



# User Manual

For the BCA LEAP Application

Role	Contractor
Version	1.10
Date	7 May 2026



# Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	7 December 2022	Adding user flow for a more comprehensive understanding
1.2	13 December 2022	Updating copywriting
1.3	8 June 2023	Addition to manual based on user feedback
1.4	14 July 2023	Addition to manual based on user feedback Addition of Section 4.1 Advanced filter (Search) Addition of Section 4.5 Exporting selected equipment details to excel Addition of Section 4.6 Exporting all records to excel Deletion of Section 5.1 Changing contractor details Revision of Section 6 Notification
1.5	5 October 2023	Revision of Section 5.1 Changing address details Revision of Section 5.2 Changing contact details (email)
1.6	6 November 2023	Revision of Section 2 Viewing equipment in PTO Application List Revision of Section 3 Change of SPE and contractor Revision of Section 3.1 Assign SPE Revision of Section 4 Equipment details
1.7	27 June 2024	Revision 4.2 Edit equipment details (warning message if equipment is ongoing inspection)
1.8	14 November 2024	Revision of Section 4.6 Exporting all records to excel
1.9	13 November 2025	Updating of BCA Logo Revision of Section 1.3 Logging into the system Revision of Section 1.5 The Dashboard
1.10	7 May 2026	Revision of Section 4 Equipment details Revision of Section 5 Profile and user management

# Contents page

---

Change Log .....	1
1 Introduction .....	4
1.1 Terminology Used .....	4
1.2 Statuses used in LEAP .....	5
1.2.1 Application Status .....	5
1.2.2 Equipment Status.....	6
1.2.3 Inspection Status .....	6
1.2.4 Payment Status .....	7
1.2.5 Refund Status.....	7
1.3 Logging into the system .....	8
1.4 Flow of Contractors main functions .....	9
1.4.1 Contractor flow: Renewal process .....	9
1.4.2 Contractor flow: Create New PTO process.....	10
1.4.3 Contractor flow: Recommission process.....	11
1.5 The Dashboard.....	12
1.6 Smart filter View .....	13
1.6.1 View equipment expiring in 3 months .....	14
1.6.2 View equipment with full load test window open .....	15
1.6.3 View all equipment assigned .....	16
2 Viewing equipment in PTO application list.....	17
2.1 If Application ID is known upfront .....	17

2.2	If Application ID is not known upfront .....	18
3	Change of SPE and Contractor.....	20
3.1	Assign SPE .....	21
3.2	Terminate Contract.....	23
3.3	Claim Contract .....	25
4	Equipment details .....	27
4.1	Advanced filter (Search).....	28
4.2	Edit equipment details.....	30
4.3	View past applications .....	35
4.4	View Owner, Contractor & SPE history .....	37
4.5	Exporting selected equipment details to excel .....	39
4.6	Exporting all records to excel.....	41
5	Profile and user management.....	44
5.1	Changing address details .....	45
5.2	Changing contact details (email).....	46
6	Notifications.....	47

# 1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from inception to termination. The LEAP system would facilitate the involvement of all actors involved in the three main processes of creating, renewing and recommissioning the permit to operate for lifts as well as escalators that fall under BCA's purview. It is required that every new escalator or lift obtain a permit before beginning operations. Users can log into the system via Corppass for corporate owned equipment.

This user manual serves to assist you, the Contractors, in understanding the different functions of the BCA's LEAP system.

## 1.1 Terminology Used

Term	Definition
LEAP	Lifts and Escalators Application Portal
PTO	Permit To Operate
SPE	Specialist Professional Engineer in the Specialized Branch of Lift and Escalator Engineering
LEI	Lift and Escalator Inspector
Major A/R works	Major alteration or replacement works carried out on any lift or escalator specified in the first column of Part 2 of the Second Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016

## 1.2 Statuses used in LEAP

### 1.2.1 Application Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE selects owner and creates equipment, or During recommission PTO application, SPE initiated an application and SPE yet to submit inspection, or During renewal PTO application, Owner initiated an application and SPE yet to submit inspection
Pending Payment	During new/recommission PTO application, SPE signed and submitted inspection, or During renewal PTO application, Owner initiated renewal application and Owner yet to make payment
Pending PTO Officer Review	During new/recommissioning PTO application, payment was received and SPE has submitted inspection results. The application is currently under review by PTO officer.
Complete	During new/recommission PTO application, PTO Officer approved the application, or During renewal PTO application, Owner made payment and SPE has also submitted inspection
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Pending BCA Engineer Review	During new/recommission PTO application <sup>1</sup> , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

<sup>1</sup> Temporarily not applied in LEAP

## 1.2.2 Equipment Status

Status	Description
Pending SPE Inspection	During new PTO application, SPE has selected owner and created equipment records
Accepted By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and accepted the equipment to be under his/her ownership.
Rejected By Owner	During new PTO Application, after SPE submitted inspection for the new equipment, owner reviewed and rejected the equipment to be under his/her ownership.
Pending Owner Acceptance	During new PTO application, SPE has submitted inspection results but owner has not accepted the ownership of the equipment
Active	After PTO Officer approves new/recommission PTO application
Active. To suspend from DD/MM/YYYY	PTO is valid but Owner suspends equipment in advance with effect from a future date
Suspended	When Owner suspends an equipment with effect from today
	PTO expired as the PTO Expiry Date is before today
Terminated	When Owner terminates an equipment

## 1.2.3 Inspection Status

Status	Description
Saved as Draft	SPE has saved the inspection as draft or has not submitted the inspection report with his digital signature
Pending BCA Review	SPE signs and submitted inspection for new/recommission PTO application, or SPE signs and submitted inspection for renewal PTO application (shortlisted equipment)
Approved	PTO Officer approved inspection for new/recommission PTO application, or SPE approved LEI's inspection (for renewal application only)
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has to initiate the application again.
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for amendments e.g., follow up on some clarifications, or missing documents for processing
Completed	SPE signs and submits inspection for renewal PTO application
Pending SPE Review	LEI submitted inspection for renewal PTO application
Pending Amendment By LEI	SPE routed back to LEI for renewal PTO application

## 1.2.4 Payment Status

Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Refund Requested	Owner requested for refund, or Finance Officer mark payment for refund
Refunded	Finance Officer updated refund status as refunded
Pending Refund	Finance Officer updated refund status as pending refund
Failed	GIRO Deduction is unsuccessful
Submitted to Vendors@Gov	Owner made payment through PayBCA and selected Vendors@Gov

## 1.2.5 Refund Status

Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

# 1.3 Logging into the system

To login into the system, Contractors can begin by selecting Log in with Corppass.

**Announcement**

**Beware of Impersonation Scams**  
Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamsShield Helpline at 1799 or visit [www.scamsshield.gov.sg](http://www.scamsshield.gov.sg) to check if something is a scam.

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

**Individual Login**

**Individual Home Owner**  
[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](#)

**Contractor**  
[Log in with corppass](#)

If you are transacting on behalf of your company and you do not own a Corppass account, please contact your company's Corppass Admin to create the account, and assign the access to "BCA e-Services" as "MyBCA User" for you.

**Contractor - PWM**  
[Log in with corppass](#)

If you are submitting the Progressive Wage Plan on behalf of your company, please contact your Corppass Admin to assign the access to "BCA-LEAP" as "Contractor PWM" for you.

To find out who is the Corppass Admin or Sub-Admin of your entity, please Email [support@corppass.gov.sg](mailto:support@corppass.gov.sg) with the following information:  
• Your entity's UEN / Foreign Registration Number  
• Your name, title and contact no.

Corppass Support will notify your entity's Corppass Admin to contact you.

**QUICK LINKS**

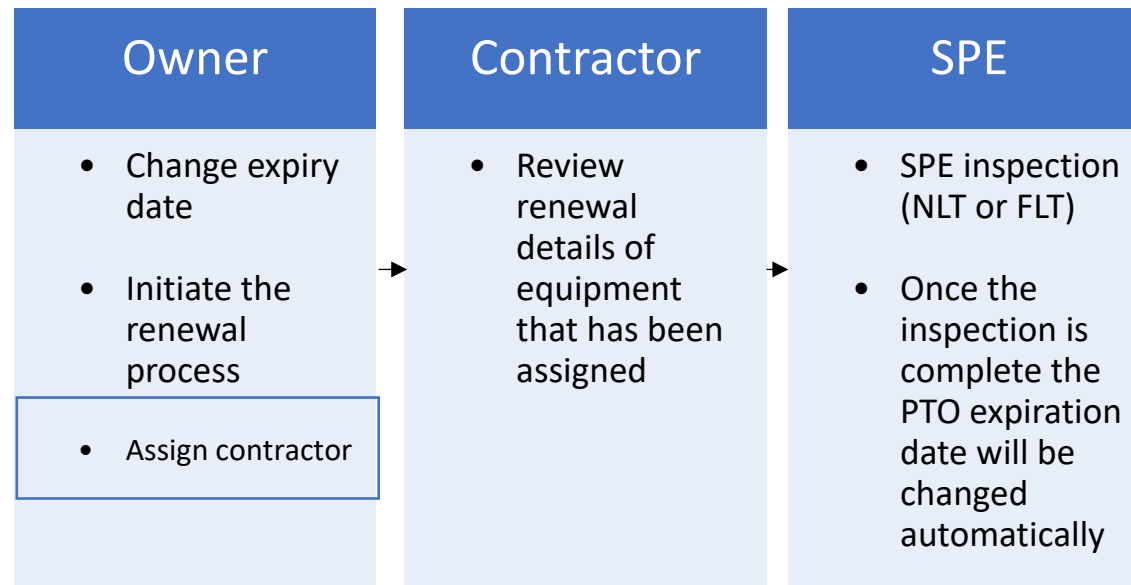
LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (pdf 272KB, 20 Jan 2023)
Owner (pdf 5.6MB, 4 Nov 2022)	Owner (mp4 535.51MB, 31 Oct 2022)	Owner (pdf 17.57MB, 19 Jun 2025)	
Town Councils (pdf 5.6MB, 17 Oct 2022)	Town Councils (mp4 295.20MB, 14 Oct 2022)	Contractors (pdf 4.61MB, 14 Nov 2024)	
Contractors (pdf 3.5MB, 28 Oct 2022)	Contractors (mp4 195.19MB, 28 Oct 2022)	SPE (pdf 10.65MB, 14 Nov 2024)	
SPE (pdf 5.3MB, 20 Oct 2022)	SPE (mp4 249.49MB, 18 Oct 2022)	LEI (pdf 4.78MB, 14 Nov 2024)	
		Owner Rep (pdf 12.32MB, 19 Jun 2025)	

## 1.4 Flow of Contractors main functions

The main role of the contractor would be to review the equipment assigned during the renewal, new PTO creation and recommission process. Contractors can also assign SPEs, terminate as well as claim contracts.

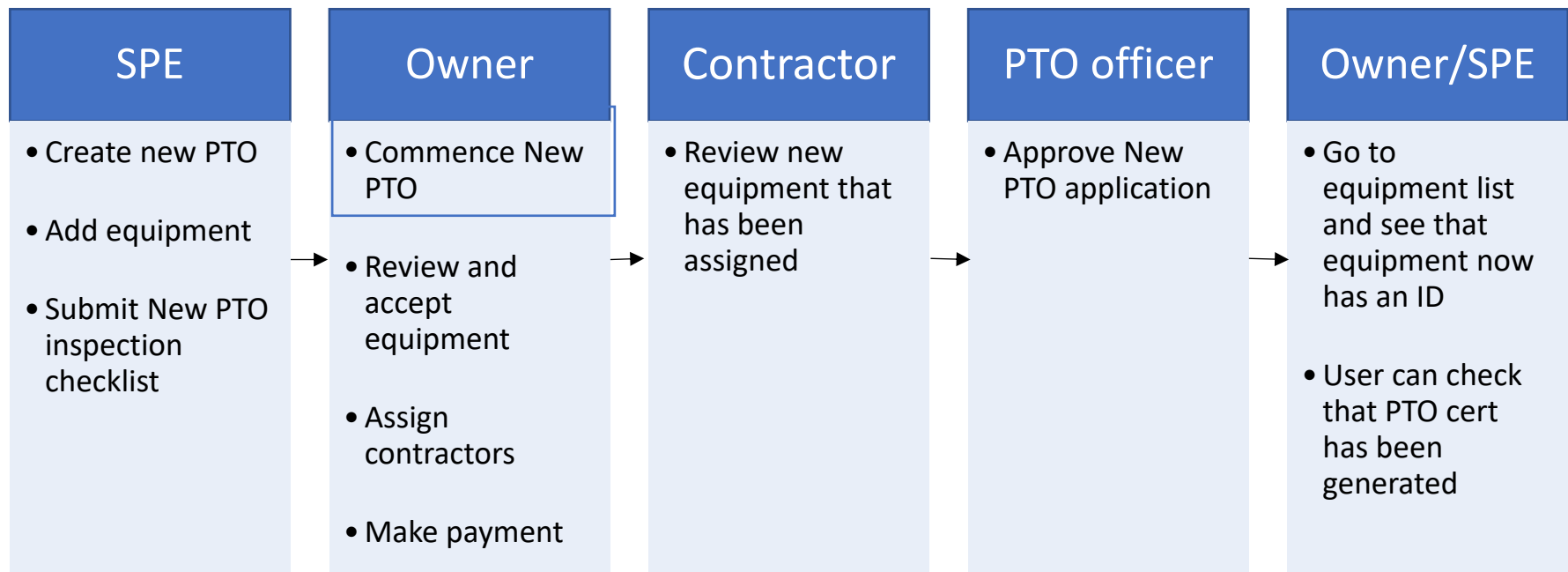
### 1.4.1 Contractor flow: Renewal process

When renewing a PTO, Owners would first adjust the expiry date to be within the 3-month renewal window period. Owners would then initiate the renewal process which includes assigning the contractor and SPE as well as payment for the renewal. Contractors would receive an email alert that they have been assigned as the contractor for the equipment. SPEs will also receive an email alert to conduct the inspection whether it be the No Load Test or Full Load test. The new expiration date would be changed automatically once the process is completed.



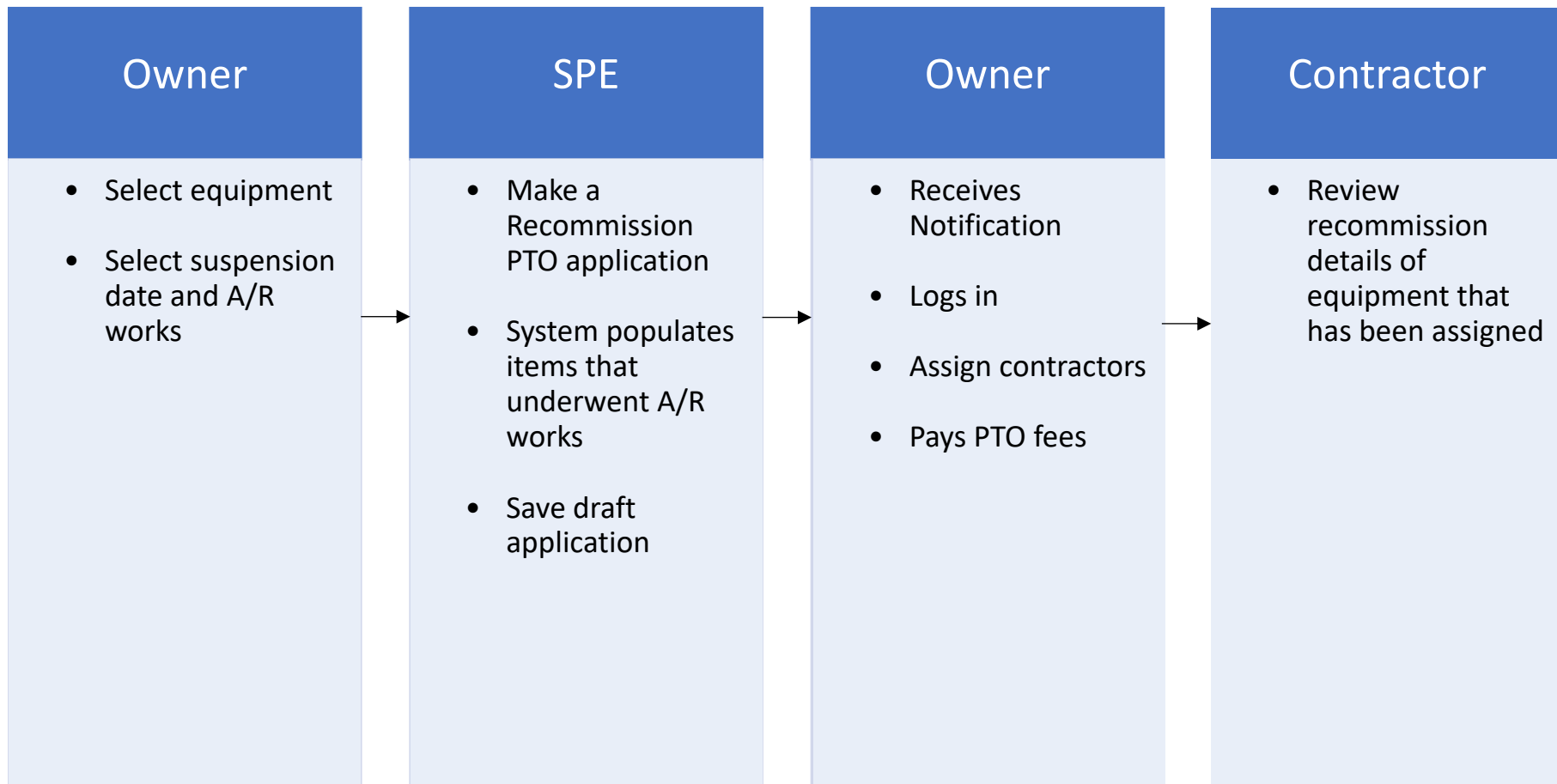
## 1.4.2 Contractor flow: Create New PTO process

The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to make payment. Contractors would receive an email alert that they have been assigned as the contractor for the equipment. Once approved by the PTO officer, Owners can then proceed to download the PTO certificate.



### 1.4.3 Contractor flow: Recommission process

The process of recommission begins at the time the owner suspends the equipment. After the period of suspension, the SPE has to initiate the recommission process. The Owner then receives an email notification indicating that the recommission process has been started and will then proceed to assign a contractor as well as pay fees for recommission.



# 1.5 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities will pop up here. On the dashboard, alerts that require immediate action by the Contractor would pop up here. Examples of alerts include new equipment getting assigned to the Contractor, equipment that is pending recommissioning thus requiring action and information on equipment that is expiring. The smart filter here also further assists Contractors to quickly navigate to the required action.

The screenshot displays the LEAP dashboard interface. On the left is a navigation sidebar with options: BACK, Switch to Owner Rep Profile, Signed in as Contractor B (Main Account) / User A, Dashboard (selected), Equipment List, All, Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main header includes the BCA and LEAP logos, navigation tabs for All, Lifts, and Escalators, and user role buttons for Contractor (User Manual), Owner Rep (User Manual), and Contractor B Contractor. The dashboard content features two alert banners: 'User C has assigned you to be the owner representative for 3 equipment on 25/06/2025 17:12' and 'Corp Owner Z, TXXXXXXXXD has assigned you to be the owner representative for 3 equipment on 25/06/2025 17:11', both with 'View to accept or reject' links. Below the alerts are three equipment status cards: '1114 Equipments In Equipment List' (View all), '0 Equipment Ongoing Renewal' (View all), and '15 Equipment Ongoing Recommissioning' (View all).

## 1.6 Smart filter View

Smart filter view is a quick and convenient way to view the desired equipment in the context required. Selecting a filter would change the equipment(s) shown in the equipment list.

The screenshot displays the 'Equipment List' interface. At the top, there are three filter cards: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '859 / 859 equipment(s) 0 item(s) selected' along with 'Display/Hide Columns' and 'Clear All Column Filters' options. A search bar is located on the right. The main table lists equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	blk23dg3, testst	blk23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

## 1.6.1 View equipment expiring in 3 months

Select smart filter PTO expiring in 3 months smart filter

The screenshot displays the 'Equipment List' page in the LEAP portal. At the top, there are buttons for 'Claim Contract' and 'Export All Records To Excel'. Below these are three summary cards: '1 Equipment PTO Expiring in 3 Months' (highlighted with a red box), '0 Equipment Full Load Test window open', and '729 Applications Assigned to me'. A row of action buttons includes 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. Below the actions, a status bar shows '729 / 729 equipment(s)' and '0 item(s) selected', along with 'Display/Hide Columns' and 'Clear All Column Filters' options, and a search bar. The main table lists equipment with columns for ID, NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING, and ACTION. The first row is empty, and the following three rows contain placeholder data.

<input type="checkbox"/>	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING	ACTION
<input type="checkbox"/>								
<input type="checkbox"/>	N/A	whywhywhy	whywhywhy	N/A	whywhywhy	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL04	Ivory Heights	N/A	Ivory Heights	N/A	N/A	View ...

## 1.6.2 View equipment with full load test window open

Select Full load Test Window Open smart filter.

**Equipment List** Claim Contract Export All Records To Excel

1 Equipment PTO Expiring in 3 Months
**0 Equipment Full Load Test window open**
729 Applications Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

729 / 729 equipment(s) 0 item(s) selected
Display/Hide Columns Clear All Column Filters
Search

<input type="checkbox"/>	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING	ACTION
<input type="checkbox"/>	N/A	whywhywhy	whywhywhy	N/A	whywhywhy	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL04	Ivory Heights	N/A	Ivory Heights	N/A	N/A	View ...

## 1.6.3 View all equipment assigned

Select all assigned smart filter

**Equipment List** Claim Contract Export All Records To Excel

1 Equipment PTO Expiring in 3 Months
 0 Equipment Full Load Test window open
 **729 Applications** Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

729 / 729 equipment(s) 0 item(s) selected
Display/Hide Columns Clear All Column Filters
Search

<input type="checkbox"/>	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING	ACTION
<input type="checkbox"/>	N/A	whywhywhy	whywhywhy	N/A	whywhywhy	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL04	Ivory Heights	N/A	Ivory Heights	N/A	N/A	View ...

## 2 Viewing equipment in PTO application list

### 2.1 If Application ID is known upfront

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-202303-007111		
02/03/2023	New PTO	A-202303-007111		View

If you are aware of the Application ID, you may proceed with:

1. Select PTO Application List from sidebar
2. Key in application ID
3. Select view for desired equipment, or view submission

PTO Application List

Application ID: A-202303-007111  
Application Date: 02/03/2023  
Application Type: New PTO

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PA ACTION
A-202303-007111	78	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	02/03/2023	View Equipment

#### Note:

1. All the past applications can be found here which will link you up with the equipment. Should you wish to look up a previous application ID, you may search from the equipment.
2. For more details, you may also click on the "View Equipment" button

## 2.2 If Application ID is not known upfront

**1** Equipment List

13 Equipment  
PTO Expiring in 3 Months

0 Equipment  
Full Load Test window open

859 Applications  
Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

859 / 859 equipment(s) 1 item(s) selected Display/Hide Columns Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 Jul	N/A	shan 10 Jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

If you are unaware of the Application ID, you may proceed with:

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

**Equipment Details**

Equipment ID: L83  
Equipment Type: Car Lift  
Equipment No (e.g., PLO1): PL778

Owner Name, ID: Ang Mo Kio Town Council, F6456123L  
PTO Expiry Date: 30/06/2023  
Equipment Status: **Active**

Testing Contractor: Tai Hee Engineering, 180079784H  
Maintenance Contractor: Tai Hee Engineering, 180079784H  
Installation Contractor: 90 ELEVATOR PTE LTD, T18550001A

SPE ID: chester.muller, 33  
LEL Reg No.: N/A  
Commissioning Date: 02/03/2023

Full Load Test Date: 02/03/2023  
Next Full Load Test Expiry Date: N/A  
No Load Test Date: 02/03/2023

PTO Approved Date: N/A

Buttons: Export Equipment Details, Edit, Assign SPE

---

**PAST APPLICATIONS**  
(Renewal, Re-commission and New PTO History)

OWNER, CONTRACTOR & SPE HISTORY

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
New PTO	A-202303-007111	02/03/2023	Complete

Building and Construction Authority

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 2.1](#)

# 3 Change of SPE and Contractor

The equipment list is the main area of the software, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the contractor and can be easily filtered according to requirements.

**Equipment List**

13 Equipment  
PTO Expiring in 3 Months

0 Equipment  
Full Load Test window open

859 Applications  
Assigned to me

Assign SPE | Terminate Contract | Export Selected Records To Excel

859 / 859 equipment(s) | 0 item(s) selected | Display/Hide Columns | Clear All Column Filters

Search

<input type="checkbox"/>	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input type="checkbox"/>	N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
<input type="checkbox"/>	N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

## 3.1 Assign SPE

The steps below outline the way in which the Contractor can assign a SPE to PTO.

The screenshot shows the 'Equipment List' page in the LEAP application. The interface includes a sidebar with navigation icons, a top navigation bar with 'Claim Contract' and 'Export All Records To Excel' buttons, and a main content area. The main content area features three summary cards: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Below these cards are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A table below displays a list of equipment with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is selected, and the 'Assign SPE' button is highlighted. Three red callouts are present: '1' points to the 'Equipment List' sidebar, '2' points to the selection checkbox in the first row, and '3' points to the 'Assign SPE' button.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	blk23dg3, testst	blk23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from equipment list to renewed
3. Click on Assign SPE button. This moves you to the next screen

**Assign SPE**

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
N/A	PL01	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	Accepted By Owner	Service Lift

Specialist Professional Engineer (SPE)

Alma Klein || ID : 31

Cancel Save →

4. Select the SPE out of the dropdown menu

5. Click on Save and confirm the action

The SPE will be assigned to the equipment.

**Note:**

If the SPE selected is the existing SPE assigned to the equipment, the Save button will be disabled.

## 3.2 Terminate Contract

A contractor can terminate the contract in the following manner.

The screenshot shows the 'Equipment List' page in the LEAP application. It features a sidebar on the left with navigation icons. The main content area includes a header with 'Equipment List', a 'Claim Contract' button, and an 'Export All Records To Excel' button. Below the header are three summary cards: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. A toolbar contains 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel' buttons. A status bar shows '859 / 859 equipment(s) 1 item(s) selected'. A table lists equipment records with columns for ID, No., Address, Block, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and the 'Terminate Contract' button is highlighted with a red circle and the number 3. A red circle with the number 1 points to the 'Equipment List' sidebar item, and a red circle with the number 2 points to the checkbox of the first row in the table.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
<input checked="" type="checkbox"/>	N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
<input type="checkbox"/>	N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select Terminate Contract

The screenshot shows the 'Equipment List' page with a modal dialog for terminating a contract. The dialog text is as follows:

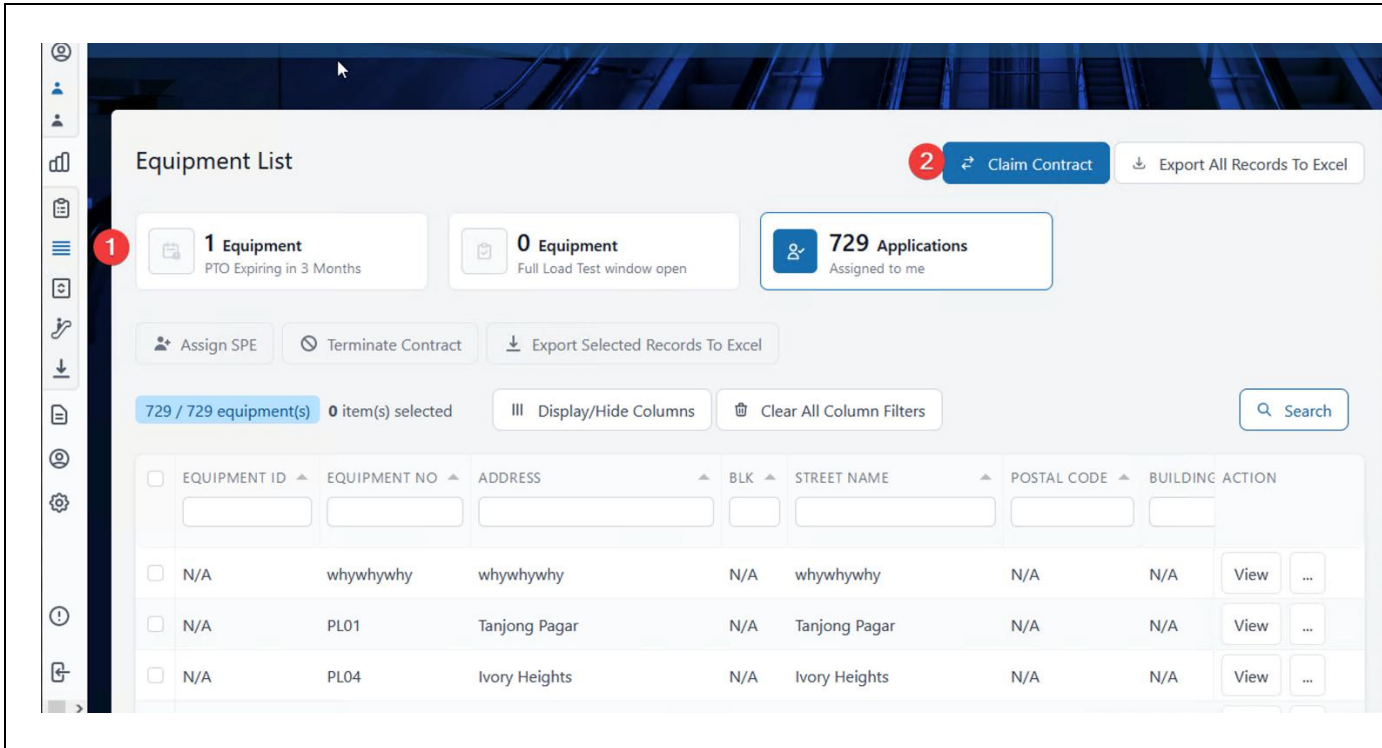
**Terminate Contract?**  
 You are terminating the contract with  
 Kirk Ramprostrow for N/A at Bishan street 44  
 I declare that the information provided is accurate. I  
 declare that I am not the appointed service contractor  
 for the maintenance of the equipment listed above as  
 at the date of submission.

Buttons: Cancel, Terminate (1)

4. Select Terminate to Terminate the Contract.

**Note:**  
 Terminate contract will be with immediate effect. The equipment will not be shown in your account anymore.

## 3.3 Claim Contract



The screenshot displays the 'Equipment List' page in the LEAP application. The interface includes a sidebar on the left with a red circle '1' next to the 'Equipment List' icon. The main content area features a header with a red circle '2' next to the 'Claim Contract' button and an 'Export All Records To Excel' button. Below the header are three summary cards: '1 Equipment' (PTO Expiring in 3 Months), '0 Equipment' (Full Load Test window open), and '729 Applications' (Assigned to me). A row of action buttons includes 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. Below this is a status bar showing '729 / 729 equipment(s)' and '0 item(s) selected', along with 'Display/Hide Columns' and 'Clear All Column Filters' buttons. A search bar is also present. The main table lists equipment with columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, and BUILDING ACTION. The table contains three rows of data:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING ACTION
N/A	whywhywhy	whywhywhy	N/A	whywhywhy	N/A	N/A
N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A
N/A	PL04	Ivory Heights	N/A	Ivory Heights	N/A	N/A

1. Begin by selecting the equipment list from the sidebar
2. Then select the Claim Contract button


This moves you to the next screen.

### Request for Change of Contractor

Contractor Type \*

Test contractor  
 Maintenance contractor  
 Installation contractor

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.

**Declaration**

I 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

1. Begin by selecting the Contractor type
2. Upload proof of change
3. Add remarks stating the reason for the request.
4. Check the declaration.
5. Select Save to finalize the request for change of contractor.

5

# 4 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP application. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area features a header with 'Equipment List', a 'Claim Contract' button, and an 'Export All Records To Excel' button. Below the header are three summary cards: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Action buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel' are present. A table below shows a list of equipment with columns for ID, No., Address, Block, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. A red circle '2' highlights the first row of the table, and a red circle '3' highlights the 'View' button in the 'Action' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Select equipment list from sidebar
2. Select equipment
3. Select View

# 4.1 Advanced filter (Search)

Select advanced filter to filter out desired equipment in equipment list.

The screenshot shows the 'Equipment List' page. On the left sidebar, a red circle '1' highlights the search icon. The main content area has a top bar with 'Claim Contract' and 'Export All Records To Excel' buttons. Below this are three summary cards: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. A secondary bar contains 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel' buttons. Below that, a status bar shows '859 / 859 equipment(s) 0 item(s) selected', 'Display/Hide Columns', and 'Clear All Column Filters' buttons. A red circle '2' highlights a 'Search' button in the top right of the table area. The table below has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first few rows show equipment with status 'Pending SPE Inspection'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Select equipment list from sidebar
2. Select search button

**Equipment List**

Claim Contract | Export All Records To Excel

0 Equipment PTO Expiring in 3 Months | 0 Equipment Full Load Test window open | 720 Applications Assigned to me

3

Equipment ID:

Equipment Types:

Application Type:

Building Name:

Block/House Number:

PTO expiry date:

Equipment Statuses:

Application Status:

Application ID:

Postal Code:

Street Name:

4

Hide | Reset | Filter

Assign SPE | Terminate Contract | Export Selected Records To Excel

3. A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.

4. Select filter button and the search results will appear in the Equipment List table below.

## 4.2 Edit equipment details

The screenshot shows the 'Equipment List' page in the LEAP application. It features a sidebar on the left with navigation icons. The main content area includes summary cards for '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Below these are action buttons: 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A table below displays a list of equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is highlighted in blue. Red callouts are placed on the interface: '1' on the sidebar, '2' on the table header, '3' on the 'View' button of the first row, and '4' on the 'Edit' button of the second row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
<input checked="" type="checkbox"/>	N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	Pending SPE	Edit	
<input type="checkbox"/>	N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	Pending SPE	Assign SPE	
<input type="checkbox"/>	N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl334	bik3936s, test st, 3, 3 - 3, 333333	bik3936s	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	View ...	
<input type="checkbox"/>	N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Select equipment list from sidebar
2. Select the desired equipment
3. Select kebab icon (...)
4. Select edit

## Edit Equipment EN-52757-543721

### Address Details

Search for Address 5  
Search by block, street name, building name or postal code

Block/House Number	<input type="text" value="71"/>	Street Name *	<input type="text" value="ROBINSON ROAD"/>
Floor Number	<input type="text" value="2"/>	Unit Number	<input type="text" value="2"/>
Building/Estate Name	<input type="text" value="71 ROBINSON"/>	Postal Code	<input type="text" value="068895"/>
Development Type * <span style="font-size: small;">i</span>	<input type="text" value="Residential Non-landed (HDB)"/>		

6

5. Make required changes for Address Details

**Note:** Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.

6. Save Address Details

**Note:** You can make changes to address details and technical details separately.

### Address Details

Search for Address  
Search by block, street name, building name or postal code

- 200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700
- 200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700
- 200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700
- 200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700
- 200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700
- 200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

Block/House Number

Floor Number

Building/Estate Name

Development Type \* i

### Technical Information

Equipment No (e.g., PL01) \*

Equipment Type \*

**Edit Equipment** Action ▾

🔔 Equipment data updated successfully 3

---

**Company Address Details**

Block/House Number	<input type="text" value="162136"/>	Street Name *	<input type="text" value="file uploadong"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text"/>	Postal Code	<input type="text"/>

---

**Technical Information**

Equipment No (e.g., PL01) *	<input type="text" value="p021234"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Development Type *	<input type="text" value="Civic, Community &amp; Cultural Institutions"/>	Make *	<input type="text" value="Hyundai"/>
Year of Installation *	<input type="text" value="2000"/>	ARD Brand	<input type="text"/>
Model *	<input type="text" value="model"/>	UPS Brand	<input type="text"/>
ARD Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
UPS Model	<input type="text"/>	Rated Load *	<input type="text" value="33"/> kg
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Cabin Height *	<input type="text" value="33"/> mm
Rated Speed *	<input type="text" value="33"/> m/s	Cabin Length *	<input type="text" value="33"/> mm
Cabin Breadth *	<input type="text" value="33"/> mm		

2

---

**Applicable Standard(s) \***

Choose the applicable standard(s)

Any other lift: SS 550:2009

Remarks

1. Make required changes for Technical Details
  2. Save Technical Information
- Note:**  
You can make changes to address details and technical details separately.

Year of Installation *	2022	Make *	KONE
Model *	2022	Speed *	2022 m/s
Length *	2022 mm	Width *	2022 mm
Rise *	2022 mm	Span	2022 mm

**Applicable Standard(s) \***

Choose the applicable standard(s)

SS CP 15:1990

Remove

Choose the applicable standard(s)

SS CP 15:1980

Remove

Cancel Save Technical Information

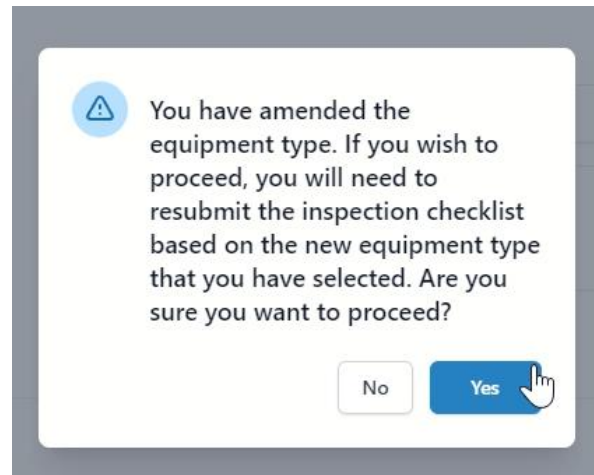
**Edit Equipment L690**

Equipment data updated 3

**Note:** If an equipment has multiple applicable standards, it can be edited and saved. No additions are allowed.

In this case, applicable standards can be removed until only one remain

3. You will see a success message



**Note:**  
If an equipment's status is ongoing inspection, Contractor will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.

Applicable Standard(s)

Clear All Column Filters

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
1. Recommission PTO	Any other lift: SS 550:2009	recomm 2	24/04/2026	SPE - Sushi: Best Friend of Hasani
Recommission PTO	Any other lift: SS CP 2:2000		24/04/2026	Officer - Myra Wintheiser
2. Others	Any other lift: SS CP 2:2000	edit	24/04/2026	Owner - Ollie Jacobs
Renewal PTO	Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004		23/04/2026	SPE - Sushi: Best Friend of Hasani
New PTO	Any other lift: Others		23/04/2026	SPE - Sushi: Best Friend of Hasani

Showing 1 to 5 of 5 results

Rows per page 10 First < 1 > Last

Show less ^

**Note:**  
Changes to applicable standard(s) will be reflected in equipment details in the following scenarios:

1. Transition of application type(s). For example, a Renewal PTO with Code of Standard (COS) A undergoes Recommission application and changes to COS B
2. COS is edited as per [Section 4.2](#).

## 4.3 View past applications

Contractors can view the history of all equipment

**1** Equipment List

13 Equipment  
PTO Expiring in 3 Months

0 Equipment  
Full Load Test window open

859 Applications  
Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

859 / 859 equipment(s) 1 item(s) selected Display/Hide Columns Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	bik232f543, test st	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	bik393ss, test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

**2** **3**

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

**Equipment Details** Export Equipment Details Assign SPE

Equipment ID EN-77761-405532	Equipment Type Car Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID LTA devcompany new new, G7801208K	PTO Expiry Date 23/10/2022	Equipment Status Suspended (with effect from 06/09/2022)
Testing Contractor BNF ENGINEERING (S) PTE LTD test123, 163029174H	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Dianna Walker, 36	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 04/07/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 13/06/2021

[Show more](#)

**PAST APPLICATIONS** (Renewal, Recommission and New PTO History) 5

OWNER, CONTRACTOR & SPE HISTORY

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-93504-902086	11/07/2017	Complete

4

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 2.1](#)

## 4.4 View Owner, Contractor & SPE history

### Equipment List

13 Equipment  
PTO Expiring in 3 Months

0 Equipment  
Full Load Test window open

859 Applications  
Assigned to me

Assign SPE
Terminate Contract
Export Selected Records To Excel

859 / 859 equipment(s) 1 item(s) selected
Display/Hide Columns
Clear All Column Filters
Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	pl21312	bik23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	pl2324	bik232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	pl334	bik393ss	test st, 3, 3 - 3, 333333	bik393ss	test st	333333	3	N/A	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	Pending Payment	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	EN-32959-194798	234234	bik7654500	pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>
<input type="checkbox"/>	N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	<span style="border: 1px solid #ccc; padding: 2px 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span>

1. Go to Equipment List page
2. Select the equipment
3. View the equipment

Page 37 of 48

Equipment Details

[Export Equipment Details](#)
[Assign SPE](#)

Equipment ID EN-65179-783194	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Terrance Sipess, *****575E	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Marvin Bosco, 45	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 14/07/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 14/06/2021

[Show more](#)

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

5

OWNER, CONTRACTOR & SPE HISTORY

||| Display/Hide Columns

ROLE	NAME	ID	START DATE	END DATE
Test contractor	E M SERVICES PRIVATE LIMITED	T18UF0001A	05/09/2022	N/A
Home Owner	Terrance Sipess	*****575E	N/A	N/A

4. Scroll down to bottom of the page
5. See Owner, Contractor & SPE History

## 4.5 Exporting selected equipment details to excel

The screenshot displays the 'Equipment List' page in the LEAP application. The interface includes a sidebar on the left with a menu icon (1). The main content area shows a summary of 13 equipment items, 0 equipment with full load test windows open, and 859 applications assigned to the user. Below this, there are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel' (3). A table lists equipment details with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected (2). The table data is as follows:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View
N/A	pl21312	blk23dg3, testst	blk23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View
N/A	pl2324	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View
N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View
EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from equipment list
3. Click on Export Selected Records To Excel

4. Check all the desired information to be exported
5. Click Export

	AQ
1	EQUIPMENT ID CODE OF STANDARD
2	E104 SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969 Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

**Note:** In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

## 4.6 Exporting all records to excel

The screenshot shows the 'Equipment List' page in the LEAP portal. At the top, there are three summary boxes: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A search bar is located on the right. The main table lists equipment records with columns for ID, NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The 'Export All Records To Excel' button is highlighted with a red circle '2'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl21312	blk23dg3, testst	blk23dg3	testst	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL edit 21 232	street2123	N/A	street2123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl2324	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	test st	333333	3	N/A	N/A	Pending SPE Inspection	View ...
N/A	YUJ2	shan 10 jul	N/A	shan 10 jul	N/A	N/A	N/A	N/A	Pending Payment	View ...
N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	N/A	Pending SPE Inspection	View ...
EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	View ...
N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...

1. Select equipment list
2. Select export all records to excel

3. Check the required items

4. Click Export, it will navigate to the Contractor Export request list page.

Because of the quantity of items being transferred to excel, the download may take some time.

Please return in a couple of minutes to check if the system has finished

**Excel Export Requests**

The report generation might take a little while to process. Please check back in a few minutes (by refreshing this page.). Do note that the file will be downloaded as one csv file.

20 / 28 request(s) | Display/Hide Columns | Clear All Column Filters

REQUEST DATE/TIME dd/mm/yyyy	REQUEST STATUS	PROCESSED DATE/TIME dd/mm/yyyy	ACTION
28/10/2024 18:21:51	Success	28/10/2024 18:33:30	Download
08/10/2024 16:58:51	Success	08/10/2024 16:59:37	Download
27/06/2024 12:41:52	Success	27/06/2024 12:41:54	Download
29/05/2024 13:47:28	Success	29/05/2024 13:57:47	Download

generating. Once ready, the Download button will be enabled and no longer be greyed out.

5. Select download.

	A	AQ
1	EQUIPMENT ID	CODE OF STANDARD
2	E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

**Note:** In column "CODE OF STANDARD", past Code of Standard(s) are denoted by semi-colon ";" in the excel

# 5 Profile and user management

The contractor can edit the profile details.

**Profile**

**Contractor Details**

Registration No,UEN	T18UF0001A
Contractor Name	E M SERVICES PRIVATE LIMITED
Your Name (e.g John Doe)	Ira Kuhn

**Company Address Details**

Block/House Number	1558
Street Name *	Candelario Ferry
Floor Number	79
Unit Number	Q63
Building/Estate Name	similique
Postal Code	920957

# 5.1 Changing address details

Contractor can change profile address details by following the steps outlined below

**Profile**

**Contractor Details**

Registration No./UEN: \*\*\*\*\*67U

Contractor Name: Powlowski

Your Name (e.g John Doe): Jon Thompson

**Address Details**

Search for Address: 200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700

Block/House Number: 200

Street Name: BRADDELL ROAD

Floor Number:

Unit Number:

Building/Estate Name: BCA ACADEMY

Postal Code: 579700

**Company Contact Details**

Corporate Email: ezra\_tan+778333@tsp.dev (Verified)

Phone: 65 22786047

I declare that the contact information provided above is accurate. Service of notices under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be made through the email address provided.

Buttons: Cancel, Save

1. Begin by selecting Profile & User Management
2. Go to Contractor address details section and key in changes to address

**Note:** Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.

3. Check declaration
4. Select Save

**Address Details**

Search for Address: 579700

Search by block, street name, building name or postal code

Block/House Number:

Floor Number:

Building/Estate Name:

Development Type: Select an option

**Technical Information**

Equipment No (e.g., PL01):

Equipment Type: Select an option

Search Results:

- 200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700
- 200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700
- 200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700
- 200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700
- 200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700
- 200 BRADDELL ROAD 2/F @ BCA BRADDELL CAMPUS SINGAPORE 579700

## 5.2 Changing contact details (email)

**Profile**

OTP Sent

**Contractor Details**

Registration No./UEN: \*\*\*\*\*567U

Contractor Name: Powlowski

Your Name (e.g John Doe): Jon Thompson

**Address Details**

Search for Address: Search by block, street name, building name or postal code

Block/House Number: 200

Street Name: BRADDELL ROAD

Floor Number:

Unit Number:

Building/Estate Name: BCA ACADEMY

Postal Code: 579700

**Company Contact Details**

Corporate Email: e27a\_tan+123@tsp.dev Send OTP

Verification Code:  Validate

Required

**Email Verification!**  
Please click on "Send OTP" to get a One Time Password to verify your email.  
Please wait for a few minutes and check your inbox, junk or spam folder.

OTP has been sent. Resend OTP in 1:53

1. Select Profile & User Management
2. Under Contact Details, change email address and click on "Send OTP"

**Note:** A green success message "OTP Sent" will be displayed

3. Check email inbox for OTP and fill it in. Click "Validate".

**Note:** There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

**Note:** Once email is verified, you will see a success message "Email Verified".

# 6 Notifications

In this section, Contractor can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to [Section 5.2 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated or suspended.

Below are the default notification settings for contractor if they are not configured:

1. Renewal alert – 3 months
2. Change in equipment status – Weekly
3. Change in application status – Weekly
4. Preferred Channel – Email

For Preferred Channel – Email, it will be checked if the email verification is successful.

The notification feature sends daily reminder email notifications when PTO has expired and not renewed, regardless of the notification settings that the user has configured.

**Notification Settings**

**Renewal Alert** 2

I want to receive an alert at least ... months/weeks before PTO expiry.

1 month  
 2 months  
 3 months  
 4 months  
 5 months  
 2 weeks

You will receive reminders until renewal is completed.

**Change in Equipment Status**

I want to be notified of all changes in Equipment Status.

Real-Time  Real Time is not recommended if you have a lot of equipment.  
 Daily  
 Weekly  
 Monthly  
 None

**Change in Application Status**

I want to be notified of all changes in Application Status.

Real-Time  Real Time is not recommended if you have a lot of equipment.  
 Daily  
 Weekly  
 Monthly  
 None

**Preferred Channels**

Select channels

Email  
example@example.com

Cancel Save Changes 3

1. Select settings from sidebar
2. Change frequency for – Renewal Alert / Equipment status / Application status / Preferred channels
3. If there are differences in the selection, Save Changes will be enabled

A successful message will appear to indicate that the notification change has been successful.

**Note:**  
The channel must be ticked so that all email notifications will be sent.