



# User Manual

For the BCA LEAP Application

Role	Contractor
Version	1.9
Date	13 November 2025



# 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

# Contents page

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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 <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

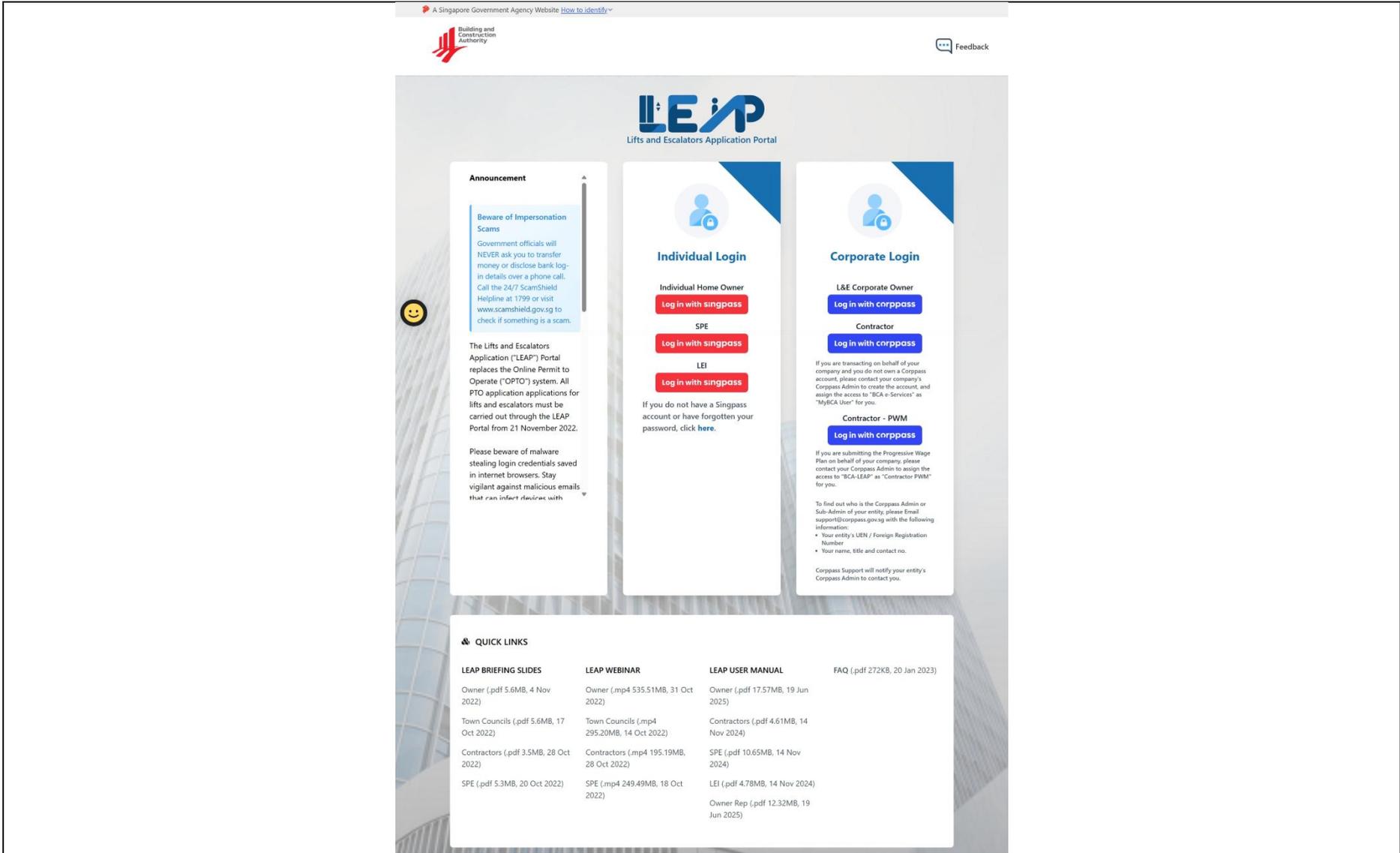
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Pending Giro	Owner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

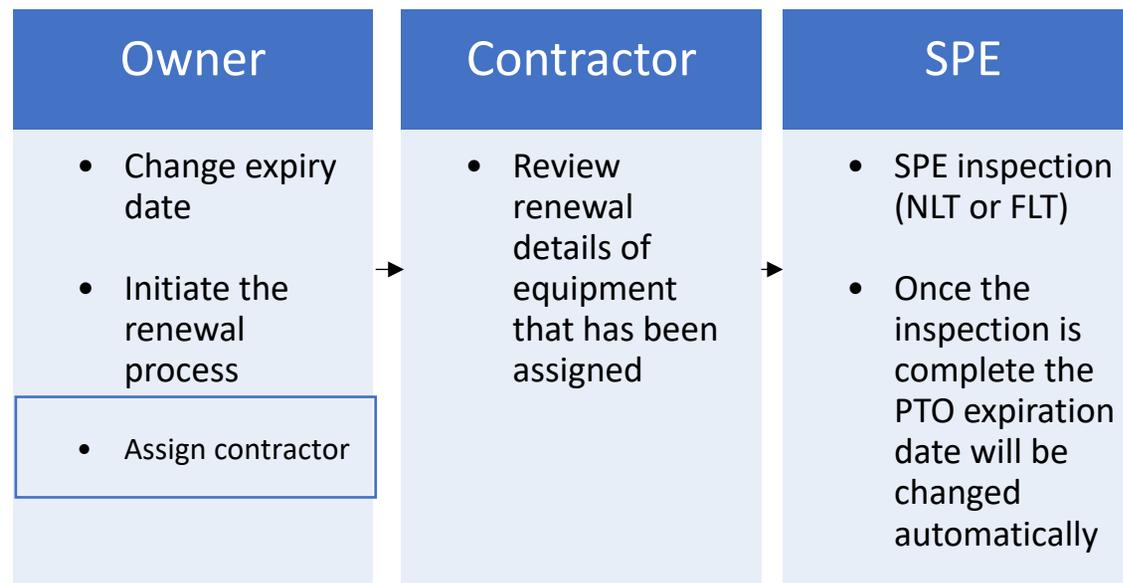


## 1.4 Flow of Contractors main functions

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.

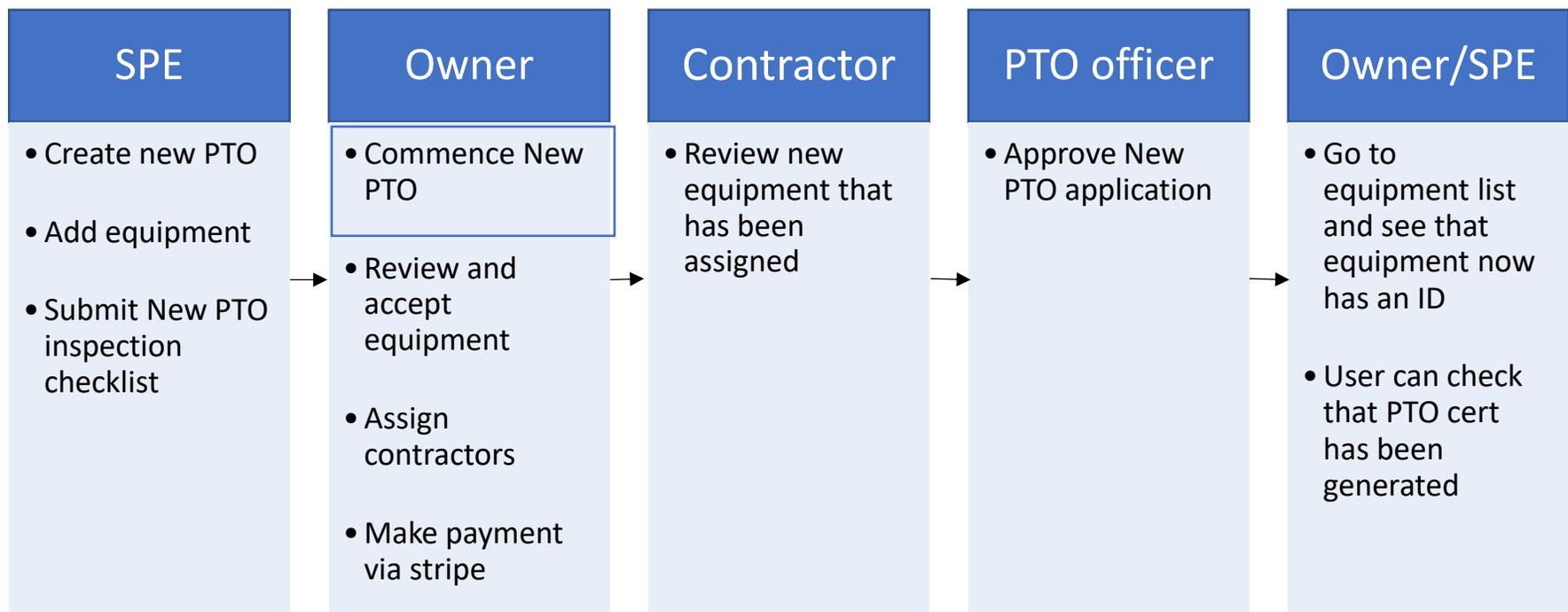
### 1.4.1 Contractor flow: Renewal process

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.



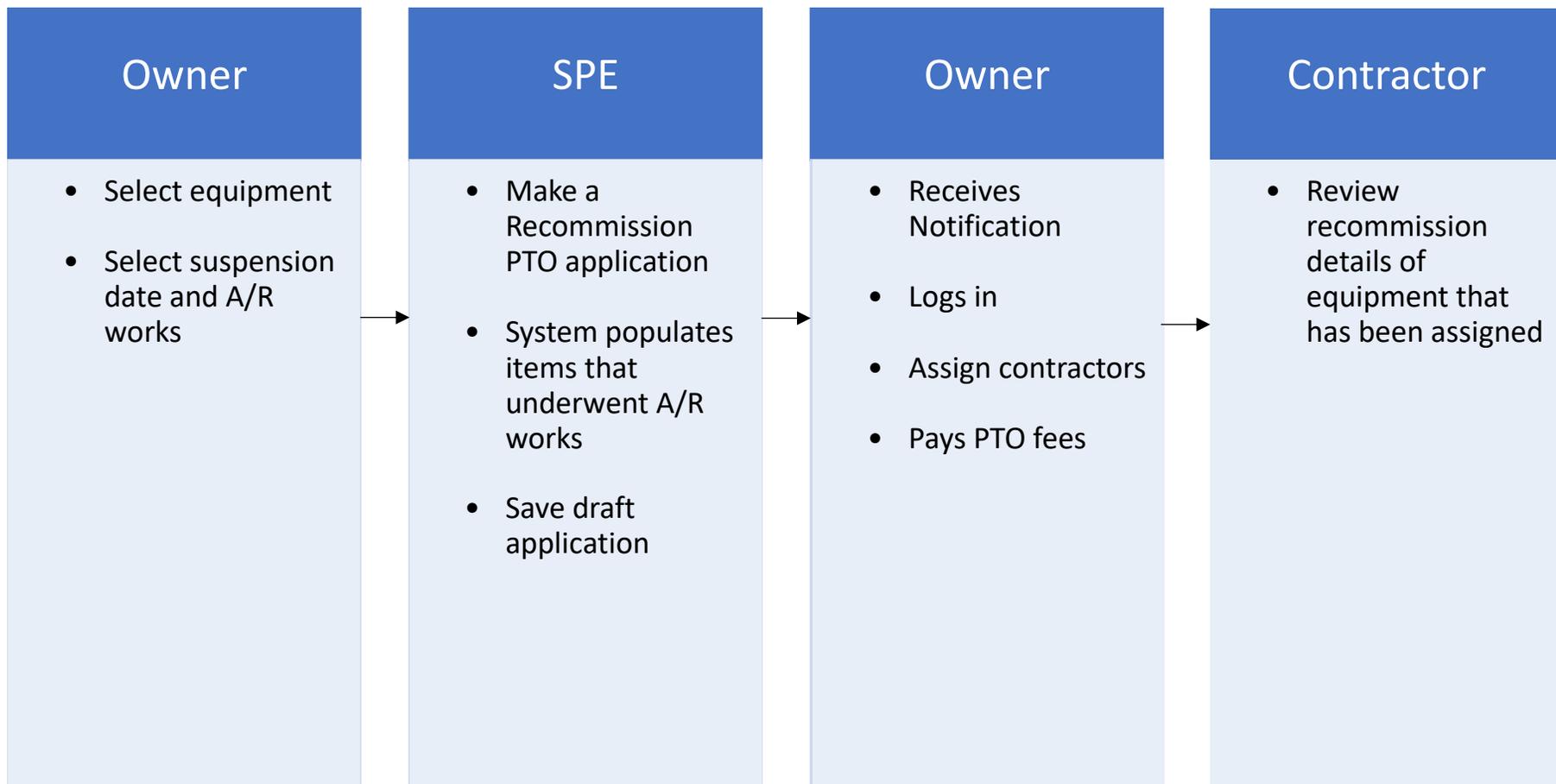
## 1.4.2 Contractor flow: Create New PTO process

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 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. At the top, there is a navigation bar with the BCA logo, the LEAP logo, and menu options for 'All', 'Lifts', and 'Escalators'. On the right side of the navigation bar, there are buttons for 'Contractor (User Manual)', 'Owner Rep (User Manual)', and 'Contractor B Contractor'. A left-hand sidebar contains a 'BACK' button, a notification bell, and a 'Switch to Owner Rep Profile' section with options for 'Signed in as Contractor B (Main Account)' and 'User A'. Below this, the sidebar lists various menu items: 'Dashboard' (highlighted), '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, TXXXXXXXXD has assigned you to be the owner representative for 3 equipment on 25/06/2025 17:11', both with a 'View to accept or reject' link. 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) being 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' interface. 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'. Below the cards are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '729 / 729 equipment(s) 0 item(s) selected' along with 'Display/Hide Columns' and 'Clear All Column Filters' buttons. A search bar is located on the right. The main table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING, and ACTION. The table contains three rows of data:

<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 ...

## 1.6.2 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	<b>3</b> 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.

**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	
<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	blk23dg3, testst	blk23dg3	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	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	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	Pending Payment	View ...	
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	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	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 displays the 'Equipment List' interface. On the left sidebar, the 'Equipment List' link is highlighted with a red circle 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' (highlighted with a red circle 3), and 'Export Selected Records To Excel'. A table of equipment records is displayed below, with the first row's checkbox highlighted by a red circle 2. The table columns include 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.

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 in the LEAP portal. At the top, there are three summary cards: '118 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '1888 Applications Assigned to me'. Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A table of equipment is visible, with one row selected. A modal dialog box is open over the table, titled 'Terminate Contract?'. The dialog text reads: 'You are terminating the contract with Kirk Rampostrow 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.' At the bottom of the dialog are 'Cancel' and 'Terminate' buttons. A red circle with the number '1' is next to the 'Terminate' button.

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 system. A sidebar on the left contains navigation icons, with a red circle and the number '1' highlighting the 'Equipment List' icon. The main content area features a header with a 'Claim Contract' button (highlighted with a red circle and the number '2') 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 toolbar includes 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel' buttons. The main area shows a table with 729 equipment records, with 0 items selected. The table columns are EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, and BUILDING ACTION. The first three rows of data are visible:

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 portal. 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, there is a search button (indicated by a red circle '2'). 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 are action buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A table below displays the equipment list 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. A search bar (indicated by a red circle '1') is located at the top right of the table area.

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. Callout 1 points to the sidebar menu. Callout 2 points to the table header. Callout 3 points to the 'View' button in the first row. Callout 4 points to the 'Edit' button in 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	Pending Payment	View ...	
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ...	
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	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	Pending SPE Inspection	View ...	

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.

Edit Equipment

Equipment data updated successfully
3

**Company Address Details**

Block/House Number	<input type="text" value="208"/>	Street Name *	<input type="text" value="Amsterdam Street"/>
Floor Number	<input type="text" value="12"/>	Unit Number	<input type="text" value="15"/>
Building/Estate Name	<input type="text" value="Building Name"/>	Postal Code	<input type="text" value="188668"/>

Cancel Save Address Details

**Technical Information**

Equipment No (e.g., PL31) *	<input type="text" value="PL12"/>	Equipment Type *	<input type="text" value="Service Lift"/>
Development Type *	<input type="text" value="Commercial"/>	Make *	<input type="text" value="Kone"/>
Year of Installation *	<input type="text" value="2022"/>	ARD Brand	<input type="text"/>
Model *	<input type="text" value="M0123"/>	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="1500"/> kg
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Cabin Height *	<input type="text" value="1000"/> mm
Rated Speed *	<input type="text" value="21300"/> m/s	Cabin Length *	<input type="text" value="1000"/> mm
Cabin Breadth *	<input type="text" value="100"/> mm		

**Applicable Standard(s) \*** Add

Choose the applicable standard(s)

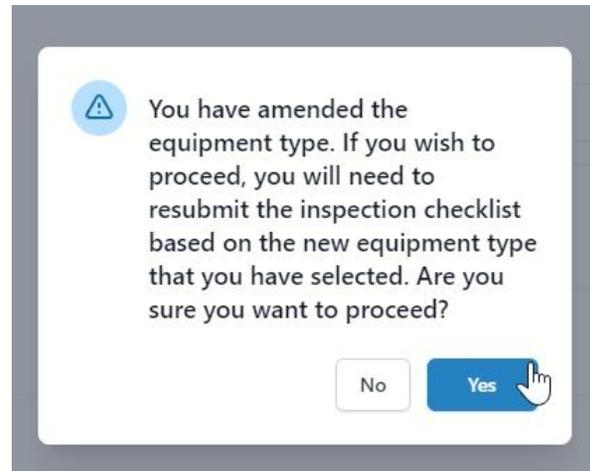
Remarks

Remove

Cancel 2 Save Technical Information

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 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

Contractors can view the history of all equipment

The screenshot shows the 'Equipment List' page in the LEAP application. It features a top navigation bar with a 'Claim Contract' button and an 'Export All Records To Excel' button. Below the navigation bar, there 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 buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A search bar is located on the right side of the toolbar. The main content area displays a table 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 highlighted in blue, and a red circle with the number '3' is placed over the 'View' button in the ACTION column of this row. A red circle with the number '2' is placed over the first row of the table, and a red circle with the number '1' is placed over the 'Equipment List' header.

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. 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

**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	<b>3</b> 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. Go to Equipment List page
2. Select the equipment
3. 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, Re-commission 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 shows the 'Equipment List' page in the LEAP application. The sidebar on the left contains a menu with a red circle '1' next to the 'Equipment List' item. The main content area displays a summary of equipment and applications, followed by a table of equipment records. A red circle '2' highlights the first row of the table, which is selected. A red circle '3' highlights the 'Export Selected Records To Excel' button in the top toolbar. The table has the following columns: 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.

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	blk23dg3, testst	blk23dg3	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	blk232f543, test st	blk232f543	test st	N/A	N/A	N/A	Pending SPE Inspection	View	
<input type="checkbox"/>	N/A	pl334	blk393ss, test st, 3, 3 - 3, 333333	blk393ss	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	Pending Payment	View	
<input type="checkbox"/>	N/A	234324	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View	
<input type="checkbox"/>	N/A	PL12	ECP123	N/A	ECP123	N/A	N/A	N/A	Pending SPE Inspection	View	
<input type="checkbox"/>	EN-32959-194798	234234	blk7654500, pink purple street	blk7654500	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	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

### Equipment List

0 Equipment PTO Expiry In 2 Month

0 Equipment Sub Load Time window open

Assign SPE Terminate Contract Export Selected Records To Excel

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE
<input type="checkbox"/>	N/A	PL09	N/A	Amsterdam Street	N/A
<input checked="" type="checkbox"/>	N/A	asd13	12	asd	123123
<input type="checkbox"/>	EN-63103-336468	N/A	52	Jurong Gateway Road, bld, B1, 183025	183025
<input type="checkbox"/>	EN-65179-783194	N/A	52	Jurong Gateway Road, bld, B1, 183025	183025
<input type="checkbox"/>	EN-98500-581932	N/A	52	Jurong Gateway Road, bld, B1, 183025	183025
<input type="checkbox"/>	EN-11754-646141	N/A	41	Bran Street	N/A
<input type="checkbox"/>	EN-87690-187242	N/A	1501	Fair Oaks, faucibus and luctus, 238 - 3, 127935	127935
<input type="checkbox"/>	EN-47349-410034	N/A	1501	Fair Oaks, faucibus and luctus, 238 - 3, 127935	127935
<input type="checkbox"/>	EN-15006-391634	N/A	1501	Fair Oaks, faucibus and luctus, 238 - 3, 127935	127935
<input type="checkbox"/>	EN-70280-964286	N/A	1501	Fair Oaks, faucibus and luctus, 238 - 3, 127935	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

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

The screenshot shows the 'Equipment List' page in the LEAP application. At the top right, there is a button labeled 'Export All Records To Excel' with a red circle '2' next to it. Below the header, there are summary cards for '13 Equipment', '0 Equipment', and '859 Applications'. A search bar and a 'Search' button are also visible. The main content is a table 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 table contains several rows of equipment data.

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.

**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	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
dd/mm/yyyy		dd/mm/yyyy	
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
28/05/2024 11:35:51	Success	28/05/2024 11:55:04	Download

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

# 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

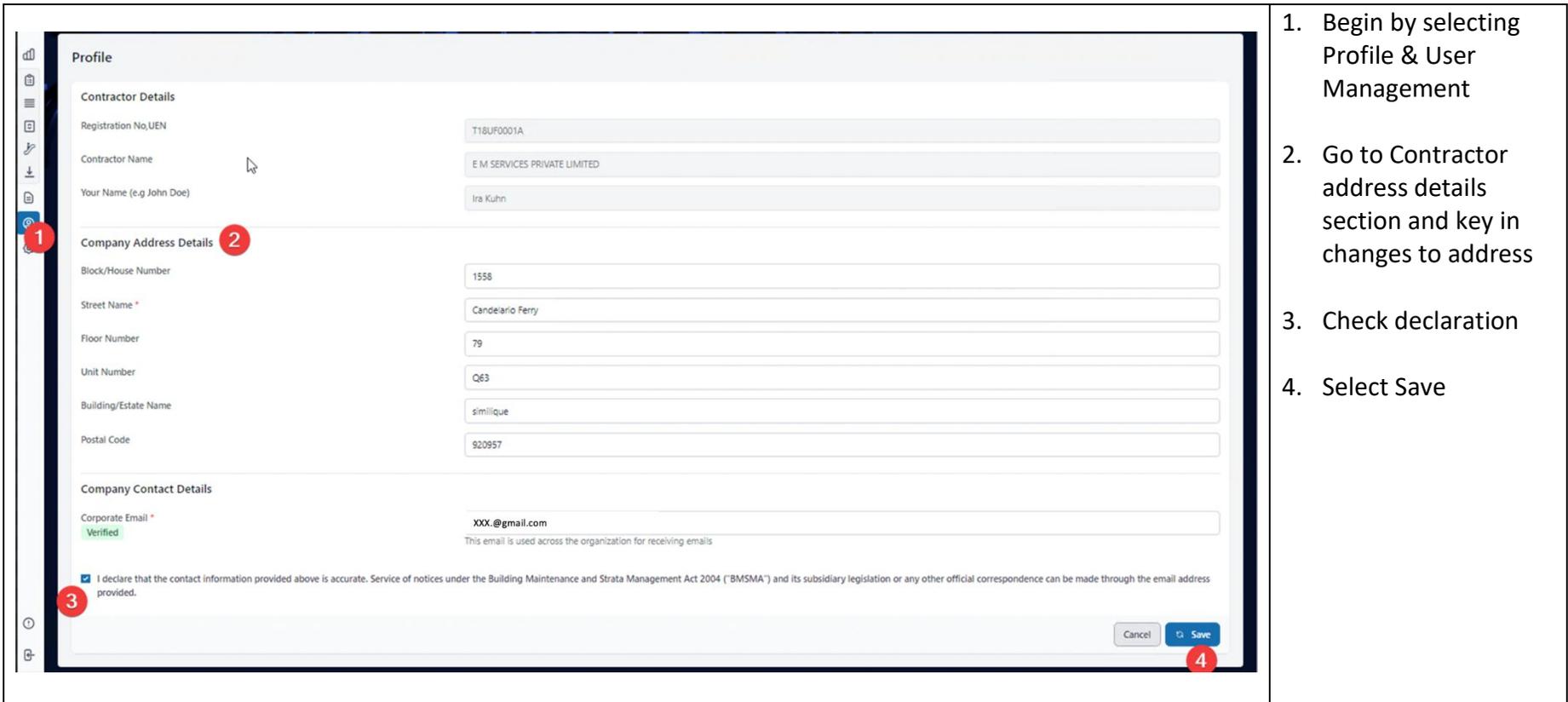
Unit Number: Q63

Building/Estate Name: similique

Postal Code: 920957

## 5.1 Changing address details

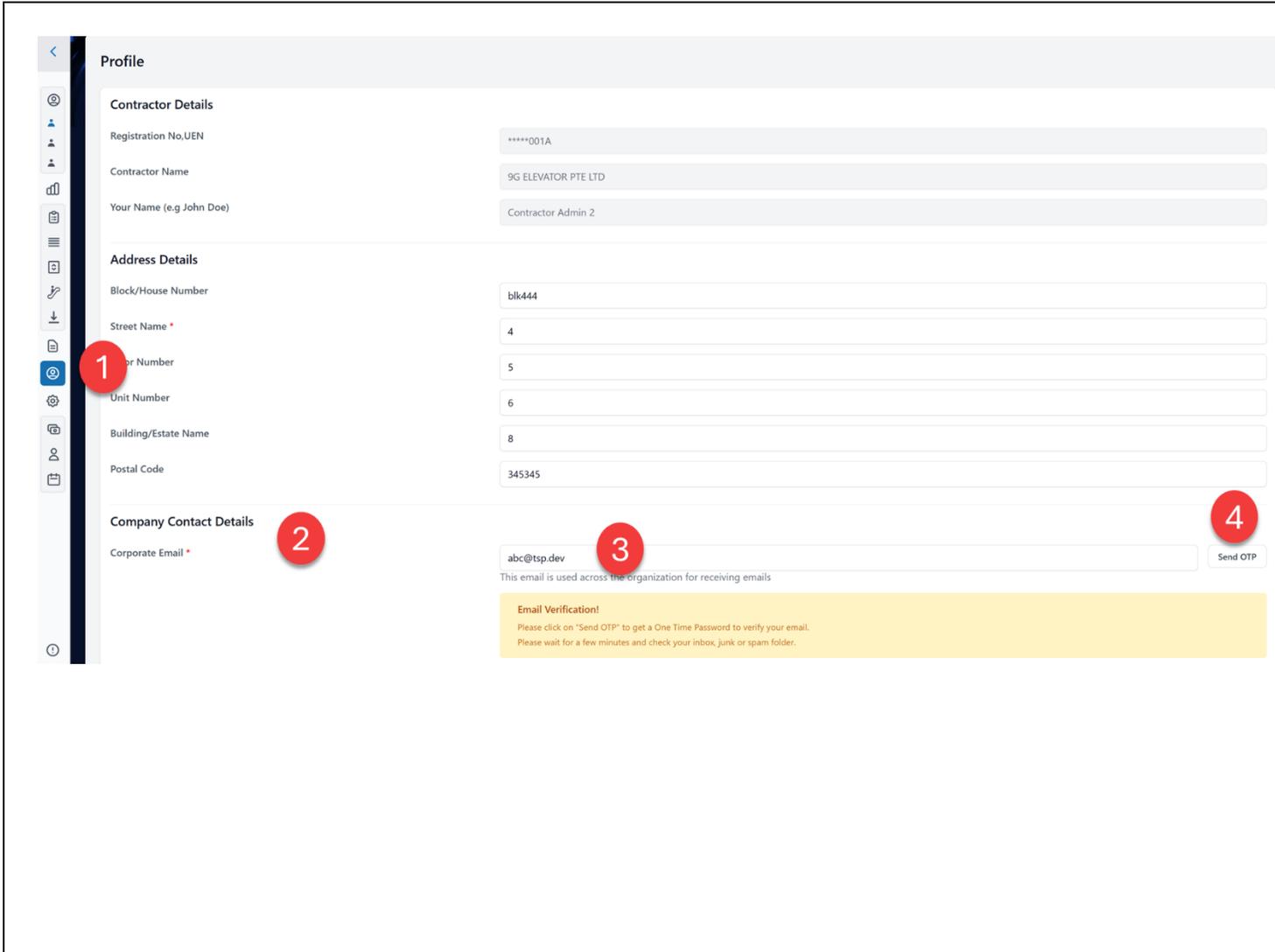
Contractor can change profile address details by following the steps outlined below



The screenshot displays the 'Profile' page in the LEAP system. The page is divided into three main sections: 'Contractor Details', 'Company Address Details', and 'Company Contact Details'. The 'Contractor Details' section includes fields for 'Registration No,UEN' (T18UF0001A), 'Contractor Name' (E M SERVICES PRIVATE LIMITED), and 'Your Name (e.g John Doe)' (Ira Kuhn). The 'Company Address Details' section includes fields for 'Block/House Number' (1558), 'Street Name \*' (Candelario Ferry), 'Floor Number' (79), 'Unit Number' (Q63), 'Building/Estate Name' (simllique), and 'Postal Code' (920957). The 'Company Contact Details' section includes a 'Corporate Email \*' field (XXX@gmail.com) with a 'Verified' status and a note: 'This email is used across the organization for receiving emails'. A declaration checkbox is checked, stating: 'I declare that the contact information provided above is accurate. Service of notices under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be made through the email address provided.' The page has a 'Cancel' button and a 'Save' button. Red circles with numbers 1 through 4 are overlaid on the page to indicate the steps: 1. Selecting the Profile & User Management icon in the sidebar; 2. Clicking on the 'Company Address Details' section; 3. Checking the declaration checkbox; 4. Clicking the 'Save' button.

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)



The screenshot displays the 'Profile' page in the LEAP application. The page is divided into three main sections: Contractor Details, Address Details, and Company Contact Details. The Contractor Details section includes fields for Registration No./UEN (masked as \*\*\*\*001A), Contractor Name (9G ELEVATOR PTE LTD), and Your Name (Contractor Admin 2). The Address Details section includes fields for Block/House Number (blk444), Street Name (4), Floor Number (5), Unit Number (6), Building/Estate Name (8), and Postal Code (345345). The Company Contact Details section includes a Corporate Email field (abc@tsp.dev) and a Send OTP button. A yellow banner at the bottom of the page reads: '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. 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 in your email address.
4. Click on Send OTP

**Profile**

5  OTP Sent

**Contractor Details**

Registration No, UEN: \*\*\*\*001A

Contractor Name: 9G ELEVATOR PTE LTD

Your Name (e.g. John Doe): Contractor Admin 2

**Address Details**

Block/House Number: blk444

Street Name \*: 4

Floor Number: 5

Unit Number: 6

Building/Estate Name: 8

Postal Code: 345345

**Company Contact Details**

Corporate Email \*: abc@tsp.dev

This email is used across the organization for receiving emails

6  OTP has been sent. Resend OTP in 1:56

7

**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.

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

The screenshot shows the 'Profile' page in the LEAP application. The page is divided into several sections:

- Contractor Details:** Includes fields for Registration No. (1830281784), Contractor Name (BNF ENGINEERING (S) PTE LTD test123), and Your Name (e.g. John Doe) (Dannie Brunel test123).
- Company Address Details:** Includes fields for Block/House Number (1558), Street Name (Candilaro Ferry), Floor Number (79), Unit Number (063), Building/Estate Name (unique), and Postal Code (920957).
- Company Contact Details:** Includes a Corporate Email field (XXX@gmail.com) with a 'Send OTP' button.

At the bottom of the contact details, there is an OTP input field with a red circle '8' around it, and a 'Validate' button with a red circle '9' around it. Below the OTP field is a yellow box with the text: '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.'

At the bottom of the page, there is a checkbox with the text: 'I declare that the contact information provided above is accurate. Service of notices under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be made through the email address provided.' and buttons for 'Cancel' and 'Save'.

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

9. Click Validate

### Profile

10
Email verified

#### 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 *	Candeliario Ferry
Floor Number	79
Unit Number	Q63
Building/Estate Name	similique
Postal Code	920957

#### Company Contact Details

Corporate Email *	XXX@gmail.com
-------------------	---------------

Verified

11
This email is used across the organization for receiving emails

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 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.