



User Manual

For the BCA LEAP Application

Role	LEI
Version	1.10
Date	13 November 2025



Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	6 December 2022	Minor addons to copywriting
1.2	12 December 2023	Changes to copywriting and flow
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 3.1 Advanced filter (Search) Addition of Section 3.2 Editing equipment details Revision of Section 3.4 Retrieve / Resume / Delete draft inspection Addition of Section 3.5 Exporting selected equipment details to excel Revision of Section 3.6 Export all records to excel Revision of Section 6 Notifications
1.5	7 August 2023	Revision of Section 3.3 View Submission
1.6	5 October 2023	Revision of Section 5.1 Changing address details Revision of Section 5.2 Changing contact details (email) Revision of Section 5.3 Changing contact details (phone number)
1.7	6 November 2023	Revision of Section 1.6 Equipment list Revision of Section 2 Renew PTO Application Revision of Section 3 Equipment details Revision of Section 4 Viewing equipment in PTO application list
1.8	27 June 2024	Revision of Section 3.2 Editing equipment details Revision of Section 3.4 Retrieve/Resume/Delete draft inspection
1.9	14 November 2024	Revision of Section 2 Renew PTO Application Revision of Section 3.4 Retrieve / Resume / Delete draft inspection Revision of Section 3.5 Exporting selected equipment details to excel Revision of Section 3.6 Export all records to excel
1.10	13 November 2025	Updating of BCA Logo Revision of Section 1.3 Logging into the system Revision of Section 1.5 The Dashboard Revision of Section 2 Renew PTO Application

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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 permits 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. LEIs can log into the system via their Singpass.

This user manual serves to assist you, the LEI 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, LEIs can begin by selecting the LEI login with Singpass. LEI will then upon successful entry be directed to the Singpass web page.

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 ("OTO") system. All PTO applications 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 cnrpass](#)

Contractor

[Log in with cnrpass](#)

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 cnrpass](#)

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.

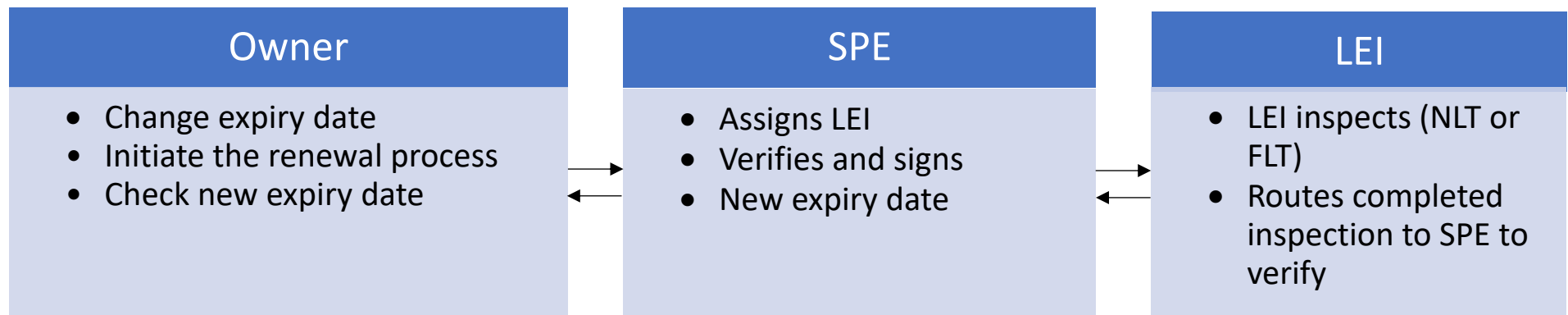
CorpPass Support will notify your entity's CorpPass Admin to contact you.

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 Role of LEI: Renewal

The process of renewal begins with the Owner. Once initiated, SPEs will receive an email alert whereby they can then begin to conduct the inspection or assign it to the LEI. Once assigned, the LEI can begin the process of assisting to inspect by scanning or uploading the QR code. Do note that past QR codes generated from OPTO can longer be processed. All previous hardcopy documentation will now be submitted via the online inspection checklist. Once the renewal process is completed the new expiration date would be changed automatically.



1.5 The dashboard

Here is the dashboard for the LEAP system. The smart filter, Ongoing renewal furthers assists LEIs to quickly navigate to the desired actions.

Should there be any drafts saved previously during the inspections, LEI can quickly access from the Dashboard page too. Do note that any draft records more than 3 months old will be deleted automatically by the System.

The screenshot shows the LEAP dashboard with a blue header bar. The header contains the BCA and LEAP logos, navigation links for 'All', 'Lifts', and 'Escalators', a 'LEI (User Manual)' button, and a user profile 'ellist1 LEI'. The main content area has two summary cards: '12 Equipments In Equipment List' and '4 Equipment Ongoing Renewal', each with a 'View all' link. Below these is a 'Drafts (1)' section containing a table with one draft record.

Drafts (1)
<div>PL507 / L577 Banner FLT</div> <div>Renewal</div> <div><h1>tfn</h1> 1C791A61-1A28-485B-B58F-FF4A897C6B38 (Testing Contractor)</div> <div>'"> <img/src=x onerror=alert(document.domain)> LTA ABC (Owner)</div> <div>Will be auto-deleted on 15/04/2025</div> <div>Resume Delete</div>

1.6 Equipment list

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 LEI and can be easily filtered according to requirements.

Equipment List

7 Equipment
PTO Expiring in 3 Months

80 Applications
Assigned to me

Export All Records To Excel

Export Selected Records To Excel

80 / 80 equipment(s) 0 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	ACTION	
<input type="checkbox"/>							dd/mm/yyyy	dd/mm/yyyy		
<input type="checkbox"/>	N/A	do not use this	blk5, 5, 5, 5 - 5, 555555	blk5	5	555555	5	N/A	N/A	View ...
<input type="checkbox"/>	N/A	CL87072	CL87072	N/A	CL87072	N/A	N/A	N/A	N/A	View ...
<input type="checkbox"/>	N/A	99	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	View ...
<input type="checkbox"/>	N/A	PL8707	PL8707	N/A	PL8707	N/A	N/A	N/A	N/A	View ...
<input type="checkbox"/>	EN-82001-394385	N/A	1137, Lighthouse Bay, arcu adipiscing molestie, 224 - aioqx, 563845	1137	Lighthouse Bay	563845	arcu adipiscing molestie	23/10/2022	13/10/2022	View ...

1.7 Smart filter View - View PTO expiring in 3 months

For easy filtering of relevant equipment select smart filter view in equipment list

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Logout

LEI (User Manual) SamanLEI LEI

Equipment List

Export All Records To Excel

7 Equipment
 PTO Expiring in 3 Months

80 Applications
 Assigned to me

Export Selected Records To Excel

80 / 80 equipment(s) 0 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

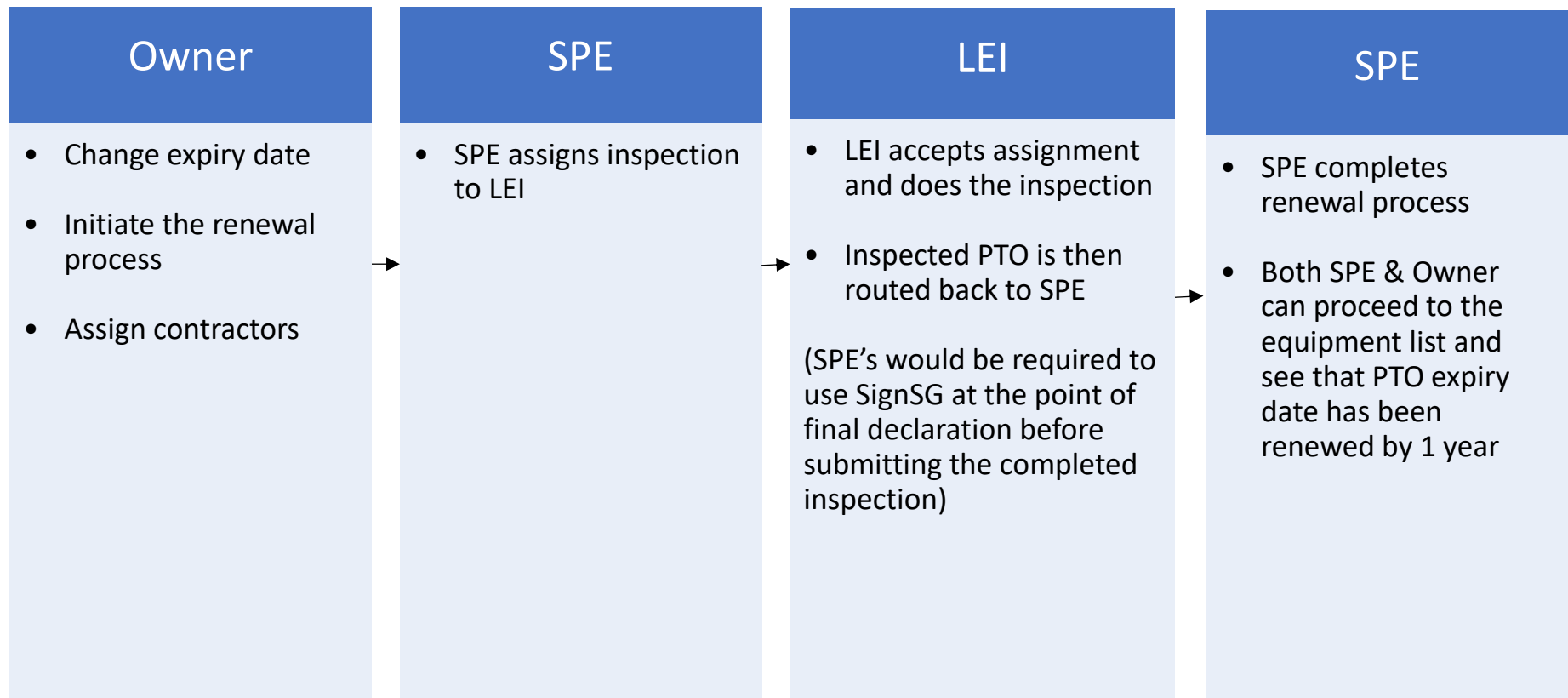
Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	ACTION	
<input type="checkbox"/>							dd/mm/yyyy	dd/mm/yyyy		
<input type="checkbox"/>	N/A	do not use this	blk5, 5, 5 - 5, 555555	blk5	5	555555	5	N/A	N/A	View ...
<input type="checkbox"/>	N/A	CL87072	N/A	CL87072	N/A	N/A	N/A	N/A	View ...	
<input type="checkbox"/>	N/A	99	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	View ...	
<input type="checkbox"/>	N/A	PL8707	N/A	PL8707	N/A	N/A	N/A	N/A	View ...	
<input type="checkbox"/>	EN-82001-394385	N/A	1137, Lighthouse Bay, arcu adipiscing molestie, 224 - aioqx, 563845	1137	Lighthouse Bay	563845	arcu adipiscing molestie	23/10/2022	13/10/2022	View ...

2 Renew PTO application

LEIs are only involved in the renewal process. This process of renewal begins with the Owner and once initiated, SPEs will receive an email alert whereby they can then begin to conduct the inspection. This is done by scanning or uploading the QR code of a particular equipment. **This role may be assigned to the LEI to conduct the inspection.** Do note that past QR codes generated from OPTO can no longer be processed. All previous hard copy documentation will now be submitted via the online inspection checklist. Once the renewal process is completed the new expiration date will be changed automatically.



LEI can scan or upload the QR code image to renew PTO applications by following the steps below

Equipment List

0 Equipment
PTO Expiring in 3 Months

26 Applications
Assigned to me

Export Selected Records To Excel

0 item(s) selected

Display/Hide Columns

Group By Column

Search

Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

<input type="checkbox"/>	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FU	ACTION
<input type="checkbox"/>	EN-02210-006463	PL233111	52, North Bridge Road, 3 - 4, 123123	52	North Bridge Road	123123	N/A	29/09/2022	31/10/2	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select scan/upload code

Note:
Only QR codes that have been generated via the LEAP application can be used. Older OPTO QR codes would be invalid.

Scan/Upload QR Code

Scan QR Code

Upload *

Upload a file or drag and drop
Upload required documents here
(jpg and png files less than 25MB).
Files exceeding the limit will be
compressed.

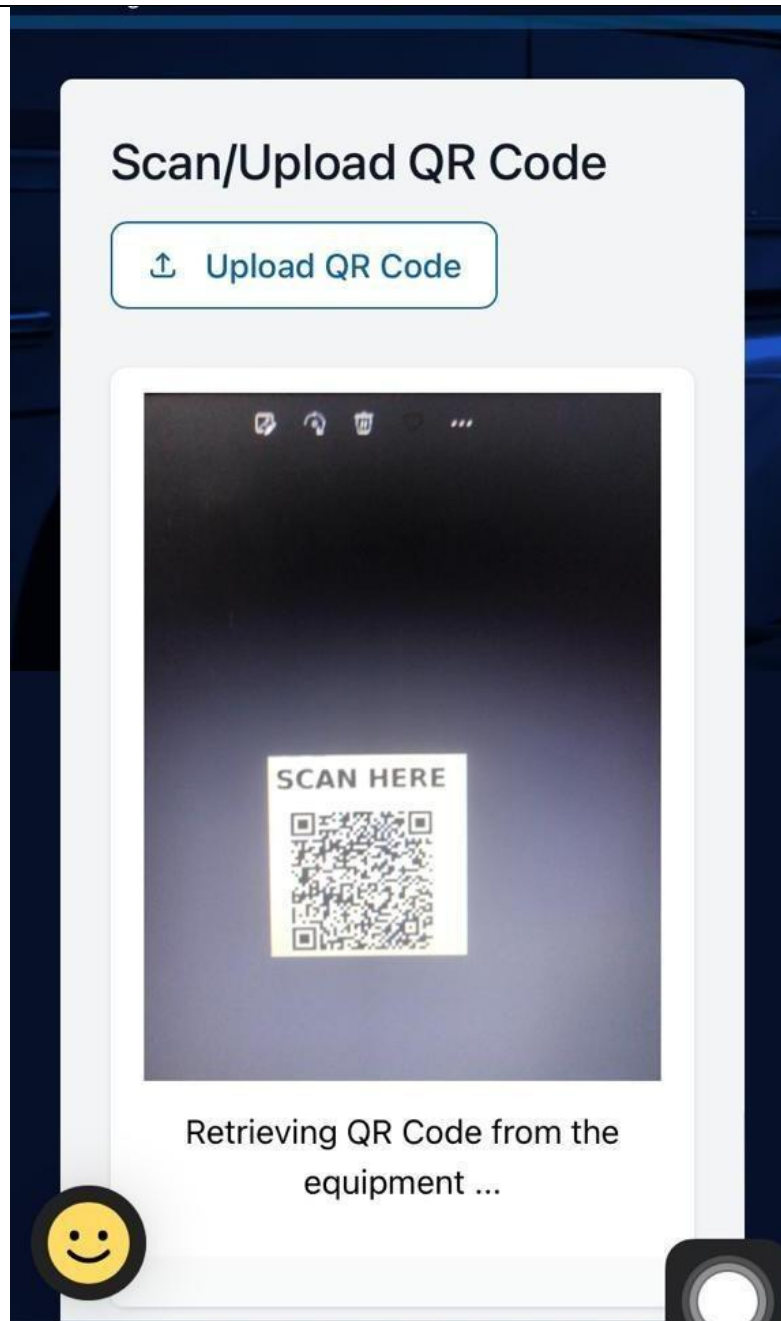
Cancel Save

Either scan or upload QR code

This screen shows the upload QR code from a mobile view

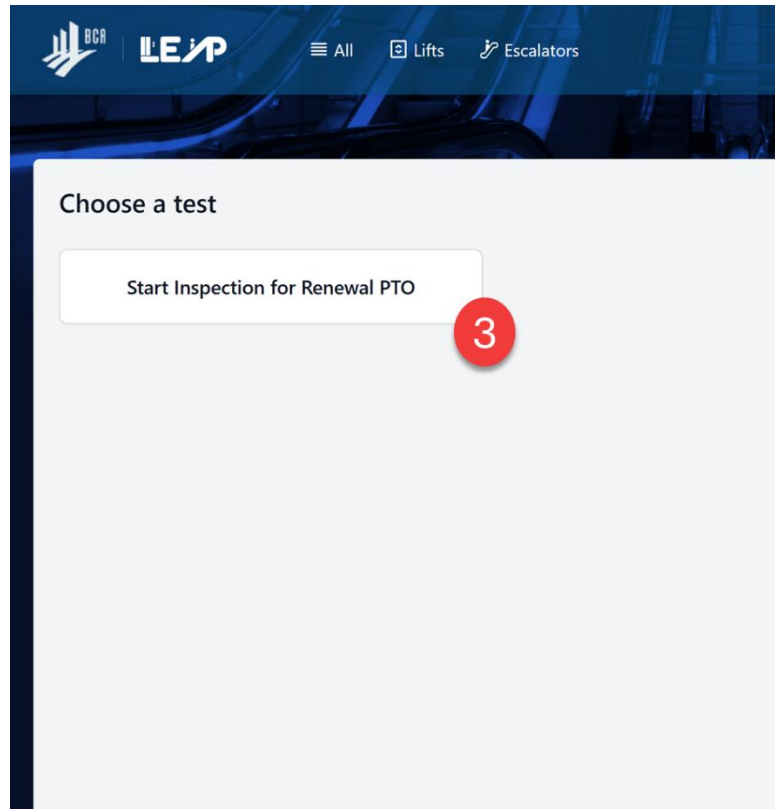
Note:

To upload the QR code, please save as an image file prior to upload.



Either scan or upload QR code

This screen shows the scan QR code from a mobile view



Once QR code is verified, the system will take you to the choose a test screen

3. Select Start Inspection for Renewal PTO

This moves you to the Renewal Inspection screen.

Confirm Details

Inspection Start Date

Date & Time
26/12/2024 23:14

Address Details

Block/House Number 34	Street Name Ocean View
Floor Number 11	Unit Number 22
Building/Estate Name N/A	Postal Code N/A
Development Type Commercial	

Testing Contractor *
9G ELEVATOR PTE LTD <i>test</i> | T18SS0...

FLT Question

Does FLT need to be done? ☒ Yes ☐ No

< Previous Save As Draft Save And Next >

Notes regarding Full-load test (FLT) checklist:

- The FLT checklist is applicable for the following types of Traction Lifts: CarLift, PassengerLift, HomeLift, CargoLift, FireLift, ServiceLift.
- When the SPE indicates "Y" for the FLT question, FLT date will be updated based on inspection start date and FLT expiry date will be set to inspection start date + 5 years
- If the renewal inspection is conducted 57 months onwards after the last FLT, the FLT checklist becomes mandatory for the SPE to fill out.
- System will display a banner message on the inspection page to remind the SPE on the upcoming FLT expiry date, which will be shown between 48-57 months since the last FLT:

4. Select Testing Contractor

If equipment type is Traction Lifts, LEI need to select if FLT needs to be done:

- If FLT needs to be done, System will automatically display FLT checklist portion for LEI to fill out
- If FLT doesn't need to be done, System will automatically display NLT checklist portion for LEI to fill out

5. Click Save and Next

Note:

The inspection start date cannot be editable for inspections for Renewal and Recommission PTO applications.

Renewal Inspection **Saved as Draft**

Please note that the next Full Load Test for L577 will be due on 14 November 2025

01 CONFIRM DETAILS

02 RENEWAL PTO INSPECTION CHECKLIST

03 REVIEW INSPECTION
DECLARATION

Equipment Information

Equipment ID

L577

Equipment Type

Cargo Lift

Owner Name, ID

"> <img/src=x onerror=alert(document.domain)> LTA ABC,
UEN8439586I

PTO Expiry Date

31/03/2025

Other Observations

Expand All

Collapse All

Status:

Satisfactory (S)

Not Satisfactory (NS)

Not Applicable (NA)

Select All As Satisfactory

6

Machine room/head room

Hoist way

Lift car and Pit

Machine room / Head room (Additional checks/tests for full load)

Hoist Way (Additional checks/tests for full load)

Lift Car and Pit (Additional checks/tests for full load)

Other Observations

7

< Previous

Save As Draft

Save And Next >

6. Fill out the renewal checklist

7. Select Save And Next

Note:

The LEAP system will not allow the LEI to proceed if there is any non-satisfactory (NS) item. Status of all items (except those marked as “Not Applicable (NA)”) should be “Satisfactory (S)”, at the point of inspection, before submission.

At this point LEI can save the inspection as draft as well. Drafts can be resumed from the Dashboard page, or by scanning/upload QR code.

The maximum file upload size is 25 MB, and any supporting documents can be uploaded in the Other Observations section.

37. Upload documents		No files uploaded
Previous Submitted Document	N/A	
Tested by (LEI)	(ID: *****719N)	
Date & Time	14/01/2025 19:39	
Name of Supervising SPE	<b style="color:red;">tfn Marianne Rubens 20240820 (ID: *****277B)	
Applicable Standard(s) *		
Choose the applicable standard(s)	Any other lift: SS 550:2009 8	
Remarks		
Remove		
Add 9		
Declaration		
<input checked="" type="checkbox"/> The equipment has been satisfactorily tested in accordance with the codes chosen above. 10		
< Previous		Save As Draft 11 Submit >

8. Choose the Applicable Standard(s)

9. LEI can Add more Applicable Standards

10. Fill up the declaration

11. Save and Next

<h2>Renewal Inspection</h2>		<p>12. Success Message will be shown</p> <p>The Inspection will be submitted to the SPE for review.</p>			
<div>Submit completed inspection report 12</div>					
<div>CONFIRM DETAILS</div>	<div>RENEWAL PTO INSPECTION CH</div>				
<h3>Equipment Information</h3> <table><tr><td>Equipment ID</td><td>Equipment Type</td></tr><tr><td>L577</td><td>Cargo Lift</td></tr></table>			Equipment ID	Equipment Type	L577
Equipment ID	Equipment Type				
L577	Cargo Lift				

2.1 Bypass QR code scanning for PTO renewals

1. Select equipment list
2. Select equipment
3. Select view
4. Select start submission

Equipment List

6 Equipment
PTO Expiring in 3 Months

80 Applications
Assigned to me

Export Selected Records To Excel

80 / 80 equipment(s) 1 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
N/A	do not use this	blk5, 5, 5 - 5, 555555	blk5	5	555555	5	View ...
N/A	CL87072	CL87072	N/A	CL87072	N/A	N/A	View ...

Equipment Details

View Submission Start Submission Edit

Equipment ID EN-02210-006407	Equipment Type Home Lift	Equipment No (e.g., PL01) pl2323
Owner Name, ID Company D \ (*O)/, UEN 900	PTO Expiry Date 31/12/2022	Equipment Status Active
Testing Contractor 9G ELEVATOR PTE LTD, G3749998Q	Maintenance Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P	Installation Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P
SPE, ID susie43, 9	LEI, ID bmartynovt, ****204T	Commissioning Date 13/10/2022
Full Load Test Date 13/10/2022	Next Full Load Test Expiry Date 13/10/2027	No Load Test Date 13/10/2022

3 Equipment details

Equipment List

0 Equipment
PTO Expiring in 3 Months

26 Applications
Assigned to me

Export All Records To Excel

Export Selected Records To Excel

0 item(s) selected

Display/Hide Columns

Group By Column

Search

Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FU	ACTION
EN-02210-006463	PL233111	52, North Bridge Road, 3 - 4, 123123	52	North Bridge Road	123123	N/A	29/09/2022	31/10/2	View

1. Select equipment list from sidebar
2. Select View to see equipment details

3.1 Advanced filter (Search)

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

1

Equipment List

Export All Records To Excel

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

22 / 22 equipment(s) 0 item(s) selected

Display/Hide Columns

2 Search

Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

<input type="checkbox"/>	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input type="checkbox"/>	EN-12666-756820	N/A	123, Delmar, Delmar Villa, 21 - 09, 912321	123	Delmar	912321	Delmar Villa	View ...
<input type="checkbox"/>	EN-96013-277130	PL130	43, Bran Street, test, 3 - 3, 345345	43	Bran Street	345345	test	View ...
<input type="checkbox"/>	EN-81098-260380	N/A	30367, Clyde Gallagher, volutpat erat quisque, 468 - 2, 117540	30367	Clyde Gallagher	117540	volutpat erat quisque	View ...
<input type="checkbox"/>	EN-96364-987462	N/A	Han Street	N/A	Han Street	N/A	N/A	View ...
<input type="checkbox"/>	EN-34164-486561	N/A	33, Milwaukee33, sapien placerat ante, 33 - 333, 333333	33	Milwaukee33	333333	sapien placerat ante	View ...
<input type="checkbox"/>	EN-02209-006330	PL05	blk3, Jurong Gambas	blk3	Jurong Gambas	N/A	N/A	View ...
<input type="checkbox"/>	EN-90771-494010	pl4234	3, Ridgeway, molestie lorem quisque, 766 - vimuw, 850496	3	Ridgeway	850496	molestie lorem quisque	View ...

- Select equipment list from sidebar
- Select search button

Equipment List Export All Records To Excel

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

3

Equipment ID	<input type="text"/>	Equipment Statuses	<input type="text"/>
Equipment Types	<input type="text"/>	Application Status	<input type="text"/>
Application Type	<input type="text"/>	Application ID	<input type="text"/>
Building Name	<input type="text"/>	Postal Code	<input type="text"/>
Block/House Number	<input type="text"/>	Street Name	<input type="text"/>
PTO expiry date	<input type="text" value="dd/mm/yyyy"/>		

Hide Reset **4** Filter

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.

3.2 Editing equipment details

1 Equipment List

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

22 / 22 equipment(s) 1 item(s) selected III Display/Hide Columns

Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEX ACTION
<input checked="" type="checkbox"/> EN-12666-756820	N/A	123, Delmar, Delmar Villa, 21 - 09, 912321	123	Delmar	912321	Delmar Villa	23/10/2022	3 View ...
<input type="checkbox"/> EN-96013-277130	PL130	43, Bran Street, test, 3 - 3, 345345	43	Bran Street	345345	test	23/10/2022	N/ View ...
<input type="checkbox"/> EN-81098-260380	N/A	30367, Clyde Gallagher, volutpat erat quisque, 468 - 2, 117540	30367	Clyde Gallagher	117540	volutpat erat quisque	23/10/2022	N/ View ...

2

Equipment Details

View Submission Start Submission **4** Edit

Equipment ID EN-12666-756820	Equipment Type Escalator	Equipment No (e.g., PL01) N/A
Owner Name, ID kirk4, *****492N	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Mariann Rubens, 44	LEI, Reg No. bmartynovt, LEI-00033	Commissioning Date N/A
Full Load Test Date 06/09/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 06/06/2021

1. Select equipment list from sidebar
2. Select equipment for equipment list
3. Select View
4. Edit

Edit Equipment EN-12666-756820

Address Details 5

Block/House Number	123	Street Name *	Delmar
Floor Number	21	Unit Number	09
Building/Estate Name	Delmar Villa	Postal Code	912321

6 Cancel Save Address Details

Technical Information 7


Equipment No (e.g., PL01) *	N/A	Equipment Type *	Escalator
Development Type *	Residential Landed (Private)	Make *	Select an option
Year of Installation *	2006	Speed *	<input type="text"/> m/s
Model *	<input type="text"/>	Width *	<input type="text"/> mm
Length *	<input type="text"/> mm	Span	<input type="text"/> mm
Rise *	<input type="text"/> mm		

Applicable Standard(s) * 8 Cancel Save Technical Information

5. Make required changes for Address Details
6. Click “Save Address Details”
7. Make required changes for Technical Information. Should the Equipment Type be changed, the technical information will be populated accordingly
8. Click “Save Technical Information”

Note:

The saving of address details and technical information will be independent.

	 <p>You have amended the equipment type. If you wish to proceed, you will need to resubmit the inspection checklist based on the new equipment type that you have selected. Are you sure you want to proceed?</p> <p><input type="button" value="No"/> <input type="button" value="Yes"/></p>		<p>Note:</p> <p>If an equipment's status is in ongoing inspection, LEI will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.</p>
--	--	--	---

3.3 View Submission

Once in the equipment details page, LEI can view the submissions made for a No Load Test, Full Load Test.

1. Click on View submission
2. Select the submission to view.

Equipment Details

1 [View Submission](#) [Edit](#)

Equipment ID EN-02210-006463	Equipment Type Passenger Lift	Equipment No (e.g., PL01) PL233111
Owner Name, ID Company D, UEN 900	PTO Expiry Date 29/09/2022	Equipment Status Active
Testing Contractor 9G ELEVATOR PTE LTD, G3749998Q	Maintenance Contractor 9G ELEVATOR PTE LTD, G3749998Q	Installation Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P
SPE, ID betty, 14	LEI, Reg No. Ellis Runte, LEI-0053	Commissioning Date 31/10/2022
Full Load Test Date 31/10/2022	Next Full Load Test Expiry Date 31/10/2027	No Load Test Date 31/10/2022

Choose a test

2 [View No Load Test for Renewal PTO](#)

View Inspection

3

Download PDF

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A

[Show more](#)

Tested by chester.muller	Inspection Start Date 24/07/2023	Reviewer N/A
Inspection Status Saved as Draft	Inspection Type No Load Test	Application Status Pending Amendment By SPE
Application Type New PTO	Inspection Report Authorised Date & Time 02/08/2023 12:40	

SPE's Remarks

—

BCA's Remarks

—

Owner's Remarks

—

Building/Estate Name N/A	Road Name testing signsg	Block/House No blk3244ssd
Floor Number N/A	Division N/A	Postal Code N/A

Contractors

Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

Upload List

	A-202307-008026_pl232_testing signsg_.pdf	4		
	Document has been authorised by chester.muller on 02/08/2023 12:40			
	ACOP Type Test Cert_ACOP Protection Means.pdf			
	DefaultInspectionDocument			

LEI can view inspection details.

3. LEI can download PDF from this page

4. LEI also can download the inspection report has been signed by the SPE

3.4 Retrieve / Resume / Delete draft inspection

When completing an inspection, LEIs can save the inspection as a draft and return to complete it later.

No Load Test Inspection Saved as Draft

01 CONFIRM DETAILS

02 RENEWAL PTO INSPECTION CHECKLIST

03 SUMMARY & FINAL SUBMISSION

Equipment Information

Equipment ID L5	Equipment Type Passenger Lift	Equipment No (e.g., PL01) PL lift
Owner Name, ID jon_beier, *****819T	PTO Expiry Date 31/01/2023	Equipment Status Active
Testing Contractor N/A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Susie Veumm EDIT EDIT, 9	LEI, ID Lewis Blick, *****048L	Commissioning Date 22/11/2022
Full Load Test Date 22/11/2022	Next Full Load Test Expiry Date 22/11/2027	No Load Test Date 22/11/2022

Address Details

Block/House Number 52	Street Name North Bridge Road
Floor Number 3	Unit Number 4
Building/Estate Name N/A	Postal Code 123123
Testing Contractor 9G ELEVATOR PTE LTD G3749998Q	Installation Contractor ⓘ SIGMA ELEVATOR SINGAPORE PTE LTD G4243450P
Maintenance Contractor 9G ELEVATOR PTE LTD G3749998Q	

< Previous

Save As Draft

Save And Next >

Once the inspection is saved as draft, to retrieve it, there are 2 methods to retrieve draft applications.

Equipment List

0 Equipment
PTO Expiring in 3 Months

26 Applications
Assigned to me

Export All Records To Excel

Export Selected Records To Excel

0 item(s) selected

Display/Hide Columns

Group By Column

Search

Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FU	ACTION
EN-02210-006463	PL233111	52, North Bridge Road, 3 - 4, 123123	52	North Bridge Road	123123	N/A	29/09/2022	31/10/22	View

Equipment Details

View Submission

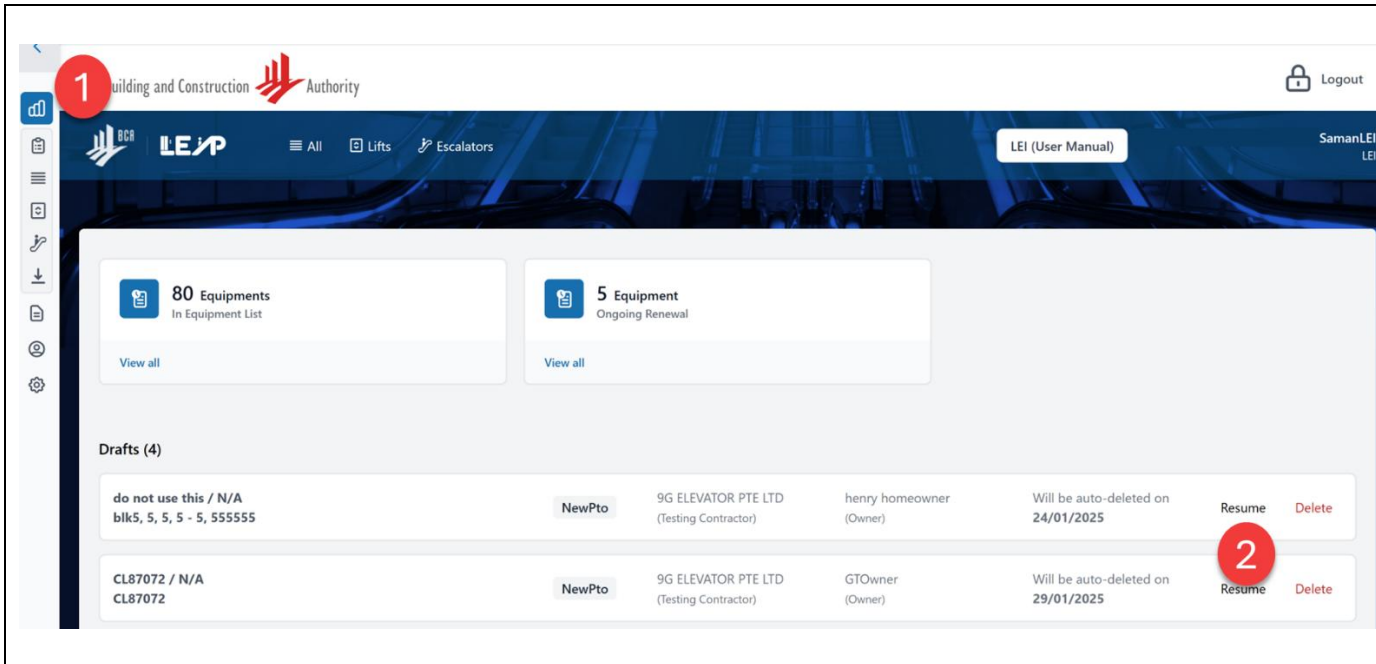
Resume Submission

Edit

Equipment ID EN-02210-006463	Equipment Type Passenger Lift	Equipment No (e.g., PL01) PL233111
Owner Name, ID Company D, UEN 900	PTO Expiry Date 29/09/2022	Equipment Status Active
Testing Contractor 9G ELEVATOR PTE LTD, G3749998Q	Maintenance Contractor 9G ELEVATOR PTE LTD, G3749998Q	Installation Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P
SPE, ID betty, 14	LEI, Reg No. Ellis Runte, LEI-0053	Commissioning Date 31/10/2022
Full Load Test Date 31/10/2022	Next Full Load Test Expiry Date 31/10/2027	No Load Test Date 31/10/2022

METHOD 1

1. Select equipment list
2. Select view
3. Select resume submission to continue with draft application



1 Building and Construction Authority

Logout

LEI (User Manual) SamanLEI LEI

80 Equipments
In Equipment List
[View all](#)

5 Equipment
Ongoing Renewal
[View all](#)

Drafts (4)

do not use this / N/A blk5, 5, 5, 5 - 5, 555555	NewPto	9G ELEVATOR PTE LTD (Testing Contractor)	henry homeowner (Owner)	Will be auto-deleted on 24/01/2025	Resume	Delete
CL87072 / N/A CL87072	NewPto	9G ELEVATOR PTE LTD (Testing Contractor)	GTOwner (Owner)	Will be auto-deleted on 29/01/2025	Resume	Delete

2

METHOD 2

1. Go to Dashboard
2. Under “Draft”, select either Resume to resume application or Delete to delete draft application

Note:

Any draft records more than 3 months old will be deleted automatically by the system.

No Load Test Inspection **Saved as Draft**

Successfully saved as draft

CONFIRM DETAILS RENEWAL PTD INSPECTION CHECKLIST REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION 04 FINAL REVIEW OF SUMMARY

Final Review Of Summary

Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.

Buffer type	1124
Buffer type	1124
All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	S
Overspeed governor rope tension sheave condition	S
Lift pit ladder (e.g. accessibility, condition)	S
Lift pit cleanliness	S
Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	S
Other Observations	New Observation
Upload documents	New Doc.jpg
Previous Submitted Document	Old doc.jpg

< Previous Save As Draft I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report Bypass Speg - Submit Inspection >

If you resume an inspection where you previously uploaded documents during the draft stage, you will see a list of those previously submitted documents on the final review page.

3.5 Exporting selected equipment details to excel

Equipment List

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

22 / 22 equipment(s) 1 item(s) selected

Display/Hide Columns

Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEX	ACTION
2	<input checked="" type="checkbox"/>	EN-12666-756820	N/A	123, Delmar, Delmar Villa, 21 - 09, 912321	123	Delmar	912321	Delmar Villa	23/10/2022	N/ View ...
	<input type="checkbox"/>	EN-96013-277130	PL130	43, Bran Street, test, 3 - 3, 345345	43	Bran Street	345345	test	23/10/2022	N/ View ...
	<input type="checkbox"/>	EN-81098-260380	N/A	30367, Clyde Gallagher, volutpat erat quisque, 468 - 2, 117540	30367	Clyde Gallagher	117540	volutpat erat quisque	23/10/2022	N/ 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
Due for 3 Year Full Load Test

2 Equipment
Pending Authorization By SPS

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	SR350044, test jgk7	SR350044	test jgk7	N/A
<input checked="" type="checkbox"/>	N/A	PL01	991, housing street	991	housing street	N/A
<input checked="" type="checkbox"/>	N/A	PL10 (DO NOT TOUCH THIS EQUIPMENT)	305, Tampines Street 40	305	Tampines Street 40	N/A
<input checked="" type="checkbox"/>	N/A	p004423	SR2342, test	SR2342	test	N/A
<input checked="" type="checkbox"/>	N/A	C-004	Thomson plaza123	N/A	Thomson plaza123	N/A
<input checked="" type="checkbox"/>	N/A	SR423	SR343ss, round robin, 44, 44 - 44, 123456	SR343ss	round robin	123456
<input checked="" type="checkbox"/>	N/A	12	12	N/A	12	N/A
<input checked="" type="checkbox"/>	N/A	p0734234	SR45534, test 234234, 234234	SR45534	test 234234	N/A
<input checked="" type="checkbox"/>	N/A	p023423	SR45534, SR45534, 34, 4 - 4, 444444	SR45534	SR45534	444444

Showing 1 to 10 of 1579 results

- ☒ Address
- ☒ BLK
- ☒ Street Name
- ☒ Postal Code
- ☒ Building Name
- ☒ Application ID
- ☒ Date of application
- ☒ Application Status
- ☒ Application Type
- ☒ Payment Status
- ☒ Payment Method
- ☒ Year of Installation
- ☒ Make
- ☒ Model
- ☒ Capacity
- ☒ ARD Brand
- ☒ ARD Model
- ☒ UPS Brand
- ☒ UPS Model
- ☒ Machine room/Machine Roomless
- ☒ Rated Load
- ☒ Rated Speed
- ☒ Cabin Height
- ☒ Cabin Breadth
- ☒ Cabin Length
- ☒ Speed
- ☒ Width
- ☒ Span
- ☒ Length
- ☒ Rise
- ☒ No Load Test Date
- ☒ Full Load Test Date
- ☒ Next Full Load Test Expiry Date
- ☒ Code of Standard
- ☒ Owner Name
- ☒ Owner Email
- ☒ Owner Representative Status
- ☒ Owner Representative Name
- ☒ Owner Representative Email
- ☒ Maintenance Contractor
- ☒ Test Contractor
- ☒ 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

3.6 Export all records to excel

The screenshot shows the 'Equipment List' page in the LEAP application. A red circle with the number '1' highlights the left-hand navigation menu. Another red circle with the number '2' highlights the 'Export All Records To Excel' button in the top right corner. The main content area displays summary statistics: '0 Equipment PTO Expiring in 3 Months' and '26 Applications Assigned to me'. Below these are buttons for 'Export Selected Records To Excel', 'Display/Hide Columns', and 'Group By Column'. A search bar and a 'Scan/Upload QR Code' button are also present. A table of equipment records is shown at the bottom, with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next FU, and Action. The first row of data is: EN-02210-006463, PL233111, 52, North Bridge Road, 3 - 4, 123123, 52, North Bridge Road, 123123, N/A, 29/09/2022, 31/10/22, View, ...

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FU	ACTION
EN-02210-006463	PL233111	52, North Bridge Road, 3 - 4, 123123	52	North Bridge Road	123123	N/A	29/09/2022	31/10/22	View ...

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

(No equipment needs to be selected as this function exports all records).

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 Recommision PTO Application | **Resume New PTO Application** | Export Selected Records To Excel

1579 / 1579 equipments | 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	SPST	N/A	SPST	N/A
<input checked="" type="checkbox"/>	N/A	23432	b/k350044, test jgkf	b/k350044	test jgkf	N/A
<input checked="" type="checkbox"/>	N/A	PL01	991, hougang street	991	hougang street	N/A
<input checked="" type="checkbox"/>	N/A	PL10 (DO NOT TOUCH THIS EQUIPMENT)	305, Tampines Street 40	305	Tampines Street 40	N/A
<input checked="" type="checkbox"/>	N/A	p/004423	b/k2342, test	b/k2342	test	N/A
<input checked="" type="checkbox"/>	N/A	C-004	Thomson plaza123	N/A	Thomson plaza123	N/A
<input checked="" type="checkbox"/>	N/A	p/423	b/k343u, round robin, 44, 44 - 44, 123456	b/k343u	round robin	123456
<input checked="" type="checkbox"/>	N/A	12	12	N/A	12	N/A
<input checked="" type="checkbox"/>	N/A	p/234234	b/k45534, test 234234, 234234	b/k45534	test 234234	234234
<input checked="" type="checkbox"/>	N/A	p/32423	b/ked03x, b/ked03x, 34, 4 - 4, 444444	b/ked03x	b/ked03x	444444

Showing 1 to 10 of 1579 results

3


- ☒ Address
- ☒ BLK
- ☒ Street Name
- ☒ Postal Code
- ☒ Building Name
- ☒ Application ID
- ☒ Date of application
- ☒ Application Status
- ☒ Application Type
- ☒ Payment Status
- ☒ Payment Method
- ☒ Year of Installation
- ☒ Make
- ☒ Model
- ☒ Capacity
- ☒ ARD Brand
- ☒ ARD Model
- ☒ UPS Brand
- ☒ UPS Model
- ☒ Machine room/Machine Roomless
- ☒ Rated Load
- ☒ Rated Speed
- ☒ Cabin Height
- ☒ Cabin Breadth
- ☒ Cabin Length
- ☒ Speed
- ☒ Width
- ☒ Span
- ☒ Length
- ☒ Rise
- ☒ No Load Test Date
- ☒ Full Load Test Date
- ☒ Next Full Load Test Expiry Date
- ☒ Code of Standard
- ☒ Owner Name
- ☒ Owner Email
- ☒ Owner Representative Status
- ☒ Owner Representative Name
- ☒ Owner Representative Email
- ☒ Maintenance Contractor
- ☒ Test Contractor
- ☒ Specialist Professional Engineer
- ☒ Lift Escalator Inspector
- ☒ PTO Approved Date
- ☒ Development Type

4

Cancel Export

3. Check the required items

4. Click Export will navigate the LEI to the Export request list page.

 LEAP

All

Lifts

Escalators

LEI (User Manual)

SamanLEI
LEI

Excel Export Requests

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

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

REQUEST DATE/TIME dd/mm/yyyy	REQUEST STATUS	PROCESSED DATE/TIME dd/mm/yyyy	ACTION
28/10/2024 18:21:51	Success	28/10/2024 18:33:30	<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
29/05/2024 11:35:51	Success	29/05/2024 11:55:04	Download

Because of the large 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

4 Viewing equipment in PTO application list

4.1 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-202209-006438		
17/09/2022	New PTO	A-202209-006438		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

PTO Application List

Application ID: A-202209-006438
Application Date: 17/09/2022
Application Type: New PTO

Export As PDF

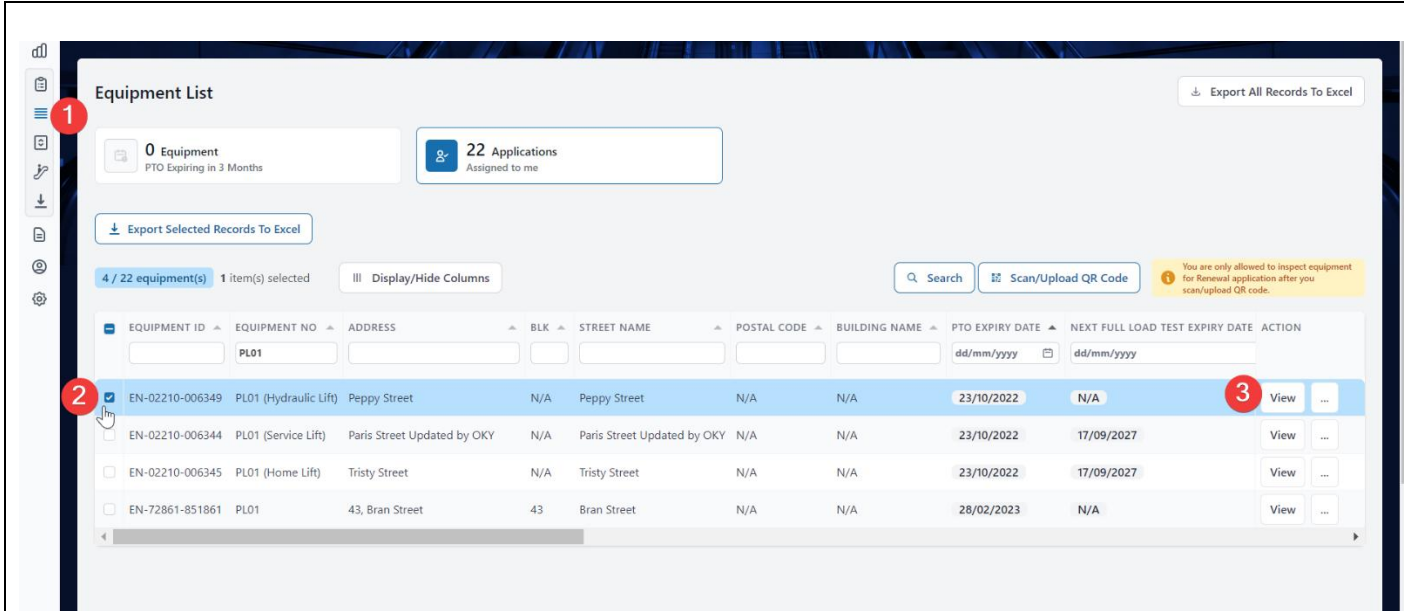
0 item(s) selected

	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT STATUS	ACTION
<input type="checkbox"/>	A-202209-006438	Tristy Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Bombay Street	Complete	New PTO	Others	17/09/2022	04/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Verene Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Serene Street	Complete	New PTO	Transport Facilities	17/09/2022	24/09/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Paris Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Peppy Street	Complete	New PTO	Others	17/09/2022	05/10/2022	Paid	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 for a previous application ID, you may search from the equipment.

4.2 If Application ID is not known upfront



Equipment List

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

4 / 22 equipment(s) 1 item(s) selected

Display/Hide Columns

Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	ACTION
<input checked="" type="checkbox"/>	EN-02210-006349	PL01 (Hydraulic Lift)	Peppy Street	N/A	Peppy Street	N/A	23/10/2022	N/A	View ...
<input type="checkbox"/>	EN-02210-006344	PL01 (Service Lift)	Paris Street Updated by OKY	N/A	Paris Street Updated by OKY	N/A	23/10/2022	17/09/2027	View ...
<input type="checkbox"/>	EN-02210-006345	PL01 (Home Lift)	Tristy Street	N/A	Tristy Street	N/A	23/10/2022	17/09/2027	View ...
<input type="checkbox"/>	EN-72861-851861	PL01	43, Bran Street	43	Bran Street	N/A	28/02/2023	N/A	View ...

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

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

Equipment Details View Submission Start Submission Edit

Equipment ID EN-02210-006349	Equipment Type Hydraulic Lift	Equipment No (e.g., PL01) PL01 (Hydraulic Lift)
Owner Name, ID Jurong Town Corporation, 180079784F	PTO Expiry Date 23/10/2022	Equipment Status Active
Testing Contractor C&W SERVICES OPERATIONS PTE LTD, 201800001A	Maintenance Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A	Installation Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A
SPE, ID chester.muller, 33	LEI, Reg No bmartynov, LEI-00033	Commissioning Date 17/09/2022
Full Load Test Date 17/09/2022	Next Full Load Test Expiry Date N/A	No Load Test Date 17/09/2022
PTO Approved Date N/A		

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History) 4

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	DATE	APPLICATION STATUS
Renewal PTO	A-202210-006582	11/10/2022	Pending SPE Inspection
New PTO	A-202209-006438	17/09/2022	Complete

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 4.1](#)

5 Profile and user management

Note: LEI name cannot be edited. Should you require any changes, please approach BCA for assistance.

The screenshot displays the 'Profile' page in the LEAP application. On the left is a vertical sidebar with icons for various functions: a clipboard, a list, a document, a person, a download arrow, a document with a checkmark, a person with a red circle containing the number '1' (highlighted), and a gear for settings. The main content area is titled 'Profile' and is divided into two sections: 'LEI Details' and 'Address Details'. The 'LEI Details' section contains three input fields: 'Id' with the value 'e814e141-7ec5-4410-bed4-0ca56ca24ac5', 'LEI NRIC' with the value '*****719N', and 'LEI Name' with the value 'Ellis Runte'. The 'Address Details' section contains three input fields: 'Block/House Number' with the value '330215', 'Street Name' with the value 'Shawn Mountain' (marked with a red asterisk), and 'Floor Number' with the value '12'.

Profile	
LEI Details	
Id	e814e141-7ec5-4410-bed4-0ca56ca24ac5
LEI NRIC	*****719N
LEI Name	Ellis Runte
Address Details	
Block/House Number	330215
Street Name *	Shawn Mountain
Floor Number	12

5.1 Changing address details

The screenshot displays the 'Profile' page in the LEAP application. The left sidebar contains navigation icons, with the 'Profile' icon highlighted and marked with a red circle '1'. The main content area is titled 'Profile' and contains three sections: 'LEI Details', 'Address Details', and 'Contact Details'. The 'Address Details' section is highlighted with a red circle '2' and contains the following fields: 'Block/House Number' (blk 7), 'Street Name' (55), 'Floor Number' (55), 'Unit Number' (55), 'Building/Estate Name' (55), and 'Postal Code' (444444). The 'Contact Details' section contains 'Email' (XXX@gmail.com, marked as 'Verified') and 'Phone' (65 98765432). At the bottom, there is a declaration checkbox marked with a red circle '3' and the text 'I declare that the information provided above is accurate and will be used for all correspondences with me.' To the right of the declaration is a red circle '4' and the 'Save' button. The 'Cancel' button is also visible.

1. Begin by selecting Profile and User management
2. 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 sections: 'LEI Details', 'Address Details', and 'Contact Details'. The 'Contact Details' section is highlighted with a red circle '2'. The 'Email' field is highlighted with a red circle '3' and contains the text 'XXX.@gmail.com'. A blue border is visible around the 'Email' field. A red circle '4' is placed over the 'Send OTP' button. A red circle '1' is placed over the 'Contact Details' section header. 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.' Below the 'Phone' field, there is a checkbox with the text 'I declare that the information provided above is accurate and will be used for all correspondences with me.' At the bottom right, there are 'Cancel' and 'Save' buttons.

1. Select profile and user management

2. Go to Contact Details

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

4. Click on Send OTP

The screenshot displays the 'Profile' page in the LEAP application. At the top, a green banner with a circular icon and the text 'OTP Sent' is highlighted with a red circle labeled '5'. Below this, the 'LEI Details' section contains fields for 'Id' (adb822b2-bae2-450a-9606-6e27b65c2e51), 'LEI NRIC' (*****0699), and 'LEI Name' (bmartymovt). The 'Address Details' section includes fields for 'Block/House Number' (blk 7), 'Street Name' (55), 'Floor Number' (55), 'Unit Number' (55), 'Building/Estate Name' (55), and 'Postal Code' (444444). The 'Contact Details' section features an 'Email' field (XXX@gmail.com) with a 'Send OTP' button (highlighted with a red circle labeled '6') and a 'Verification Code' field (highlighted with a red circle labeled '7') with a 'Validate' button. A yellow box below the email field contains 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.' A red circle labeled '6' is also placed over the 'Send OTP' button. At the bottom right, there are 'Cancel' and 'Save' buttons. A checkbox at the bottom left states: 'I declare that the information provided above is accurate and will be used for all correspondences with me.'

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

Profile

OTP Sent

LEI Details

Id: adb822b2-bea2-450a-9606-6e22b85c2e51

LEI NRIC: *****069P

LEI Name: bmartynovt

Address Details

Block/House Number: blk 7

Street Name *: 55

Floor Number: 55

Unit Number: 55

Building/Estate Name: 55

Postal Code: 444444

Contact Details

Email *: XXX.@gmail.com Send OTP

35154 Validate OTP has been sent. Resend OTP in 0:50

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.

Phone *: 65 98765432

☐ I declare that the information provided above is accurate and will be used for all correspondences with me.

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 the OTP sent to your email.

9. Click Validate

Profile

Email Verified **10**

LEI Details

Id e814e141-7ec5-4410-bed4-0ca56ca24ac5

LEI NRIC *****719N

LEI Name ellis1

Address Details

Block/House Number blk 7

Street Name * 55

Floor Number 55

Unit Number 55

Building/Estate Name 55

Postal Code 123940

Contact Details

Email * XXXX@gmail.com Send OTP

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.

Phone * 65 83298438

☐ I declare that the information provided above is accurate and will be used for all correspondences with me.

10. A message to inform Email verified

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.

Contact Details

Email * Verified **11** XXXX@gmail.com

Phone * 65 52402338

5.3 Changing contact details (phone number)

Profile

LEI Details

Id: adb822b2-bes2-450a-9606-6e22b65c2e51

LEI NRIC: *****066P

LEI Name: lsmartynovt

Address Details

Block/House Number: blk 7

Street Name: 55

Floor Number: 55

Unit Number: 55

Building/Estate Name: 55

Postal Code: 444444

Contact Details

Email: XXX@gmail.com (Verified)

Phone: 65 98765431

☐ I declare that the information provided above is accurate and will be used for all correspondences with me.

Contact Details

Email: XXX@gmail.com (Verified)

Phone: 65 98765431

☒ I declare that the information provided above is accurate and will be used for all correspondences with me.

Cancel Save

1. Select profile and user management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your phone number
4. Ensure country code (in digit) is entered
5. Select declaration
6. Save

Note:

You would not be required to validate your phone number with OTP at the moment.

You would need to select declaration before "Save" is enabled.

6 Notifications

In this section, LEI 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 LEI if they are not configured:

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

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

Notification Settings 2

Renewal Alert

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.

Full-load Test Alert

I want to receive an alert at least ... months before full-load test due date.

☐ 2 months
☒ 3 months
☐ 4 months
☐ 5 months

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
XXX@gmail.com

Cancel **Save Changes** 3

1. Select Notification Settings from sidebar

2. Change frequency for desired alerts

3. Save changes

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