



Lifts and Escalators Application (LEAP) Webinar Briefing

31 October/ 3 & 4 November 2022 - Owners



- Please mute your devices during the briefing session.
- Questions will be taken during QnA segments. 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 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

LIFT ID / LIFT NO.	L74895 / 19D
OWNER	SIM BOON SING @ JOHN AND YOW KHAR HUEI
LOCATION OF LIFT	19D NIM ROAD SINGAPORE 804996

COMMISSIONER OF BUILDINGS



This is a computer generated print out. No signature is required.

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.

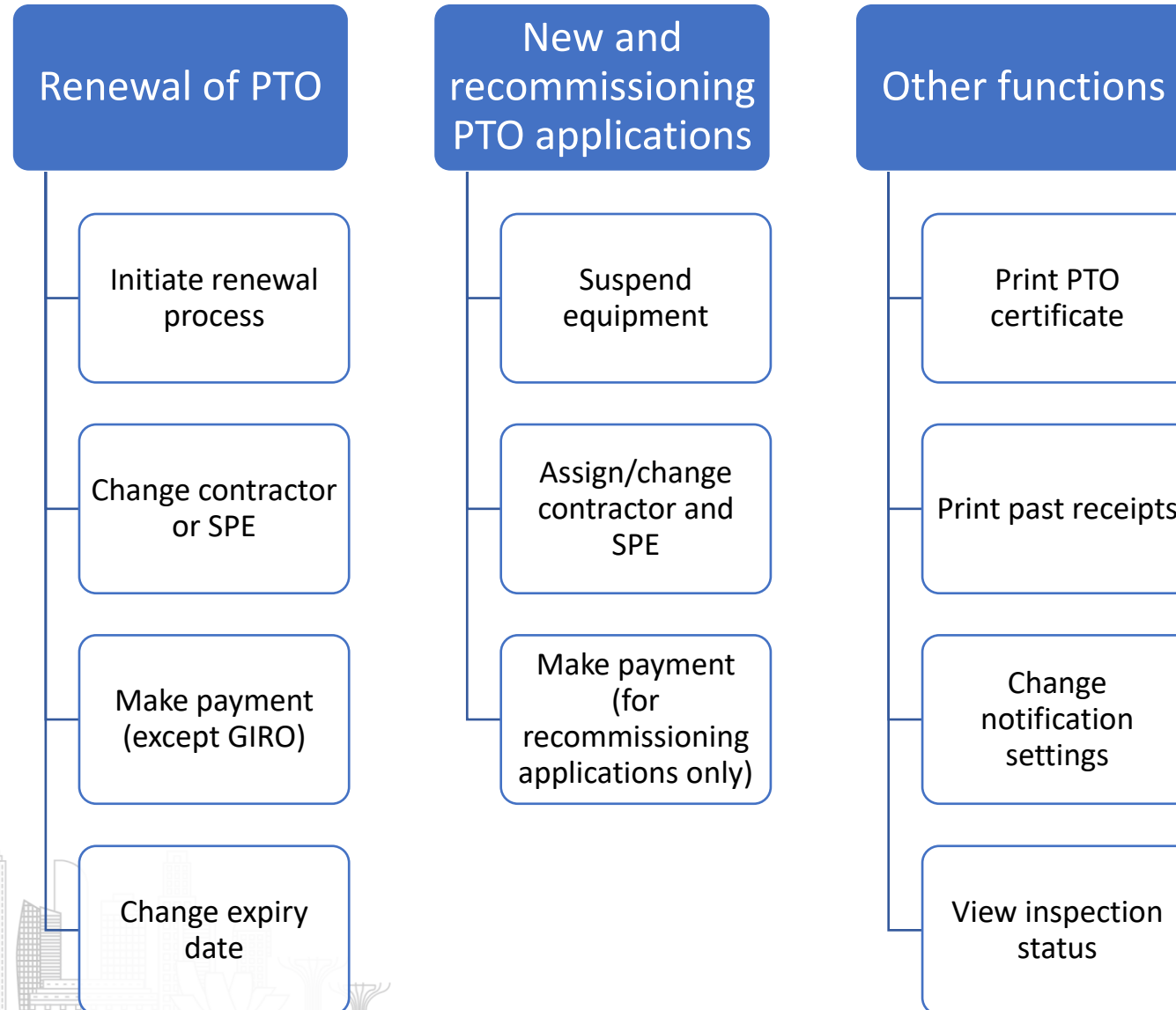
	<ul style="list-style-type: none">• Singpass is Singapore Government's trusted digital identity for all secure transaction needs in our everyday life serves to authenticate the identity of the person transacting online.• It is now the only login method for online corporate transactions with more than 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 or 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)

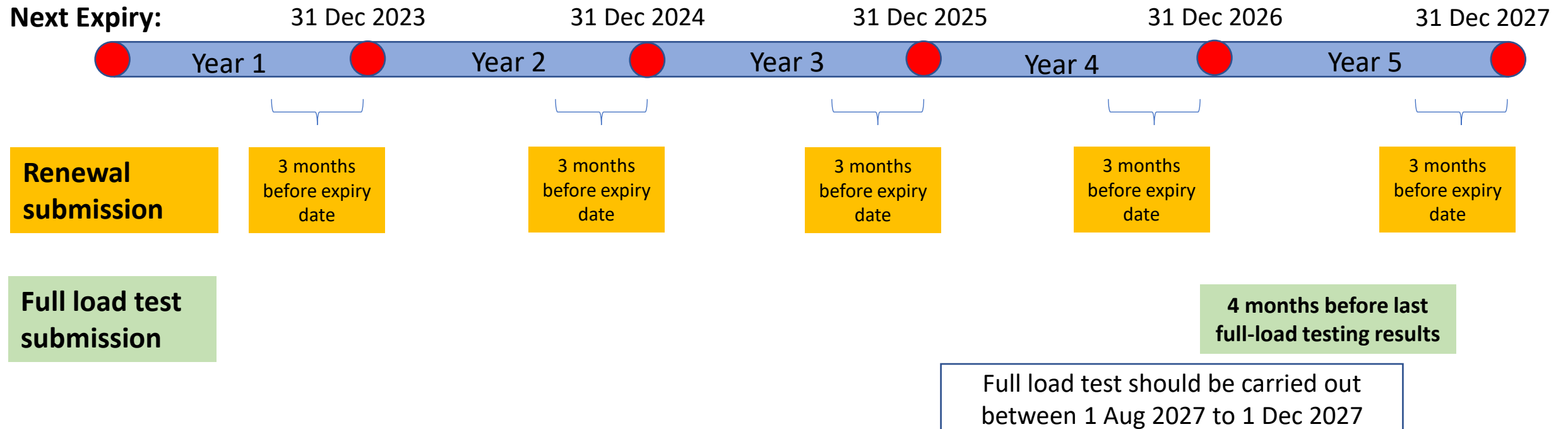


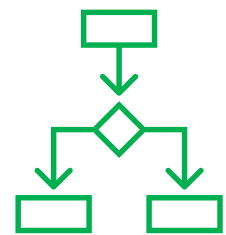
KEY CHANGES



- 7. 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





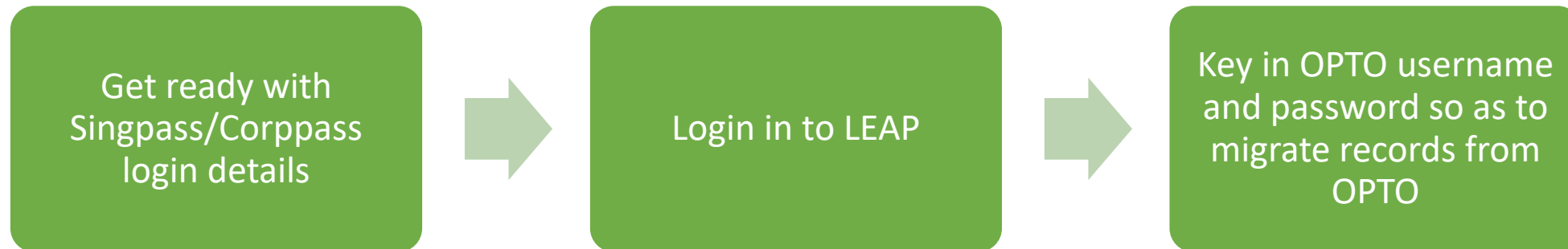
Preparing for LEAP onboarding



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





The BCA Lifts and Escalators Application system (LEAP) was created:

- To automate the process involved in the lifecycle of lifts and escalators
- Facilitate the involvement of all stakeholders involved in the process of application, renewing and recommissioning the permit to operate (“PTO”) for lifts as well as escalators that fall under BCA’s purview.



Supported browsers

Last 2 versions of:



Chrome



Edge



Firefox



Safari



Important points to note

singpass
corppass

Owners must have valid SP/CP account. Accounts are not to be shared. For assignment of account, LEAP has enabled an owner representative feature. Previous log in methods will no longer be available.



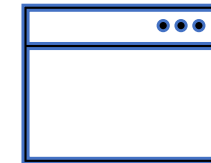
OPTO credentials are required for migrating OPTO account to LEAP.



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

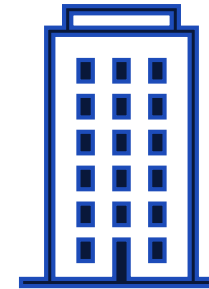


Two main types of owners



Individual home owners

Private owners who have lifts under their own management e.g., certain landed properties with lifts.

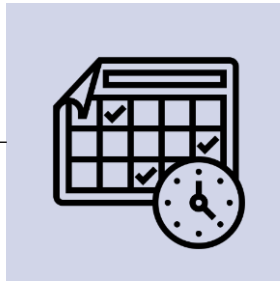


Corporate owners

Town councils that manage a group of equipment within an estate or developers who are owners of new buildings e.g., Shopping Mall Owners, Town Councils.

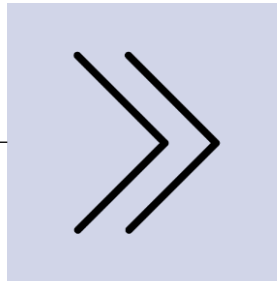


The main use of the LEAP system



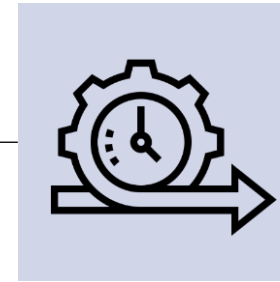
01

Renew
PTO



02

Recommission
PTO



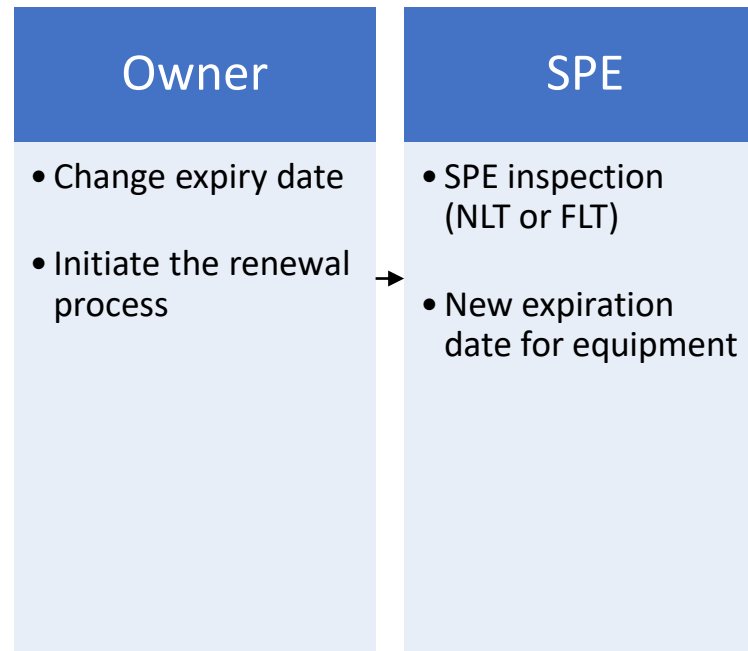
03

Create new
PTO



1. Renew PTO

The second main function of the LEAP system for owners is to allow for the renewal of a PTO. Upon completion of renewal, the expiration date of the equipment will be changed automatically.



Additional note:

When a No Load Test is conducted by the SPE, the PTO Expiry Date will be extended for one year.

When a Full Load Test is conducted by the SPE, the Next Full Load Test Expiry Date will be extended for ~5 years¹

¹ The Next Full Load Test Expiry Date change will depend on whether the Next FLT Expiry Date is within 4 months renewal window.



Initiate the renewal process

Equipment List Claim Equipment Ownership

2 Equipment

PTO Expiring in 3 months

20 Equipment

Full Load Test window open

0 Equipment

No Contractor

0 Equipment

No Contractor > 1 month

22 New Equipment

Pending New PTO Application

1 Equipment

Pending Recommissioning

477 Equipment

Suspension Request

504 Equipment

All assigned

Renew PTO

Pay Renewal Fee

Print PTO Cert

Other Actions
▼

Export To Excel

Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

Item(s) selected
III Display/Hide Columns
Group By Column

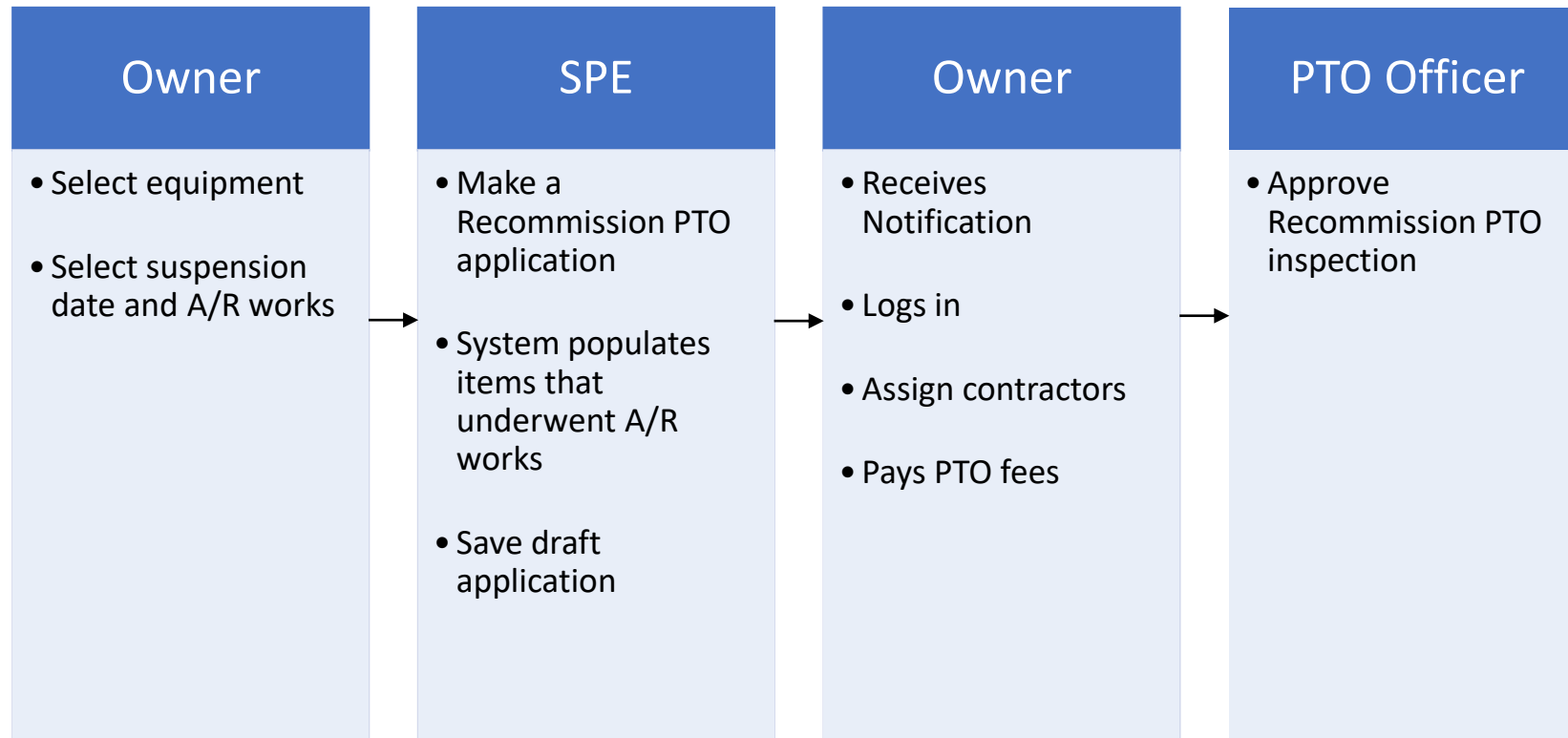
Search

	EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input type="checkbox"/>	EN-02209-006343	Blk 457 Ang Mo Kio Ave 10 #02-1500	234234	Garden Heights	2 months 30/11/2022	N/A	Pending SPE Insp	View ...
<input checked="" type="checkbox"/>	EN-02210-006359	Blk 469 Tampines Ave 10 #05-2547	N/A	N/A	3 months 31/12/2022	N/A	Pending SPE Insp	View ...



2. Recommission of PTO

The third main function of the LEAP system is to allow for the recommissioning of a suspended PTO. Once payment has been made by the owner, the PTO would be recommissioned, and owner can then print the new PTO certificate.



Select equipment

<

Equipment List

Claim Equipment Ownership

🕒 **1** Equipment
PTO Expiring in 3 months

📅 **0** Equipment
Full Load Test window open

👤 **0** Equipment
No Contractor

1+ mon **0** Equipment
No Contractor > 1 month

📄 **0** New Equipment
Pending New PTO Application

🔄 **0** Equipment
Pending Recommissioning

🚫 **478** Equipment
Suspension Request

👤 **480** Equipment
All assigned

Renew PTO
Pay Renewal Fee
Print PTO Cert
Other Actions ▾
Export To Excel

480 / 600 equipment(s) 1 item(s) selected
Display/Hide Columns
Search

	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APP	ON TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	ACTION
<input checked="" type="checkbox"/>	24 days 31/10/2022	N/A			Active	N/A	A-55396-37716	View ...
<input type="checkbox"/>	16/03/2023	N/A			Active	N/A	A-51532-22919	View ...

- Change Expiry Date
- Change Contractor
- Change SPE
- Transfer Ownership
- Assign Representative
- Suspend
- Print Past Receipt
- Request Refund

Any equipment with a valid equipment number



Select suspension date and A/R works

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account dana52 Owner

Suspend

Start Date

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)

Specialist Professional Engineer (SPE)

Plan Submission is required? Yes No

I declare that no plan submission is required for this equipment.



Logs in

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account kirk4 Owner

Equipment List

[Claim Equipment Ownership](#)

2 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No Contractor

0 Equipment
No Contractor > 1 month

22 New Equipment
Pending New PTO Application

2 Equipment
Pending Recommissioning

477 Equipment
Suspension Request

504 Equipment
All assigned

Commence Recommission PTO Print PTO Cert Other Actions Export To Excel

To proceed with recommission to assign contractors and make payment

Display/Hide Columns Group By Column Search

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/> EN-90594-831345	BLK 1671, Lighthouse Bay, 207, 753207	753207	Light House Bay	24 days 31/10/2022	14/05/2027	Pending SPE Insp	View ...



Assign contractors

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account kirk4 Owner

Recommission PTO Application

You are initiating PTO Recommission for the following equipment:
- EN-02210-006353 located at Light House Bay

01 ASSIGN CONTRACTORS 02 MAKE PAYMENT 03 COMPLETION

Assign Contractors

Test Contractor SIGMA ELEVATOR SINGAPORE PTE LTD || ID : G4243450P

Maintenance Contractor * SIGMA ELEVATOR SINGAPORE PTE LTD || ID : G4243450P

Installation Contractor * SIGMA ELEVATOR SINGAPORE PTE LTD || ID : G4243450P

Next →



Pays PTO fees

✔ New contractor has been assigned to equipment

You are initiating PTO Recommission for the following equipment:
- EN-02210-006353 located at Light House Bay

✔ ASSIGN CONTRACTORS

02 MAKE PAYMENT

03 COMPLETION

Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
EN-02210-006353	Passenger Lift	BLK 5000, testerer	20

Total Amount \$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items


← Previous
Proceed To Payment →



Pays PTO fees

[←](#)

- The UEN for BCA is T08GB0005B101
- The QR Code is below




• Indicate the above Application ID in the Reference field (Note: If you are unable to key in special characters like “_” for the Transaction Number, you can omit these special characters.)

Internet Bank Transfer

- Account Name: Building and Construction Authority
- Account Type: DBS Current Account
- Bank Code: 7171
- Account Number: <001-021871-9>
- DBS Swift Code: DBSSSGSG

For interbank transfer, once payment is made successfully, submit the payment details through BCA's Payment Notification via [FormSG](#) or using the QR Code below. Indicate the above Application ID in the Reference Number field



[← Previous](#) [Confirm →](#)



Completed

✔ We have received your payment selected is Pay Later. We will only process your application upon the receipt of your payment. Thus, you are encouraged to make payment as soon as possible.

You are initiating PTO Recommission for the following equipment:
- EN-02210-006353 located at Light House Bay

✔ ASSIGN CONTRACTORS

✔ MAKE PAYMENT

03 COMPLETION

Completion

Transaction ID

A-202210-006664

III Display/Hide Columns

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
EN-02210-006353	Passenger Lift	BLK 5000, testerer	20

Total

\$20

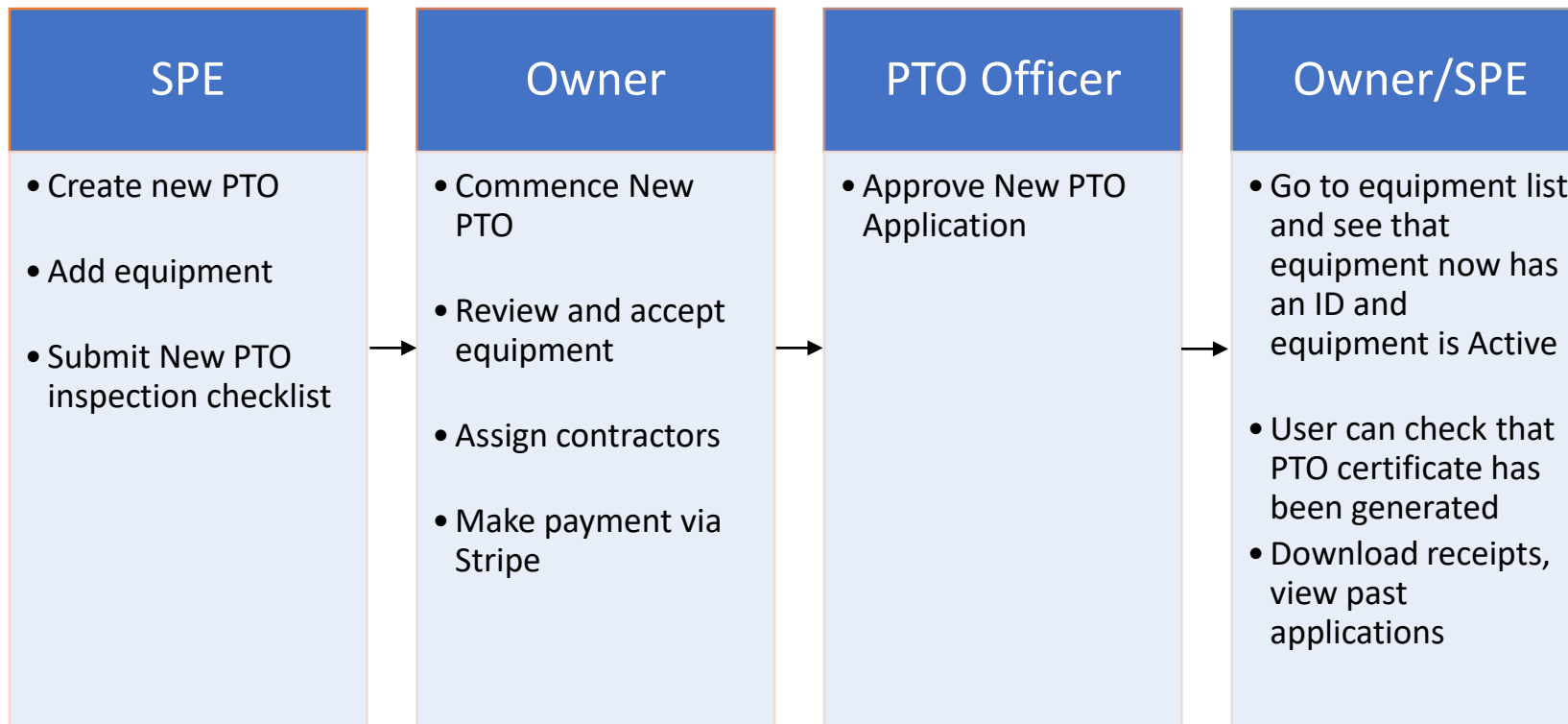
Close

Print Receipt



3. Create new PTO

One of the main functions of the LEAP system is to allow for a submission of a New PTO. Upon completion, the equipment will be assigned an ID and the owner would be able to generate its PTO certificate.



Commence New PTO

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account kirk4 Owner

Equipment List

[Claim Equipment Ownership](#)

2 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No Contractor

1+ **0** Equipment
No Contractor > 1 month

22 New Equipment
Pending New PTO Application

1 Equipment
Pending Recommissioning

477 Equipment
Suspension Request

504 Equipment
All assigned

[Commence New PTO](#)
[Renew PTO](#)
[Pay Renewal Fee](#)
[Print PTO Cert](#)
Other Actions
[Export To Excel](#)

23 / 23 equipment(s)
0 item(s) selected
Display/Hide Columns
Group By Column
Search

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	BLK 11, Orchard view, Orchard Sea View, 01 - 17, 457517	457517	Orchard Sea View	N/A	N/A	Pending Payment	Review



Commence New PTO

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account kirk4 Owner

Equipment List

[Claim Equipment Ownership](#)

2 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No Contractor

0 Equipment
No Contractor > 1 month

22 New Equipment
Pending New PTO Application

1 Equipment
Pending Recommissioning

477 Equipment
Suspension Request

504 Equipment
All assigned

[Commence New PTO](#) [Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) Other Actions [Export To Excel](#)

23 / 23 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/> N/A	BLK 11, Orchard view, Orchard Sea View , 01 - 17, 457517	457517	Orchard Sea View	N/A	N/A	Pending Payment	Review



Review and accept equipment

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account kirk4 Owner

Resume PTO Application

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Review

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PAYMENT STATUS	ACTION
N/A	BLK 11, Orchard view, Orchard Sea View, 01 - 17, 457517	457517	Orchard Sea View	Pending Owner Acceptance	Escalator	Pending Payment	Review

← Previous Next →



Review and accept equipment

EQUIPMENT ID ADDRESS
 View, 01 - 17, 457517
 ← Previous

Building and Construction Authority
 The Building and Construction Authority (BCA) of the built environment sector, in order to improve and oversees areas such as safety, quality, inclusiveness together with our stakeholders and partners, Environment sector and shape a liveable and

Report Vulnerability Privacy Statement Terms

Technical Information

Year of Installation 2022	Speed 34 m/s	Length 43 mm
Width 54 mm	Rise 67 mm	Span 30 mm

Applicable Standard(s)

CODE OF STANDARD	REMARKS	APPLICATION TYPE
SS 626:2017		New PTO

[Show less](#) ^

Remarks

[Route Back To SPE](#) [Accept](#)



Assign contractors

Resume PTO Application

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Assign Contractors

Test Contractor	SIGMA ELEVATOR SINGAPORE PTE LTD ID : G4243450P
Maintenance Contractor *	SIGMA ELEVATOR SINGAPORE PTE LTD ID : G4243450P
Installation Contractor *	SIGMA ELEVATOR SINGAPORE PTE LTD ID : G4243450P

← Previous Next →



Make payment

<

Resume PTO Application

✔ New contractor has been assigned to equipment

✔
REVIEW

✔
ASSIGN CONTRACTORS

03
MAKE PAYMENT

04
COMPLETION

Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Escalator	BLK 11, Orchard view, Orchard Sea View , 01 - 17, 457517	20

Total Amount **\$ 20**

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous

Proceed To Payment →



Make payment via Stripe

Resume PTO Application

☑ New contractor has been assigned to equipment

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Escalator	BLK 11, Orchard view, Orchard Sea View , 01 - 17, 457517	20

Total Amount \$ 20

Escalator

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Lift

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

MCPS

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

Payment Options

E-Payment

Pay Later


← Previous Confirm →



Make payment via Pay Later

[←](#)

- The UEN for BCA is T08GB0005B101
- The QR Code is below




- Indicate the above Application ID in the Reference field (Note: If you are unable to key in special characters like "_" for the Transaction Number, you can omit these special characters.)

Internet Bank Transfer

- Account Name: Building and Construction Authority
- Account Type: DBS Current Account
- Bank Code: 7171
- Account Number: <001-021871-9>
- DBS Swift Code: DBSSSGSG

For interbank transfer, once payment is made successfully, submit the payment details through BCA's Payment Notification via [FormSG](#) or using the QR Code below. Indicate the above Application ID in the Reference Number field



[← Previous](#) [Confirm →](#)



Completion

REVIEW ASSIGN CONTRACTORS MAKE PAYMENT **04 COMPLETION**

Completion

Transaction ID A-202210-006679

III Display/Hide Columns

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Escalator	BLK 11, Orchard view, Orchard Sea View , 01 - 17, 457517	20

Total **\$20**

[Close](#) [Print Receipt](#)

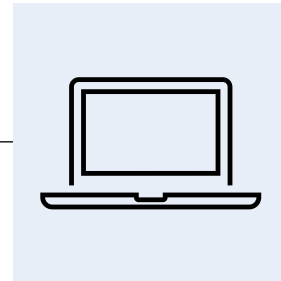


Owner Representatives



01

Assigning an
Owner Rep



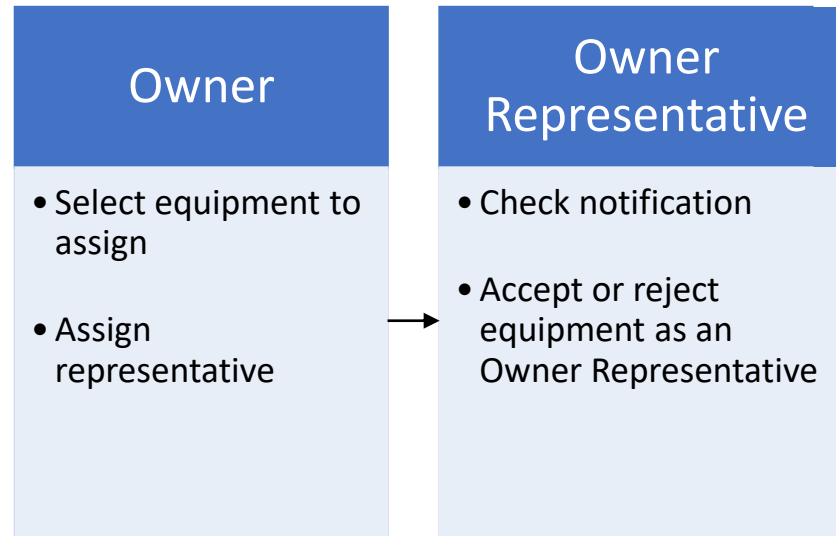
02

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.



Assigning an Owner representative Method 1

Equipment List Claim Equipment Ownership

2 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No Contractor

1+ **0** Equipment
No Contractor > 1 month

22 New Equipment
Pending New PTO Application

2 Equipment
Pending Recommissioning

477 Equipment
Suspension Request

504 Equipment
All assigned

Renew PTO
Pay Renewal Fee
Print PTO Cert
Other Actions
Export To Excel

504 / 624 equipment(s) 2 item(s) selected Display/Hide Columns Search

EQ	EQUIPMENT ID	ADDRESS	POSTAL	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	N/A	BLK 457, Ang Mo Kio, Ang Mo Kio Heights, 02 - 1500, 560457	560457	N/A	N/A	Pending SPE Insp	View ...

- Change Expiry Date
- Change Contractor
- Change SPE
- Transfer Ownership
- Assign Representative
- Suspend
- Terminate
- Print Past Receipt
- Request Refund



Add Owner's Representative

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type

Corporate Owner
 Individual Representative
 Contractor Representative

Representative Email

From

Start Date

To

End Date

Is Permanent



Active



Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

III Display/Hide Columns

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
▼ Pending SPE Inspection (1 item)						
N/A	BLK 457, Ang Mo Kio , Ang Mo Kio Heights, 02 - 1500, 560457	560457	Ang Mo Kio Heights	● Pending SPE Inspection	Platform Lift	Remove

Cancel

Save



Assigning an Owner representative Method 2

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📅

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📄

🔗

👤

📄

⚙️

!

Owner Representative(s)

<p>Jon Beier</p> <p>Access Duration 21/09/2022 - 24/09/2022</p> <p>There are 2 equipment(s) assigned</p> <p>Default Active</p>	<p>HDB</p> <p>Access Duration 05/09/2022 - Present</p> <p>There are 2 equipment(s) assigned</p> <p>Corporate Owner Active</p>	<p>Ang Mo Kio Town Council</p> <p>Access Duration 05/09/2022 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner Active</p>	<p>SP</p> <p>Access Duration 21/09/2022 - 24/09/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner Active</p>
<p>9G ELEVATOR PTE LTD</p> <p>Access Duration 21/09/2022 - 24/09/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor Active</p>	<p>MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</p> <p>Access Duration 07/10/2022 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor Active</p>	<p>BNF ENGINEERING (S) PTE LTD</p> <p>Access Duration 21/09/2022 - 24/09/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor Active</p>	<p>FUJITEC SINGAPORE CORPORATION LTD</p> <p>Access Duration 08/09/2022 - 12/09/2022</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor Inactive</p>

+ Add Another



Assigning an Owner representative

View Representative

Representative Type
Representative Name

Contractor
MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD

Access Duration

From

To

Is Permanent

Active

[Delete Owner Representative](#)

[Cancel](#)

[Save](#)

Equipment List ⓘ

[+ Assign Equipment](#)

ASSIGNMENT STATUS	EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS
Pending Acceptance	N/A	BLK 457, Ang Mo Kio , Ang Mo Kio Heights, 02 - 1500, 560457	560457	Ang Mo Kio Heights	Pending SPE Inspection	Platform Lift	Pending SPE Inspection



View from an Owner rep

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 from an Owner rep

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 from an Owner rep

BCA LEAP
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	Pending SPE Inspection	Platform Lift	Pending SPE Inspection	N

Remarks

Cancel
Reject
Accept



Other Owner Functionalities



There are a number of actions in which the owner would be able to conduct via the LEAP system.

Pay Renewal Fees

Owners can pay the renewal fees for the equipment at anytime during the renewal application. Note that payment for New PTO & Recommission fees are separate from this function.

Change SPE

Owners can change an existing SPE for each selected equipment.

Change Contractor

Owners can change the test contractor or the maintenance contractor for each selected equipment. LEAP also allows for the Owner to assign the contractor as a representative to manage the account.

Transfer Ownership

Owners can transfer the ownership of a selected equipment to another owner. Upon acceptance from the new owner, the old owner will no longer be able to see the equipment in their account.



Other Owner Functionalities



Print Past Receipts

Owners can download/print the PTO payment receipts for the most recent payments for an application. The receipt contains details such as total number of equipment, payment mode, date, amount etc.



Suspend/Terminate Equipment

Owners can suspend an equipment temporarily or terminate the equipment permanently through LEAP.



Change Expiry Date

Owners can change the expiry date of their equipment through LEAP. In the case of renewing a PTO, an important point to note is that the owner will only be able to select equipment that are expiring within the next 3 months.



Assign Representatives

Owners can assign representatives to manage their account. Chosen representatives can assist owners with numerous functions such as renewing PTO or paying fees. For the full list of functions please refer to the user manual.



Other Owner Functionalities



Edit equipment details

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



Export equipment details

Owners can export the details of an equipment into an excel. Fields to be exported to an excel can be selected before export.



Change notifications

Owners can edit frequency of notifications and the type of events that would trigger notifications.



Print PTO certificate

Owners can download/print the PTO certificates.



Edit user profile

Owners can edit the details of their profile on LEAP.



Request refund


Owners can use the LEAP system to request refunds if required.





Q&A





HOW TO SPOT SIGNS OF PHISHING


- 

Mismatched & Misleading Information
- 

Unexpected Emails
- 

Use of Urgent or Threatening Language
- 

Suspicious Attachments
- 

Promise of Attractive Rewards
- 

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

