

Building and Construction Authority



## Lifts and Escalators Application Portal (LEAP)

### Quick Guide on:

- A. Onboarding from OPTO to LEAP
- B. Renewal of PTO
- C. New PTO application
- D. Recommissioning application of PTO
- E. Owner's representative assignment



# (A) Onboarding from OPTO to LEAP

**LEAP**  
Lifts and Escalators Application Portal

**Announcement**

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO application applications for lifts and escalators must be carried out through the LEAP Portal from 21 November 2022.

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Please do not click on any links if you receive SMSes that appear to be from BCA. Please be assured that BCA will never ask or request for anyone personal details via SMS notifications and / or automated phone messages. For any

**Individual Login**

Individual Home Owners  
**Log in with singpass**

SPE  
**Log in with singpass**

LEI  
**Log in with singpass**

If you do not have a Singpass account or have forgotten your password, click [here](#).

**Corporate Login**

L&E Corporate Owner  
**Log in with corppass**

Contractors  
**Log in with corppass**

**QUICK LINKS**

<b>LEAP BRIEFING SLIDES</b>	<b>LEAP WEBINAR</b>	<b>LEAP USER MANUAL</b>	<b>FAQ</b>
Owner	Owner	Owner	
Town Councils	Town Councils	Contractors	
Contractors	Contractors	SPE	
SPE	SPE	LEI	

1. To login into the system, owners can begin by selecting the desired login mode. Owner will then upon successful entry be directed to the Sing Pass / Corp Pass web page.

# (A) Onboarding from OPTO to LEAP

After selecting the login mode for Home Owner/Corporate Owner, the details will be pre-populated from MyInfo where available.

The screenshot shows the 'Owner Registration' form with the following fields and values:

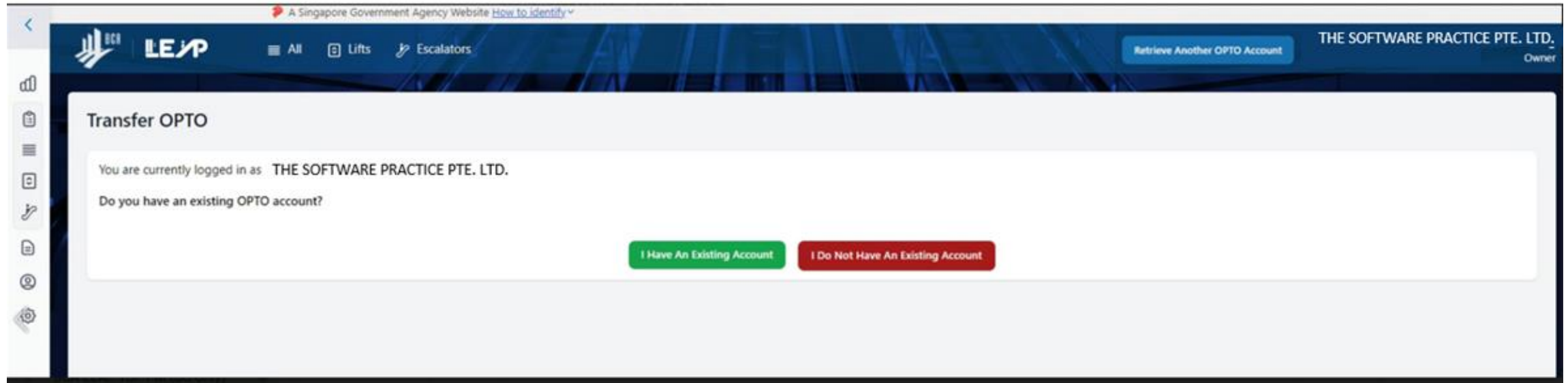
Section	Field	Value
Personal Details (1)	Registration No. / UEN	201118383N
	Company Name	THE SOFTWARE PRACTICE PTE. LTD.
	Owner Name	THE SOFTWARE PRACTICE PTE. LTD.
Address Details (2)	Block/House Number	29
	Street Name	MEDIA CIRCLE
	Floor Number	03
	Unit Number	14
	Building/Estate Name	ALICE@MEDIAPOLIS
	Postal Code	138565
Contact Details (3)	Email	contact@thesoftwarepractice.com
	Phone	65 81234567
Declaration (4)		<input checked="" type="checkbox"/> I have reviewed the information provided and declare that it is true and accurate.
Action (5)		Cancel Register

Owner can verify and make changes.

1. Fill in Personal details
2. Fill in Address details
3. Fill in email and contact details
4. Select declaration
5. Click Register

After registering the account, the user will be redirected to the dashboard. As a first-time registered user, he will see the transfer screen next.

# (A) Onboarding from OPTO to LEAP



1. Owner can click on “I have an existing account” button if he has an OPTO account and would like to transfer the OPTO equipment to LEAP account.
2. Owner can click on “I do not have an existing account” button if he does not have an OPTO account.

# (A) Onboarding from OPTO to LEAP

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

BCA LEAP All Lifts Escalators Retrieve Another OPTO Account bob3 Owner

### Transfer OPTO

You are currently logged in as bob3.

Please enter your OPTO credentials to transfer equipment records from OPTO to your LEAP account.

- 1 OPTO Owner User ID
- 2 OPTO Password  
[Click here if you forgot your OPTO password](#)
- 3 **Begin Transfer Process From OPTO To LEAP**

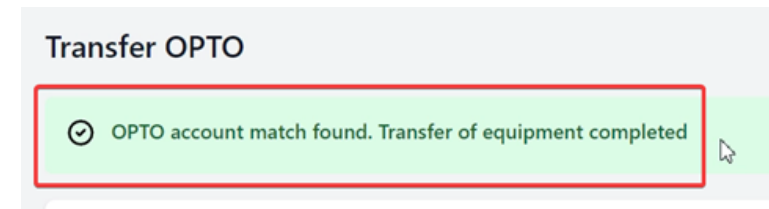
Cancel

[Skip this. I am a new owner for a new lift/escalator.](#)

You may reset your password by clicking the link  
- Click here if you forgot your OPTO password

1. Key in OPTO Owner User ID
2. Key in OPTO Owner User password
3. Select “Begin Transfer Process from OPTO to LEAP”. A pop up will appear for you to confirm the migration. Owners can repeat this step if required.

An alert will pop up showing that the equipment has been transferred.



# (B) Renewal of PTO

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

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	APP ACTION
EN-02211-006484	Jurong bay	N/A	N/A	a month 31/12/2022	10/11/2027	View ...

Assign Test Contractor & SPE

Test contractor: SIGMA ELEVATOR SINGAPORE PTE LTD [Change Contractor](#)

Specialist Professional Engineer (SPE): Betty Blick || ID : 14

Previous [Next](#)

## Note:

- PTO must be expiring within 3 months
- Equipment is currently active

Go to equipment list via the left navigation panel

1. Select desired equipment to be renewed
2. Click on the renew PTO button
3. Select contractor if required
4. Select SPE
5. Select next

# (B) Renewal of PTO

### Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
EN-02211-006484	Passenger Lift	Jurong bay	20

---

**Total Amount** \$ 20

---

<b>Escalator</b> <ul style="list-style-type: none"><li>\$20/Escalator for 1st 10 Escalator(s)</li><li>\$10/Escalator for subsequent Escalator(s)</li></ul>	<b>Lift</b> <ul style="list-style-type: none"><li>\$20/Lift for 1st 10 Lift(s)</li><li>\$10/Lift for subsequent Lift(s)</li></ul>	<b>MCPS</b> <ul style="list-style-type: none"><li>\$20/MCPS for 1st 10 MCPS(s)</li><li>\$10/MCPS for subsequent MCPS(s)</li></ul>
--	---	---

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

[← Previous](#) [Cancel](#) [Proceed To Payment →](#) 6

### Payment Options 7

E-Payment

Pay Later

Continue with GIRO

[Cancel](#) [Confirm →](#) 8

6. Proceed to payment

7. Choose one of the available payment options

8. Confirm

A success message will appear confirming that the payment has been completed

# (C) New PTO application

22 / 33 equipment(s) 1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPL	ACTION
<input checked="" type="checkbox"/>	N/A	34f	fe	N/A	fe	N/A	N/A	N/A	Pen	Review
<input type="checkbox"/>	N/A	PL11	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	Pen	View ...

Go to equipment list via the left navigation panel

1. Click on the Ongoing New PTO Application smart filter
2. Select desired equipment
3. Click on Commence New PTO
4. Click on Review and accept the equipment
5. Click on Next

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Review

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PAYMENT ST	ACTION
N/A	34f	fe	N/A	fe	N/A	N/A	Pending Owner Acceptance	Car Lift	Pending P:	Review

← Previous Next →

Note:

- Equipment ID must be N/A

# (C) New PTO application

REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

### Assign Contractors

6

Test Contractor 9G ELEVATOR PTE LTD || ID : T18SS0001A

Maintenance Contractor \* Select an option

Installation Contractor \* Select an option

← Previous Next →

6. Select contractors

7. Proceed to payment

8. Choose one of the available payment options

9. Confirm

A success message will appear confirming that the payment has been completed

REVIEW ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

### Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	fe	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)

← Previous Proceed To Payment → 7

REVIEW ASSIGN CONTRACTORS MAKE PAYMENT 04 COMPLETION

### Payment Options

8

E-Payment

Pay Later

← Previous Confirm → 9

# (D) Recommissioning application of PTO

The dashboard shows four smart filters: 30 New Equipment (Ongoing New PTO application), 3 Equipment (Ongoing Recommissioning), 410 Equipment (Suspension Request), and 556 Applications (Assigned to me). Below the filters are buttons for 'Commence Recommission PTO', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table lists equipment with columns for ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, and NEXT FULL LC ACTION. A tooltip provides instructions for commencing PTO for suspended equipment.

In order to commence recommission PTO for suspended equipment, you need to assign contractor and make payment, please ensure the following conditions have been fulfilled:

- (1) Equipment suspended should have an ongoing recommission PTO application
- (2) Equipment suspended should contain A/R works selected

For more than 1 equipment selected,

- (1) All equipment type should belong to the same parent category (i.e. lift/escalator)
- (2) All equipment suspended should contain same type of A/R works selected
- (3) All equipment should belong to the same Application ID

ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LC ACTION
Tiong Bahru Road 1	N/A	Tiong Bahru Road 1	N/A	N/A	31/12/2022	14/10/2027
68, Troy, eleifend donec ut, 664 - 3, 253725	68	Troy	253725	eleifend donec ut	21/01/2023	N/A

Go to equipment list via the left navigation panel

1. Click on the Ongoing Recommissioning smart filter
2. Select desired equipment
3. Click on Commence Recommission PTO
4. Select Contractors
5. Click on Next

The 'Recommission PTO Application' form shows a progress bar with three steps: 01 ASSIGN CONTRACTORS (active), 02 MAKE PAYMENT, and 03 COMPLETION. A yellow banner states: 'You are initiating PTO Recommission for the following equipment: - Home Lift EN-02210-006415 at Tiong Bahru Road 1'. Below, there are three dropdown menus for 'Test Contractor', 'Maintenance Contractor \*', and 'Installation Contractor \*', all set to 'FUJITEC SINGAPORE CORPORATION LTDr || ID : G4855790N'. A 'Next' button is at the bottom right.

01 ASSIGN CONTRACTORS

02 MAKE PAYMENT

03 COMPLETION

You are initiating PTO Recommission for the following equipment:  
- Home Lift EN-02210-006415 at Tiong Bahru Road 1

Assign Contractors

Test Contractor: FUJITEC SINGAPORE CORPORATION LTDr || ID : G4855790N

Maintenance Contractor \*: FUJITEC SINGAPORE CORPORATION LTDr || ID : G4855790N

Installation Contractor \*: FUJITEC SINGAPORE CORPORATION LTDr || ID : G4855790N

Next →

# (D) Recommissioning application of PTO

**Make Payment**

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
EN-02210-006415	Home Lift	Tiong Bahru Road 1	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 **6** Proceed To Payment →

6. Proceed to payment

7. Choose one of the available payment options

8. Confirm

A success message will appear confirming that the payment has been completed

**Payment Options** **7**

E-Payment

Pay Later

← Previous **8** Confirm →

# (E) Owner's representative assignment

The screenshot shows the LEAP system interface for an owner. The main area displays an 'Equipment List' with several summary cards: 22 Equipment (PTO Expiring in 3 months), 32 Equipment (Full Load Test window open), 26 Equipment (No Contractor), 35 Equipment (No Contractor > 1 month), 12 New Equipment (Pending New PTO Application), 23 Equipment (Pending Recommissioning), 42 Equipment (Suspension Request), and 50 Equipment (All assigned). Below the cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export To Excel'. A table below shows equipment details with columns for PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, and ACTION. One row is selected, and the 'Assign Representative' option is highlighted in the 'Other Actions' dropdown menu.

Assigning an Owner's Representative:

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select assign representative and follow the steps from there.

A success message will appear once owner representative is added successfully

# (E) Owner's representative assignment

The screenshot shows the LEIP (Lifts and Escalators Inspection and Permit) system interface. At the top, there is a notification: "Kirk Leuschky has assigned you to be the owner representative for 1 equipment on 10/10/2022 13:45". Below the notification, there are two summary cards: "1 Equipment Ongoing Renewal" and "627 Equipment Ongoing Recommissioning".

The main part of the interface is a table with the following columns: EQUIPMENT ID, ADDRESS, POSTAL CODE, BUILDING NAME, EQUIPMENT STATUS, EQUIPMENT TYPE, APPLICATION STATUS, and APPLICATION. The table contains one row of data:

EQUIPMENT ID	ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION
N/A	12, STREET NAME 8888, ALICE MEDIA, 1 - 2, 123890	123890	ALICE MEDIA	Accepted By Owner	Escalator	Rejected	New PTO

Below the table is a "Remarks" field with a text input area. At the bottom right, there are three buttons: "Cancel", "Reject", and "Accept". A red circle with the number "2" is placed over the "Accept" button.

Accepting equipment assigned:

1. Owner rep clicks on the dashboard notification.
2. Owner rep can accept or reject equipment.

# (E) Owner's Representative

Owner Representative(s) 2

<b>Jon Beier</b> Access Duration 18/10/2022 - Present There are 0 equipment(s) assigned Default Active	<b>Lauryn Clemens</b> Access Duration 20/10/2022 - Present There are 0 equipment(s) assigned Default Active	<b>Ang Mo Kio Town Council</b> Access Duration 05/09/2022 - Present There are 0 equipment(s) assigned Corporate Owner Active	<b>SP</b> Access Duration 21/09/2022 - 24/09/2022 There are 0 equipment(s) assigned Corporate Owner Active
<b>9G ELEVATOR PTE LTD</b> 3 Access Duration 21/09/2022 - 24/09/2022 There are 0 equipment(s) assigned Contractor Active	<b>MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD</b> Access Duration 07/10/2022 - Present There are 1 equipment(s) assigned Contractor Active	<b>BNF ENGINEERING (S) PTE LTD</b> Access Duration 21/09/2022 - 24/09/2022 There are 0 equipment(s) assigned Contractor Active	<b>FUJITEC SINGAPORE CORPORATION LTD</b> Access Duration 01/11/2022 - 05/11/2022 There are 2 equipment(s) assigned Contractor Active

Add Another

Deleting Owner's Representative:

1. Select profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click on the name of desired Owner representative to view individual Owner representative's details
4. Select delete representative

View Representative

Representative Type Contractor  
Representative Name 9G ELEVATOR PTE LTD

Access Duration From 15/11/2022 To 18/11/2022

Is Permanent

Active

Delete Owner Representative 4 Cancel Save