



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

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1 Introduction

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

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

1.1 Terminology Used

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

1.2 Statuses used in LEAP

1.2.1 Application Status

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

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

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

1.2.3 Inspection Status

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

1.2.4 Payment Status

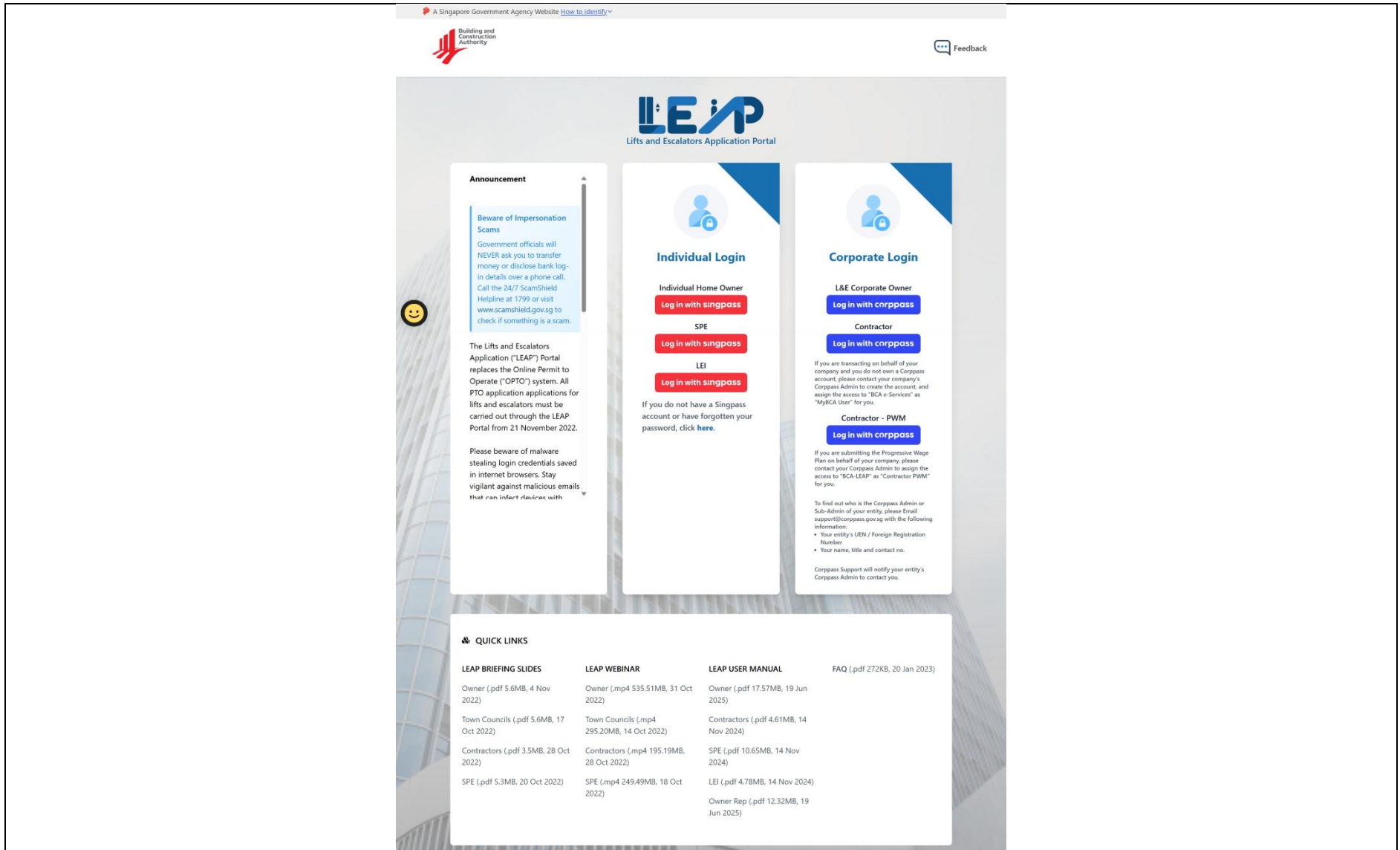
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Pending Giro	Owner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



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

Building and Construction Authority

Feedback

LEAP

Lifts and Escalators Application Portal

Announcement

Beware of Impersonation Scams

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg to check if something is a scam.

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

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with

Individual Login

Individual Home Owner

[Log in with singpass](#)

SPE

[Log in with singpass](#)

LEI

[Log in with singpass](#)

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

Corporate Login

L&E Corporate Owner

[Log in with corppass](#)

Contractor

[Log in with corppass](#)

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

Contractor - PWM

[Log in with corppass](#)

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

To find out who is the Corppass Admin or Sub-Admin of your entity, please Email support@corppass.gov.sg with the following information:

- Your entity's UEN / Foreign Registration Number
- Your name, title and contact no.

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

QUICK LINKS

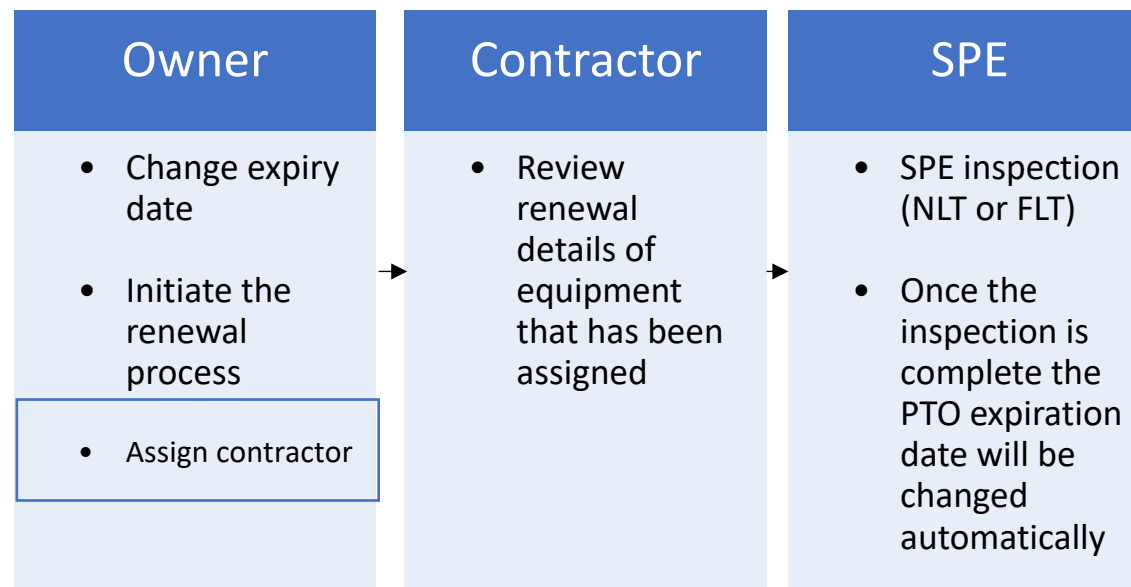
LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (pdf 272KB, 20 Jan 2023)
Owner (pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Owner (pdf 17.57MB, 19 Jun 2025)	
Town Councils (pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Contractors (pdf 4.61MB, 14 Nov 2024)	
Contractors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

1.4 Flow of Contractors main functions

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

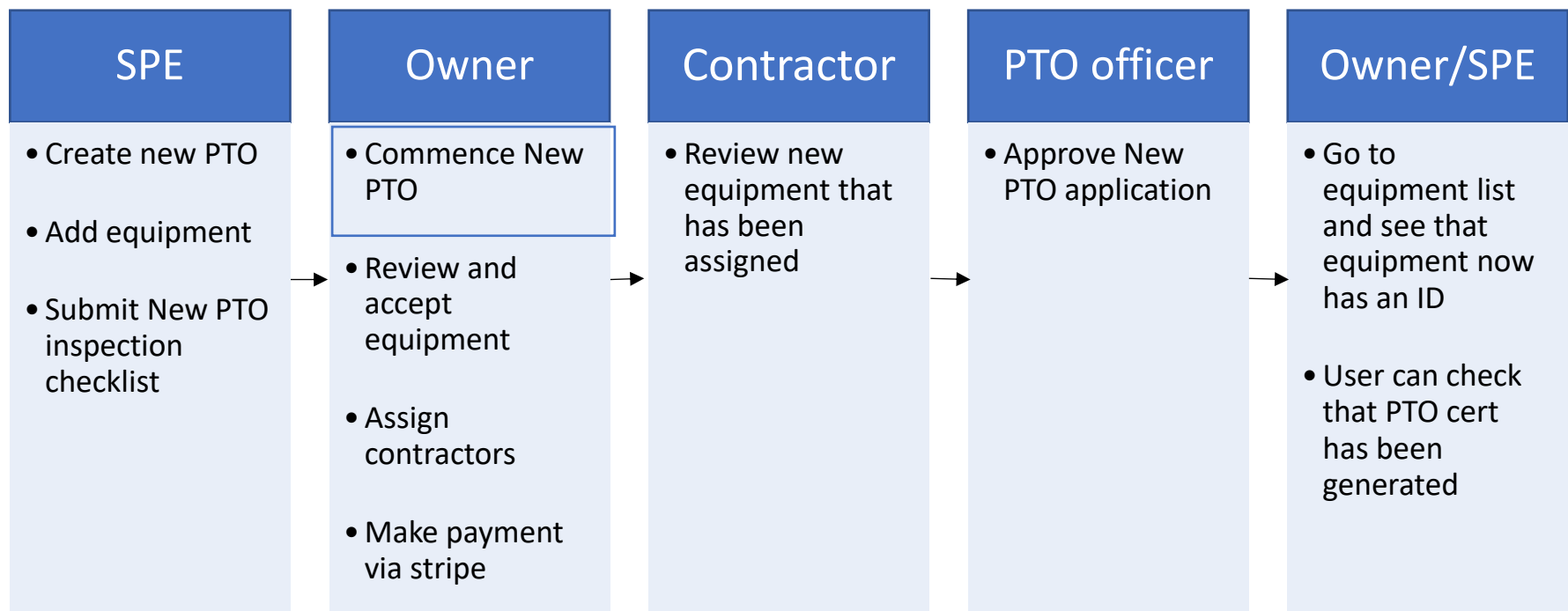
1.4.1 Contractor flow: Renewal process

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.



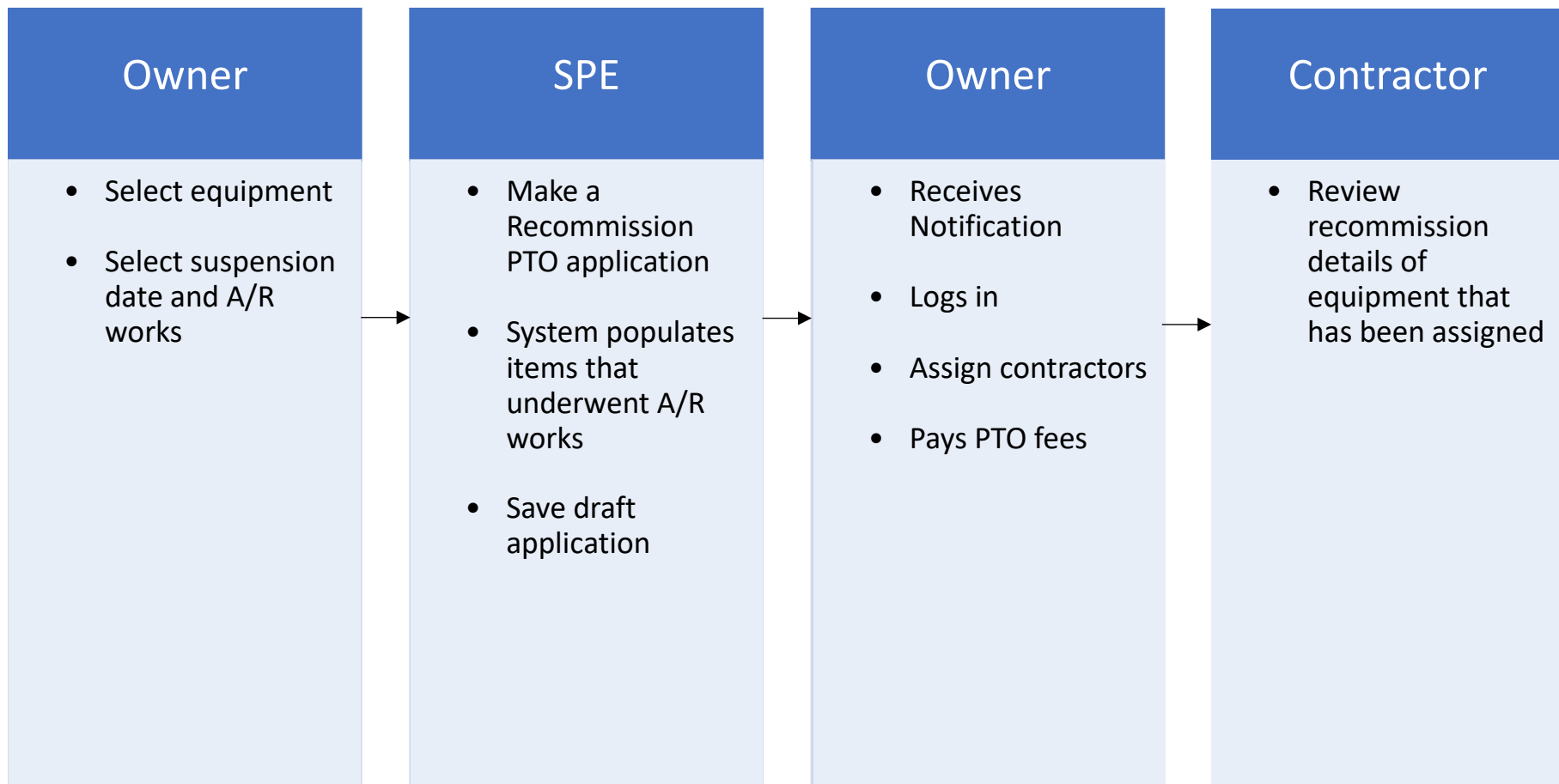
1.4.2 Contractor flow: Create New PTO process

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.



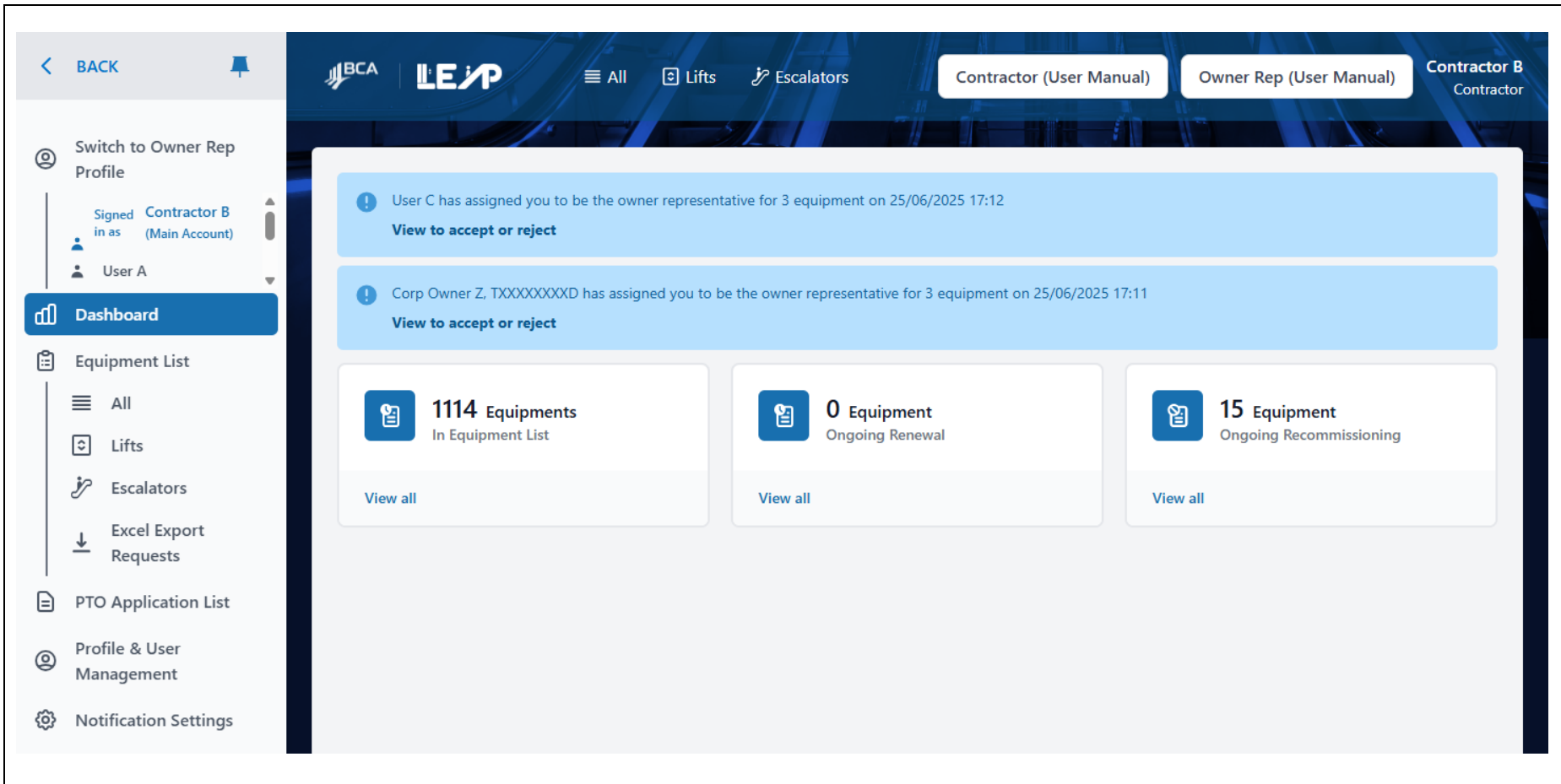
1.4.3 Contractor flow: Recommission process

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 further assists Contractors to quickly navigate to the required action.



The screenshot displays the LEAP Contractor Dashboard. The interface includes a top navigation bar with the BCA and LEAP logos, a menu for 'All', 'Lifts', and 'Escalators', and buttons for 'Contractor (User Manual)', 'Owner Rep (User Manual)', and 'Contractor B Contractor'. A left sidebar contains a 'Switch to Owner Rep Profile' section with 'Signed in as Contractor B (Main Account)' and 'User A', and a list of navigation items: 'Dashboard', 'Equipment List', 'All', 'Lifts', 'Escalators', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. The main content area features two alert banners: 'User C has assigned you to be the owner representative for 3 equipment on 25/06/2025 17:12' and 'Corp Owner Z, TXXXXXXXD has assigned you to be the owner representative for 3 equipment on 25/06/2025 17:11', both with 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 boxes: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '859 / 859 equipment(s)' and '0 item(s) selected'. There are also buttons for 'Display/Hide Columns' and 'Clear All Column Filters', along with a search bar.

<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	blk23dg3, testst	blk23dg3	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	blk232f543, test st	blk232f543	test st	N/A	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	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	blk7654500, pink purple street	blk7654500	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 ...

1.6.1 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 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 these cards are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A status bar shows '729 / 729 equipment(s)' and '0 item(s) selected'. There are also buttons for 'Display/Hide Columns', 'Clear All Column Filters', and a 'Search' button. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING, and ACTION. The first row is highlighted in blue.

<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.

The screenshot displays the 'Equipment List' page in the LEAP portal. A red box highlights the '0 Equipment Full Load Test window open' filter, which is the selected smart filter. The interface includes a sidebar with navigation icons, a top bar with 'Claim Contract' and 'Export All Records To Excel' buttons, and a main content area with a table of equipment records. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING, and ACTION. The first row is highlighted, and the second row is selected. The third row is also visible.

Equipment List

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 checked="" 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

III Display/Hide Columns

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

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

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

PTO Application List

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

[Export As PDF](#)

0 item(s) selected

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

Note:

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

2.2 If Application ID is not known upfront

The screenshot shows the 'Equipment List' page in the LEAP portal. A red circle with the number '1' points to the 'Equipment List' header. A red circle with the number '2' points to the first row of the equipment table. A red circle with the number '3' points to the 'View' button in the 'ACTION' column of the first row.

Equipment List

13 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

859 Applications
Assigned to me

Assign SPE Terminate Contract Export Selected Records To Excel

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

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

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

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

Equipment Details

Equipment ID: L83
Equipment Type: Car Lift
Equipment No (e.g., PLO1): PL778
Owner Name, ID: Ang Mo Kio Town Council, F6456123L
PTO Expiry Date: 30/06/2023
Equipment Status: Active
Testing Contractor: Tai Hee Engineering, 180079734H
Maintenance Contractor: Tai Hee Engineering, 180079734H
Installation Contractor: 90 ELEVATOR PTE LTD, T18550001A
LEL Reg No.: N/A
Commissioning Date: 02/03/2023
Full Load Test Date: 02/03/2023
Next Full Load Test Expiry Date: N/A
No Load Test Date: 02/03/2023
PTO Approved Date: N/A
[Show more](#)

PAST APPLICATIONS
(Renewal, Recommision and New PTO History)

OWNER, CONTRACTOR & SPE HISTORY

Display/Hide Columns

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

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

3 Change of SPE and Contractor

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

Equipment List

13 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

859 Applications
Assigned to me

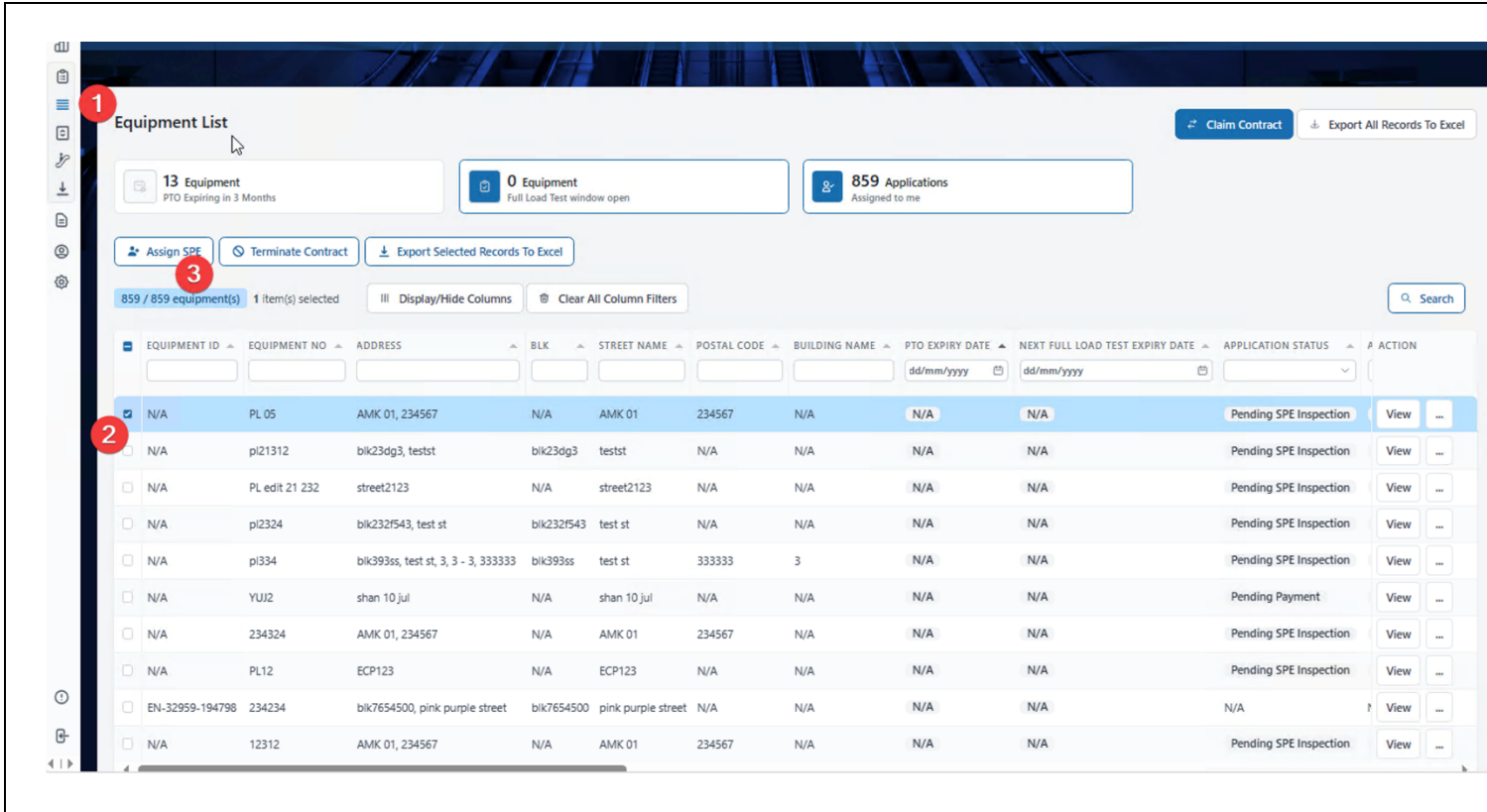
Assign SPE Terminate Contract Export Selected Records To Excel

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

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

3.1 Assign SPE

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



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

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

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

Assign SPE

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

Specialist Professional Engineer (SPE)

Alma Klein || ID : 31

Cancel Save

4. Select the SPE out of the dropdown menu

5. Click on Save and confirm the action

The SPE will be assigned to the equipment.

Note:

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

3.2 Terminate Contract

A contractor can terminate the contract in the following manner.

The screenshot displays the 'Equipment List' interface. On the left sidebar, a red circle '1' highlights the 'Equipment List' menu item. The main area shows a summary of 13 equipment items and 859 applications. Below this, there are buttons for 'Assign SPE', 'Terminate Contract' (highlighted with a red circle '3'), and 'Export Selected Records To Excel'. A table below lists equipment details. A red circle '2' highlights the first row of the table. 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. The first row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The second row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The third row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The fourth row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The fifth row shows a contract with status 'Pending Payment' and a 'View' button. The sixth row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The seventh row shows a contract with status 'Pending SPE Inspection' and a 'View' button. The eighth row shows a contract with status 'N/A' and a 'View' button. The ninth row shows a contract with status 'Pending SPE Inspection' and a 'View' button.

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

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

4. Select Terminate to Terminate the Contract.

Note:

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

The screenshot displays the 'Equipment List' interface. 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 columns for 'EQUIPMENT ID', 'EQUIPMENT NO', and 'ADDRESS'. One row is selected, showing 'N/A', 'PID1', and 'Bishan street 44'. A modal dialog box titled 'Terminate Contract?' is open in the center. It contains the text: '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.' The dialog has 'Cancel' and 'Terminate' buttons. A red circle with the number '1' is next to the 'Terminate' button.

3.3 Claim Contract

Equipment List

1 **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

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

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

This moves you to the next screen.

<div><h3>Request for Change of Contractor</h3><p>Contractor Type *</p><p><input checked="" type="checkbox"/> Test contractor <input type="checkbox"/> Maintenance contractor <input type="checkbox"/> Installation contractor</p><p>Proof of change *</p><div><div></div><div>Upload a file or drag and drop</div><div>Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.</div></div><div></div><p>Declaration</p><p>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.</p><div><div>Cancel</div><div>Save</div></div></div>	<ol style="list-style-type: none">1. Begin by selecting the Contractor type2. Upload proof of change3. 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

The screenshot shows the 'Equipment List' page in the LEAP portal. A sidebar on the left contains navigation icons. The main area has a header with 'Equipment List' and a 'Claim Contract' button. Below the header are three summary boxes: '13 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '859 Applications Assigned to me'. There are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for ID, NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is highlighted in blue. Callout 1 points to the 'Equipment List' header, callout 2 points to the first row of the table, and callout 3 points to the 'View' button in the ACTION column of the first row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO 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.

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

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

The screenshot displays the 'Equipment List' page in the LEAP portal. At the top, there are three summary cards: '0 Equipment PTO Expiring in 3 Months', '0 Equipment Full Load Test window open', and '720 Applications Assigned to me'. To the right of these cards are buttons for 'Claim Contract' and 'Export All Records To Excel'. Below the cards is a search filter section, outlined by a red box. This section contains ten input fields arranged in two columns: Equipment ID, Equipment Types, Application Type, Building Name, Block/House Number, PTO expiry date (with a date picker icon), Equipment Statuses, Application Status, Application ID, Postal Code, and Street Name. A red circle with the number '3' points to the top-left corner of the red box. At the bottom right of the red box, a red circle with the number '4' points to the 'Filter' button. Below the search filters are buttons for 'Hide', 'Reset', and 'Filter'. At the very bottom of the page, there are buttons for 'Assign SPE', 'Terminate Contract', and '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

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	
2	<input type="checkbox"/>	N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ... 3	
	<input type="checkbox"/>	N/A	pl21312	bik23dg3, testst	bik23dg3	testst	N/A	N/A	N/A	Pending SPE	Edit 4	
	<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	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	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 ...	

- Select equipment list from sidebar
- Select the desired equipment
- Select kebab icon (...)
- Select edit

The screenshot shows the 'Edit Equipment' form in the LEAP portal. The form is divided into two main sections: 'Company Address Details' and 'Technical Information'. A green success message at the top states 'Equipment data updated successfully'. Red circles with numbers 1, 2, and 3 highlight specific elements: 1 points to the 'Company Address Details' section header, 2 points to the 'Save Address Details' button, and 3 points to the success message. The form contains various input fields for address and technical specifications.

Edit Equipment

Equipment data updated successfully

Company Address Details

Block/House Number: 208
Street Name: Amsterdam Street
Floor Number: 12
Unit Number: 15
Building/Estate Name: Building Name
Postal Code: 188668

Cancel Save Address Details

Technical Information

Equipment No (e.g., PL01): PL11
Equipment Type: Service Lift
Development Type: Commercial
Year of Installation: 2022
Make: Kone
Model: M0123
ARD Brand:
UPS Brand:
ARD Model:
UPS Model:
Capacity (number of pax):
Machine Room/ Machine Roomless: Machine room
Rated Load: 1500 kg
Rated Speed: 21300 m/s
Cabin Height: 1000 mm
Cabin Breadth:
Cabin Length:

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

Company Address Details

Block/House Number: 208 Street Name: Amsterdam Street
 Floor Number: 12 Unit Number: 15
 Building/Estate Name: Building Name Postal Code: 10666

Cancel Save Address Details

Technical Information

Equipment No (e.g., PL12): PL12 Equipment Type: Service Lift
 Development Type: Commercial
 Year of Installation: 2022 Make: Kone
 Model: M0123 ARD Brand:
 ARD Model: UPS Brand:
 UPS Model: Capacity (number of pax):
 Machine Room/ Machine Roomless: Machine room Rated Load: 1500 kg
 Rated Speed: 21300 m/s Cabin Height: 1000 mm
 Cabin Breadth: 100 mm Cabin Length: 1000 mm

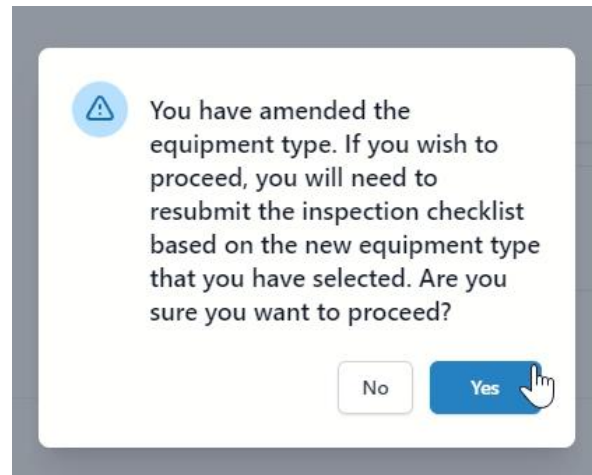
Applicable Standard(s): Add
 Choose the applicable standard(s): Any other lift: SS 550:2009
 Remarks:

Remove

Cancel 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

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	3
<input type="checkbox"/>	N/A	pl21312	blk23dg3	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	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	pl2324	blk232f543	test st	N/A	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
<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	View ...
<input type="checkbox"/>	N/A	12312	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	Pending SPE Inspection	View ...

- Go to Equipment List page
- Select the equipment
- 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
4 Renewal PTO	A-93504-902086	11/07/2017	Complete

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

4.4 View Owner, Contractor & SPE history

1

Equipment List

13 Equipment
PTO Expiring in 3 Months

0 Equipment
Full Load Test window open

859 Applications
Assigned to me

Assign SPE

Terminate Contract

Export Selected Records To Excel

859 / 859 equipment(s) 1 item(s) selected

Display/Hide Columns

Clear All Column Filters

Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
N/A	PL 05	AMK 01, 234567	N/A	AMK 01	234567	N/A	N/A	N/A	Pending SPE Inspection	View ...
<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	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 ...

2

3

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

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

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

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

5 OWNER, CONTRACTOR & SPE HISTORY

Display/Hide Columns

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

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

4.5 Exporting selected equipment details to excel

The screenshot displays the 'Equipment List' page in the LEAP portal. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area shows a summary of 13 equipment items, 0 equipment with full load test window open, and 859 applications assigned to the user. Below this, there are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel', with a red circle '3' highlighting the 'Export Selected Records To Excel' button. A table below shows a list of equipment items with 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. A red circle '2' highlights the first row of the table, which is selected. The table data is as follows:

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

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

Equipment List

0 Equipment
PTO Expiring in 2 Months

0 Equipment
Full Load Test window open

Assign SPE Terminate Contract Export Selected Records To Excel

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

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

Showing 31 to 40 of 720 results

Export selected records to Excel

☒ Check all

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

Cancel Export

4. Check all the desired information to be exported
5. Scroll down and Click export and the equipment list should appear as a download

4.6 Exporting all records to excel

The screenshot displays the 'Equipment List' page in the LEAP portal. A red circle '1' highlights the 'Equipment List' title. Another red circle '2' highlights the 'Export All Records To Excel' button in the top right corner. The interface includes summary cards for '13 Equipment' (PTO Expiring in 3 Months), '0 Equipment' (Full Load Test window open), and '859 Applications' (Assigned to me). Below these are buttons for 'Assign SPE', 'Terminate Contract', and 'Export Selected Records To Excel'. A search bar and filters for '859 / 859 equipment(s)' and '0 item(s) selected' are present. The main table lists equipment details with 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. The table contains 10 rows of data, including equipment like 'PL 05', 'pl21312', 'PL edit 21 232', 'pl2324', 'pl334', 'YUJ2', '234324', 'PL12', 'EN-32959-194798', and '12312'.

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

Equipment List

0 Equipment
Due for 5 Year Full Load Test

2 Equipment
Pending Authorisation By SPE

0 Equipment
Pending amendments - BCA Comments

3 Equipment
Ongoing Renewal

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

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME
<input checked="" type="checkbox"/>	N/A	E42116	SYST	N/A	SYST	N/A
<input checked="" type="checkbox"/>	N/A	23432	blk250044, test jgkf	blk350044 test jgkf	N/A	N/A
<input checked="" type="checkbox"/>	N/A	PL01	991, hougang street	991 hougang street	N/A	N/A
<input checked="" type="checkbox"/>	N/A	PL10 (DO NOT TOUCH THIS EQUIPMENT)	305, Tampines Street 40	305 Tampines Street 40	N/A	N/A
<input checked="" type="checkbox"/>	N/A	pl004423	blk2342, test	blk2342 test	N/A	N/A
<input checked="" type="checkbox"/>	N/A	C-004	Thomson plaza123	N/A Thomson plaza123	N/A	N/A
<input checked="" type="checkbox"/>	N/A	pl423	blk343ss, round robin, 44, 44 - 44, 123456	blk343ss round robin	123456	44
<input checked="" type="checkbox"/>	N/A	12	12	N/A 12	N/A	N/A
<input checked="" type="checkbox"/>	N/A	pl234234	blk45534, test 234234, 234234	blk45534 test 234234	N/A	234234
<input checked="" type="checkbox"/>	N/A	pl32423	blked83x, blked83x, 34, 4 - 4, 444444	blked83x blked83x	444444	34

Showing 1 to 10 of 1579 results

Cancel Export

3. Check the required items

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

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	<div>5</div> 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

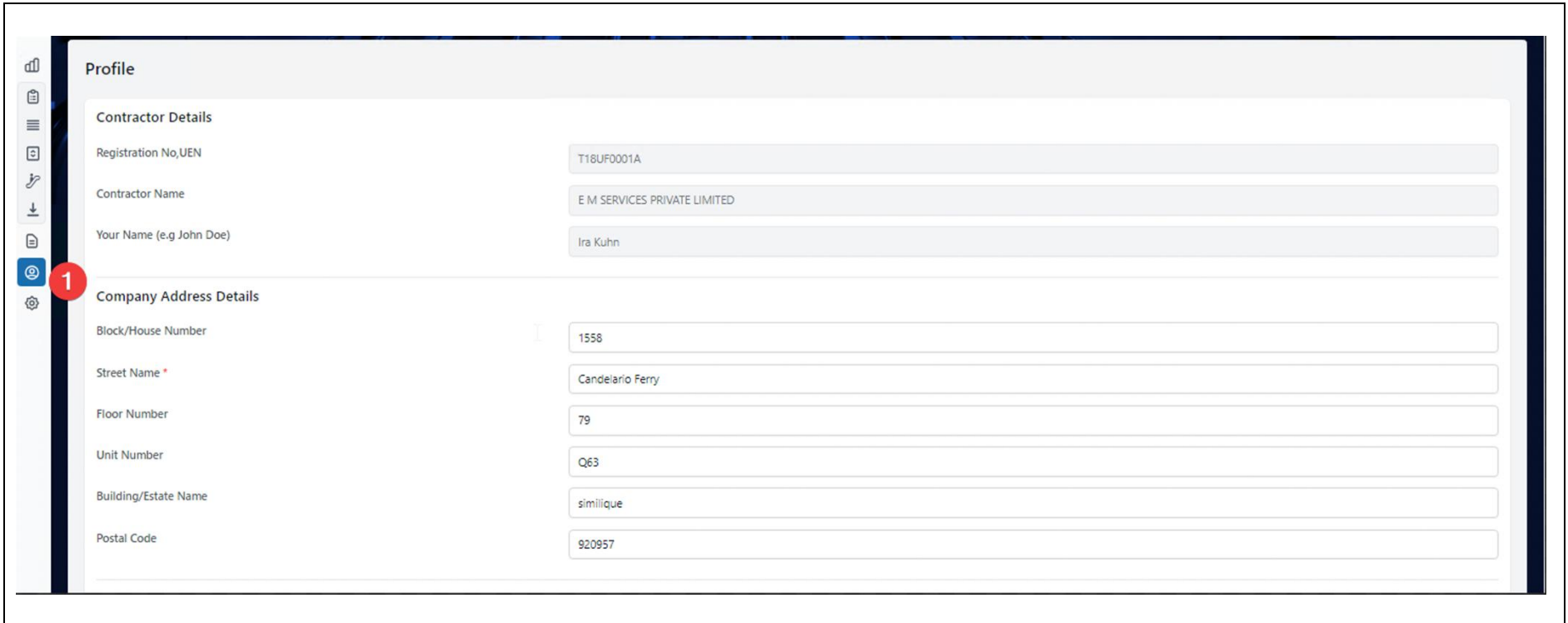
Because of the quantity of items being transferred to excel, the download may take some time.

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 Profile and user management

The contractor can edit the profile details.



Profile

Contractor Details

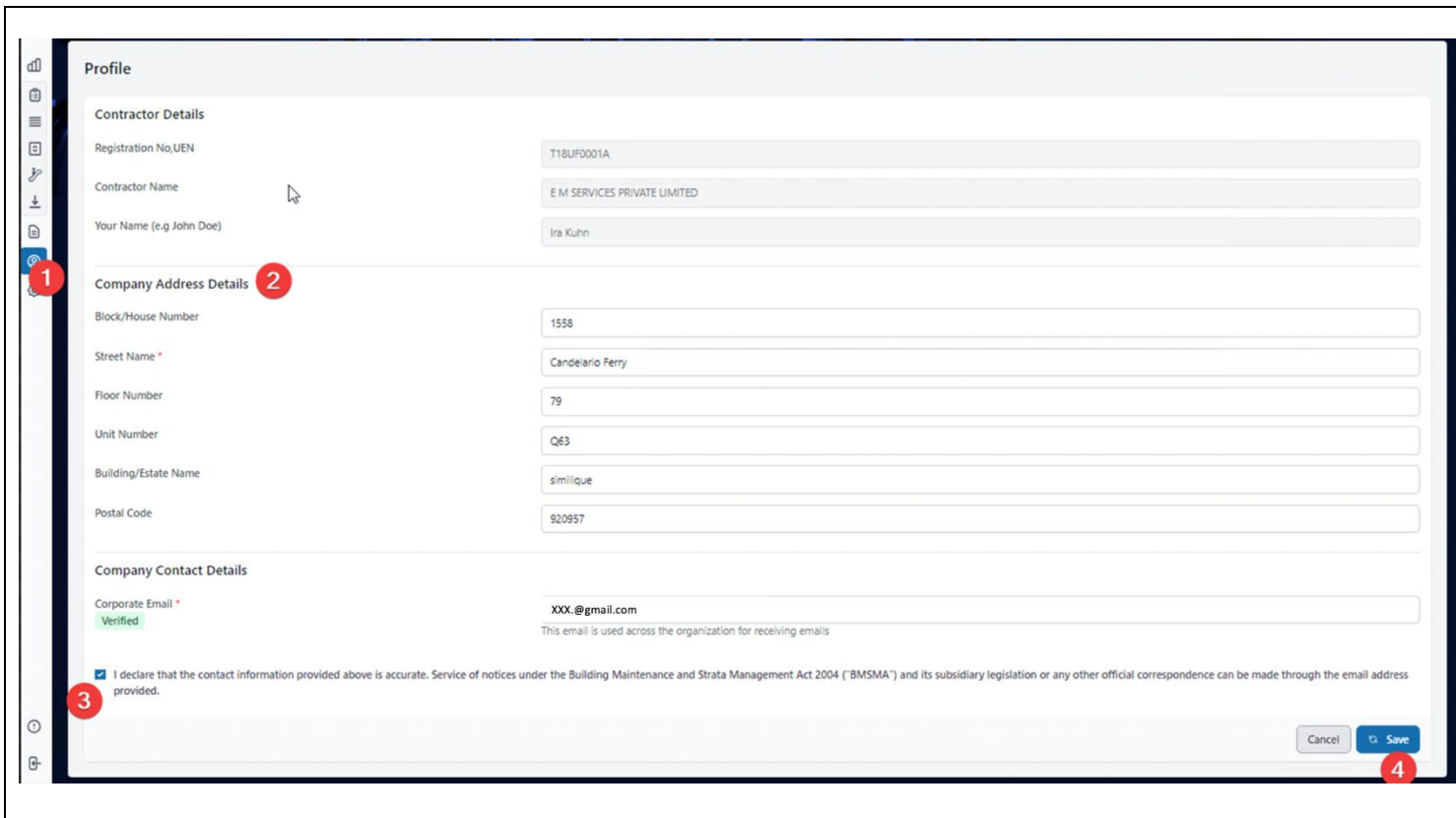
Registration No,UEN	T18UF0001A
Contractor Name	E M SERVICES PRIVATE LIMITED
Your Name (e.g John Doe)	Ira Kuhn

Company Address Details

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

5.1 Changing address details

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



Profile

Contractor Details

Registration No./UEN: 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: simllique

Postal Code: 920957

Company Contact Details

Corporate Email *: XXX@gmail.com
Verified
This email is used across the organization for receiving emails

☒ 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.

Cancel Save

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 shows the 'Profile' page in the LEAP application. It is divided into three main sections: Contractor Details, Address Details, and Company Contact Details. The left sidebar contains navigation icons, with the 'Profile' icon highlighted by a red circle labeled '1'. The 'Company Contact Details' section is expanded, showing the 'Corporate Email' field with the value 'abc@tsp.dev' and a 'Send OTP' button. A red circle labeled '2' is placed over the 'Company Contact Details' section header. A red circle labeled '3' is placed over the 'Corporate Email' text input field. A red circle labeled '4' is placed over the 'Send OTP' button. Below the email field, there 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.'

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

Verification Code

Validate

7

6

Send OTP

OTP has been sent. Resend OTP in 1:56

Required

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

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 three main sections: Contractor Details, Company Address Details, and Company Contact Details. The Contractor Details section includes fields for Registration No./UEN, Contractor Name, and Your Name. The Company Address Details section includes fields for Block/House Number, Street Name, Floor Number, Unit Number, Building/Estate Name, and Postal Code. The Company Contact Details section includes a Corporate Email field and a 'Send OTP' button. Below the Corporate Email field, there is an OTP input field (highlighted with a red circle and the number 8) and a 'Validate' button (highlighted with a red circle and the number 9). A yellow banner at the bottom of the form contains an 'Email Verification' message. At the bottom of the page, there is a checkbox for a declaration and 'Cancel' and 'Save' buttons.

Profile

Contractor Details

Registration No./UEN: 18302917464

Contractor Name: BNP ENGINEERING (S) PTE LTD test123

Your Name (e.g. John Doe): Damien Brunel test123

Company Address Details

Block/House Number: 1558

Street Name *: Cavendish Ferry

Floor Number: 79

Unit Number: Q63

Building/Estate Name: unique

Postal Code: 920957

Company Contact Details

Corporate Email *: XXX@gmail.com

This email is used across the organization for receiving emails.

Send OTP

8 23225 9

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.

☐ 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.

Cancel 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

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 1

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.