User Manual

For The BCA LEAP Application

Role	Contractor
Version	1.8
Date	14 November 2024

Building and Construction Authority

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 (as “Your Name” will be retrieved from Singpass) 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

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 34
4.4 View Owner, contractor & SPE history 36
4.5 Exporting selected equipment details to excel 38
4.6 Exporting all records to excel 40
5 Profile and user management 43
5.1 Changing address details 44
5.2 Changing contact details (email) 45
6 Notifications 49

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

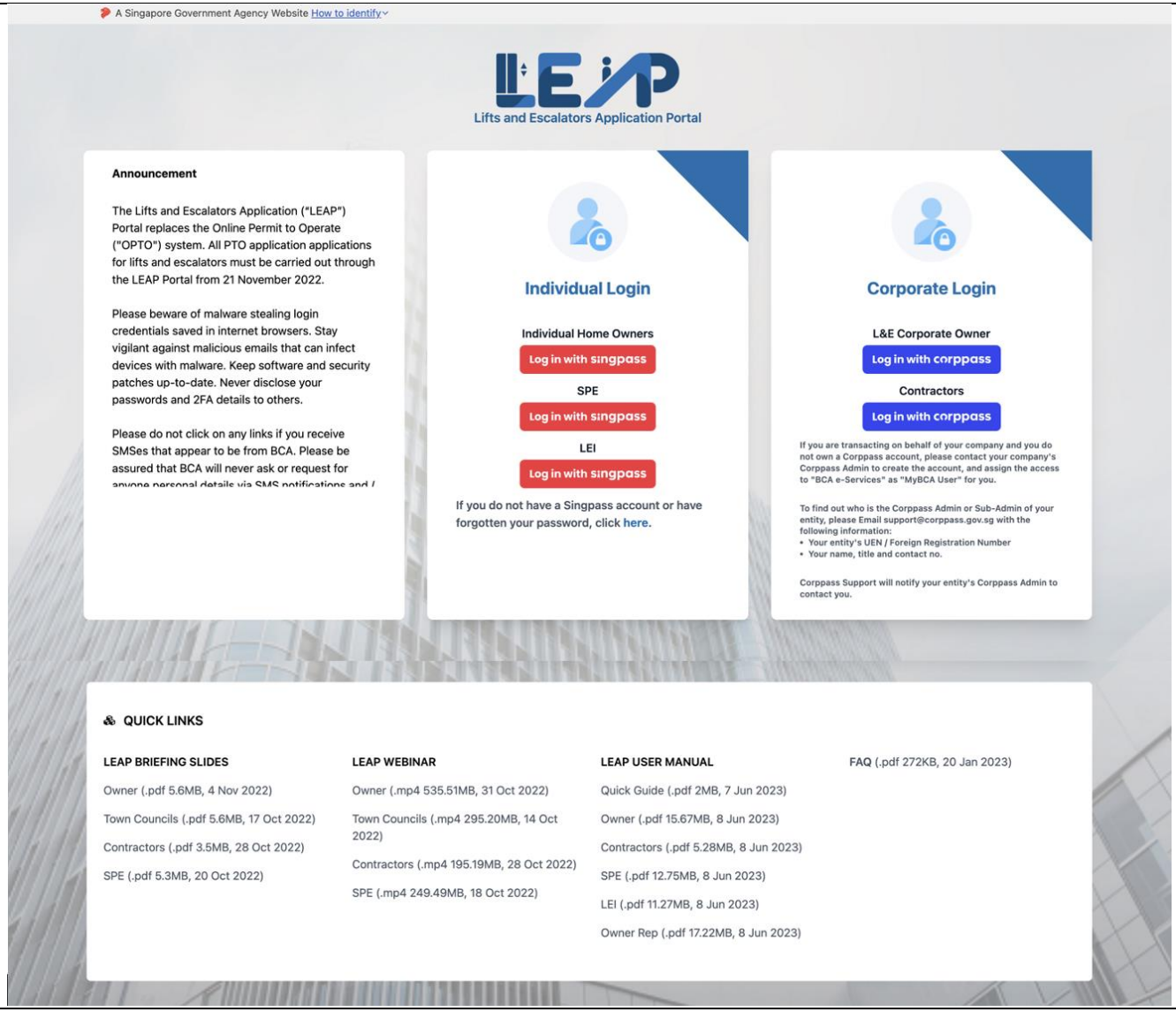
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Pending Giro	Owner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

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.

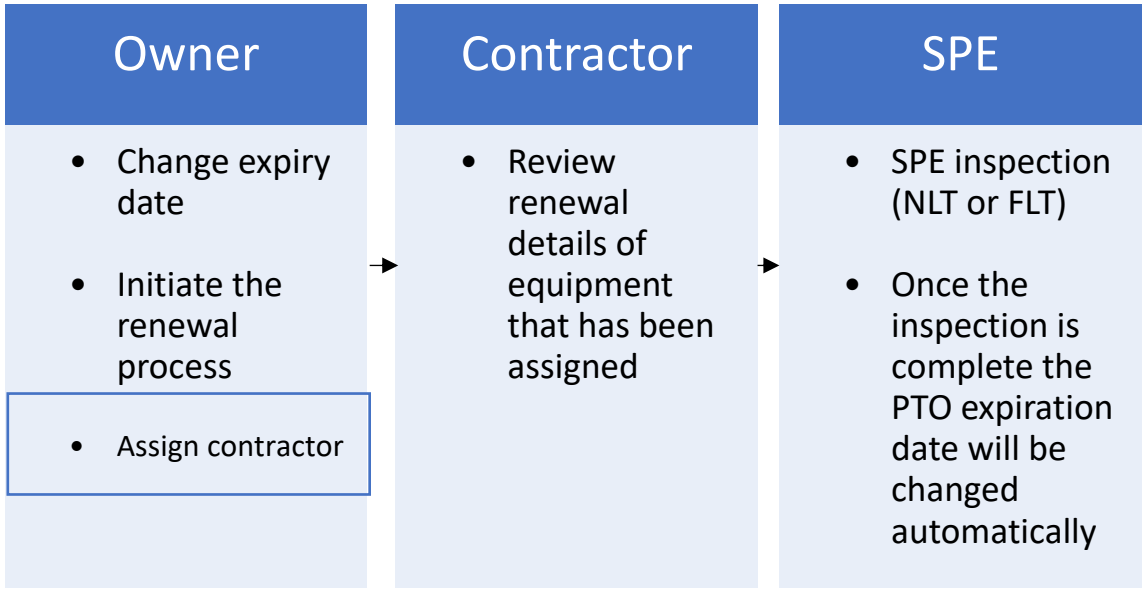


1.4 Flow of Contractors main functions

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.

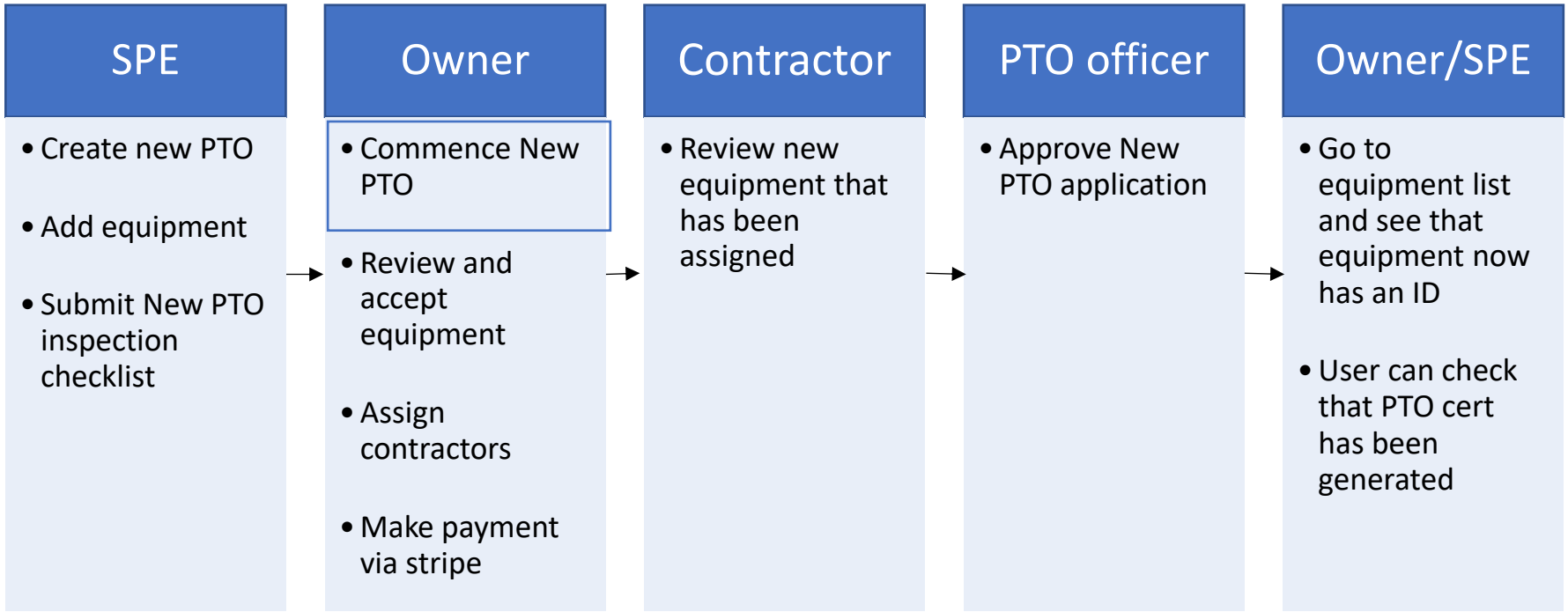
1.4.1 Contractor flow: Renewal process

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.



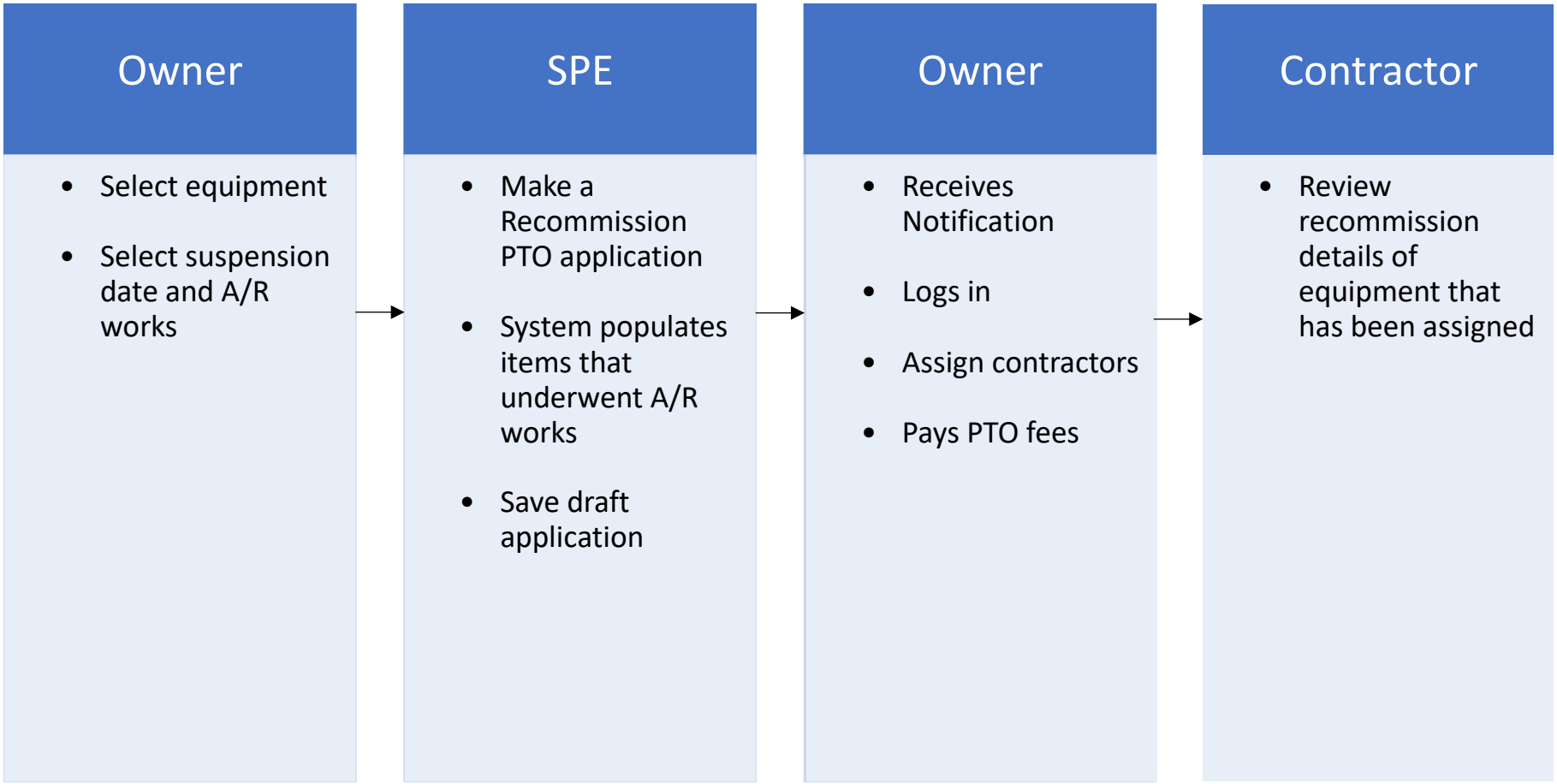
1.4.2 Contractor flow: Create New PTO process

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.



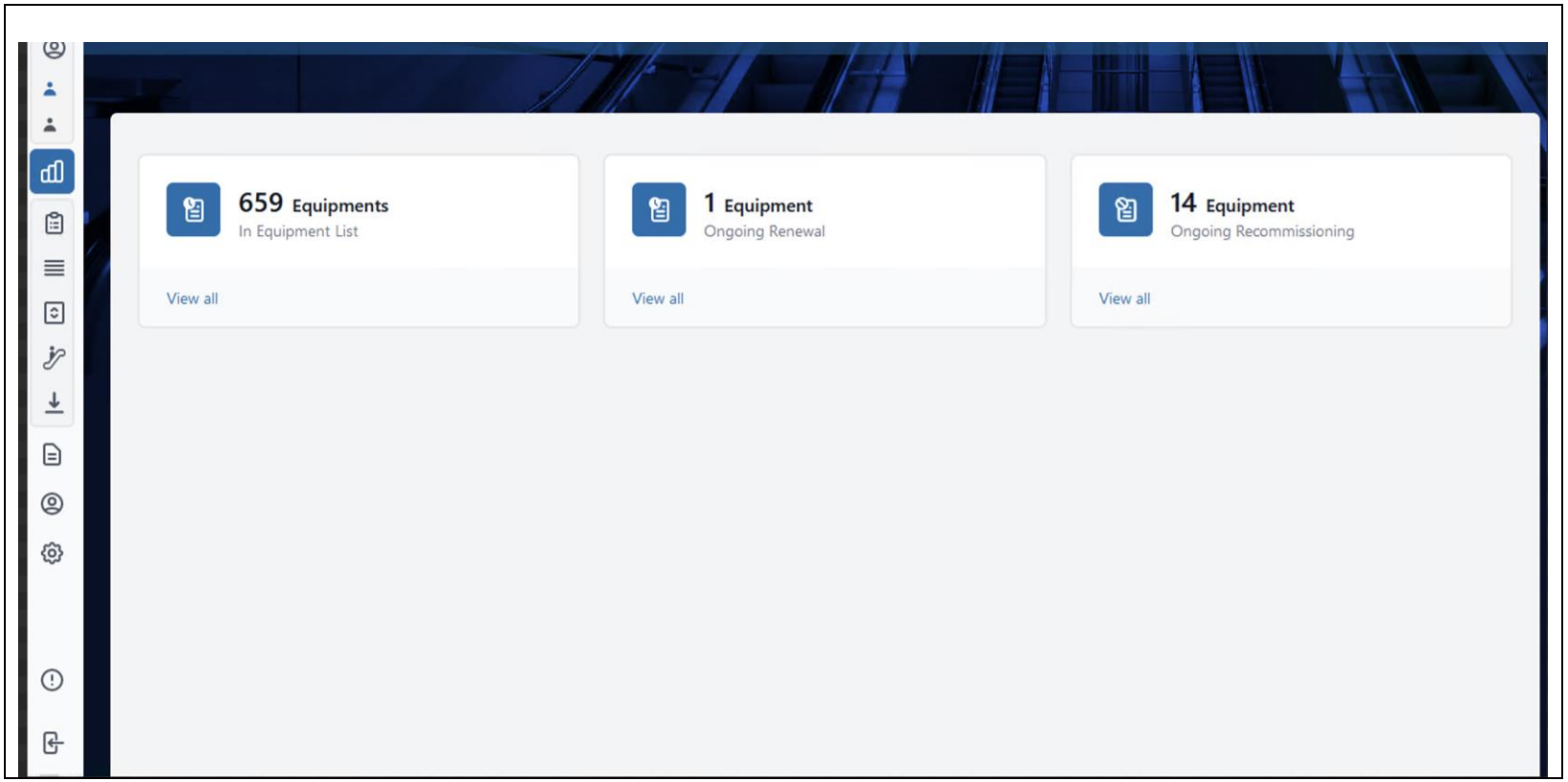
1.4.3 Contractor flow: Recommission process

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.



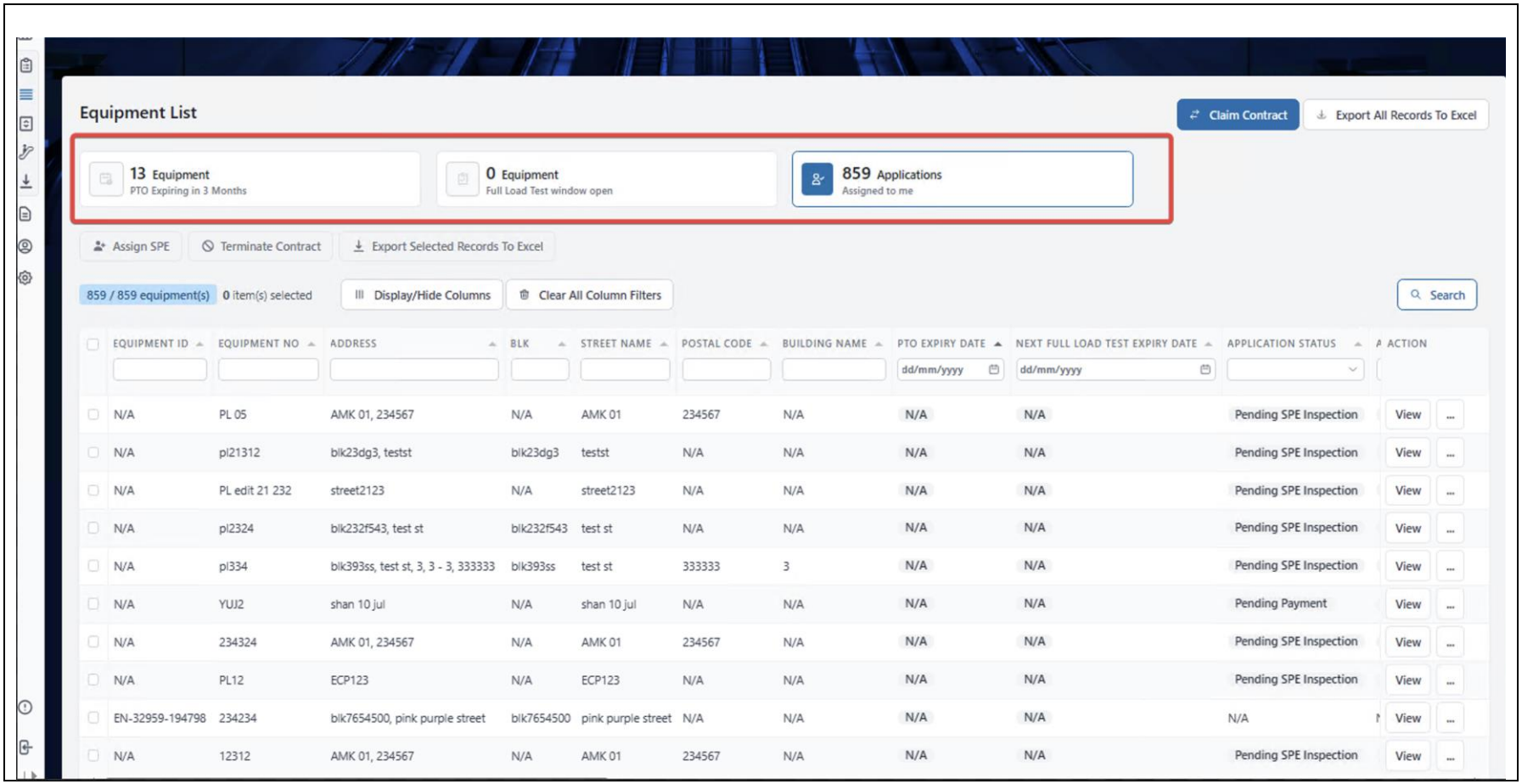
1.5 The Dashboard

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 recommission thus requiring action and information on equipment that is expiring. The smart filter here also furthers assists Contractors to quickly navigate to the required action.



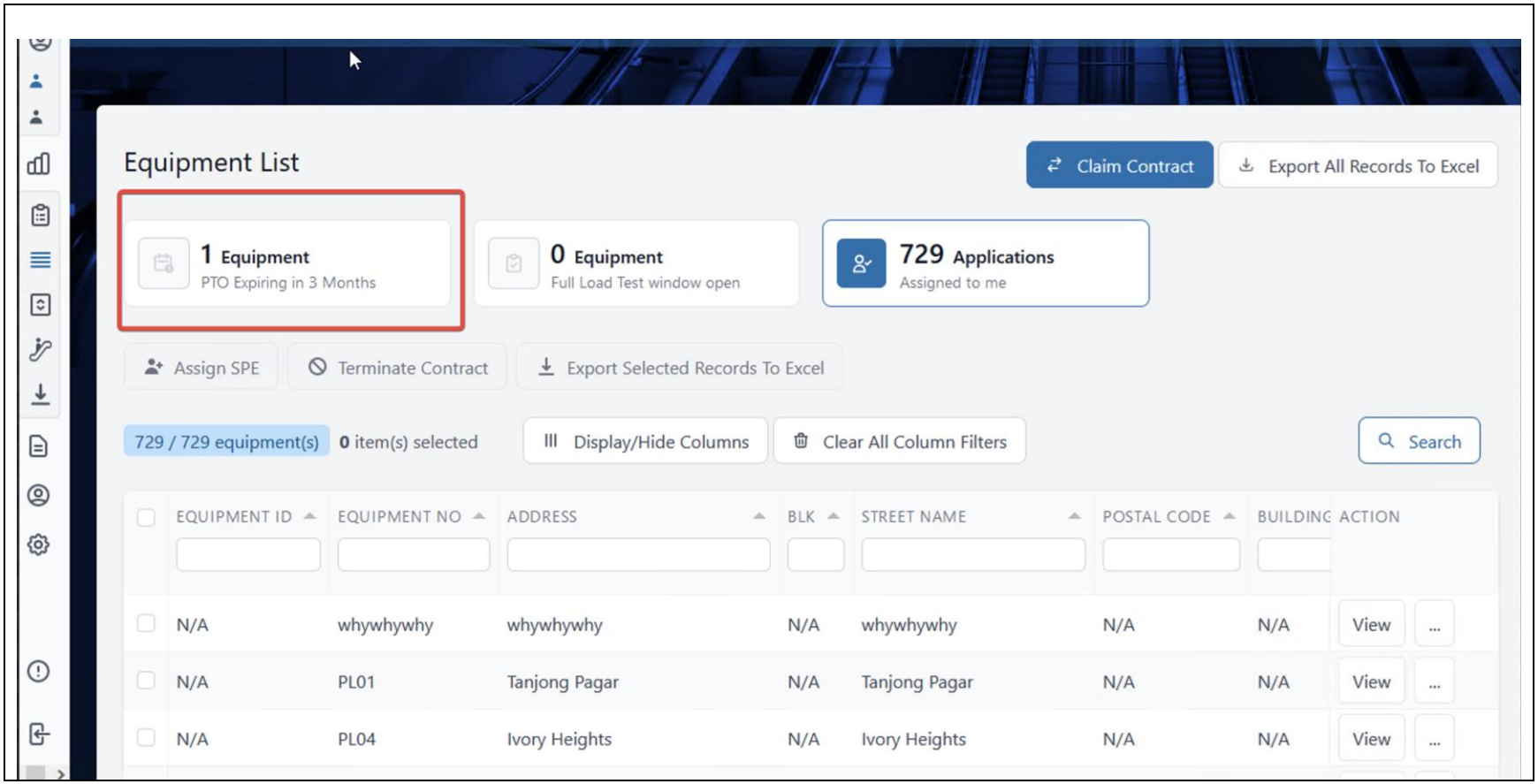
1.6 Smart filter View

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) being shown in the equipment list.



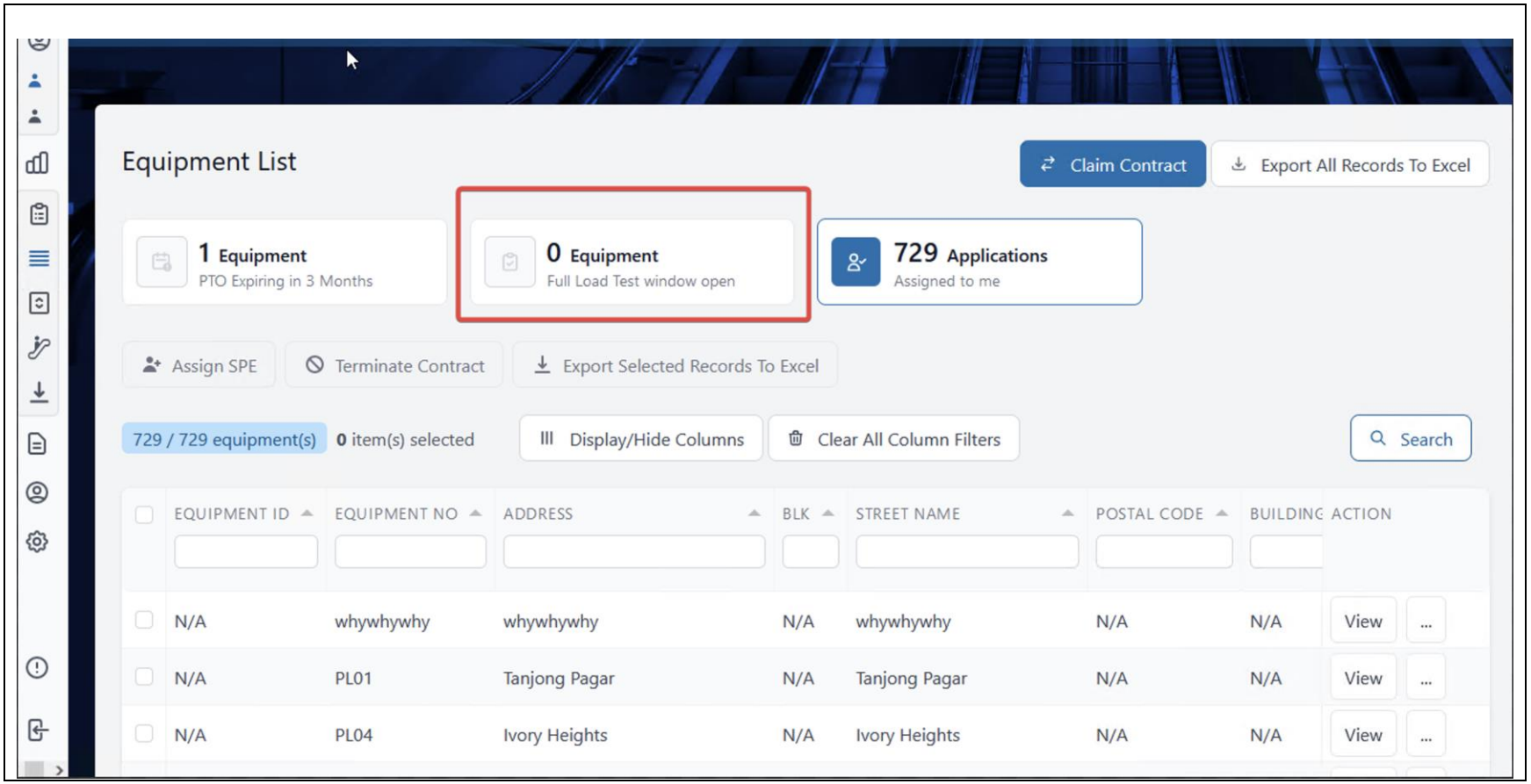
1.6.1 View equipment expiring in 3 months

Select smart filter PTO expiring in 3 months smart filter



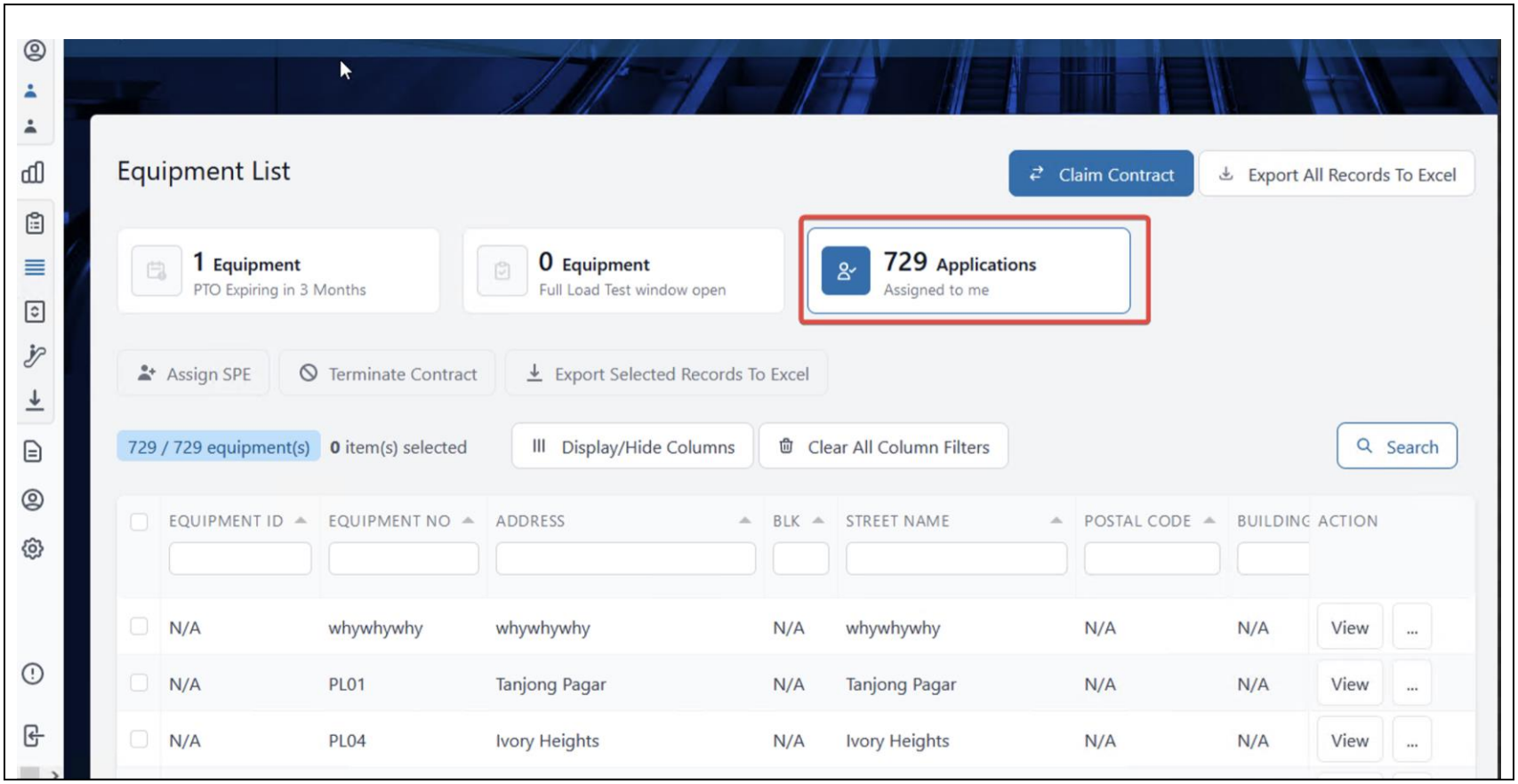
1.6.2 View equipment with full load test window open

Select Full load Test Window Open smart filter.



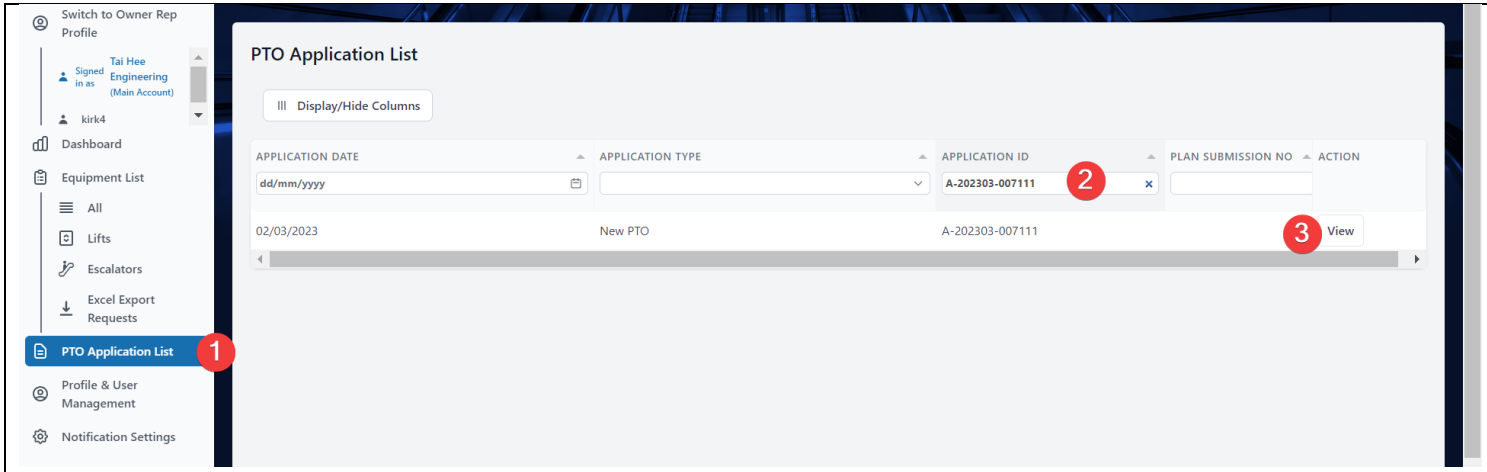
1.6.3 View all equipment assigned

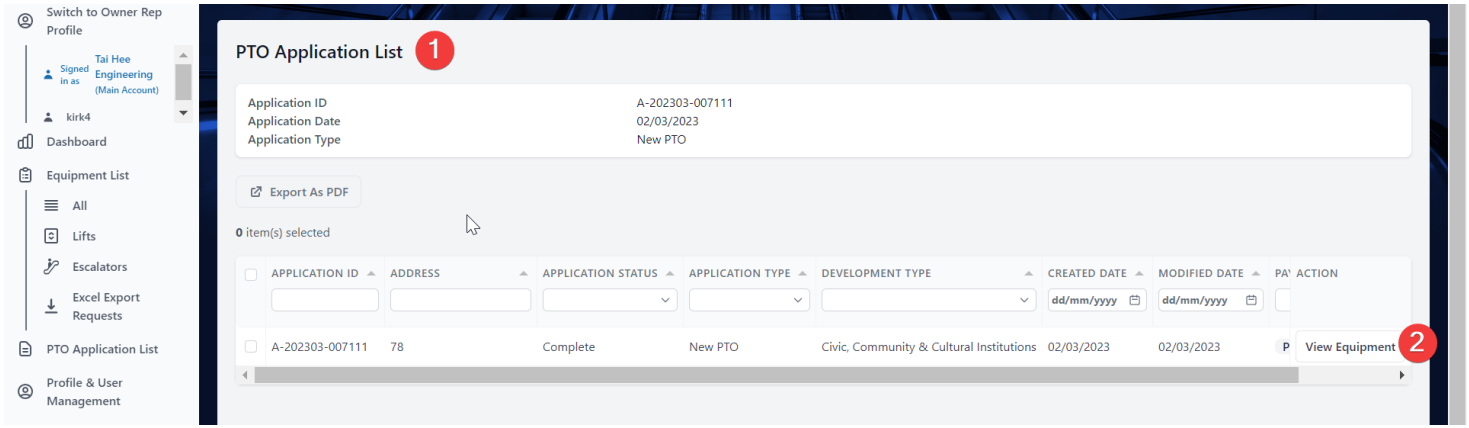
Select all assigned smart filter



2 Viewing equipment in PTO application list

2.1 If Application ID is known upfront





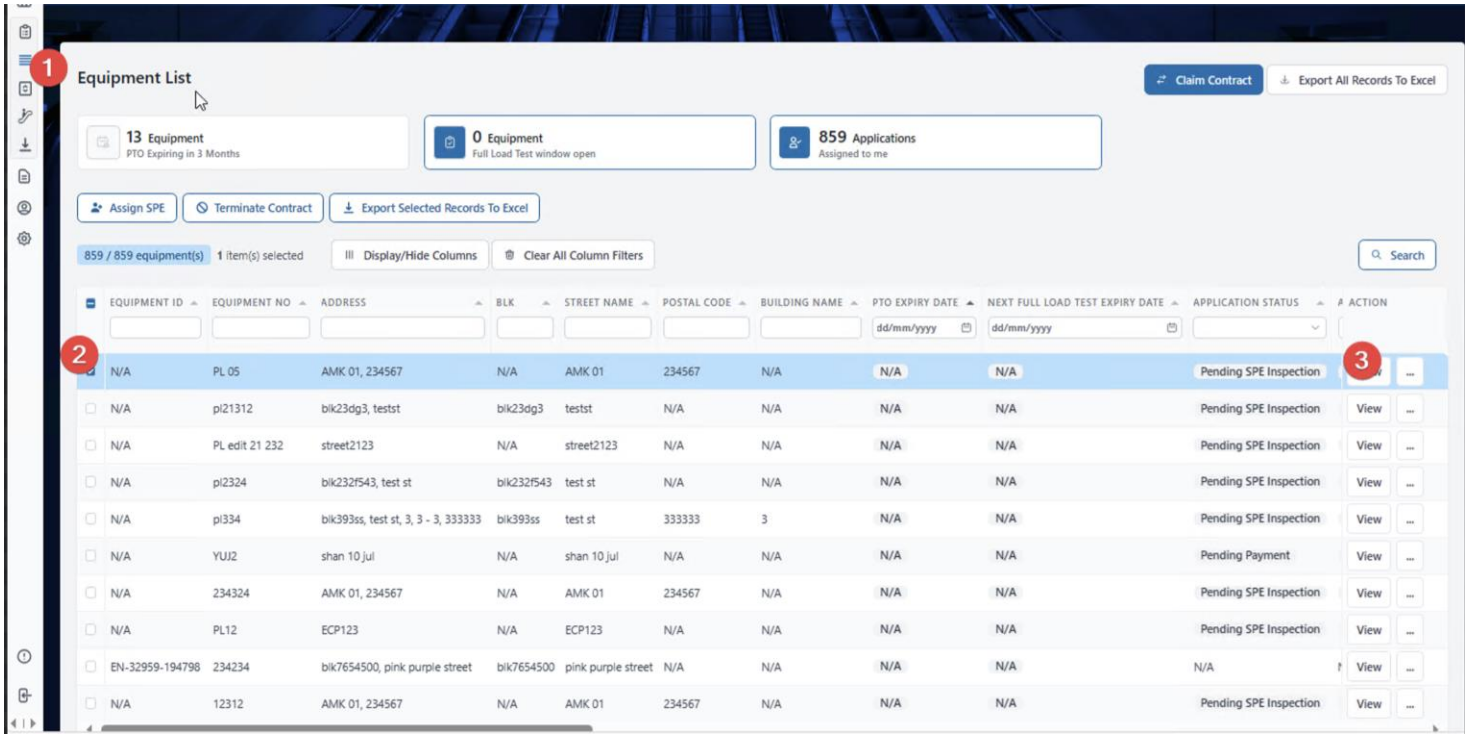
If you are aware of the Application ID, you may proceed with:

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

Note:

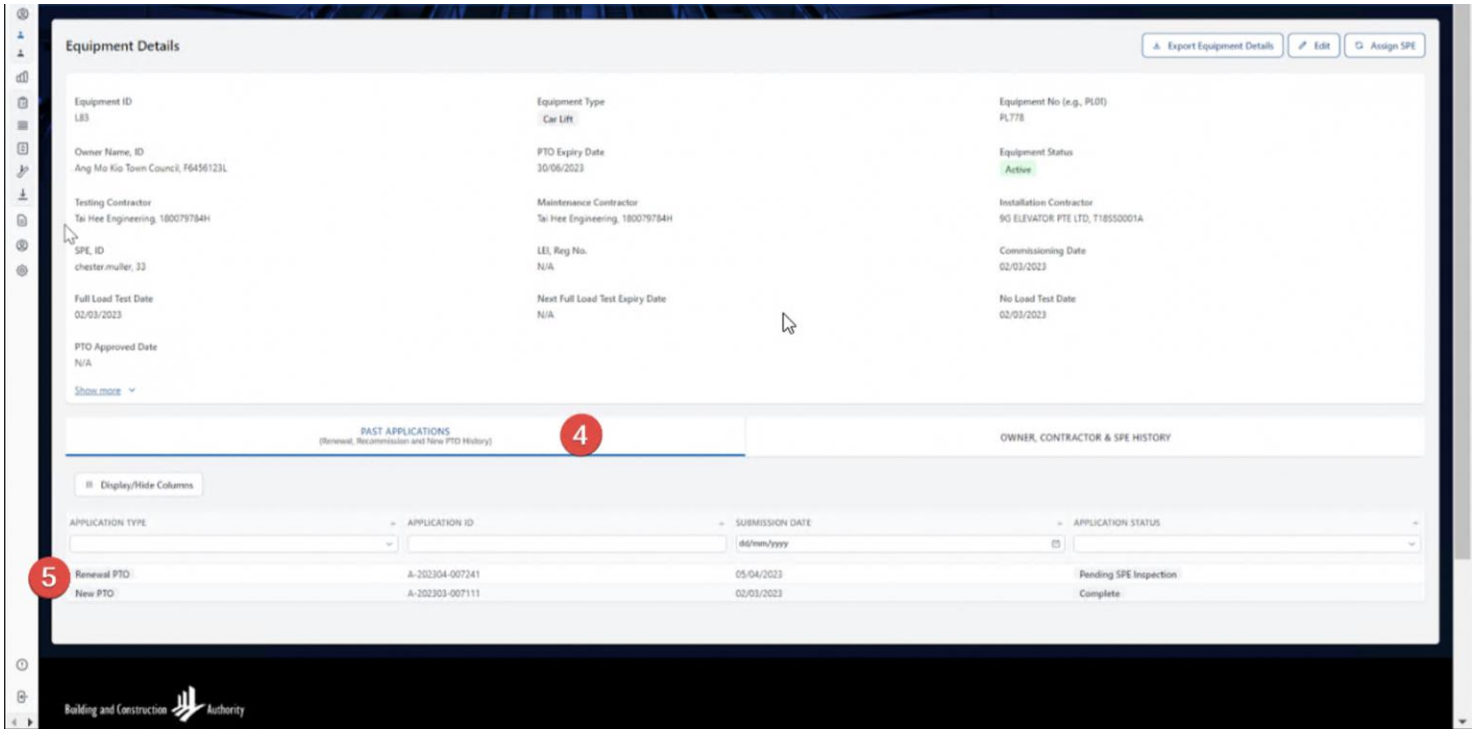
1. All the past applications can be found here which will link you up with the equipment. Should you wish to look up a previous application ID, you may search from the equipment.
2. For more details, you may also click on the "View Equipment" button

2.2 If Application ID is not known upfront



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

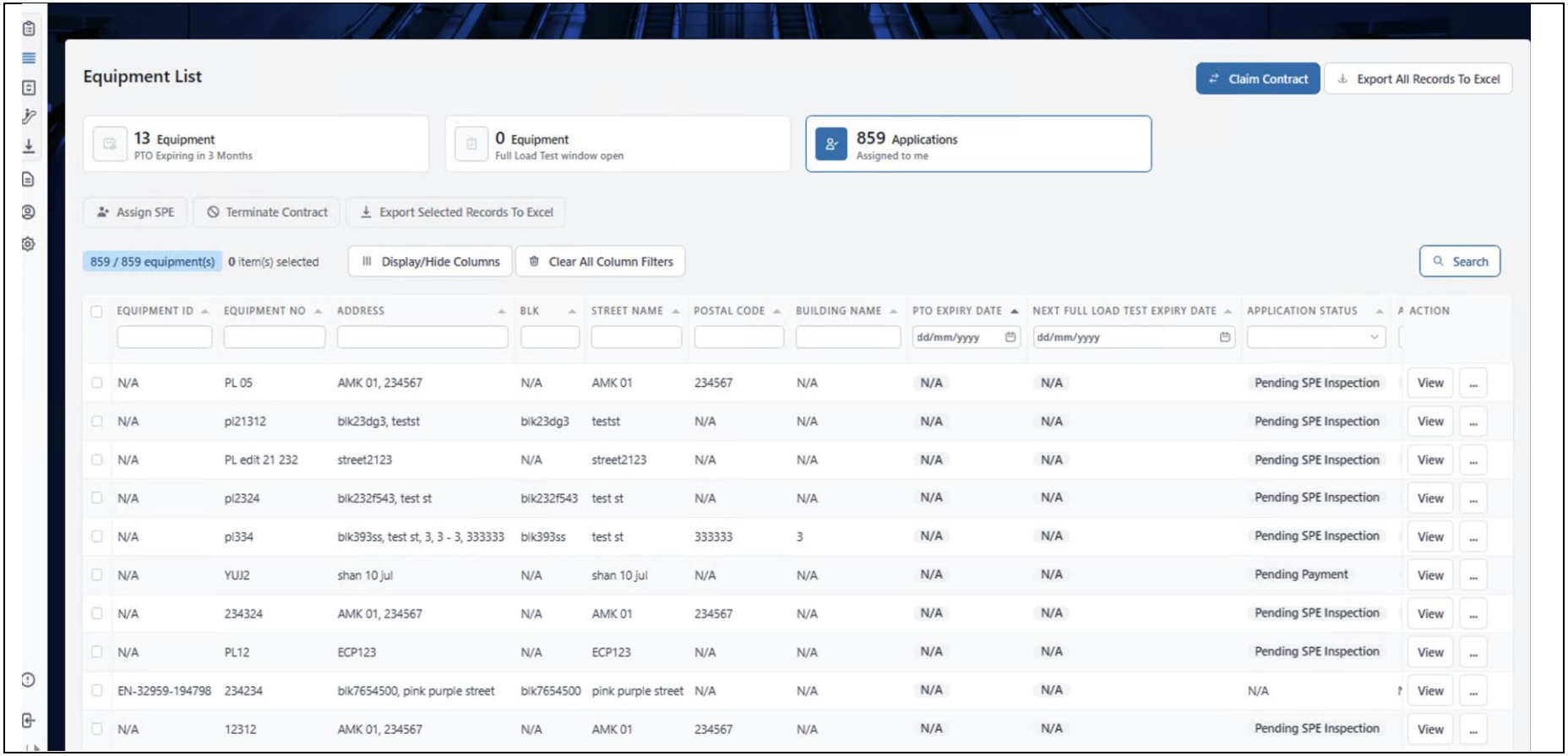


4. Scroll down to bottom of the page

5. See Past Applications and note down the Application ID, and refer to Section 2.1

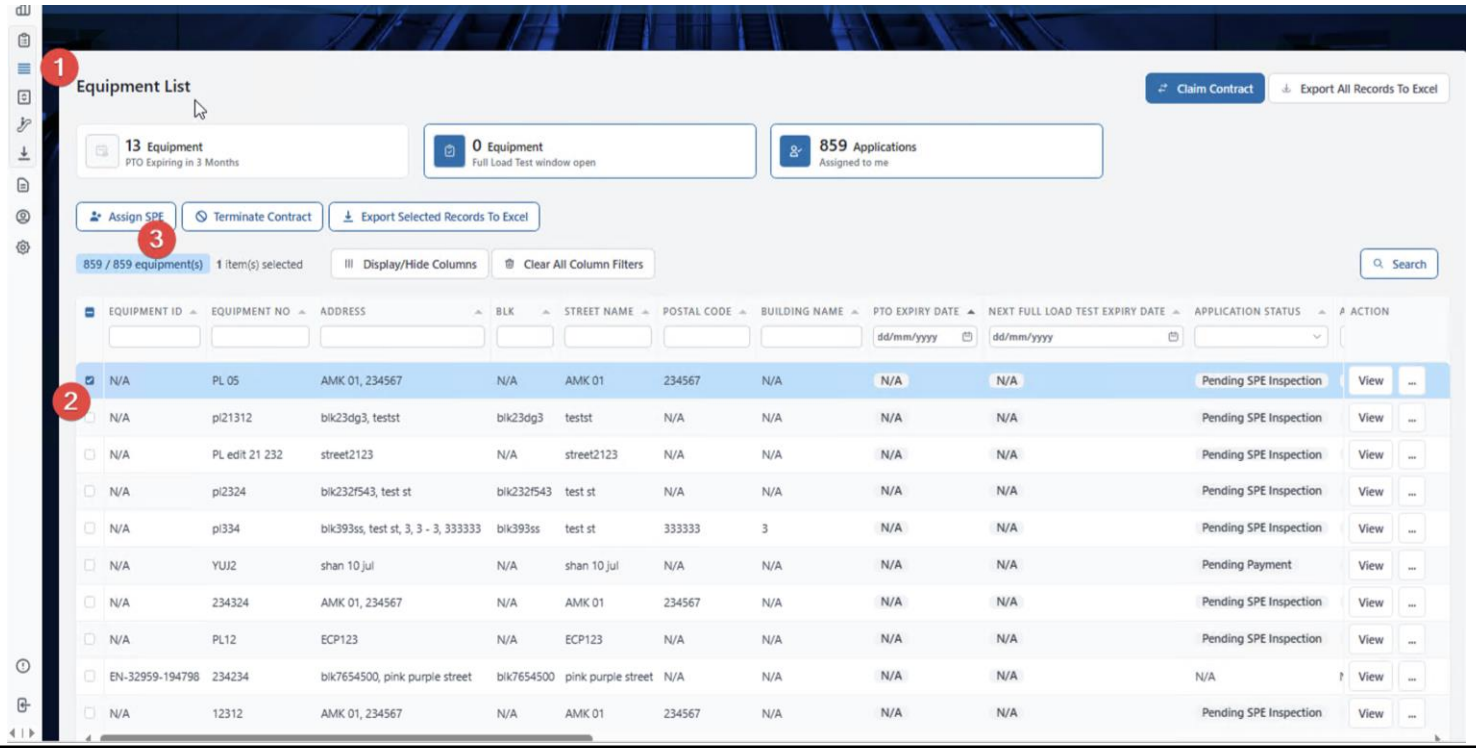
3 Change of SPE and Contractor

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.

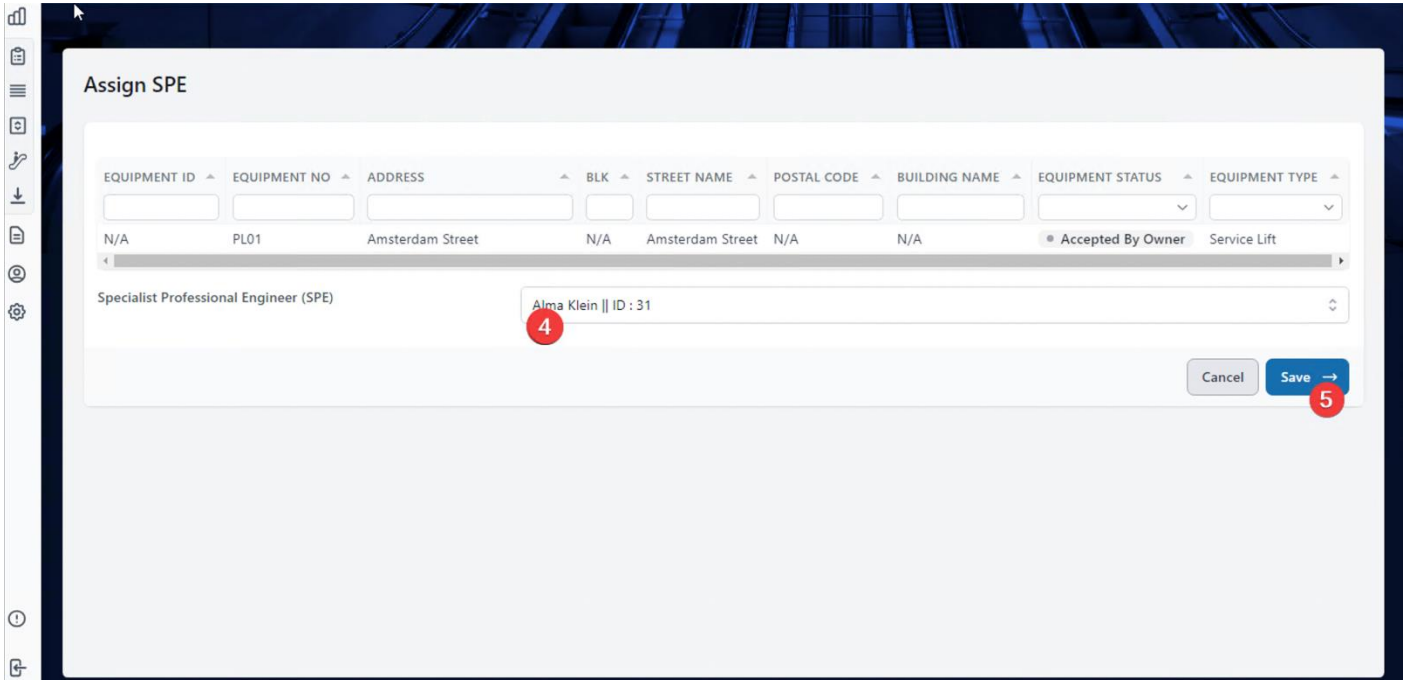


3.1 Assign SPE

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



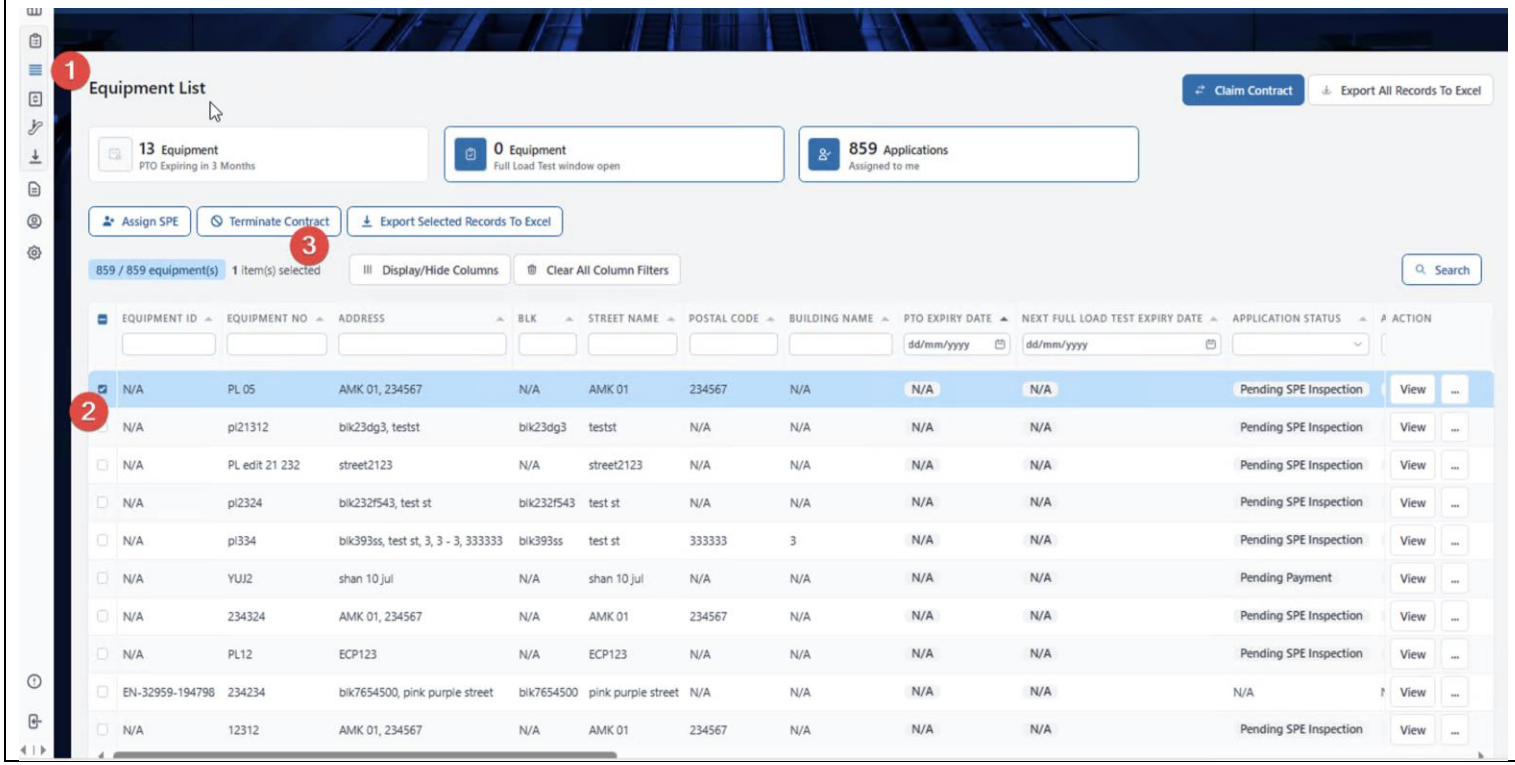
4. Select the SPE out of the dropdown menu.
5. Click on Save and confirm the action.

The SPE will be assigned to the equipment.

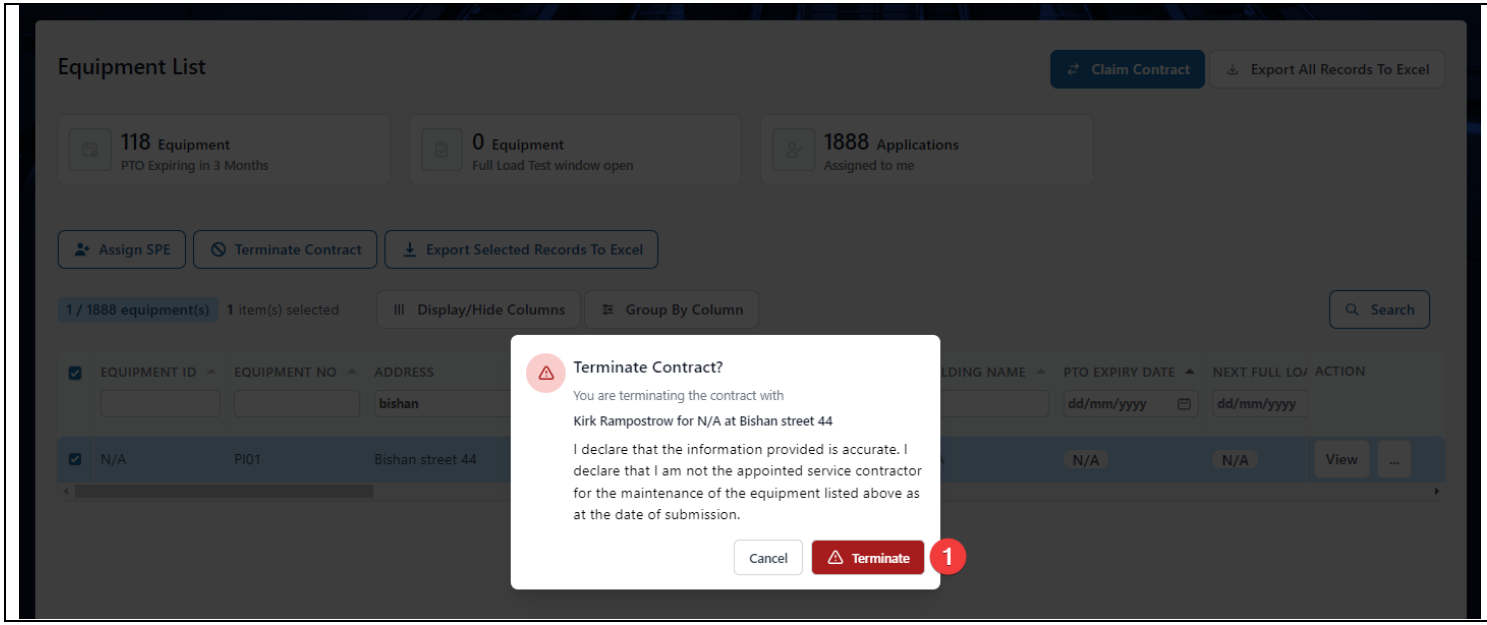
Note:
If the SPE selected is the existing SPE assigned to the equipment, the Save button will be disabled.

3.2 Terminate Contract

A contractor can terminate the contract in the following manner.



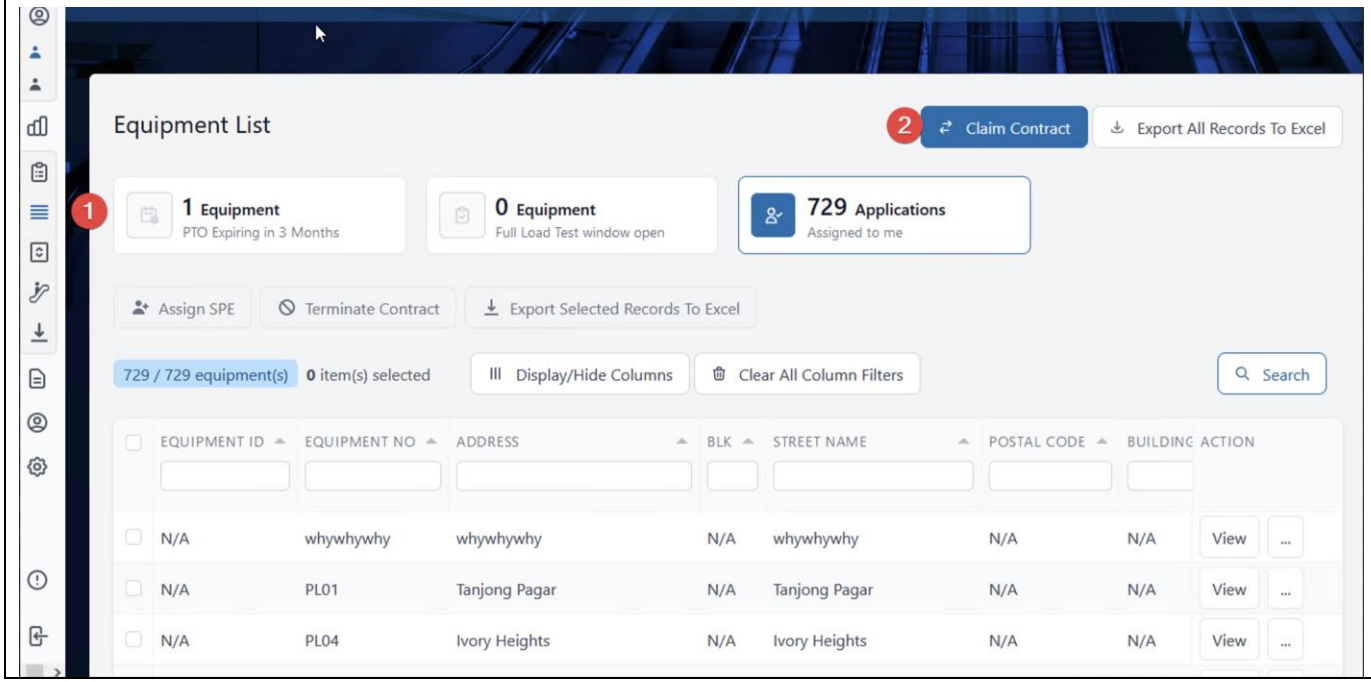
1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select Terminate Contract



1. Select Terminate to Terminate the Contract.

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

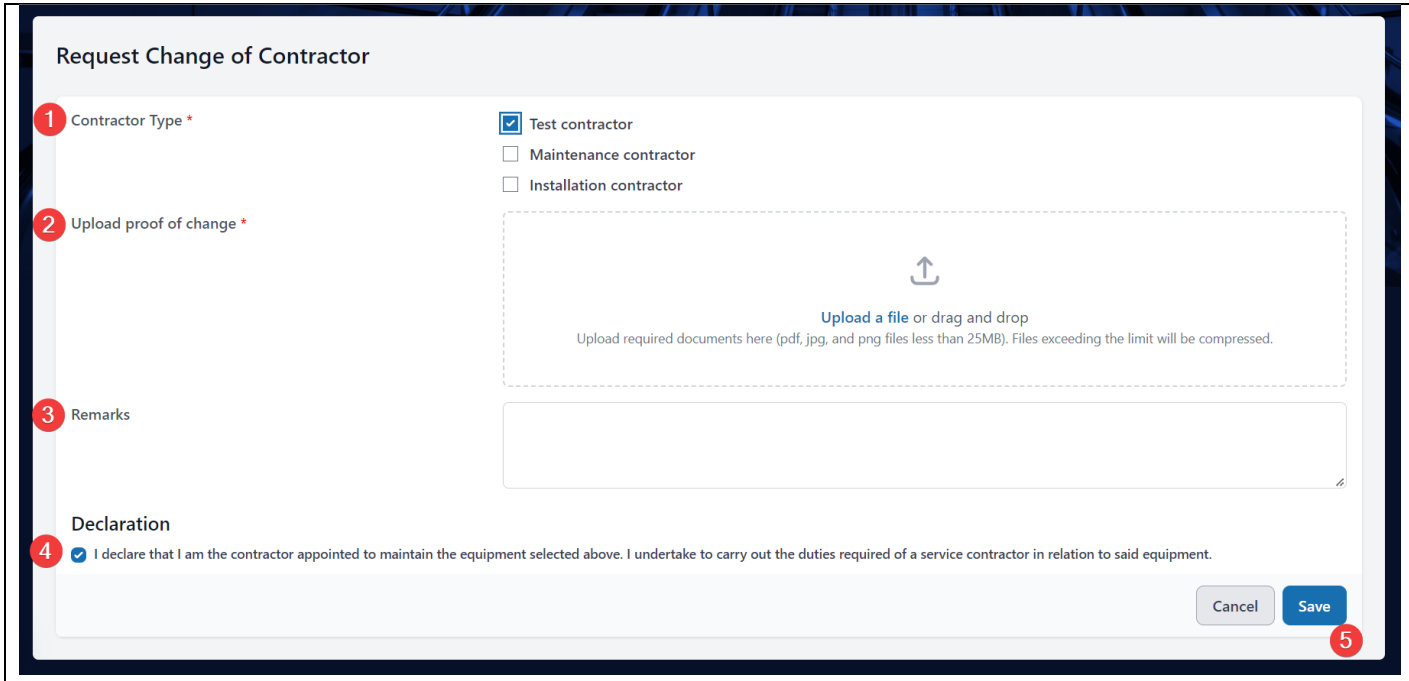
3.3 Claim Contract



1. Begin by selecting the equipment list from the sidebar

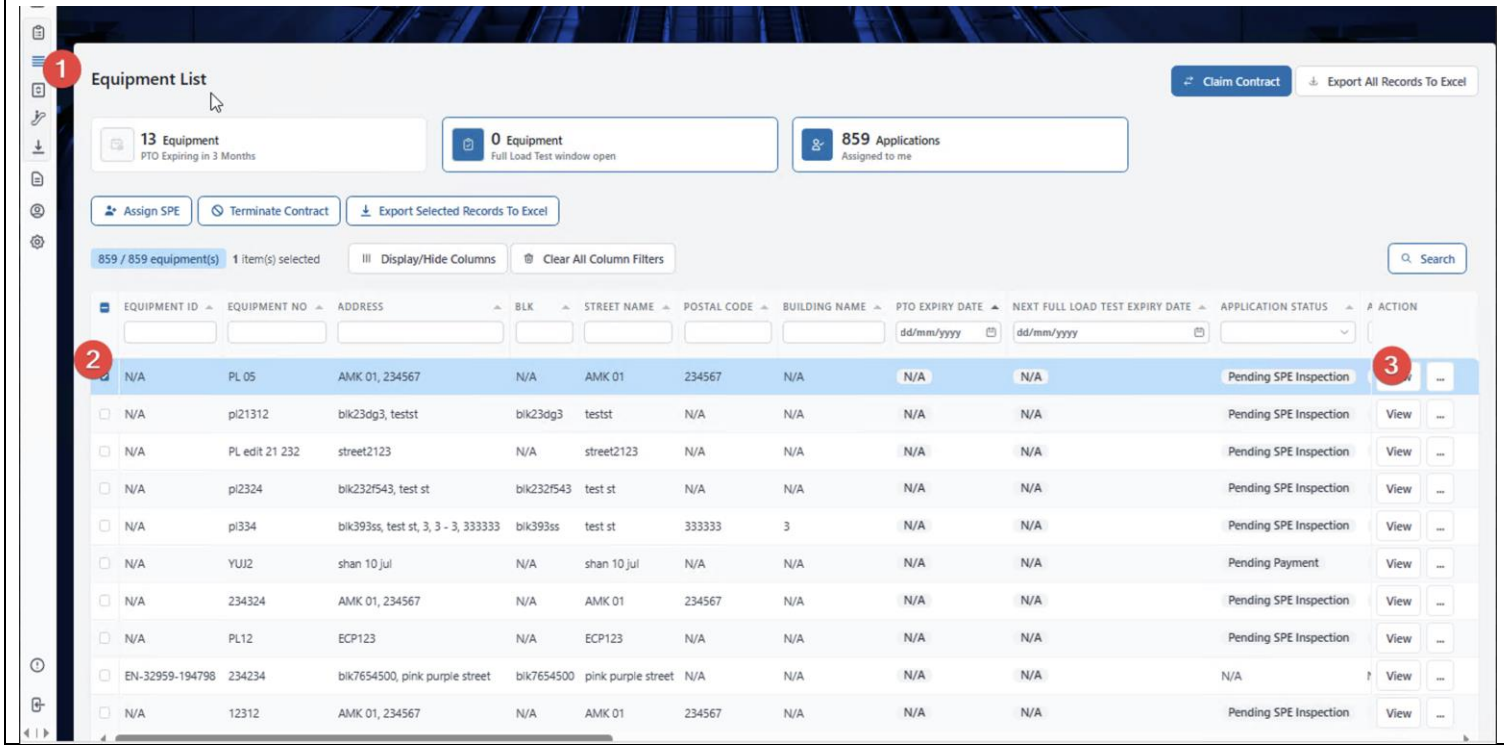
2. Then select the Claim Contract button

This moves you to the next screen.



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.

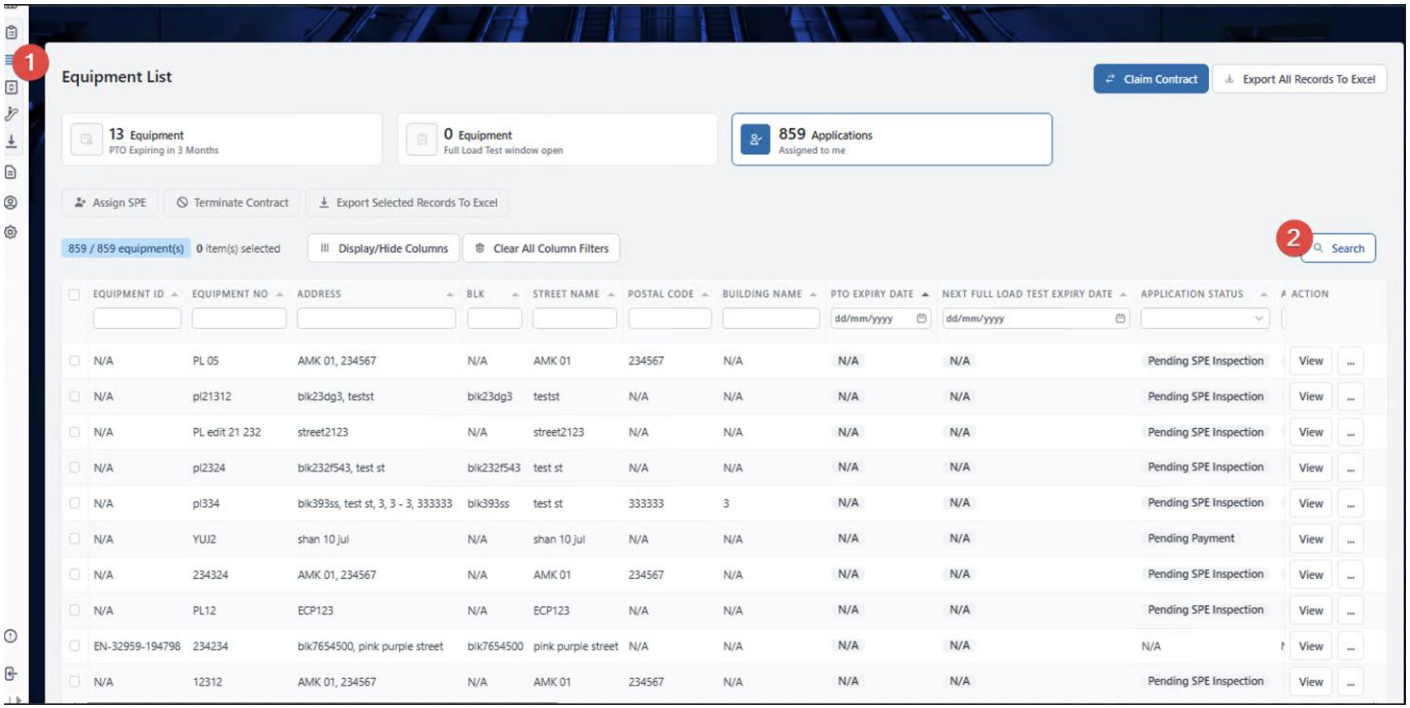
4 Equipment details



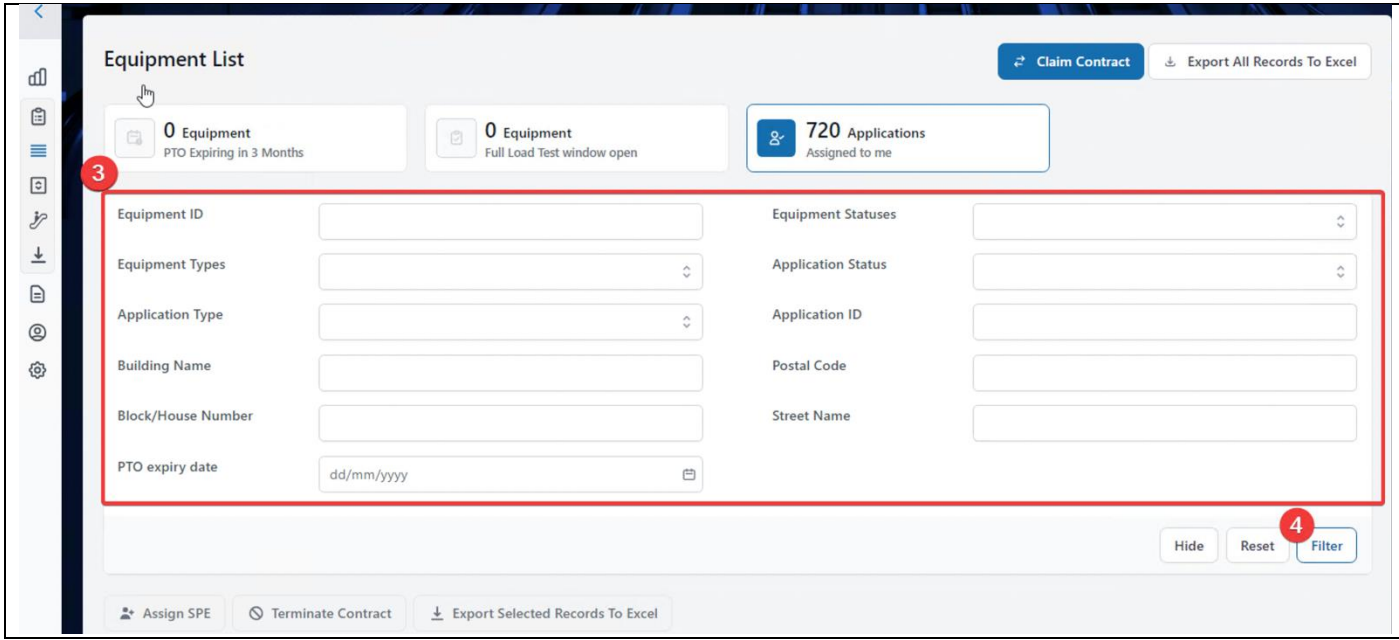
1. Select equipment list from sidebar
2. Select equipment
3. Select View

4.1 Advanced filter (Search)

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



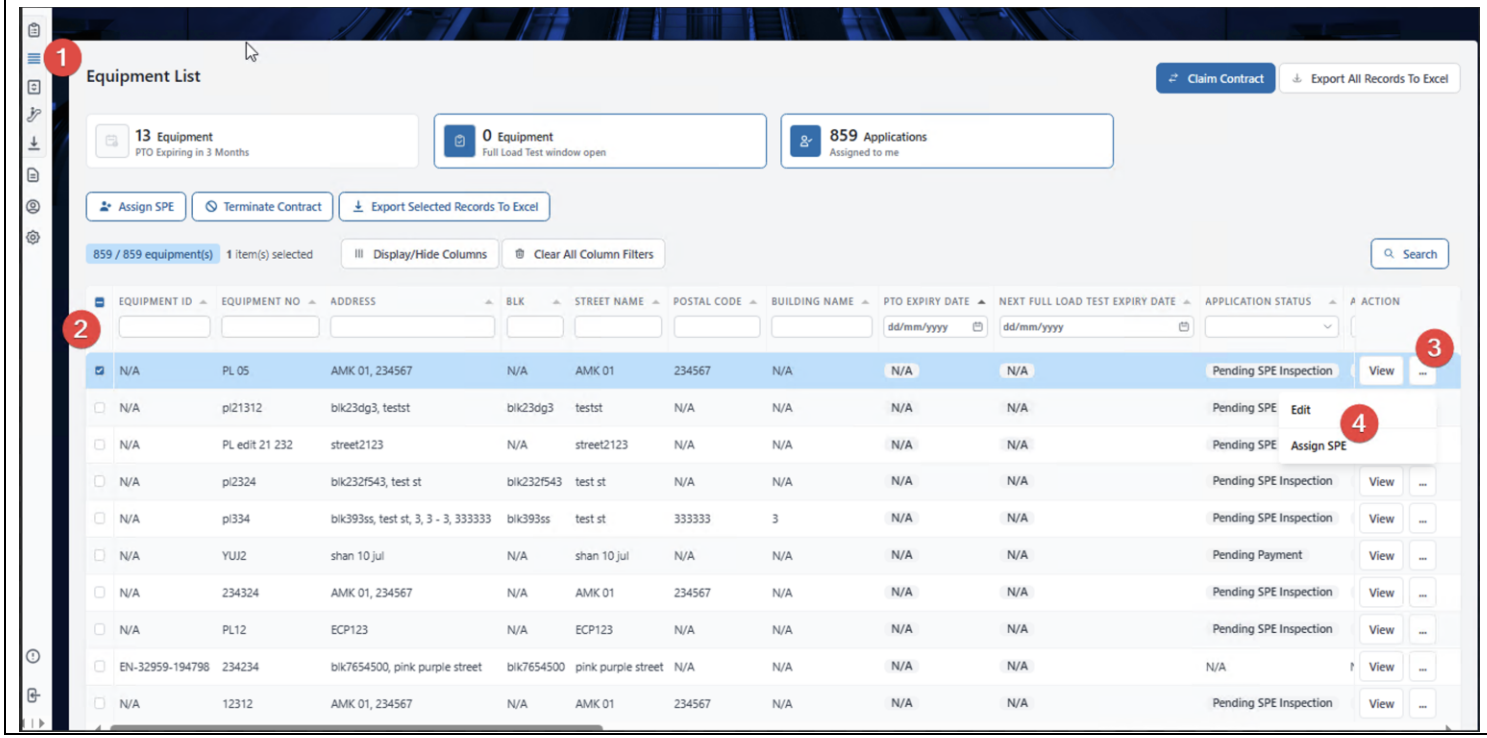
1. Select equipment list from sidebar
2. Select search button



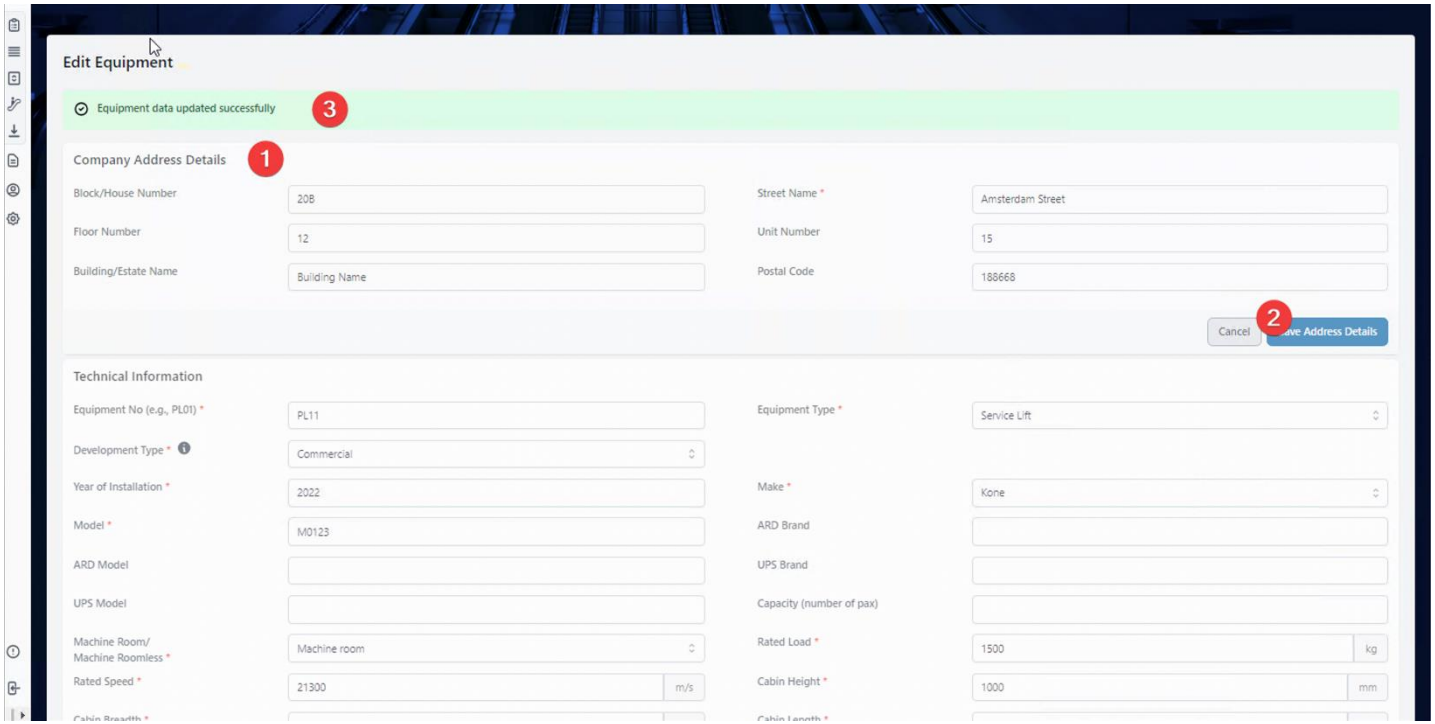
3. A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.

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

4.2 Edit equipment details

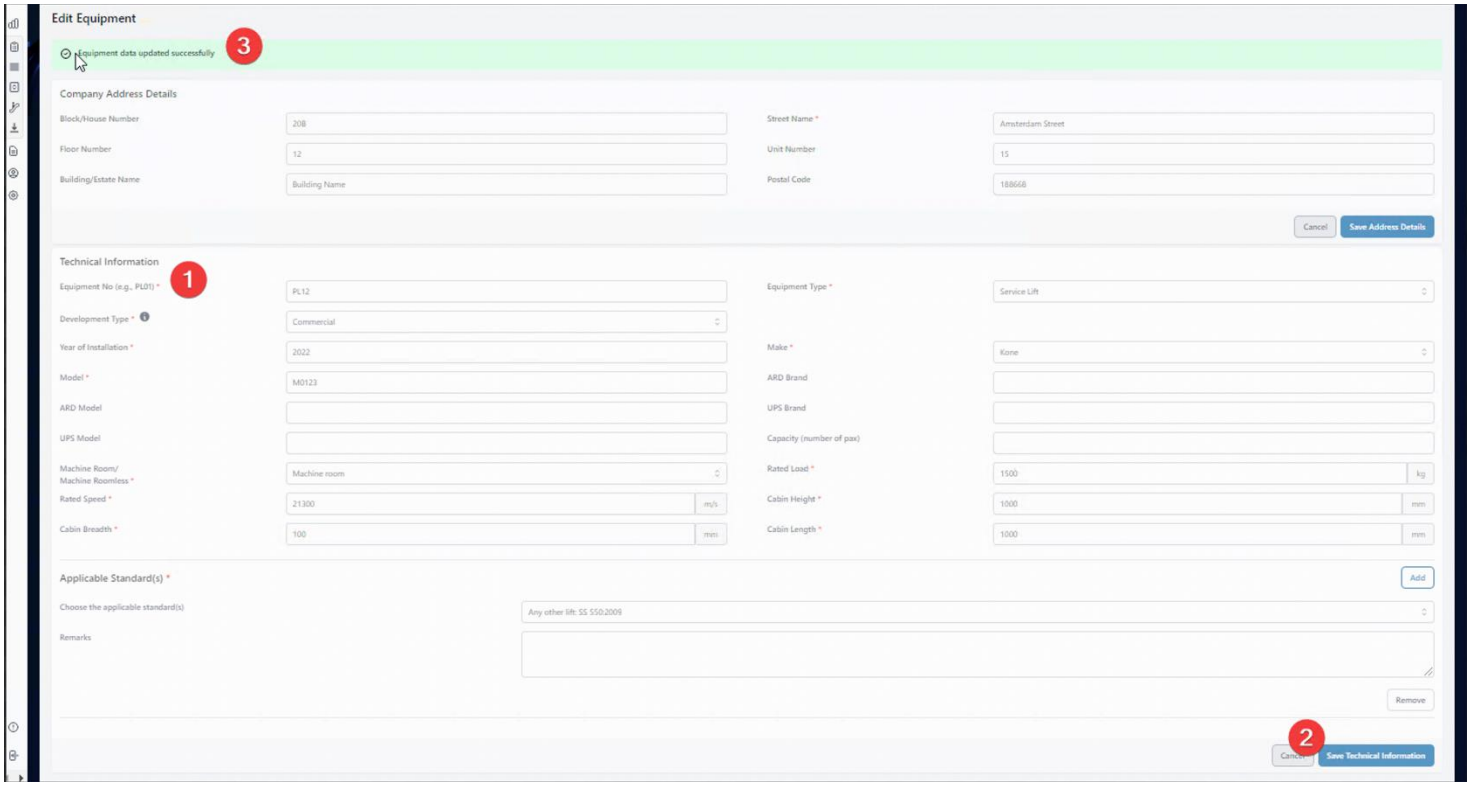


1. Select equipment list from sidebar
2. Select the desired equipment
3. Select kebab icon (…)
4. Select edit



1. Make required changes for Address Details
2. Save Address Details
3. You will see a success message

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

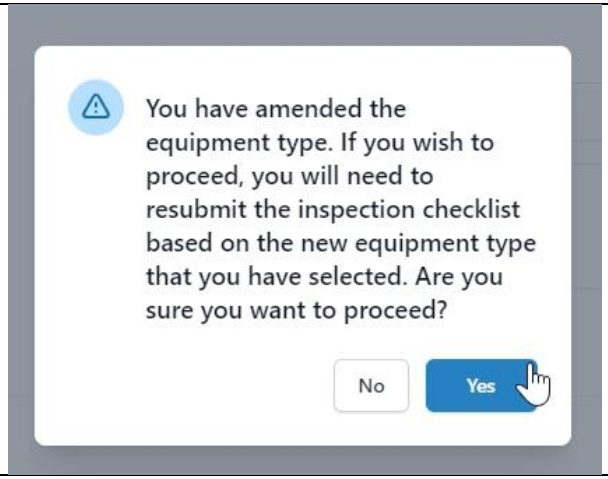


1. Make required changes for Technical Details

2. Save Technical Information

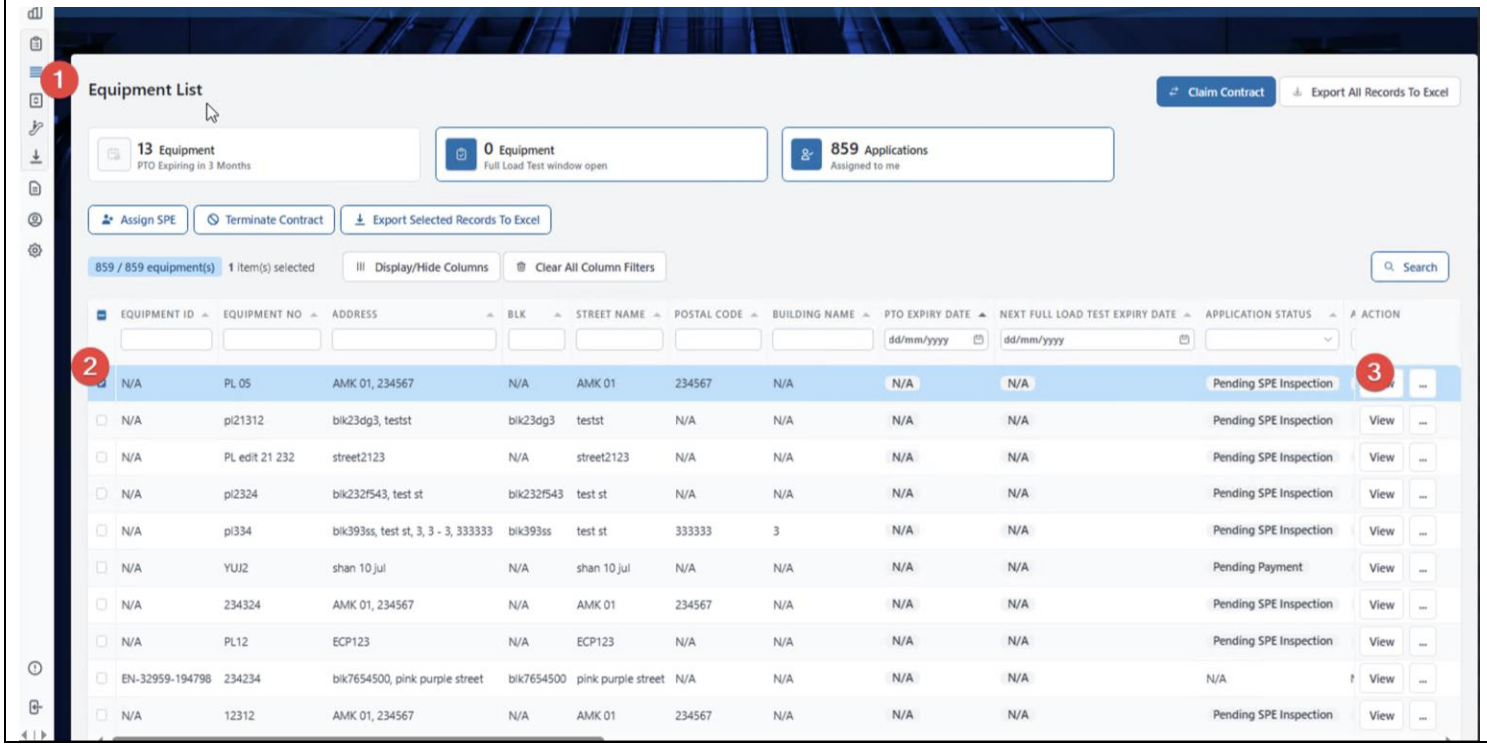
3. You will see a success message

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

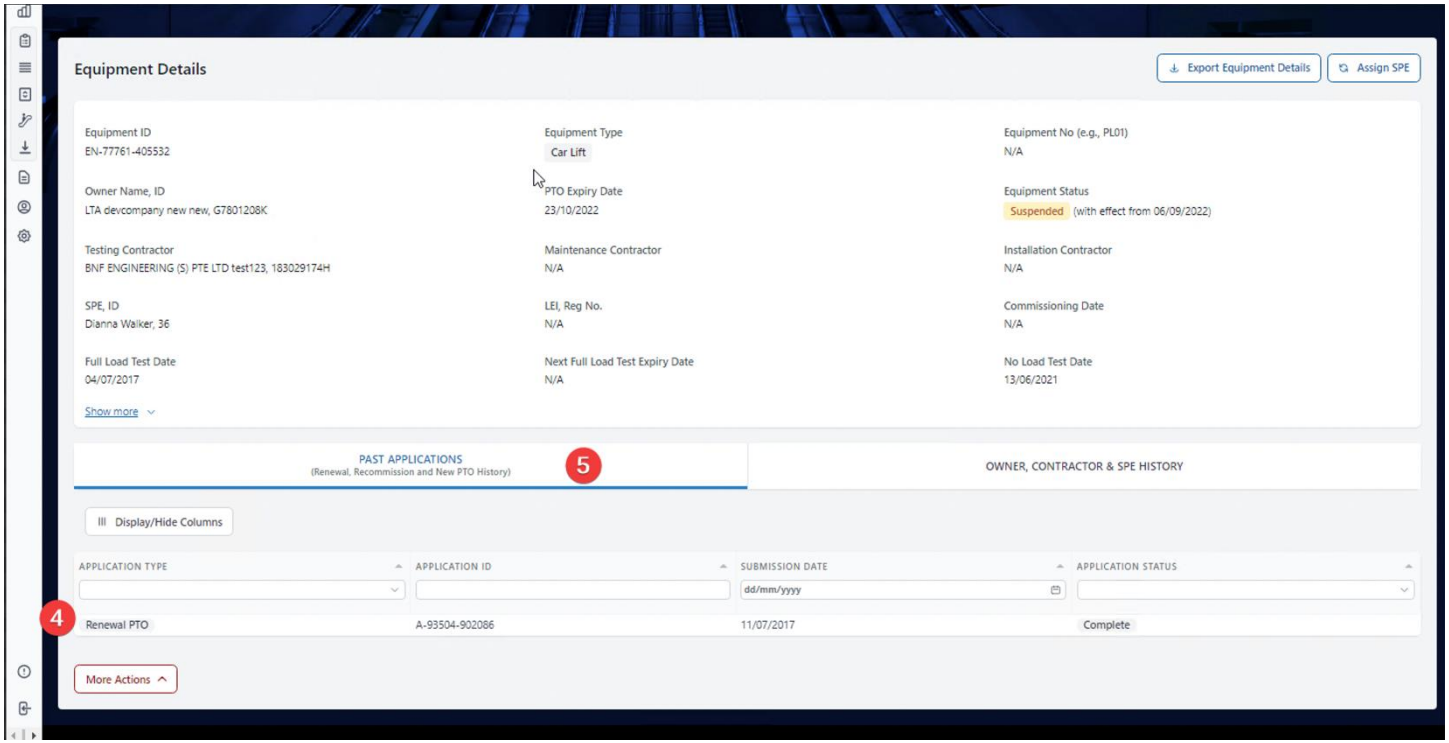
			**Note:** If an equipment's status is in ongoing inspection, Contractor will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.

4.3 View past applications

Owners can view the history of all equipment



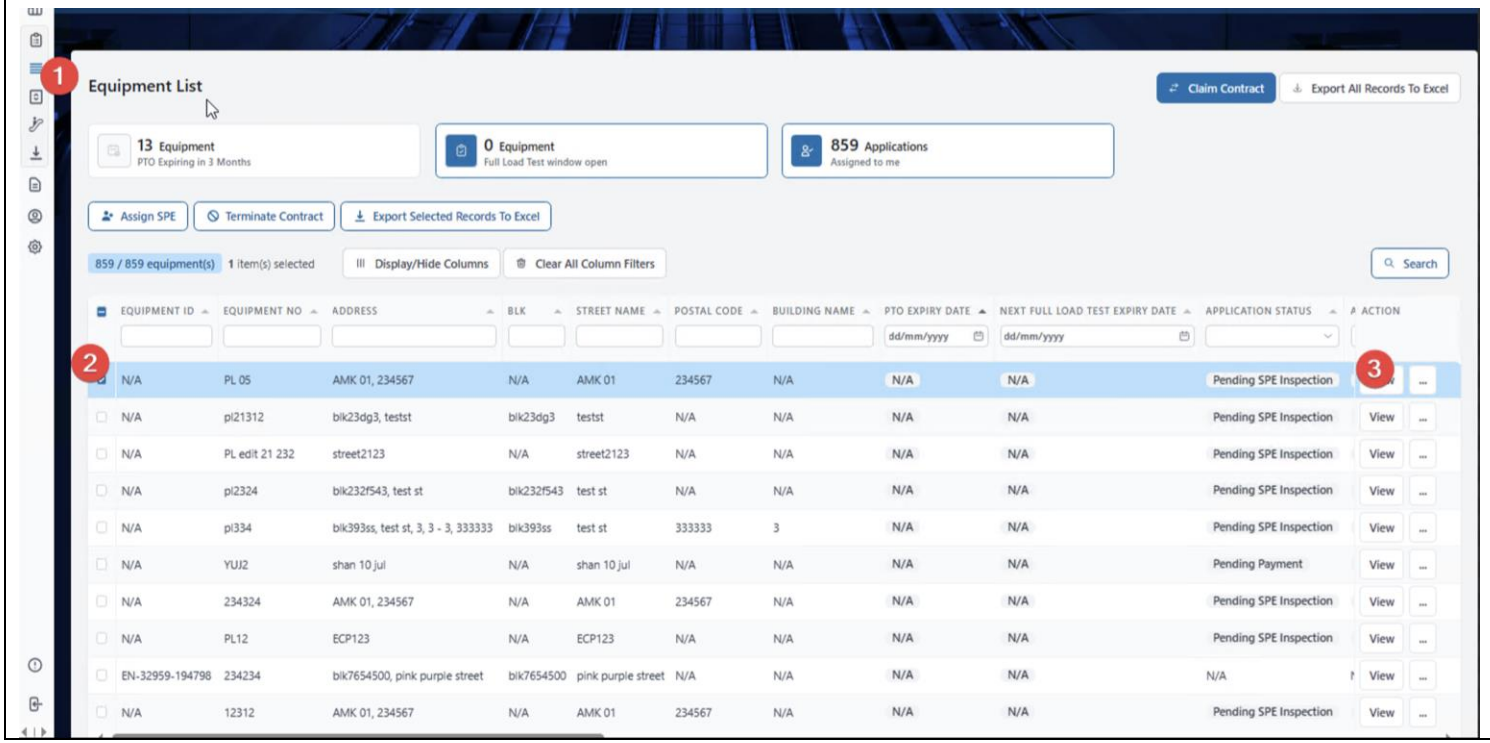
1. Go to Equipment List page
2. Select the equipment
3. View the equipment



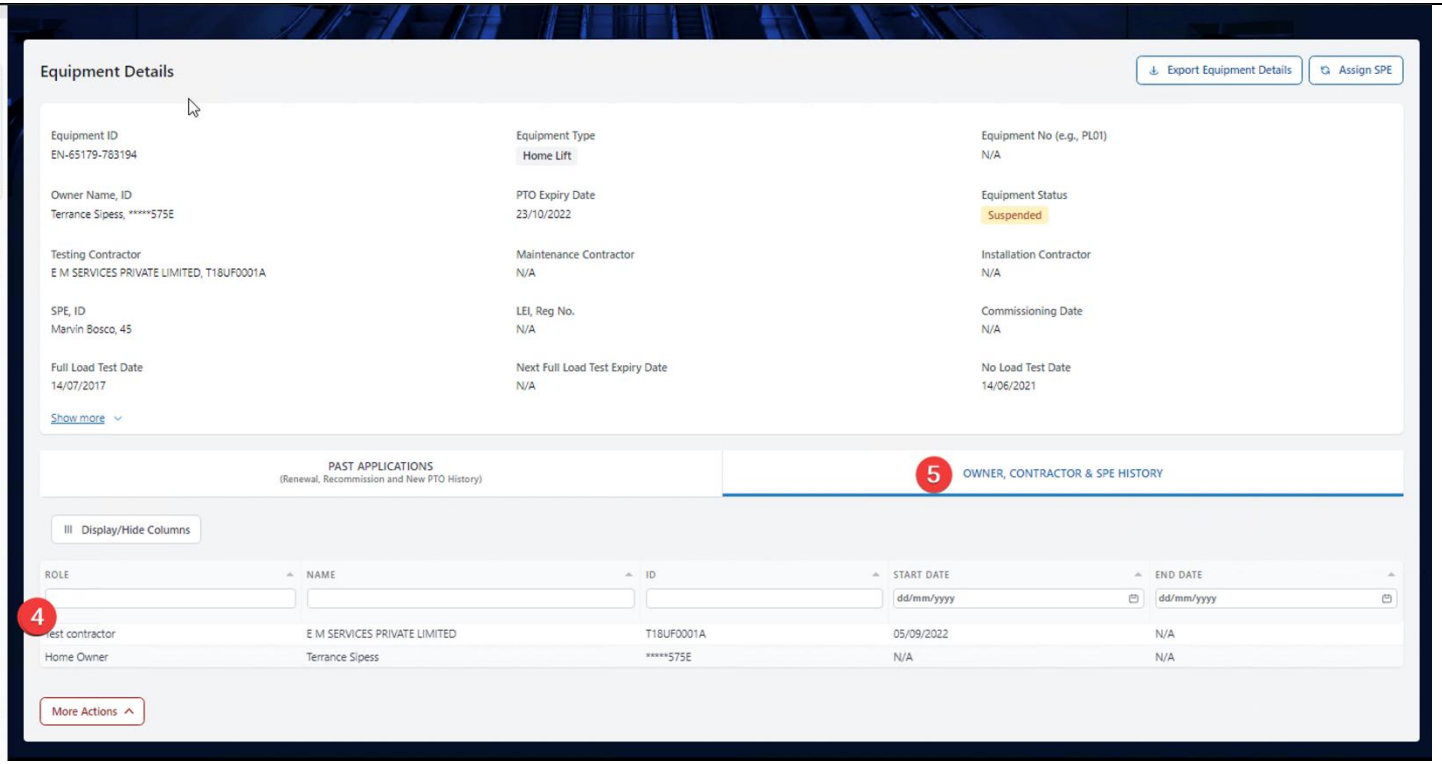
4. Scroll down to bottom of the page

5. See Past Applications and note down the Application ID, and refer to Section 2.1

4.4 View Owner, contractor & SPE history



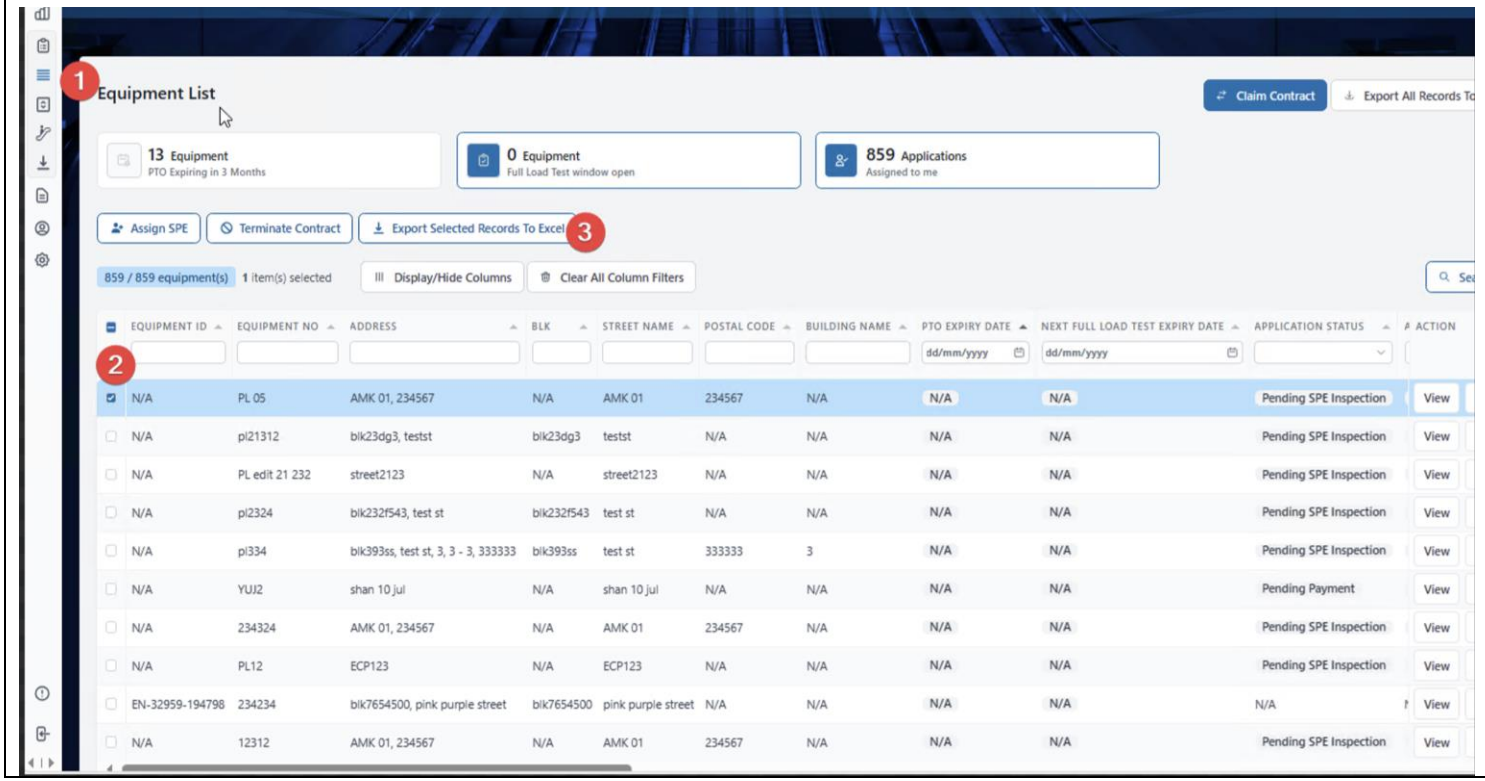
1. Go to Equipment List page
2. Select the equipment
3. View the equipment



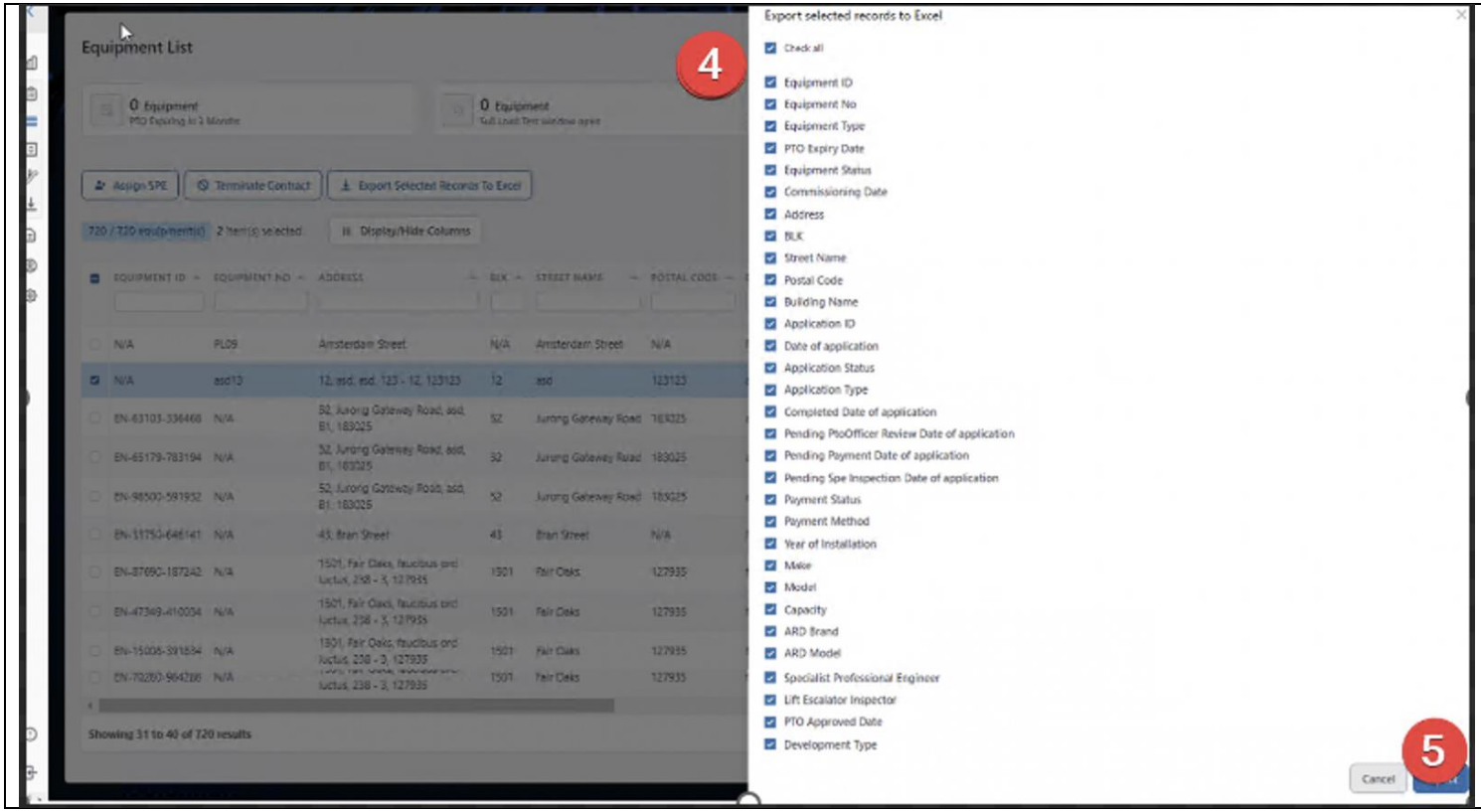
4. Scroll down to bottom of the page

5. See Owner, Contractor & SPE History

4.5 Exporting selected equipment details to excel



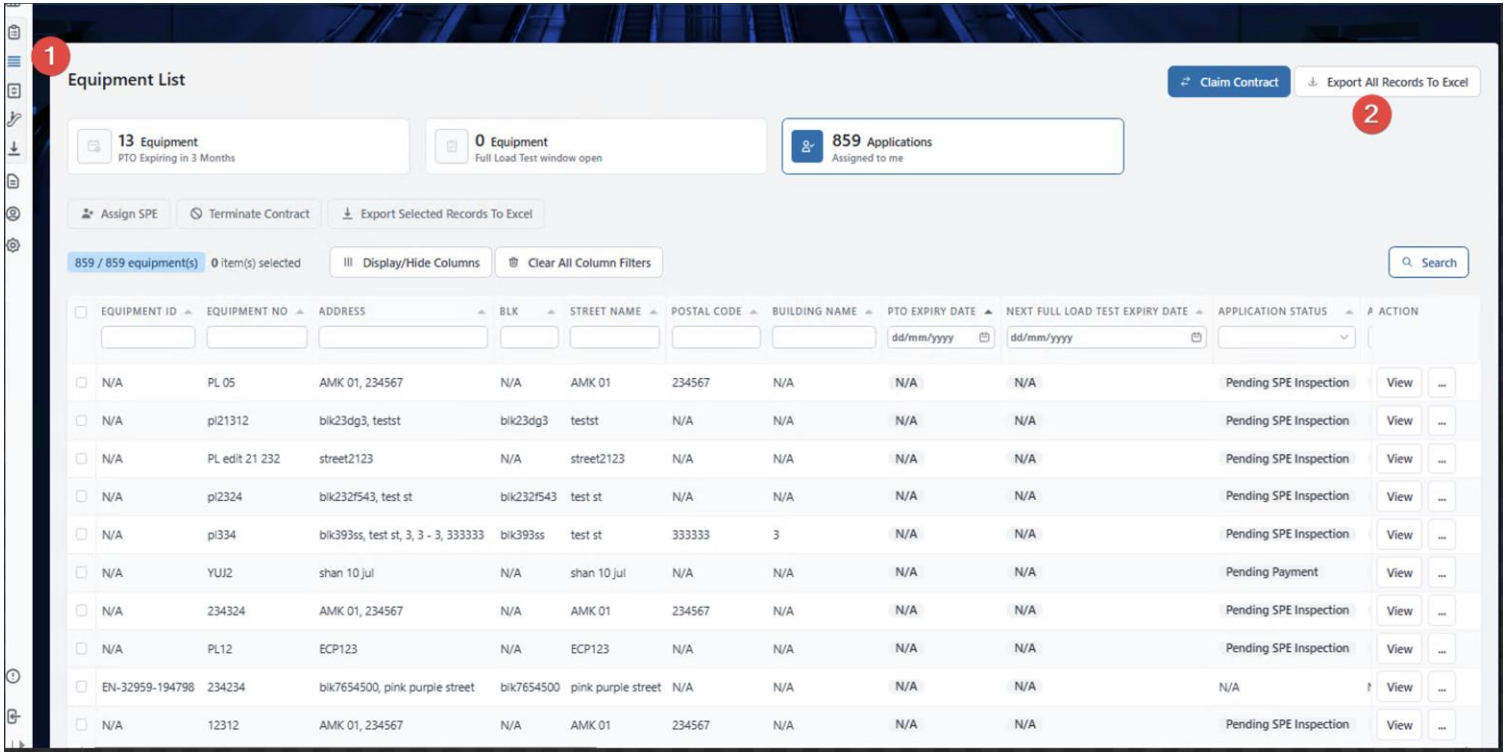
1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from equipment list
3. Click on Export Selected Records To Excel



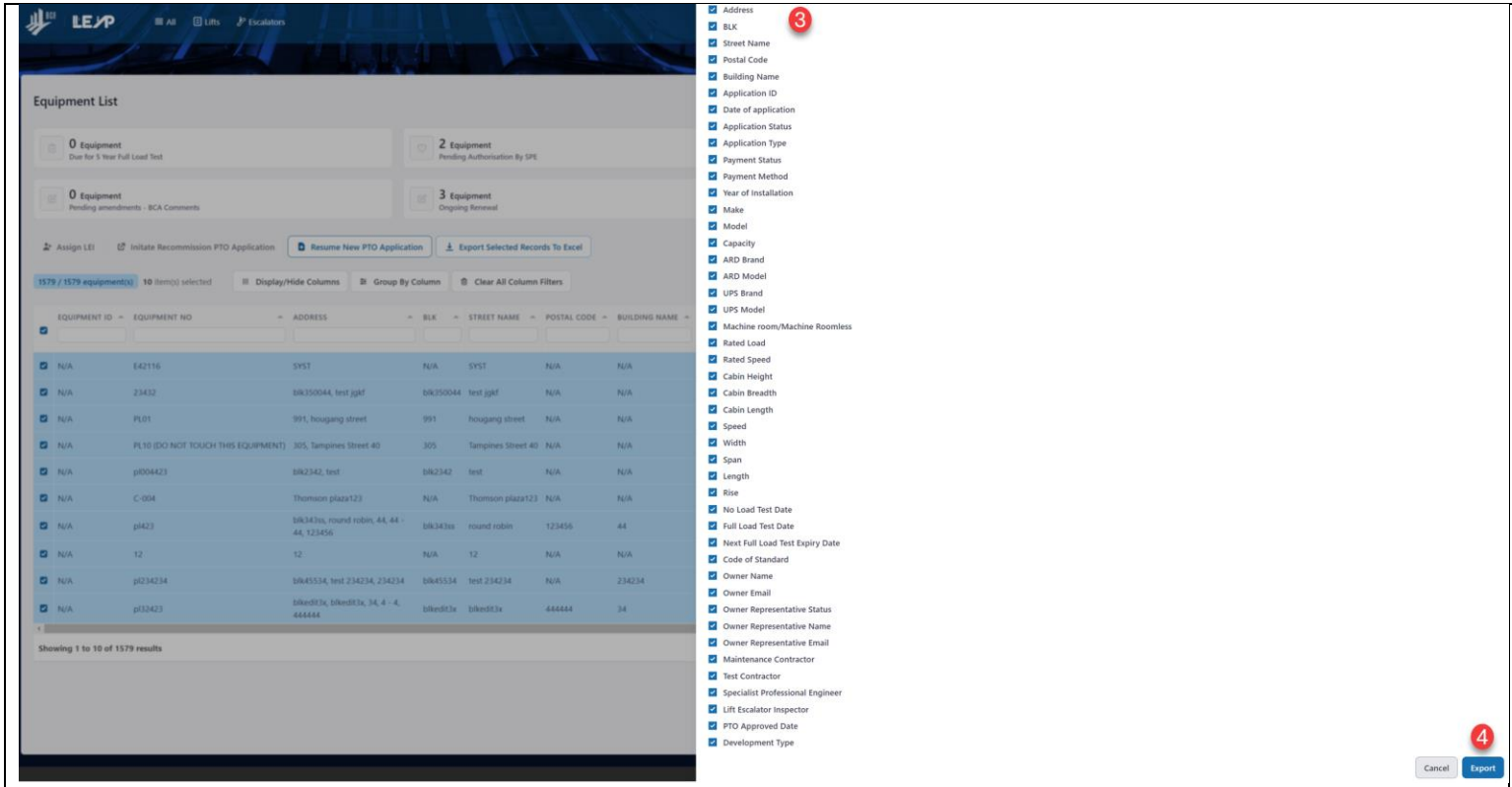
4. Check all the desired information to be exported

5. Scroll down and Click export and the equipment list should appear as a download

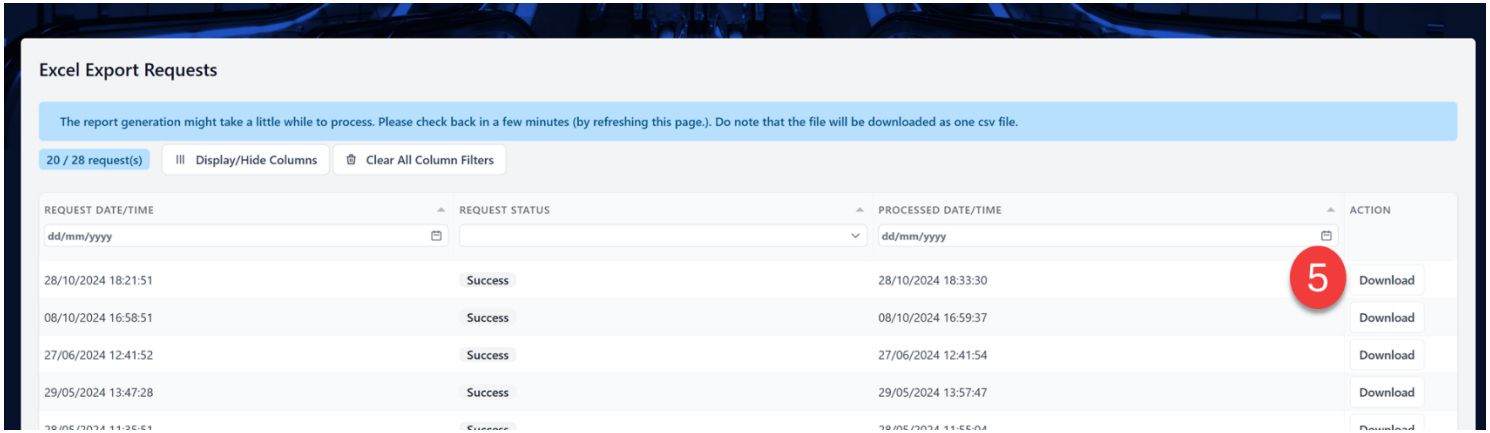
4.6 Exporting all records to excel



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.



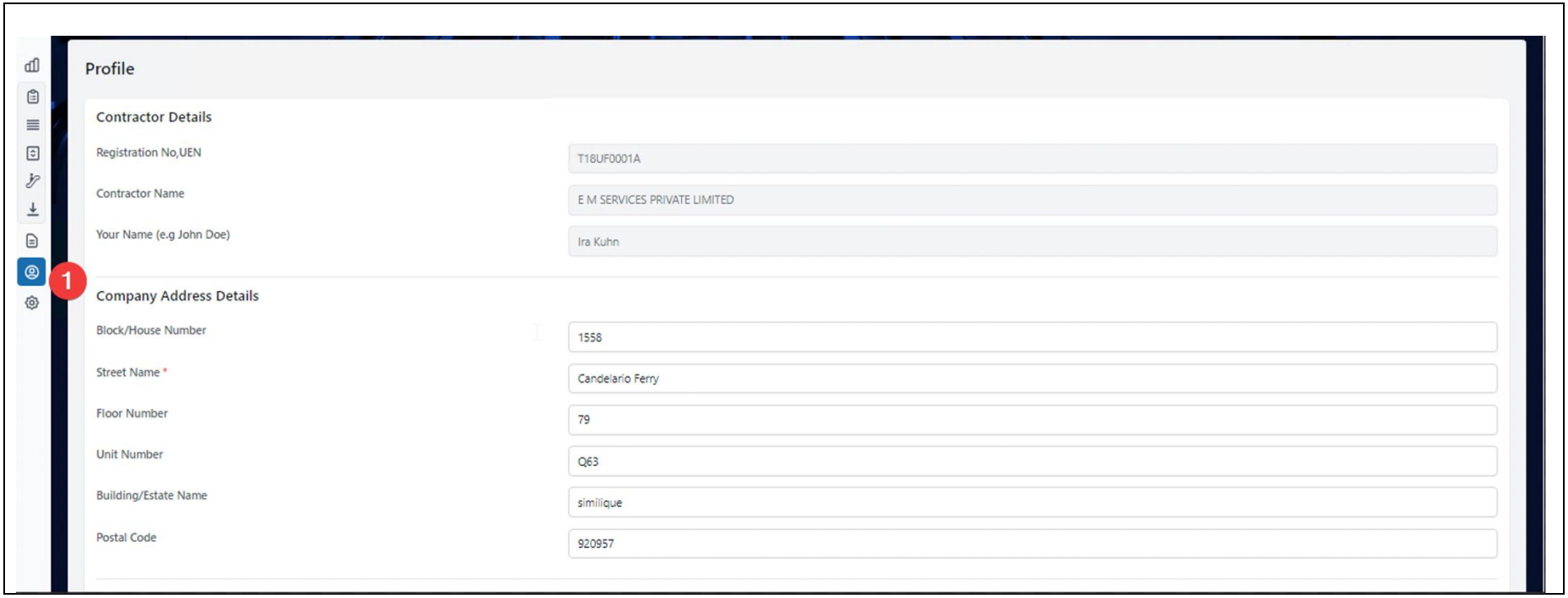
Because of the quantity of items being transferred to excel, the download may take some time.

Please return in a couple of minutes to check if the system has finished generating. Once ready, the Download button will be enabled and no longer be greyed out.

5. Select download.

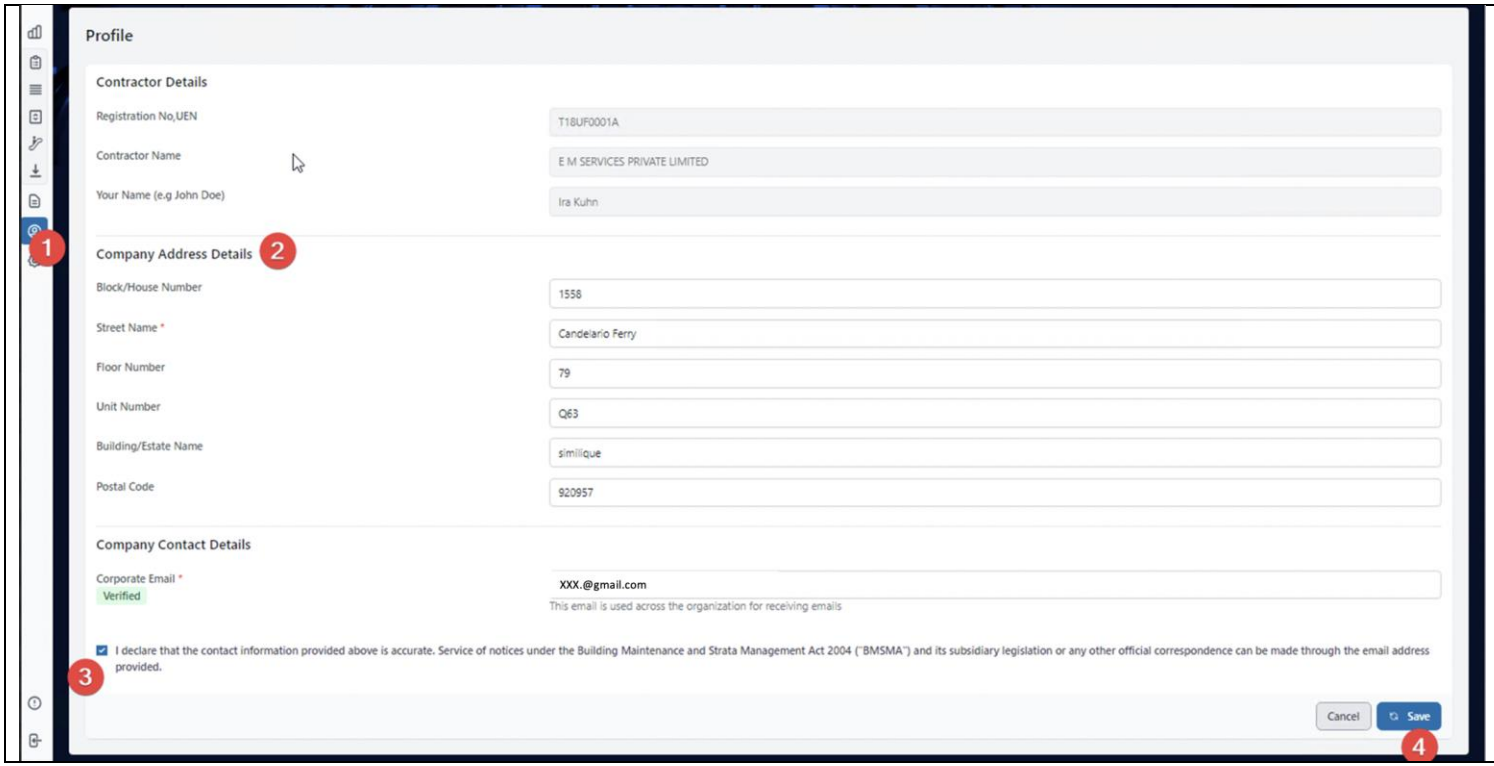
5 Profile and user management

The contractor can edit the profile details.



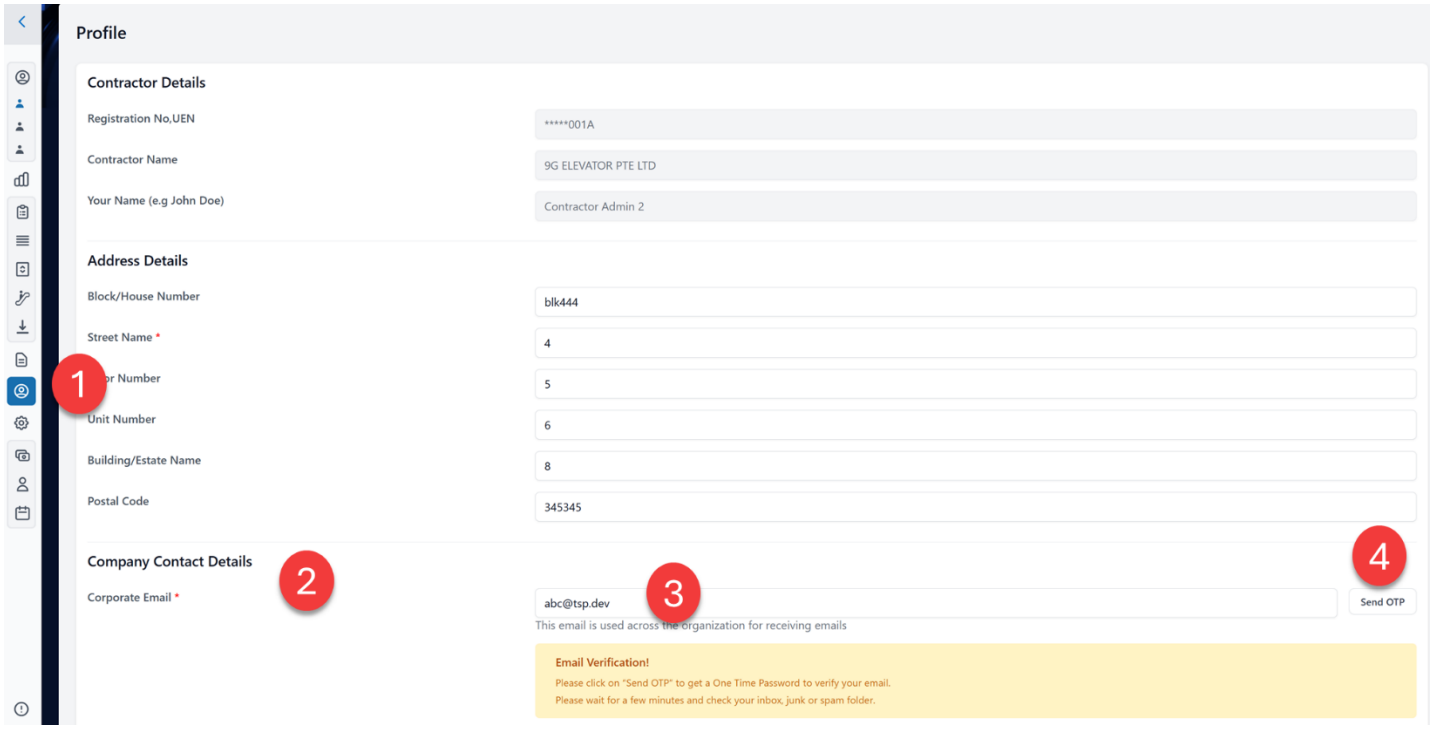
5.1 Changing address details

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

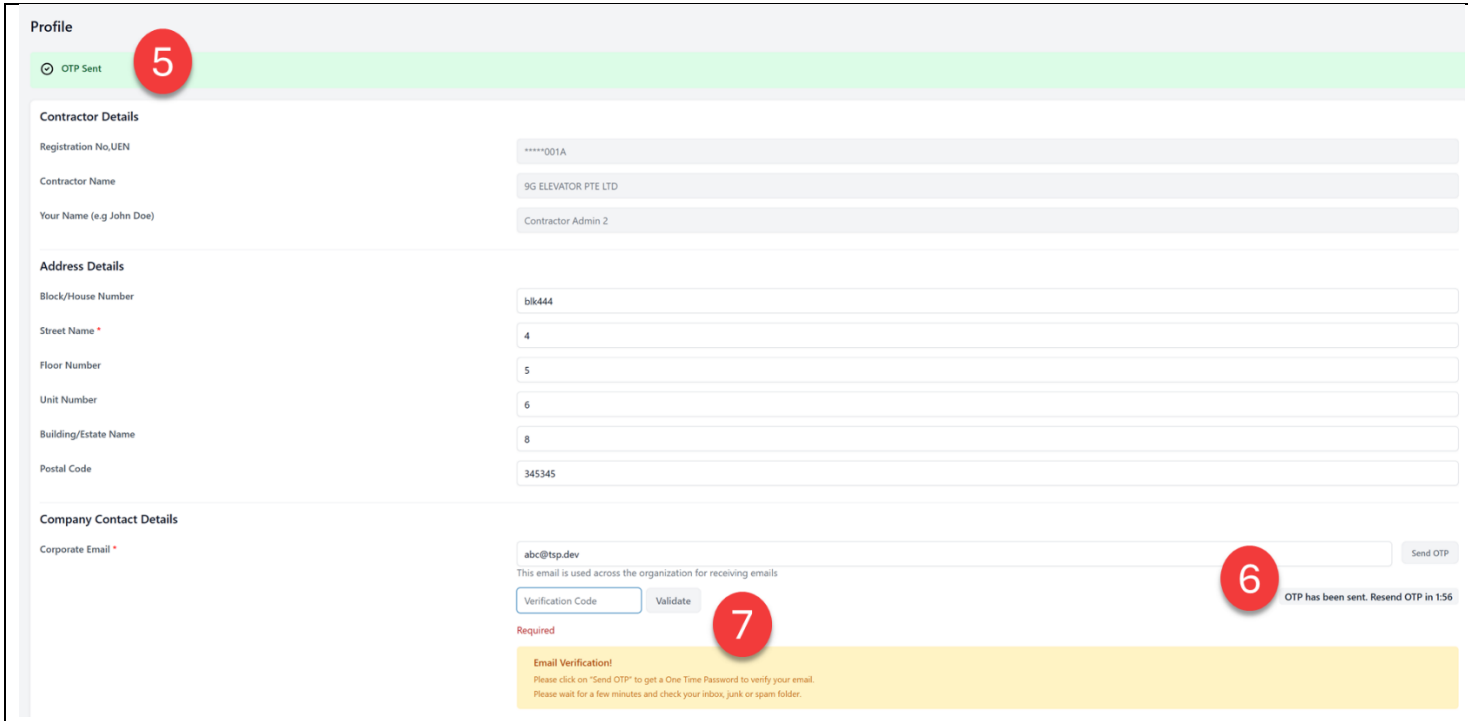


1. Begin by selecting Profile & User Management
2. Go to Contractor address details section and key in changes to address
3. Check declaration
4. Select Save

5.2 Changing contact details (email)



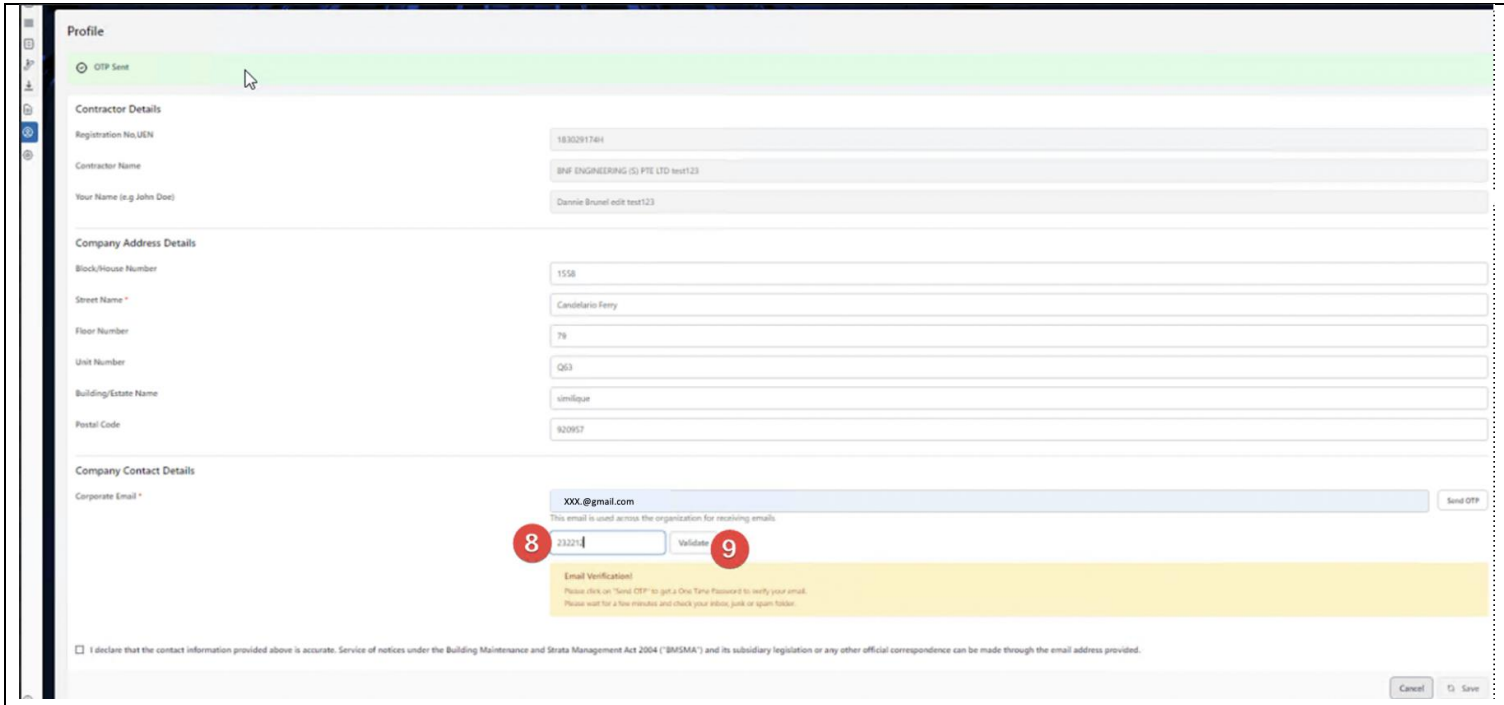
1. Select Profile & User Management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your email address.
4. Click on Send OTP



5. A green successful message “OTP Sent” will be displayed

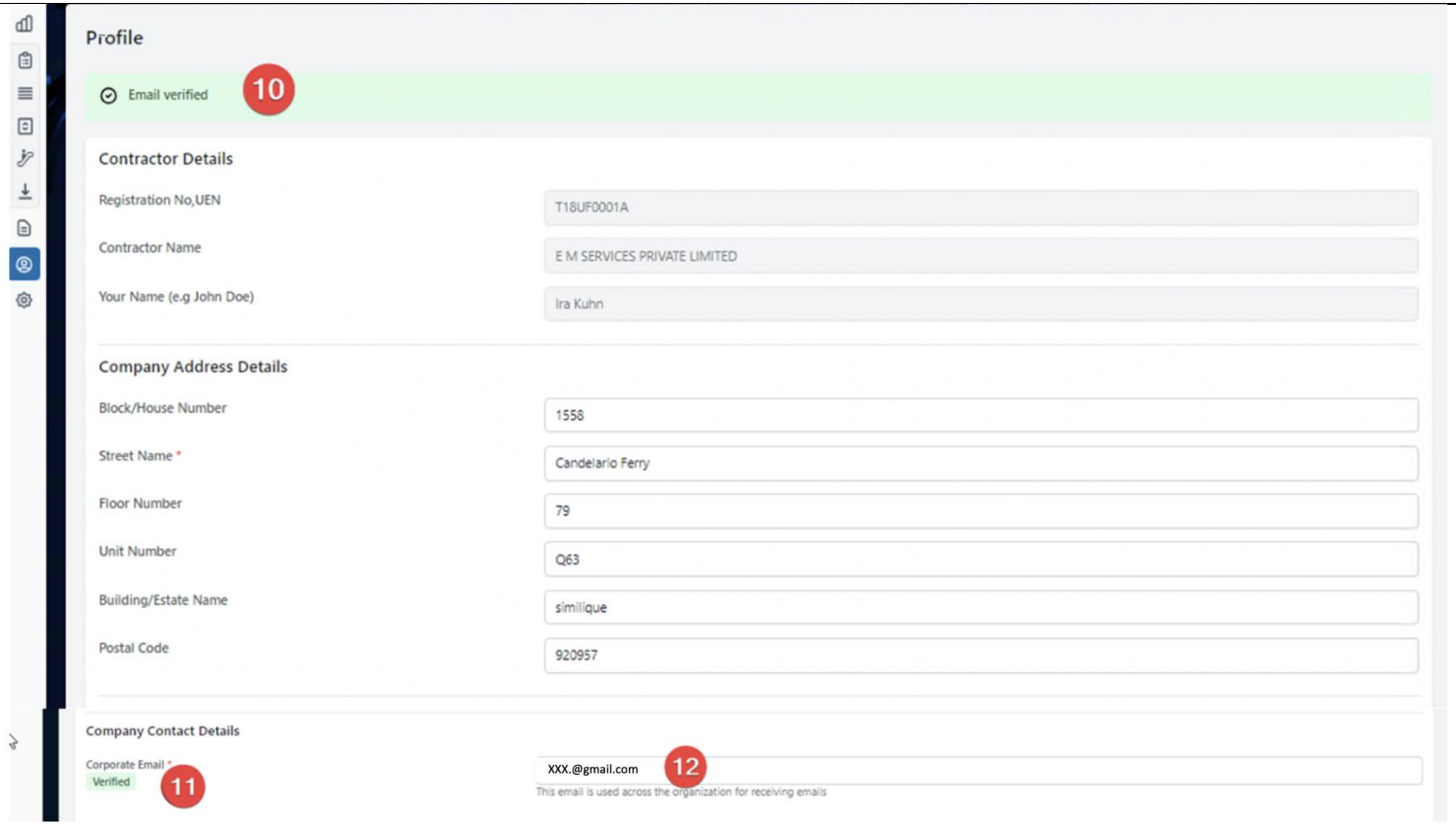
6. A message to inform OTP has been sent, with a countdown timer of 2 minutes to request resend OTP. After 2 minutes, the “Resend OTP” button will be enabled.

7. A textbox will be displayed with a “Validate” button



8. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill the OTP sent to your email.

9. Click Validate



10. A banner to inform Email verified will show up

11. A green “Verified” tag will be shown

12. “Send OTP” will be hidden as the email has been verified. Should there be any changes to the email, repeat Step 3

Note:
You would be required to validate your email with OTP.

The OTP may arrive in a few minutes time, and will expire in 3 hours.

There is no need to select declaration to apply changes to the email address.

6 Notifications

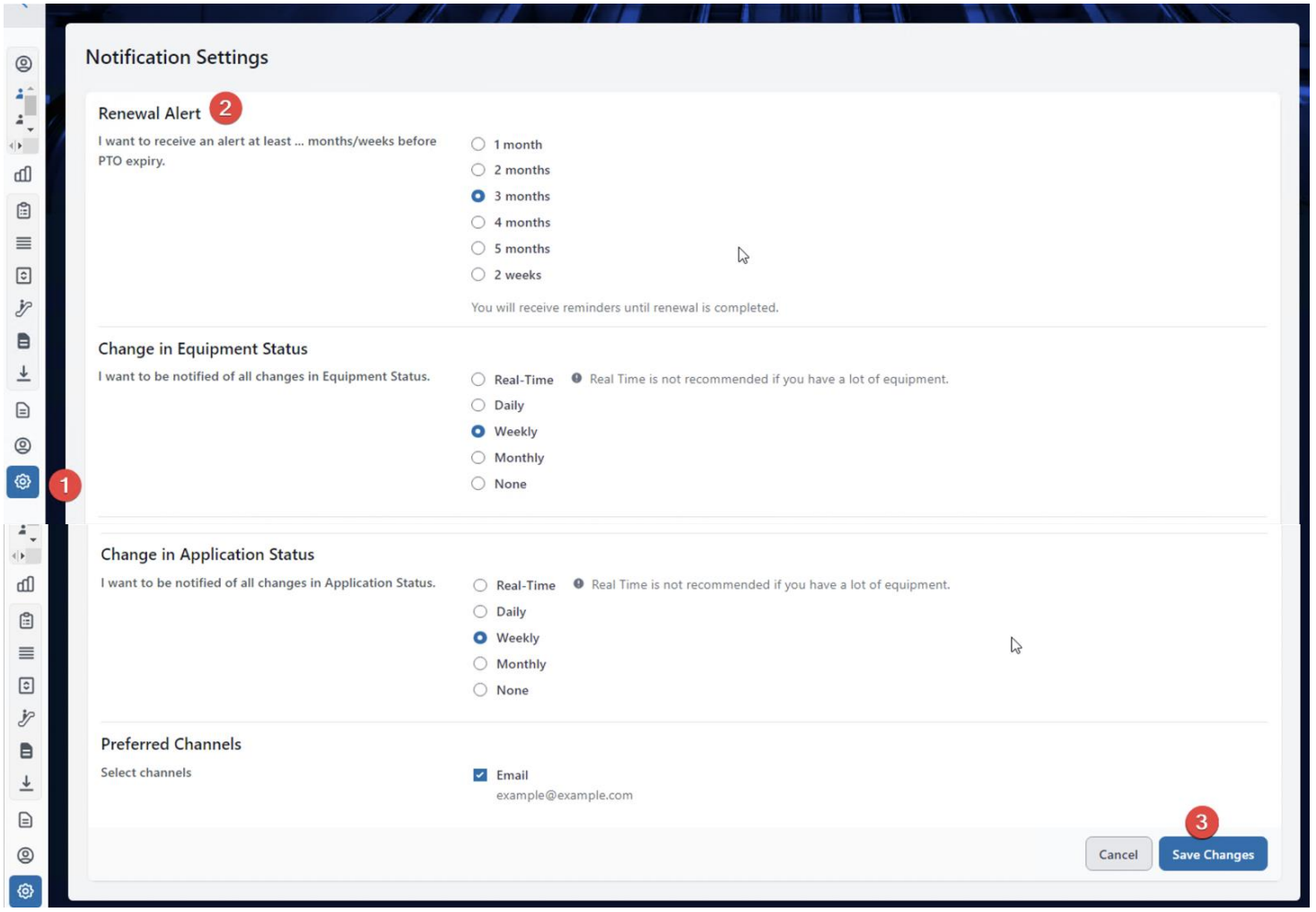
In this section, Contractor can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to Section 5.2 Changing contact details (email). Some emails would not be sent if the equipment is terminated or suspended.

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 been 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 success 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.