



User Manual

For the BCA LEAP Application

Role	Contractor
Version	1.11
Date	6 August 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
1.11	6 August 2026	Revision of Section 1.4 Flow of Contractors main functions Removal of Section 3.3 Claim Contract

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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 ¹ , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

¹ 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

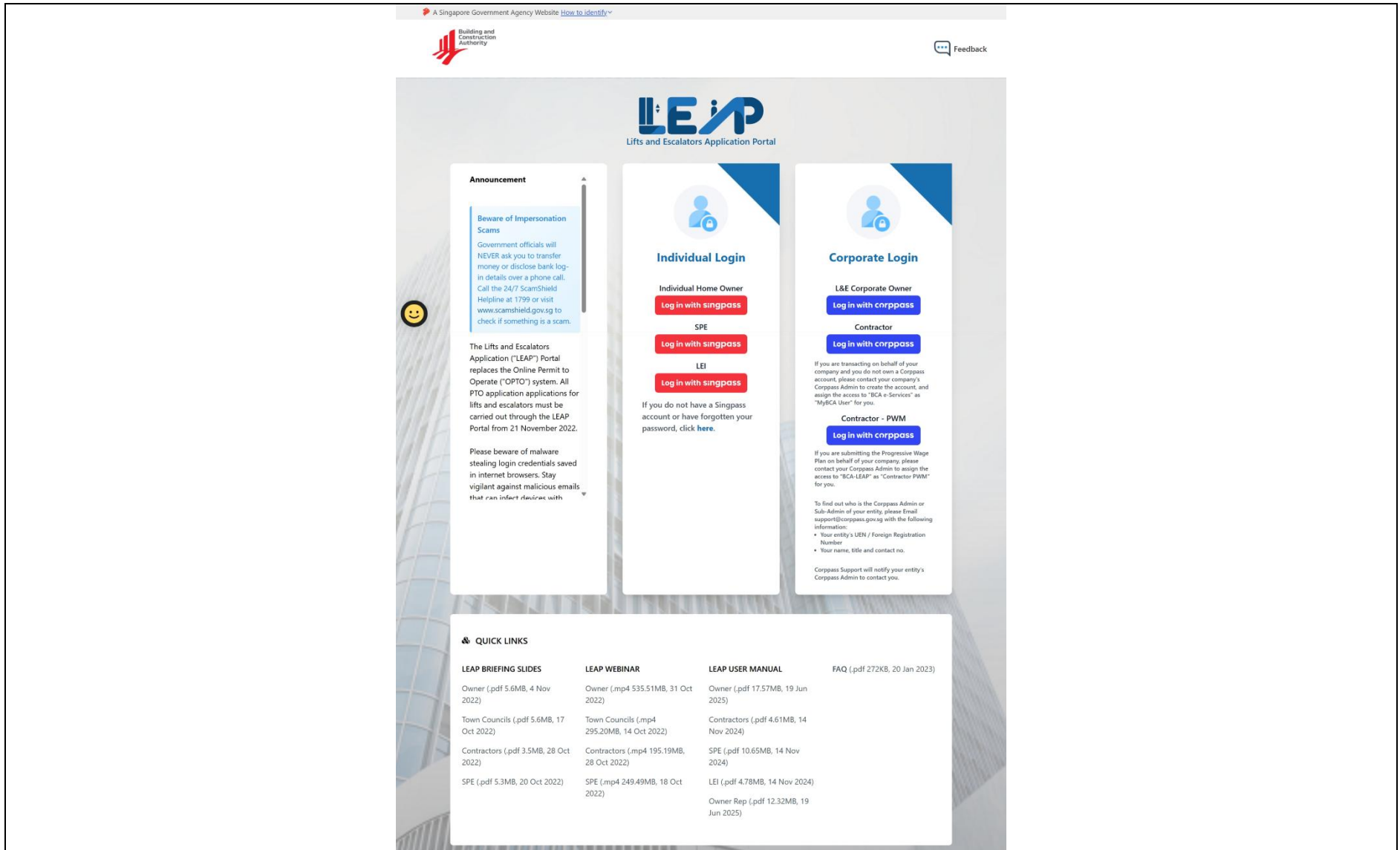
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Refund Requested	Owner 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.



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

Building and Construction Authority

Feedback

LEAP

Lifts and Escalators Application Portal

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 ScamShield Helpline at 1799 or visit www.scamshield.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 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

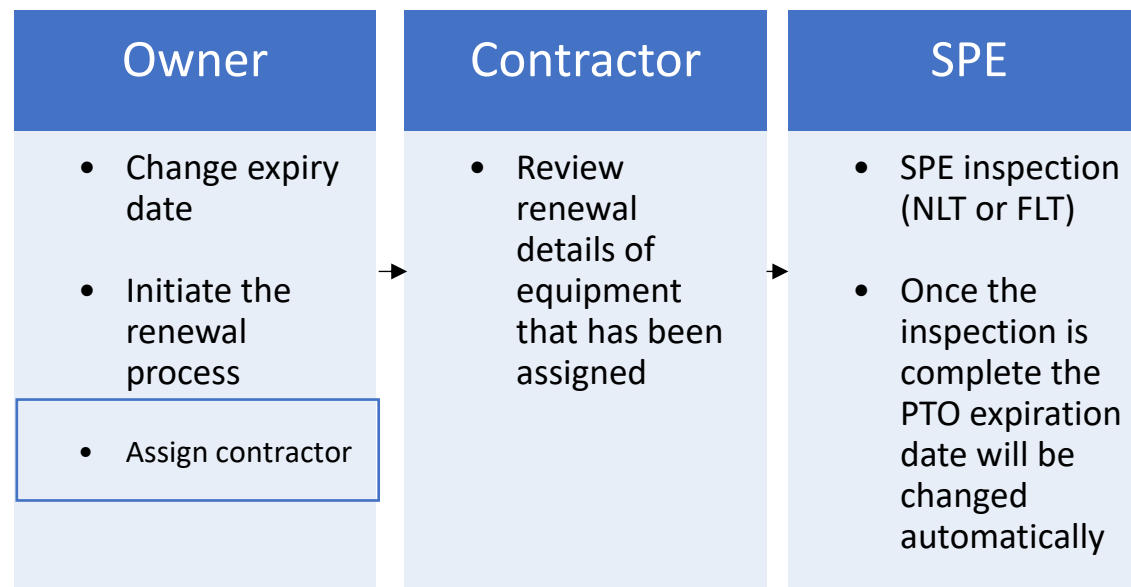
LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (pdf 272KB, 20 Jan 2023)
Owner (pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Owner (pdf 17.57MB, 19 Jun 2025)	
Town Councils (pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Contractors (pdf 4.61MB, 14 Nov 2024)	
Contractors (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 and terminate contracts.

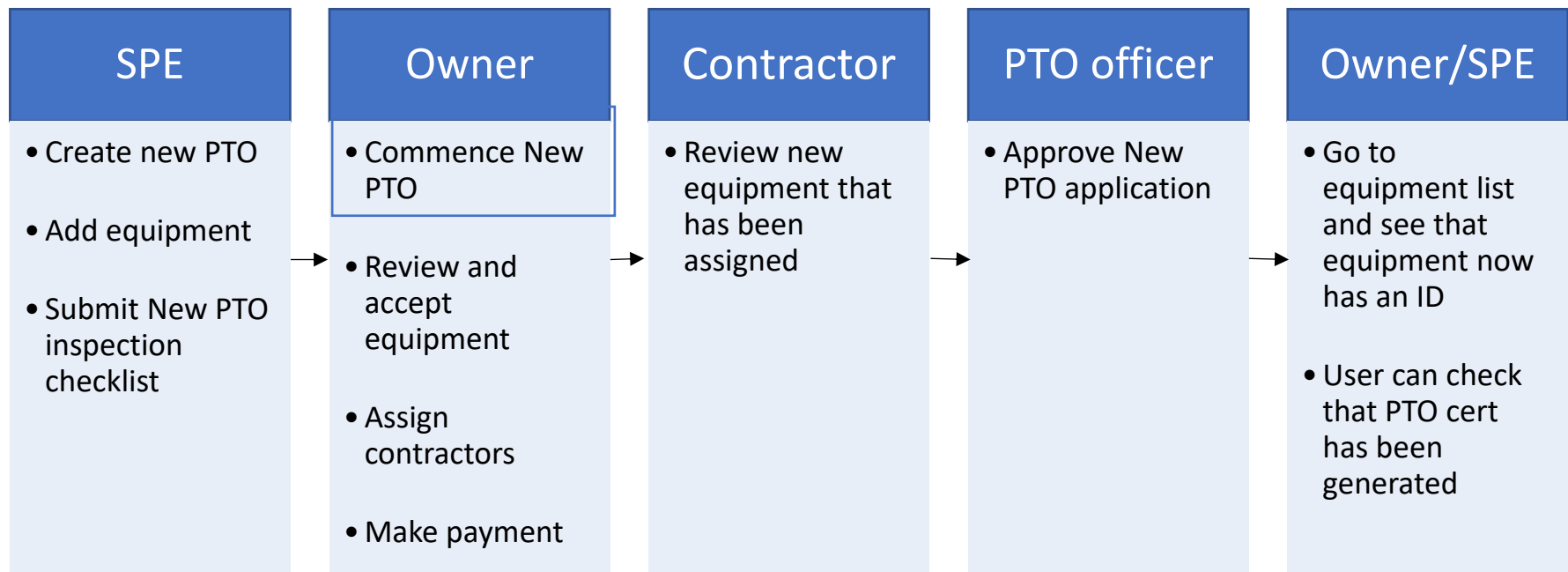
1.4.1 Contractor flow: Renewal process

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.



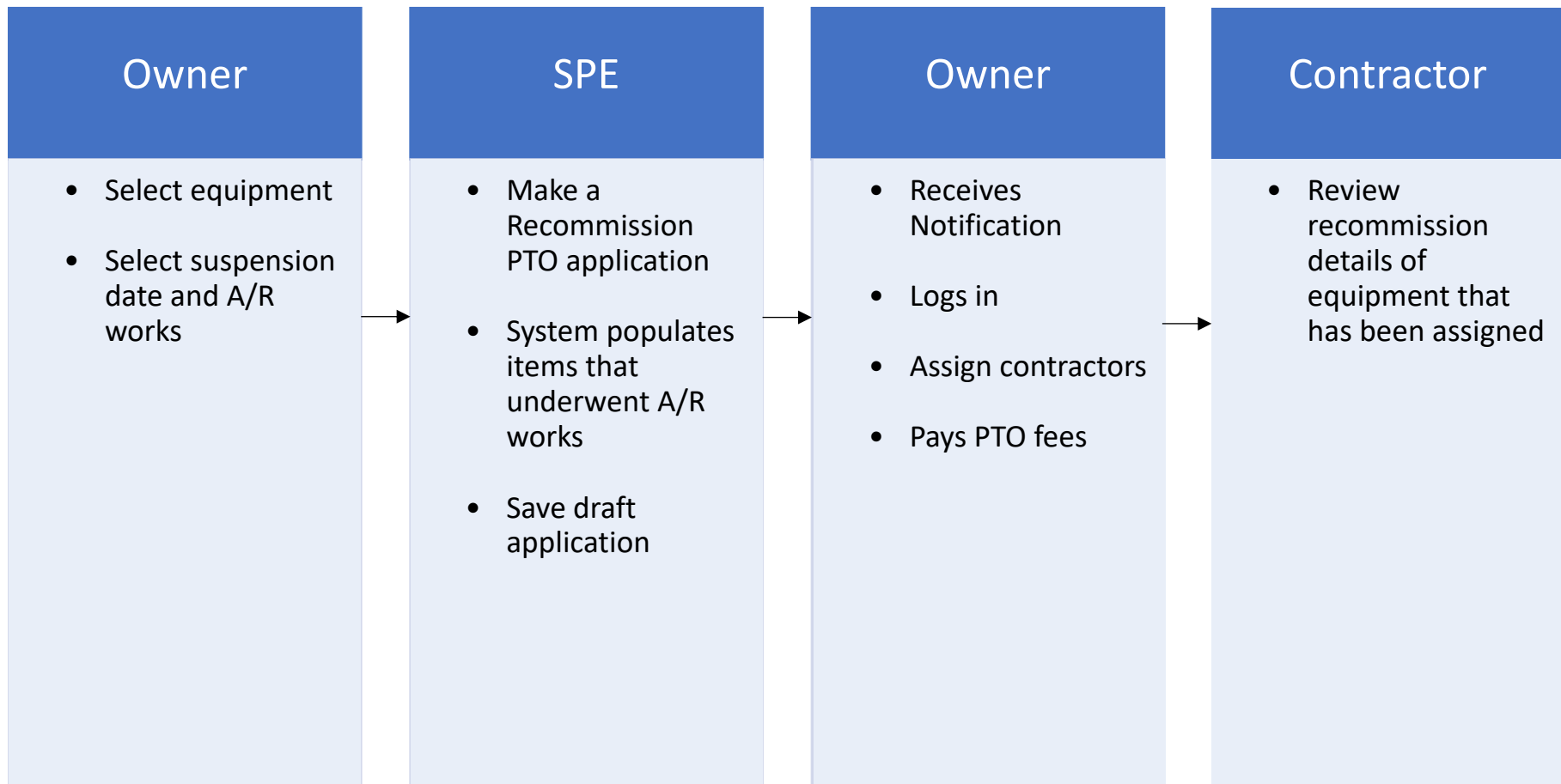
1.4.2 Contractor flow: Create New PTO process

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.



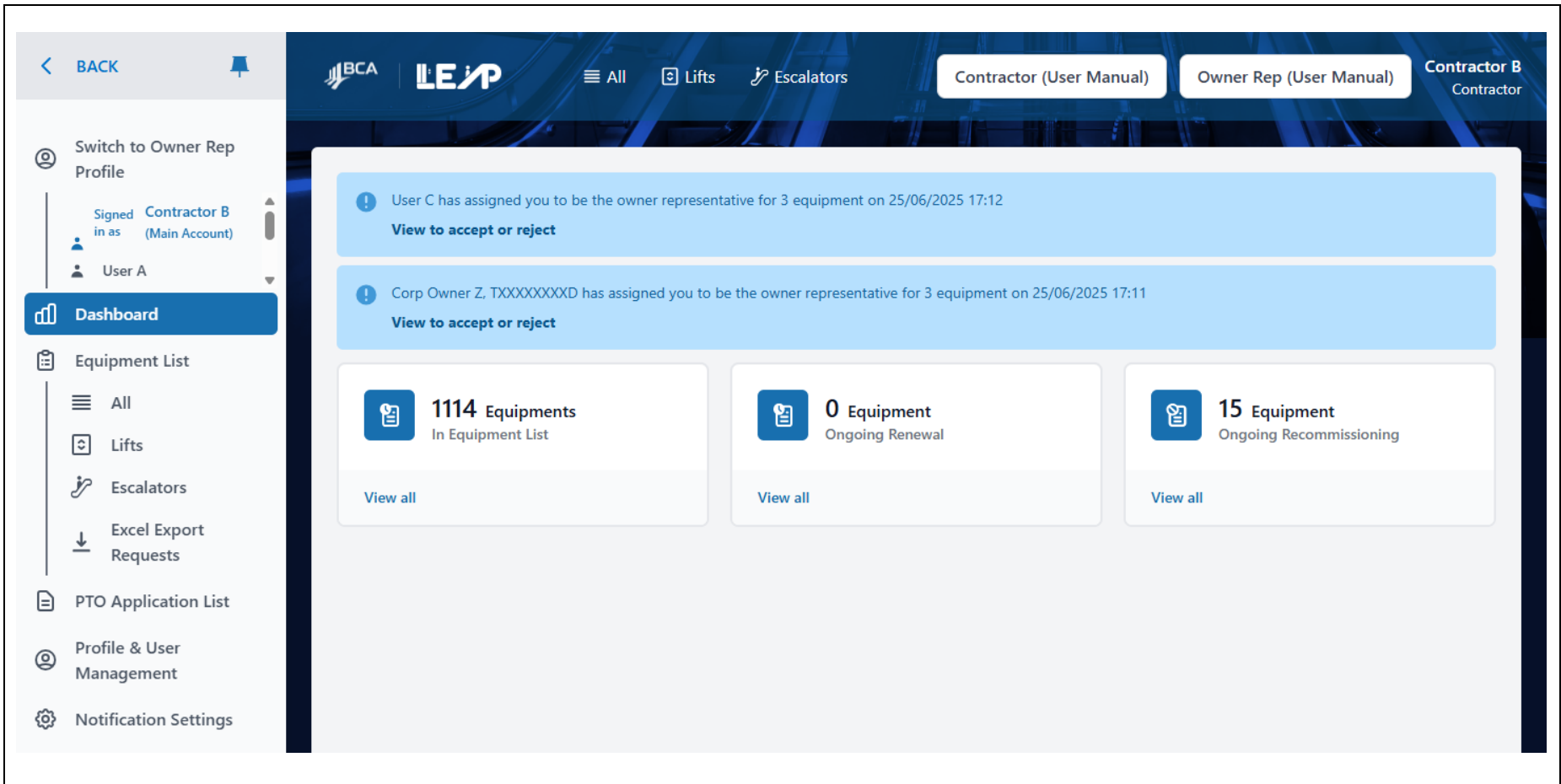
1.4.3 Contractor flow: Recommission process

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 recommission 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 Contractor Dashboard. The interface includes a top navigation bar with the BCA and LEAP logos, a menu for 'All', 'Lifts', and 'Escalators', and buttons for 'Contractor (User Manual)', 'Owner Rep (User Manual)', and 'Contractor B Contractor'. A left sidebar contains a 'Switch to Owner Rep Profile' section with 'Signed in as Contractor B (Main Account)' and 'User A', and a list of menu items: 'Dashboard', 'Equipment List', 'All', 'Lifts', 'Escalators', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. The main content area 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, TXXXXXXXD 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 summary cards: '1114 Equipments In Equipment List' with a 'View all' link, '0 Equipment Ongoing Renewal' with a 'View all' link, and '15 Equipment Ongoing Recommissioning' with a 'View all' link.

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 right, there is a button 'Export All Records To Excel'. Below this, three filter cards are shown: '1 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '398 Applications Assigned to me' (highlighted with a red box). Below the filters, there are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '5 / 398 equipment(s) 0 item(s) selected'. Below this, there are buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters', followed by a 'Search' button. The main table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. The table contains three rows of equipment data.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
☐							
☐ N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐ N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐ L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BU	View ...

1.6.1 View equipment expiring in 3 months

Select smart filter PTO expiring in 3 months smart filter

Equipment List

1 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

398 Applications
Assigned to me

Assign SPE

Terminate Contract

Export Selected Records To Excel

5 / 398 equipment(s) 0 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

Search

	EQUIPMENT ID ▲	EQUIPMENT NO ▼	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME	ACTION
☐								
☐	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BU:	View ...

1.6.2 View equipment with full load test window open

Select Full load Test Window Open smart filter.

Equipment List Export All Records To Excel

1 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

398 Applications
Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

5 / 398 equipment(s) 0 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION	
☐								
☐	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BU	View ...

1.6.3 View all equipment assigned

Select all assigned smart filter

Equipment List [Export All Records To Excel](#)

1 Equipment PTO Expiring in 3 Months **0 Equipment** Full Load Test window open **398 Applications** Assigned to me

[Assign SPE](#) [Terminate Contract](#) [Export Selected Records To Excel](#)

5 / 398 equipment(s) 0 item(s) selected [Display/Hide Columns](#) [Group By Column](#) [Clear All Column Filters](#) [Search](#)

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
☐							
☐ N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐ N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT M	View ...
☐ L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BU	View ...

2 Viewing equipment in PTO application list

2.1 If Application ID is known upfront

PTO Application List

III 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

The screenshot shows the 'Equipment List' page in the LEAP portal. The page includes a sidebar with navigation icons, a top bar with the title 'Equipment List' and an 'Export All Records To Excel' button, and a main content area with summary cards, action buttons, and a table of equipment records.

Annotation 1: Points to the summary card showing '1 Equipment' with 'PTO Expiring in 3 Months'.

Annotation 2: Points to the first row of the equipment table, which is selected (checkbox checked).

Annotation 3: Points to the 'View' button in the 'ACTION' column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO E	ACTION
N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07	View ...
N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A	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., PLOI): PL778

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

Testing Contractor: Tai Hee Engineering, 180079734H
Maintenance Contractor: Tai Hee Engineering, 180079734H
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

Show more

PAST APPLICATIONS
(Renewal, Recommision 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

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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.

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

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 ...

3.1 Assign SPE

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

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

The screenshot shows the 'Equipment List' page in the LEAP portal. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area has a top summary section with three cards: '1 Equipment' (PTO Expiring in 3 Months), '0 Equipment' (Full Load Test window open), and '398 Applications' (Assigned to me). Below these are buttons for 'Assign SPE' (highlighted with a red circle '3'), 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '5 / 398 equipment(s)' and '1 item(s) selected'. A table below lists equipment details with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO E, and ACTION. The first row is selected (highlighted in blue) and has a red circle '2' next to its checkbox. The table contains four rows of equipment data.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO E	ACTION
☒	N/A	uatc371	60	ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6) N/A View ...
☐	N/A	uatc37	60	ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6) N/A View ...
☐	L173987	E070720261242	11A	SEBBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEBBAWANG VISTA	757527	SEBBAWANG BUS INTERCHANGE 31/07 View ...
☐	N/A	devc167	21	SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13) N/A View ...

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 portal. On the left sidebar, a red circle with the number '1' highlights the 'Equipment' icon. In the main content area, a red circle with the number '2' highlights the first row of the equipment table, which is selected. A red circle with the number '3' highlights the 'Terminate Contract' button in the top action bar. The table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EX, and ACTION. The first row is highlighted in blue.

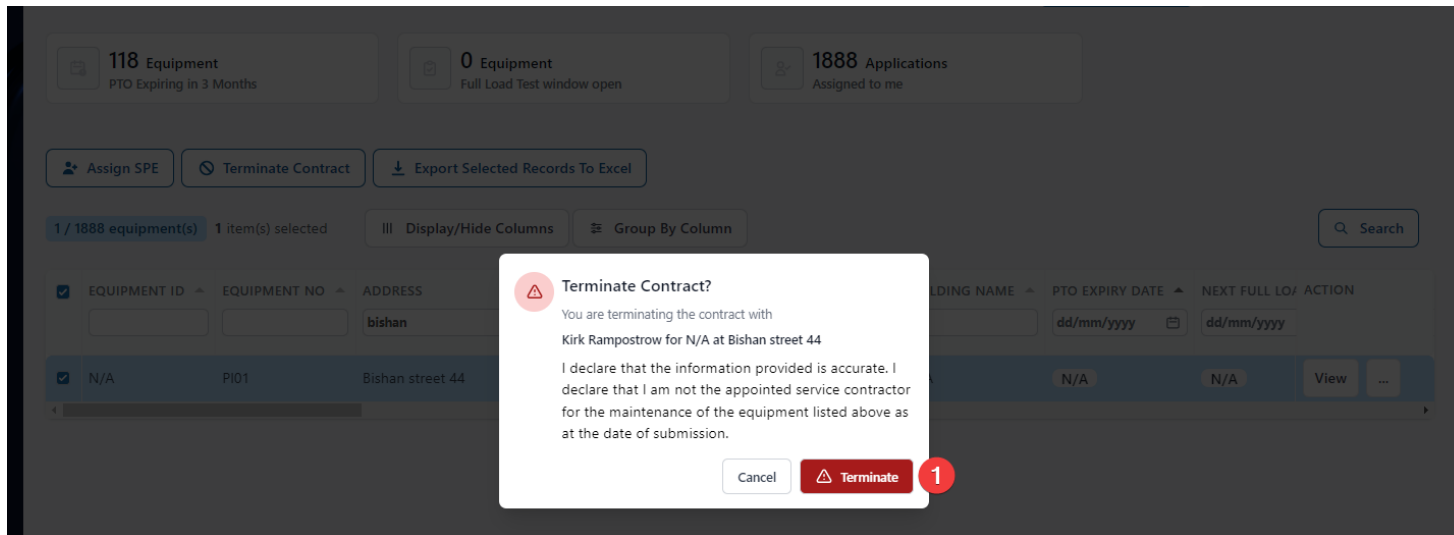
EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EX	ACTION
☒	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07 View ...
☐	N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A 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

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.



4 Equipment details

1

1 Equipment

PTO Expiring in 3 Months

0 Equipment

Full Load Test window open

398 Applications

Assigned to me

Assign SPE

Terminate Contract

Export Selected Records To Excel

5 / 398 equipment(s)

1 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO E	ACTION
							dd/mr	
☒	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07 View ...
☐	N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A View ...

3

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.

1

Equipment List

Export All Records To Excel

1 Equipment

PTO Expiring in 3 Months

0 Equipment

Full Load Test window open

398 Applications

Assigned to me

Assign SPE

Terminate Contract

Export Selected Records To Excel

5 / 398 equipment(s)

0 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

2

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXP	ACTION
☐							dd/mm	
☒	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07 View ...
☐	N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A View ...

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


Building and
Construction
Authority

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Equipment List [Export All Records To Excel](#)

1 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

398 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

- A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.
- 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 portal. The interface includes a sidebar on the left with various navigation icons. At the top, there are three summary cards: '1 Equipment' (PTO Expiring in 3 Months), '0 Equipment' (Full Load Test window open), and '398 Applications' (Assigned to me). Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar indicates '5 / 398 equipment(s)' and '1 item(s) selected'. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO, and ACTION. The first row is highlighted in blue. A red circle '1' points to the sidebar. A red circle '2' points to the checkbox in the first row. A red circle '3' points to the kebab icon in the first row. A red circle '4' points to the 'Edit' option in the dropdown menu.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO	ACTION
N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION		
N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	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

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

e.g., Block 123, Main Street, or 123456

5

Block/House
Number

71

Street Name *

ROBINSON ROAD

Floor Number

2

Unit Number

2

Building/Estate
Name

71 ROBINSON

Postal Code

068895

Development
Type *

Residential Non-landed (HDB)

6

Cancel

Save Address Details

Address Details

Search for Address

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

579700

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 CAMPI S SINGAPORE 579700

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.



1

Technical Information

Equipment No (e.g., PL01) *	uatc371	Equipment Type *	Car Lift
Year of Installation *	2020	Make *	9G ELEVATOR
Model *	2	ARD Brand	
ARD Model		UPS Brand	
UPS Model		Capacity (number of pax)	
Machine Room/ Machine Roomless *	Machine room	Rated Load *	2 kg
Rated Speed *	2 m/s	Cabin Height *	2 mm
Cabin Breadth *	2 mm	Cabin Length *	2 mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

2

Cancel

Save Technical Information

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)

Remarks

SS CP 15:1990

Remove

Choose the applicable standard(s)

Remarks

SS CP 15:1980

Remove

Cancel Save Technical Information

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 remains

Applicable Standard(s)

Clear All Column Filters

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
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
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

The screenshot shows the 'Equipment List' page in the LEAP portal. A sidebar on the left contains navigation icons. The main content area has a header 'Equipment List' and a button 'Export All Records To Excel'. Below the header are three summary cards: '1 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '398 Applications Assigned to me'. There are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '5 / 398 equipment(s)' and '1 item(s) selected'. Below this is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO E, and ACTION. The first row is highlighted in blue and has a red circle '1' next to the checkbox. The second row has a red circle '2' next to the checkbox. The third row has a red circle '3' next to the 'View' button. The table data is as follows:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO E	ACTION
☒	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07 View ...
☐	N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A View ...

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

Equipment Details

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)

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. 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

1

Equipment List

Export All Records To Excel

1 Equipment

PTO Expiring in 3 Months

0 Equipment

Full Load Test window open

398 Applications

Assigned to me

Assign SPE

Terminate Contract

Export Selected Records To Excel

5 / 398 equipment(s)

1 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO E	ACTION
							dd/mr	
☒	N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A View ...
☐	L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07 View ...
☐	N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A View ...

3

- Go to Equipment List page
- Select the equipment
- View the equipment

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 portal. The interface includes a sidebar on the left with various navigation icons. At the top, there are three summary cards: '1 Equipment' (PTO Expiring in 3 Months), '0 Equipment' (Full Load Test window open), and '398 Applications' (Assigned to me). Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar indicates '5 / 398 equipment(s)' with '1 item(s) selected'. The main table lists equipment details with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO, and ACTION. The first row is selected, and the 'Export Selected Records To Excel' button is highlighted with a red circle.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO	ACTION
☒	N/A	uatc371	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
☐	N/A	uatc37	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
☐	L173987	E070720261242	11A	SEBBAWANG VISTA	757527	SEBBAWANG BUS INTERCHANGE	31/07	View ...
☐	N/A	devc167	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A	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

Equipment List

0 Equipment
PTO Expiring in 2 Months

0 Equipment
Full Load Test window open

Assign SPE Terminate Contract Export Selected Records To Excel

720 / 720 equipment(s) 2 item(s) selected Display/Hide Columns

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A
☒ N/A	asd13	12, esd, esd, 123 - 12, 123123	12	asd	123123
☐ EN-63103-336468	N/A	52, Jurong Gateway Road, esd, B1, 183025	52	Jurong Gateway Road	183025
☐ EN-65179-783194	N/A	52, Jurong Gateway Road, esd, B1, 183025	52	Jurong Gateway Road	183025
☐ EN-98500-581932	N/A	52, Jurong Gateway Road, esd, B1, 183025	52	Jurong Gateway Road	183025
☐ EN-11753-646141	N/A	43, Bran Street	43	Bran Street	N/A
☐ EN-87690-187242	N/A	1501, Fair Oaks, Teclibus and Luctus, 238 - 3, 127935	1501	Fair Oaks	127935
☐ EN-47349-410034	N/A	1501, Fair Oaks, Teclibus and Luctus, 238 - 3, 127935	1501	Fair Oaks	127935
☐ EN-15005-391834	N/A	1501, Fair Oaks, Teclibus and Luctus, 238 - 3, 127935	1501	Fair Oaks	127935
☐ EN-73280-964786	N/A	1501, Fair Oaks, Teclibus and Luctus, 238 - 3, 127935	1501	Fair Oaks	127935

Showing 31 to 40 of 720 results

Export selected records to Excel

☒ Check all

- ☒ Equipment ID
- ☒ Equipment No
- ☒ Equipment Type
- ☒ PTO Expiry Date
- ☒ Equipment Status
- ☒ Commissioning Date
- ☒ Address
- ☒ BLK
- ☒ Street Name
- ☒ Postal Code
- ☒ Building Name
- ☒ Application ID
- ☒ Date of application
- ☒ Application Status
- ☒ Application Type
- ☒ Completed Date of application
- ☒ Pending PtoOfficer Review Date of application
- ☒ Pending Payment Date of application
- ☒ Pending Spe Inspection Date of application
- ☒ Payment Status
- ☒ Payment Method
- ☒ Year of Installation
- ☒ Make
- ☒ Model
- ☒ Capacity
- ☒ ARD Brand
- ☒ ARD Model
- ☒ Specialist Professional Engineer
- ☒ Lift Escalator Inspector
- ☒ PTO Approved Date
- ☒ Development Type

Cancel Export

4. Check all the desired information to be exported

5. Click Export

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.

4.6 Exporting all records to excel

The screenshot shows the 'Equipment List' interface in the LEAP portal. A red circle '1' highlights the left sidebar navigation menu. A red circle '2' highlights the 'Export All Records To Excel' button in the top right corner. Below the summary cards, there are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar indicates '5 / 398 equipment(s)' and '0 item(s) selected'. Below this is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO, and ACTION. The table contains four rows of equipment records. The first row is selected, indicated by a blue square in the EQUIPMENT ID column.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO	ACTION
N/A	uatc371	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
N/A	uatc37	60, ORCHARD ROAD, DHOBY GHAUT MRT STATION (NE6), 238889	60	ORCHARD ROAD	238889	DHOBY GHAUT MRT STATION (NE6)	N/A	View ...
L173987	E070720261242	11A, SEMBAWANG VISTA, SEMBAWANG BUS INTERCHANGE, 757527	11A	SEMBAWANG VISTA	757527	SEMBAWANG BUS INTERCHANGE	31/07	View ...
N/A	devc167	21, SERANGOON CENTRAL, SERANGOON MRT STATION (CC13), 556082	21	SERANGOON CENTRAL	556082	SERANGOON MRT STATION (CC13)	N/A	View ...

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

Equipment List

0 Equipment
Due for 5 Year Full Load Test

2 Equipment
Pending Authorisation By SPE

0 Equipment
Pending amendments - BCA Comments

3 Equipment
Ongoing Renewal

Assign LEI Initiate Reapplication PTO Application Resume New PTO Application Export Selected Records To Excel

1579 / 1579 equipment(s) 10 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME
N/A	E42116	SYST	N/A	SYST	N/A	N/A
N/A	23432	BR350044, test jgkf	BR350044	test jgkf	N/A	N/A
N/A	PL01	991, housgang street	991	housgang street	N/A	N/A
N/A	PL10 (DO NOT TOUCH THIS EQUIPMENT)	305, Tampines Street 40	305	Tampines Street 40	N/A	N/A
N/A	pl004423	BR2342, test	BR2342	test	N/A	N/A
N/A	C-004	Thomson plaza123	N/A	Thomson plaza123	N/A	N/A
N/A	pl9423	BR3436, round robin, 44, 44 - 44, 123456	BR3436	round robin	123456	44
N/A	12	12	N/A	12	N/A	N/A
N/A	pl034234	BR45534, test 234234, 234234	BR45534	test 234234	N/A	234234
N/A	pl03423	BR45534, test 234234, 34, 4 - 4, 444444	BR45534	test 234234	444444	34

Showing 1 to 10 of 1579 results

Cancel Export

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 generating. Once ready, the Download

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	5 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
29/05/2024 11:25:51	Success	29/05/2024 11:55:04	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

button will be enabled and no longer be greyed out.

5. Select download.

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.

The screenshot displays the 'Profile' page in the LEAP application. On the left is a vertical sidebar with icons for various functions. The main content area is titled 'Profile' and is divided into two sections: 'Contractor Details' and 'Company Address Details'. A red circle with the number '1' is placed over the user icon in the sidebar, indicating the current user's 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

The screenshot shows the 'Profile' page with the following sections:

- Contractor Details:** Registration No./UEN (****567U), 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), Phone (65 22786647).
- Declaration:** A checkbox stating '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

The screenshot shows the 'Search for Address' dropdown menu with the following list of addresses:

- 579700
- 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 e.g., Block 123, Main Street, or 123456

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

This email is used across the organization for receiving emails

Send OTP

Verification Code Validate

OTP has been sent. Resend OTP in 1:53

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.

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".

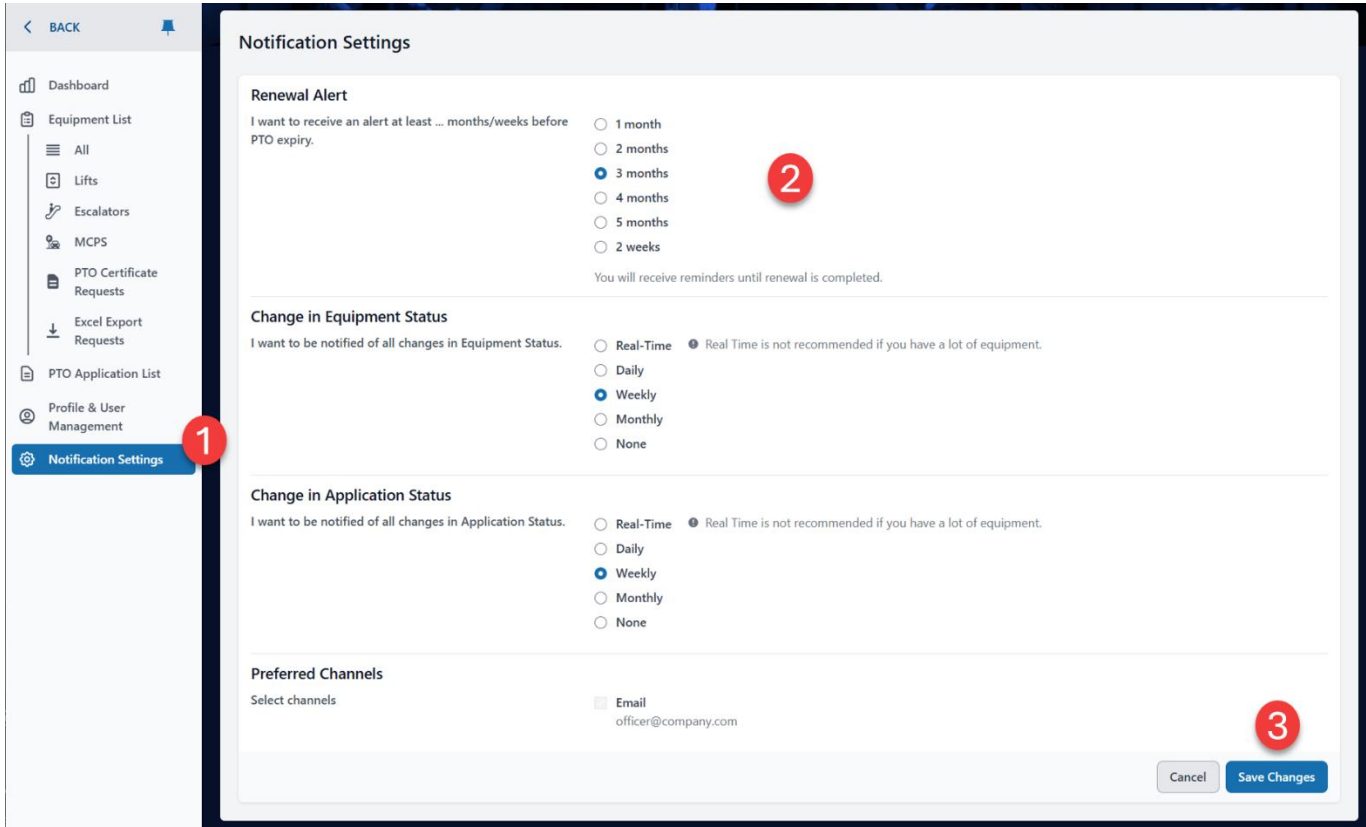
6 Notifications

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

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.



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.