Threatening Language

4



Suspicious Attachments

5



Promise of Attractive Rewards

6



Request for Confidential Information

● ● ● [URGENT] CLAIM YOUR GIFT CARD OR ACCOUNT WILL BE DEACTIVATED

From: SGSHOPPING <SGSHOPPING@S1231.NET> 1

Date: 11 April 2018, 12.42 AM

To: John Tan 2

Subject: [URGENT] CLAIM YOUR GIFT CARD OR ACCOUNT WILL BE DEACTIVATED 3

Attached: 📎 Gift-Card-Redemption.exe (150kb) 4

Dear John,

Congratulations! We are pleased to inform you that you have won a \$100 gift card for our monthly lucky draw! 5

www.252749.co/d43IFk 1

Simply log on to www.sgshopping.com or fill up the attached document with your

6 NRIC, address and bank account details to claim your gift card. Failure to claim your prize within 24

3 hours will result in the permanent deactivation of your account.

- PDF slides as well as quick guides and FAQs will be uploaded to the landing page of LEAP at <https://www2.bca.gov.sg/LEAP> around 2nd week of November.
- Recorded webinar will be uploaded to the LEAP website when it is launched.
- For feedback and queries, please submit your enquiry through or call us at (65)1800-342 5222 (1800-DIAL BCA).

Kindly provide your feedback regarding this webinar through this link or scan the QR code



<https://go.gov.sg/leap-feedback>

QR
Code



Thank you

