



# User Manual

For the BCA LEAP Application

Role	LEI
Version	1.11
Date	7 May 2026



# 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
1.11	7 May 2026	Revision of Section 2 Renew PTO application

Version	Date Updated	Remarks
		Revision of Section 3 Equipment details Revision of Section 5 Profile and User Management

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

<sup>1</sup> Temporarily not applied in LEAP

## 1.2.2 Equipment Status

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

## 1.2.3 Inspection Status

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

## 1.2.4 Payment Status

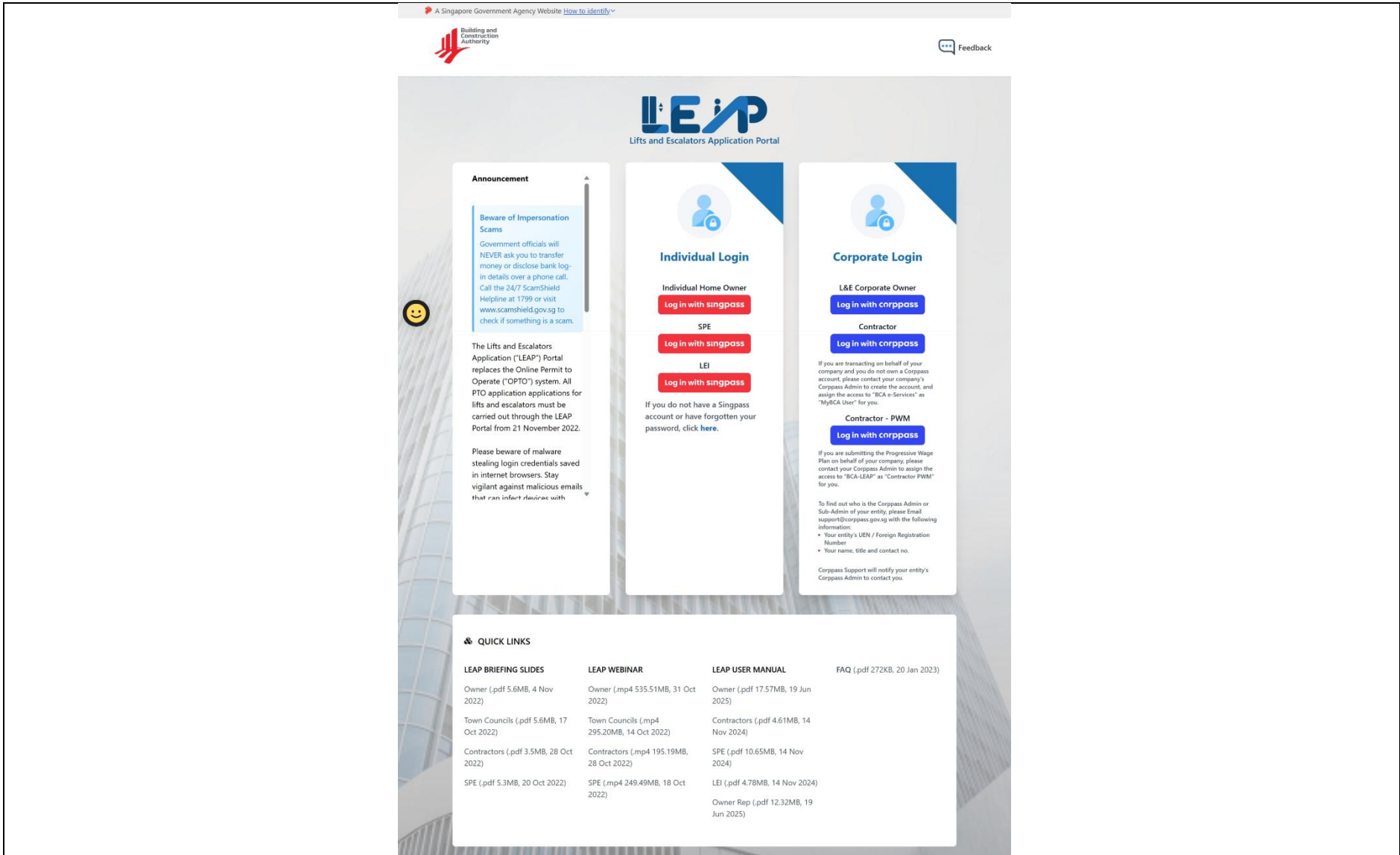
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Refund Requested	Owner requested for refund, or Finance Officer mark payment for refund
Refunded	Finance Officer updated refund status as refunded
Pending Refund	Finance Officer updated refund status as pending refund
Failed	GIRO Deduction is unsuccessful
Submitted to Vendors@Gov	Owner made payment through PayBCA and selected Vendors@Gov

## 1.2.5 Refund Status

Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

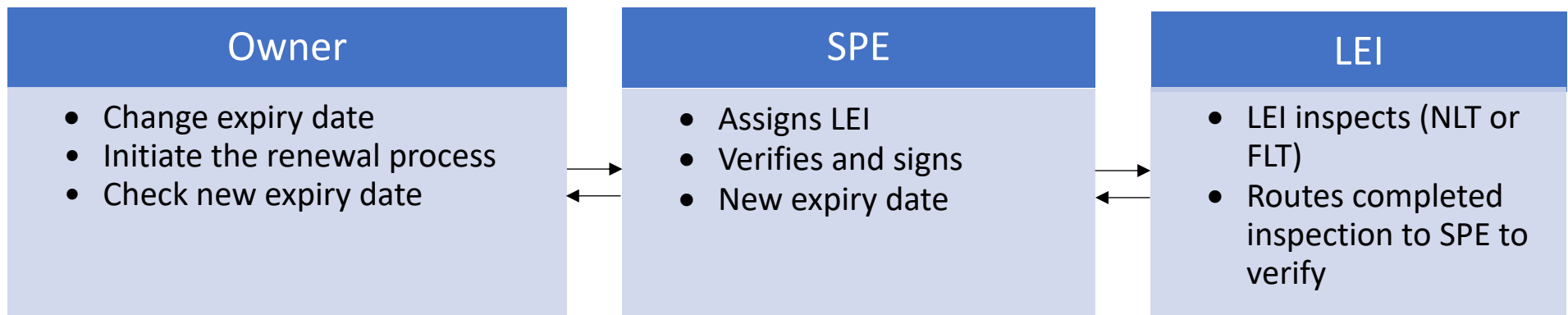
# 1.3 Logging into the system

To login into the system, LEIs can begin by selecting the LEI login with Singpass. LEI will then upon successful entry be directed to the Singpass web page.



## 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 dashboard features a top navigation bar with the BCA and LEAP logos, menu items for 'All', 'Lifts', and 'Escalators', and a user profile for 'ellist LEI'. Below the navigation, there are two summary cards: '12 Equipments In Equipment List' and '4 Equipment Ongoing Renewal', each with a 'View all' link. A 'Drafts (1)' section contains a table with one entry:

Equipment ID	Status	Contractor	Owner	Auto-Deletion Date	Actions
PL507 / L577 Banner FLT	Renewal	1C791A61-1A28-485B-B58F-FF4A897C6B38 (Testing Contractor)	LTA ABC (Owner)	Will be auto-deleted on <b>15/04/2025</b>	Resume Delete

# 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.

The screenshot displays the 'Equipment List' page in the LEAP application. At the top, there are navigation tabs for 'All', 'Lifts', and 'Escalators'. A summary section shows '7 Equipment' (PTO Expiring in 3 Months) and '80 Applications' (Assigned to me). Below this is a table of equipment records.

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	5	N/A	N/A	View ...	
<input type="checkbox"/>	N/A	CL87072	CL87072	N/A	CL87072	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	PL8707	N/A	PL8707	N/A	N/A	N/A	View ...	
<input type="checkbox"/>	EN-82001-394385	N/A	1137, Lighthouse Bay, arcu adipiscing molestie, 224 - aioxq, 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

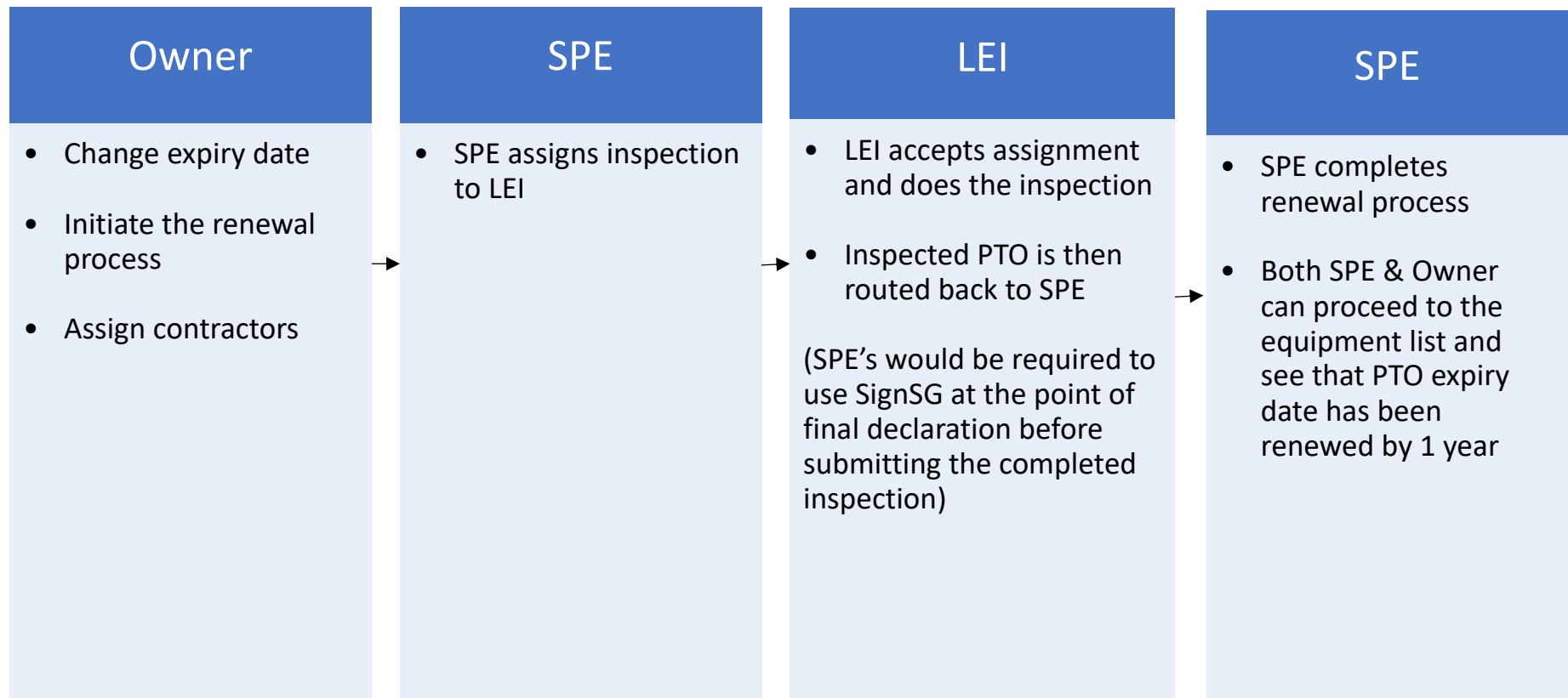
For easy filtering of relevant equipment select smart filter view in equipment list

The screenshot shows the LEAP web application interface. At the top, there is a navigation bar with the Building and Construction Authority logo and user information (SamanLEI). Below this is a sidebar with navigation icons. The main content area is titled 'Equipment List' and features a summary card with a red border indicating '7 Equipment PTO Expiring in 3 Months' and '80 Applications Assigned to me'. Below the summary card, there are filters for '80 / 80 equipment(s)' and '0 item(s) selected'. A table of equipment records is displayed with columns for Equipment ID, Equipment No, Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, and Next Full Load Test Expiry Date. The last row in the table shows a PTO expiry date of 23/10/2022 and a next full load test expiry date of 13/10/2022, which is highlighted in red. A yellow warning banner at the bottom right states: '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
N/A	do not use this	blk5, 5, 5, 5 - 5, 555555	blk5	5	555555	5	N/A	N/A	View ...
N/A	CL87072	CL87072	N/A	CL87072	N/A	N/A	N/A	N/A	View ...
N/A	99	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	View ...
N/A	PL8707	PL8707	N/A	PL8707	N/A	N/A	N/A	N/A	View ...
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

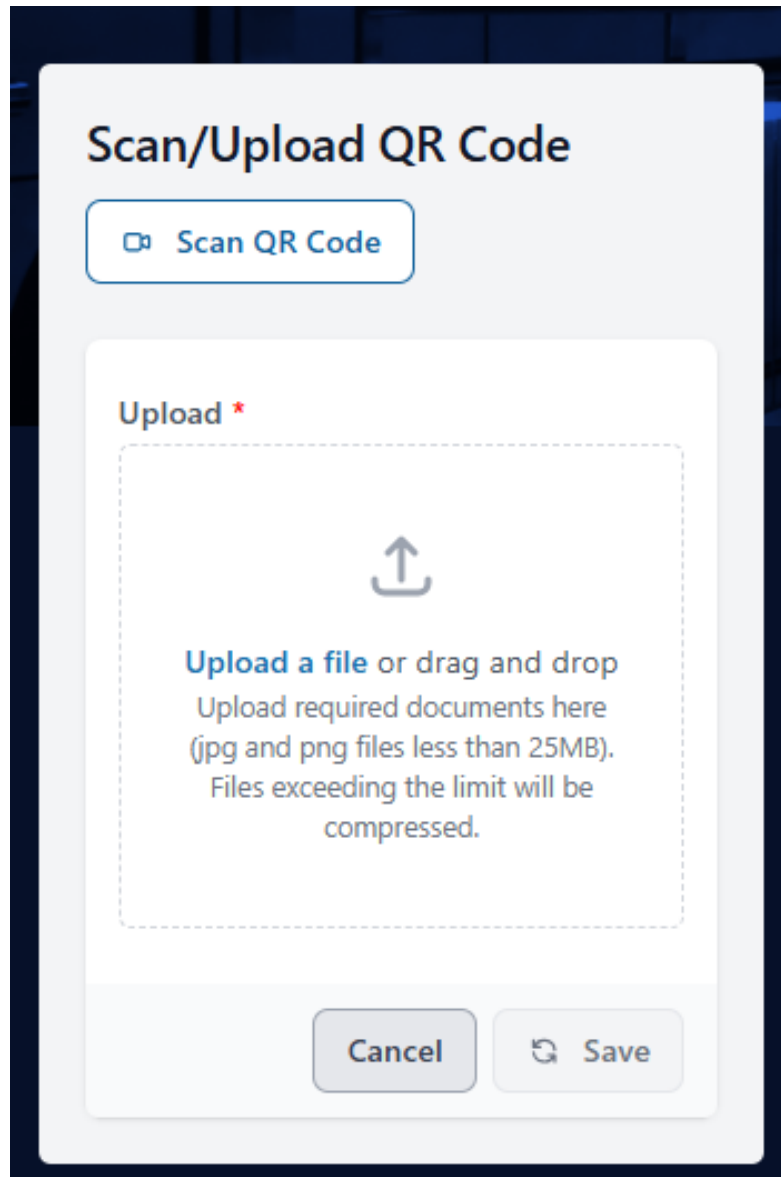
Scan/Upload QR Code

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

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	31/10/2022 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.

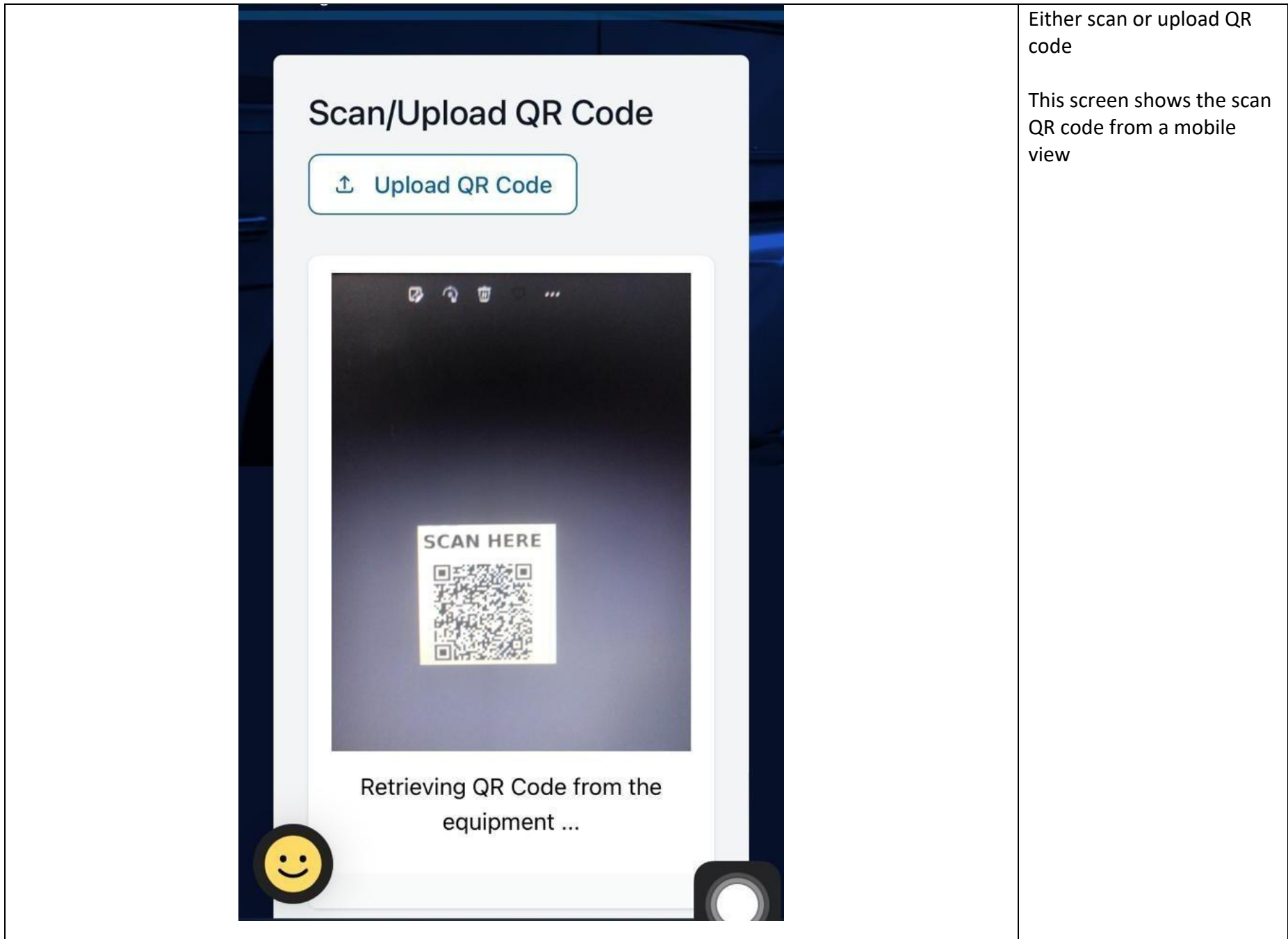


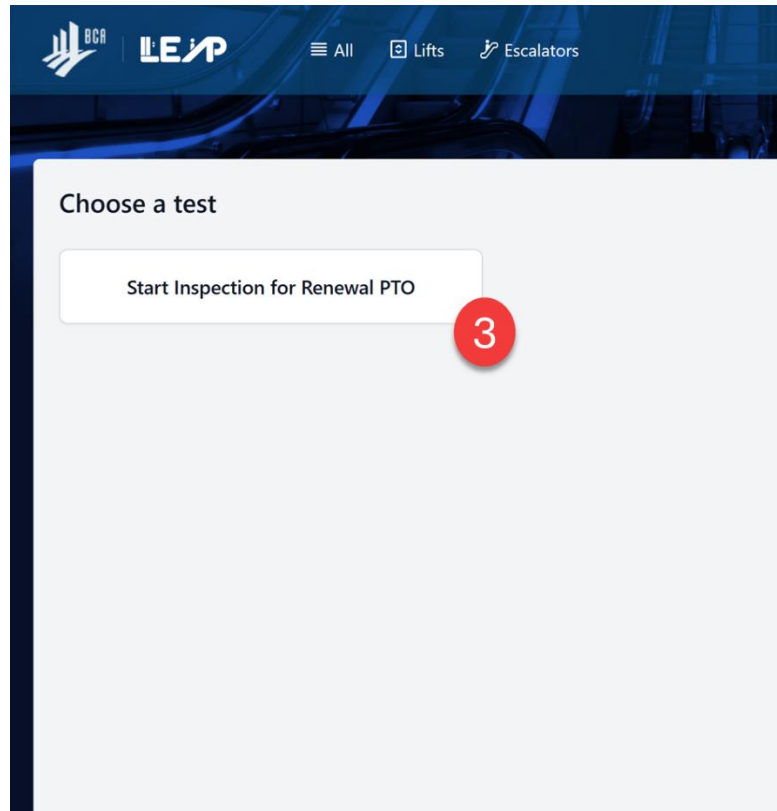
Either scan or upload QR code

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.





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><strong>test</strong></i> | T18550...

---

**FLT Question**

Does FLT need to be done?  Yes  No 4

5

[< 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:

- a. If FLT needs to be done, System will automatically display FLT checklist portion for LEI to fill out
- b. 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)> </img>LTA ABC,  
UEN8439586I

PTO Expiry Date

31/03/2025

Other Observations

**Status:**

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

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.

Previous Submitted Document N/A

Tested by SamanLEI (ID: \*\*\*\*253U)

Date & Time 22/04/2026 11:47

**Applicable Standard(s) \***

Choose the applicable standard(s) **8** Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004

Remarks

**Declaration**

The equipment has been satisfactorily tested in accordance with the codes chosen above. **9**

**10**

< Previous Save As Draft Submit >

8. Choose the Applicable Standard(s)

**Note: Only** for Renewal PTO, if the equipment already has multiple applicable standards, it will show during inspection (Refer to screenshot below).

LEI will not be able to add or remove applicable standards.

9. Check the declaration box

10. Submit

Tested by The Mighty Mrubensm (ID: \*\*\*\*404T)

Date & Time 24/04/2026 00:02

**Applicable Standard(s) \***

Choose the applicable standard(s) SS CP 15:1980

Remarks

Choose the applicable standard(s) SS CP 15:1990

Remarks

## Renewal Inspection

11

Submit completed inspection report

CONFIRM DETAILS

RENEWAL PTO INSPECTION CHECKLIST

### Equipment Information

Equipment ID	Equipment Type
L173959	Car Lift

11. Success Message will be shown

The Inspection will be submitted to the SPE for review.

## 2.1 Bypass QR code scanning for PTO renewals

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

# 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

**i** 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	<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">View</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">...</span> </div>

2

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.

### Equipment List

0 **Equipment**  
PTO Expiring in 3 Months

22 **Applications**  
Assigned to me

[Export All Records To Excel](#)

[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.

	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	pi4234	3, Ridgeway, molestie lorem quisque, 766 - vimuw, 850496	3	Ridgeway	850496	molestie lorem quisque	View ...

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

Equipment List

0 Equipment  
PTO Expiring in 3 Months

22 Applications  
Assigned to me

Export All Records To Excel

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset 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

**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
<input checked="" type="checkbox"/> EN-12666-756820	N/A	123, Delmar, Delmar Villa, 21 - 09, 912321	123	Delmar	912321	Delmar Villa	23/10/2022	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 ...

**Equipment Details**

View Submission Start Submission 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. Select "Edit"

## Edit Equipment **EN-52757-543721**

### Address Details

Search for Address

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

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

5

Block/House Number

71

Street Name \*

ROBINSON ROAD

Floor Number

2

Unit Number

2

Building/Estate Name

71 ROBINSON

Postal Code

068895

Development Type \*



Residential Non-landed (HDB)

6

Cancel

Save Address Details

5. Make required changes for Address Details
6. Click "Save Address Details"

**Note:** Address details can be populated via "Search for Address" (Refer to screenshot below) or Manual input.

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

### Address Details

Search for Address

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

Block/House Number

Floor Number

Building/Estate Name

Development Type \*



Select an option

### Technical Information

Equipment No (e.g., PL01) \*

Equipment Type \*

Select an option

579700

200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700

200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700

200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700

200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700

200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700

200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

**Technical Information** 1

Equipment No (e.g., PL01) *	<input type="text" value="CL7890"/>	Equipment Type *	<input type="text" value="Fire Lift"/>
Year of Installation *	<input type="text" value="2024"/>	Make *	<input type="text" value="BNF ENGINEERING (S)"/>
Model *	<input type="text" value="CL7890"/>	ARD Brand	<input type="text"/>
ARD Model	<input type="text"/>	UPS Brand	<input type="text"/>
UPS Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Rated Load *	<input type="text" value="1"/> kg
Rated Speed *	<input type="text" value="1"/> m/s	Cabin Height *	<input type="text" value="1"/> mm
Cabin Breadth *	<input type="text" value="1"/> mm	Cabin Length *	<input type="text" value="1"/> mm

**Applicable Standard(s) \***

Choose the applicable standard(s)

Remarks

2

1. Make required changes for Technical Details

2. Save Technical Information

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

Year of Installation \* 2022      Make \* KONE

Model \* 2022      Speed \* 2022 m/s

Length \* 2022 mm      Width \* 2022 mm

Rise \* 2022 mm      Span 2022 mm

**Applicable Standard(s) \***

Choose the applicable standard(s)

Remarks

SS CP 15:1990

Remove

Choose the applicable standard(s)

Remarks

SS CP 15:1980

Remove

Cancel    Save Technical Information

**Edit Equipment L690**

Equipment data updated 3

**Note:** If an equipment has multiple applicable standards, it can be edited and saved. No additions are allowed.

In this case, applicable standards can be removed until only one remain.

3. Success message will be shown

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?

**Note:** 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.

**Applicable Standard(s)**

[Clear All Column Filters](#)

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
1 Recommission PTO	Any other lift: SS 550:2009	recomm 2	24/04/2026	SPE - Sushi: Best Friend of Hasani
Recommission PTO	Any other lift: SS CP 2:2000		24/04/2026	Officer - Myra Wintheiser
2 Others	Any other lift: SS CP 2:2000	edit	24/04/2026	Owner - Ollie Jacobs
Renewal PTO	Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004		23/04/2026	SPE - Sushi: Best Friend of Hasani
New PTO	Any other lift: Others		23/04/2026	SPE - Sushi: Best Friend of Hasani

Showing 1 to 5 of 5 results

Rows per page 10 [First](#) [<](#) [1](#) [>](#) [Last](#)

[Show less](#) ^

**Note:**  
Changes to applicable standard(s) will be reflected in equipment details in the following scenarios:

1. Transition of application type(s). For example, a Renewal PTO with Code of Standard (COS) A undergoes Recommission application and changes to COS B
2. COS is edited as per [Section 3.2](#).

## 3.3 View Submission

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

### 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](#)

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

### 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 <a href="#">Show more</a>	LEI, Reg No. N/A	Commissioning Date N/A

---

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	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px;">4</span>	<a href="#">Download</a>
Document has been authorised by chester.muller on 02/08/2023 12:40		
ACOP Type Test Cert_ACOP Protection Means.pdf		<a href="#">Download</a>
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 >>/11/2022	Next Full Load Test Expiry Date >>/11/2027	No Load Test Date >>/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 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

Building and Construction Authority

Logout

LEAP

All Lifts Escalators

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

## **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 PTO 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 Step - 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

The screenshot shows the 'Equipment List' page in the LEAP application. The interface includes a sidebar with navigation icons, a main content area with summary cards, and a table of equipment records. A red circle '1' points to the sidebar menu icon. A red circle '2' points to the first row of the equipment table, which is highlighted in blue. A red circle '3' points to the 'Export Selected Records To Excel' button located above the table. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEX, and ACTION. The first row contains the following data: EN-12666-756820, N/A, 123, Delmar, Delmar Villa, 21 - 09, 912321, 123, Delmar, 912321, Delmar Villa, 23/10/2022, N/, View, ...

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEX	ACTION
EN-12666-756820	N/A	123, Delmar, Delmar Villa, 21 - 09, 912321	123	Delmar	912321	Delmar Villa	23/10/2022	N/	View ...
EN-96013-277130	PL130	43, Bran Street, test, 3 - 3, 345345	43	Bran Street	345345	test	23/10/2022	N/	View ...
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

4. Check all the desired information to be exported
5. Click Export

A		AQ
1	EQUIPMENT ID	CODE OF STANDARD
2	E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

**Note:** In column "CODE OF STANDARD", past Code of Standard(s) are denoted by semi-colon ";" in the excel.

## 3.6 Export all records to excel

The screenshot shows the 'Equipment List' interface. At the top right, there is a button labeled 'Export All Records To Excel' (marked with a red circle '1'). Below this, there are several equipment status cards. A dropdown menu for 'Display/Hide Columns' is open, showing a list of columns with checkboxes (marked with a red circle '2'). The columns include: 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, 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, and Development Type. At the bottom right of the column selection menu, there are 'Cancel' and 'Export' buttons (marked with a red circle '3').

1. Select export all records to excel  
(No equipment needs to be selected as this function exports all records).

2. Check the details to be exported  
3. Select export

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
11/07/2023 12:42:40	Processing	N/A	Download
06/03/2023 18:09:43	Success	06/03/2023 18:11:15	Download
03/03/2023 15:26:15	Success	03/03/2023 15:27:02	Download
09/01/2023 09:59:25	Success	09/01/2023 10:01:07	Download
06/01/2023 18:45:46	Success	06/01/2023 18:49:01	Download
06/01/2023 17:59:44	Success	06/01/2023 18:00:53	Download
06/01/2023 16:23:36	Success	06/01/2023 16:36:12	Download
06/01/2023 15:59:01	Success	06/01/2023 16:15:55	Download
06/01/2023 15:57:54	Success	06/01/2023 16:11:51	Download
06/01/2023 15:54:39	Success	06/01/2023 16:07:47	Download

By selecting the export all download, it will navigate the LEI to the downloading page.

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 no longer be greyed out.

	A	AQ
1	EQUIPMENT ID	CODE OF STANDARD
2	E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

**Note:** In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

# 4 Viewing equipment in PTO application list

## 4.1 If Application ID is known upfront

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-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

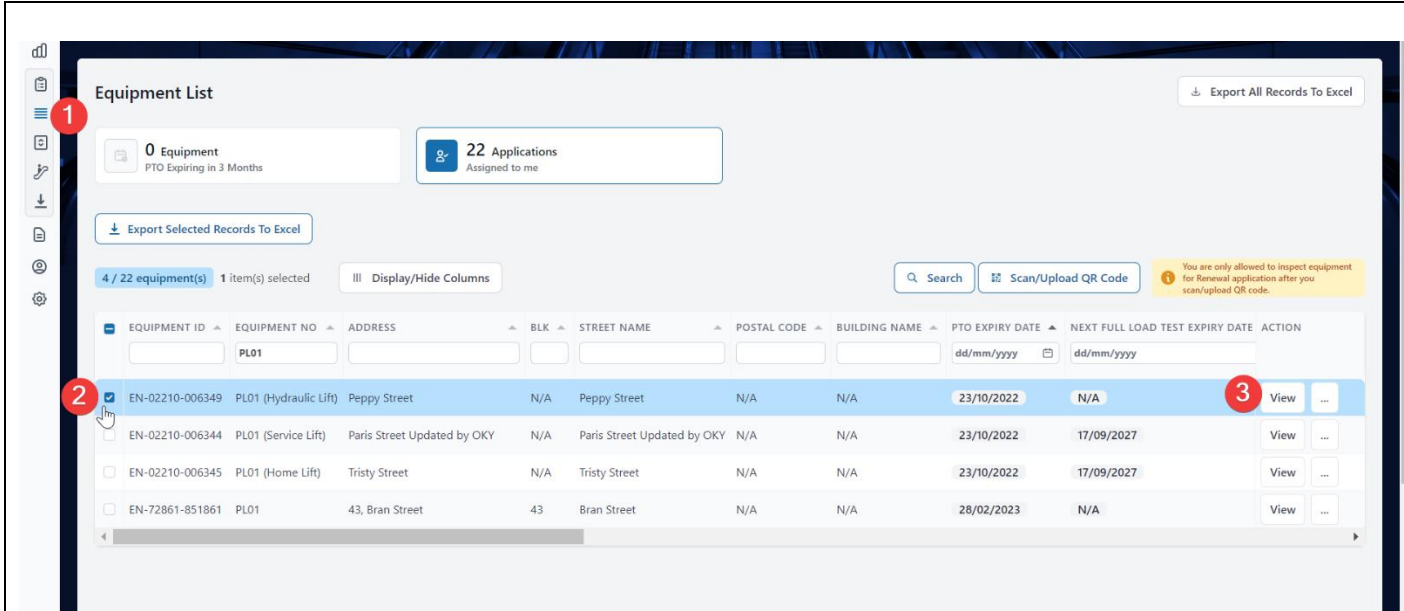
0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT STATUS	ACTION	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	dd/mm/yyyy	dd/mm/yyyy	<input type="text"/>		
<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



The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area has a header with 'Equipment List' and an 'Export All Records To Excel' button. Below the header, there are two summary boxes: '0 Equipment PTO Expiring in 3 Months' and '22 Applications Assigned to me'. A secondary 'Export Selected Records To Excel' button is present. The main table displays equipment records with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, and ACTION. A red circle '2' highlights the first row, which is selected. A red circle '3' highlights the 'View' button in the 'ACTION' column of the first row. A yellow warning banner at the top right states: '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	<input type="button" value="View"/> <input data-bbox="1428 609 1459 633" type="button" value="..."/>
<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	<input type="button" value="View"/> <input data-bbox="1428 649 1459 673" type="button" value="..."/>
<input type="checkbox"/>	EN-02210-006345	PL01 (Home Lift)	Tristy Street	N/A	Tristy Street	N/A	23/10/2022	17/09/2027	<input type="button" value="View"/> <input data-bbox="1428 690 1459 714" type="button" value="..."/>
<input type="checkbox"/>	EN-72861-851861	PL01	43, Bran Street	43	Bran Street	N/A	28/02/2023	N/A	<input type="button" value="View"/> <input data-bbox="1428 730 1459 755" type="button" value="..."/>

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

- Go to Equipment List page
- Select the equipment
- 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 bmartynovic, 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

7. Scroll down to bottom of the page
8. 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.

**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

**Profile**

**SPE Details**

Id: 49

SPE Name: Sushi: Best Friend of Hasani

**Address Details**

Search for Address: e.g., Block 123, Main Street, or 123456

Block/House Number: 56

Street Name: Dsd

Floor Number: 56

Unit Number: 462

Building/Estate Name: 21sdf

Postal Code: 555555

**Contact Details**

Email: ezra\_tan@tsp.dev (Verified)

Phone: 65 34243212

I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Buttons: Cancel, Save

1. Begin by selecting Profile and User management

2. Key in changes to address

**Note:** Address details can be populated via "Search for Address" (Refer to screenshot below) or Manual input.

3. Check declaration

4. Select save

**Address Details**

Search for Address: Search by block, street name, building name or postal code

Block/House Number: [ ]

Floor Number: [ ]

Building/Estate Name: [ ]

Development Type: Select an option

**Technical Information**

Equipment No (e.g., PL01): [ ]

Equipment Type: Select an option

579700

200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700

200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700

200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700

200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700

200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700

200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

## 5.2 Changing contact details (email)

The screenshot shows the 'SPE Details' form in the LEAP application. The form is divided into three main sections: SPE Details, Address Details, and Contact Details. The 'Profile & User Management' menu item is highlighted with a red circle '1'. The 'Send OTP' button is highlighted with a red circle '2'. The 'Validate' button is highlighted with a red circle '3'. A yellow success message 'Email Verification!' is displayed below the email field, indicating that the email has been verified.

**SPE Details**

Id: 49

SPE Name: Sush: Best Friend of Hasani

**Address Details**

Search for Address: e.g. Block 123, Main Street, or 123456

Block/House Number: 56

Street Name: Dsd

Floor Number: 56

Unit Number: 462

Building/Estate Name: 21sdf

Postal Code: 555555

**Contact Details**

Email: abc@gov.sg Send OTP

123456 Validate OTP has been sent. Resend OTP in 1:52

**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 34243212

I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Submit Feedback  
Development | branch: main | commit: e6061532 | job: 2133044 | 2026-03-12T04:53:34Z

Cancel Save

1. Select profile and user management
2. Under Contact Details, 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 and click on Send OTP

**Note:** A green success message "OTP Sent" will be displayed

3. Check email inbox for OTP and fill it in. Click "Validate".

**Note:** There will be countdown timer of 2 minutes before "Resend OTP" button is enabled.

Once email is verified, you will see a success message "Email Verified".

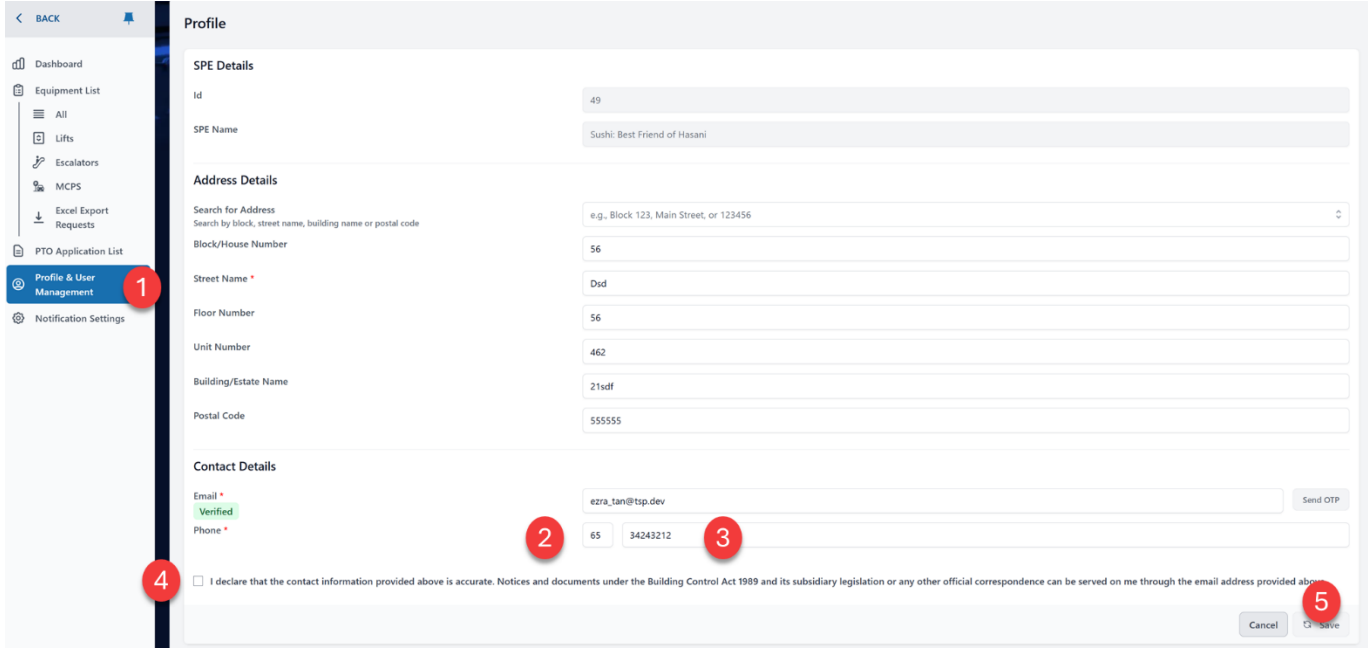
The screenshot shows the 'Profile' section of the application. A green success message 'Email Verified' is displayed, indicating that the email has been successfully verified.

**Profile**

🟢 Email Verified

	<p><b>Note:</b> You would be required to validate your email with OTP.</p> <p>The OTP may arrive in a few minutes time, and will expire in 3 hours.</p> <p>There is no need to select declaration to apply changes to the email address.</p>
--	--

## 5.3 Changing contact details (Phone Number)



The screenshot displays the 'Profile' management page in the LEAP application. The page is divided into several sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'Contact Details' section is the focus, showing fields for 'Email' (ezra\_tan@tsp.dev, marked as 'Verified') and 'Phone' (65 34243212). A 'Send OTP' button is next to the email field. A checkbox at the bottom of the 'Contact Details' section is checked, indicating that the user declares the contact information is accurate. The page includes a sidebar with navigation options like 'Dashboard', 'Equipment List', 'All', 'Lifts', 'Escalators', 'MCPS', 'Excel Export Requests', and 'PTO Application List'. The 'Profile & User Management' option is highlighted in blue. Red circles with numbers 1 through 5 are overlaid on the interface to indicate the steps for changing contact details.

1. Select profile and user management
2. Go to Contact Details
3. Fill your phone number with correct country code
4. Select declaration
5. 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.

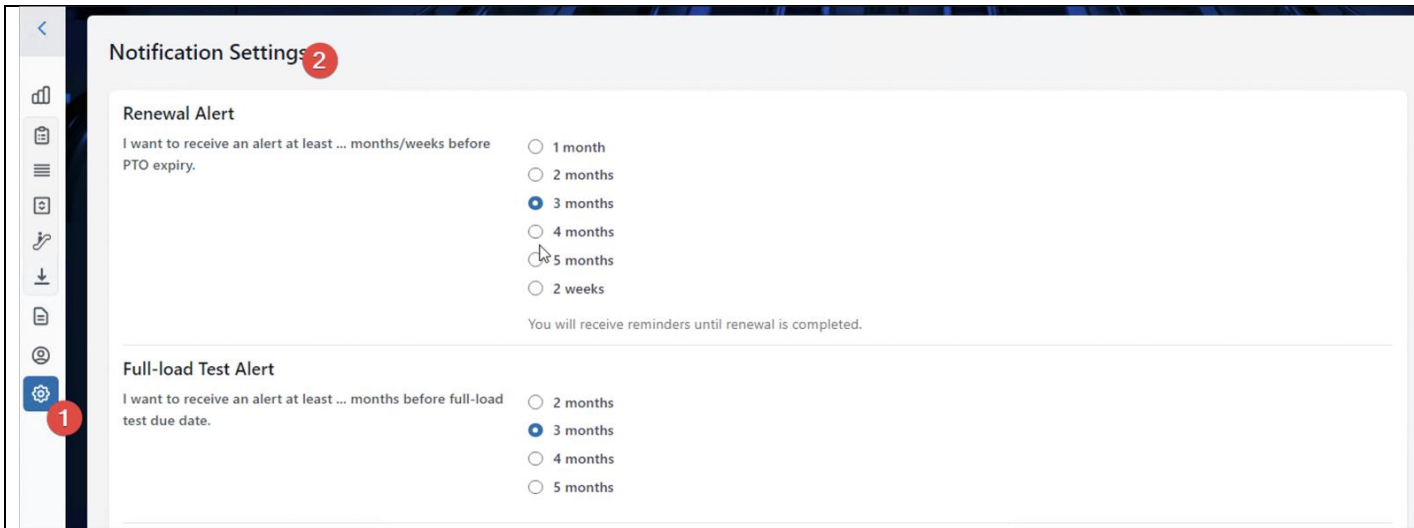
## 6 Notifications

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

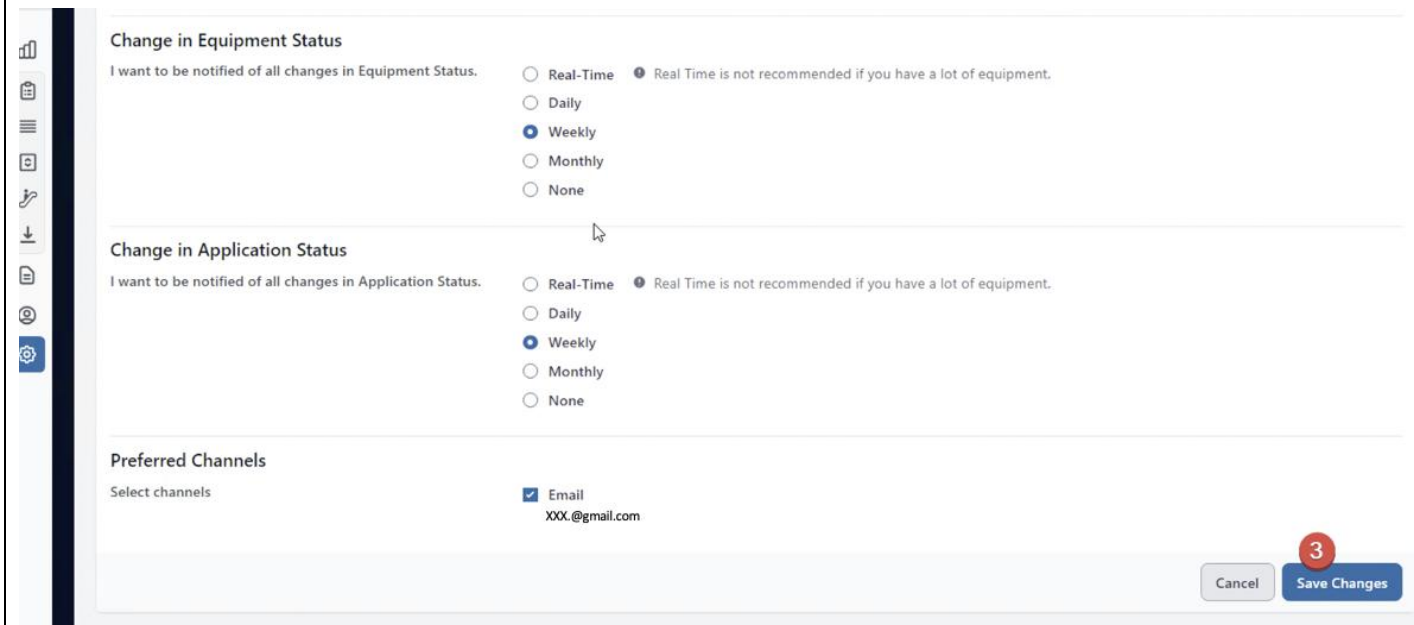
For Preferred Channel – Email, it will be checked if the email verification is successful.



The screenshot shows the 'Notification Settings' sidebar. At the top, the title 'Notification Settings' is followed by a red circle containing the number '2'. Below the title, there are two sections: 'Renewal Alert' and 'Full-load Test Alert'. Each section has a radio button menu for selecting a frequency. In the 'Renewal Alert' section, the '3 months' option is selected. In the 'Full-load Test Alert' section, the '3 months' option is also selected. A red circle with the number '1' is placed over the gear icon in the sidebar.

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.



The screenshot shows the 'Change in Equipment Status' and 'Change in Application Status' sections. Each section has a radio button menu for selecting a frequency. In the 'Change in Equipment Status' section, the 'Weekly' option is selected. In the 'Change in Application Status' section, the 'Weekly' option is also selected. Below these sections is the 'Preferred Channels' section, which has a checkbox for 'Email' that is checked, with the email address 'XXX@gmail.com' displayed below it. At the bottom right, there are 'Cancel' and 'Save Changes' buttons. A red circle with the number '3' is placed over the 'Save Changes' button.