



# User Manual

For the BCA LEAP Application

|         |               |
|---------|---------------|
| Role    | LEI           |
| Version | 1.12          |
| Date    | 6 August 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<br>Addition of Section 3.1 Advanced filter (Search)<br>Addition of Section 3.2 Editing equipment details<br>Revision of Section 3.4 Retrieve / Resume / Delete draft inspection<br>Addition of Section 3.5 Exporting selected equipment details to excel<br>Revision of Section 3.6 Export all records to excel<br>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<br>Revision of Section 5.2 Changing contact details (email)<br>Revision of Section 5.3 Changing contact details (phone number)                                                                                                                                                                                                                  |
| 1.7     | 6 November 2023  | Revision of Section 1.6 Equipment list<br>Revision of Section 2 Renew PTO Application<br>Revision of Section 3 Equipment details<br>Revision of Section 4 Viewing equipment in PTO application list                                                                                                                                                                                              |
| 1.8     | 27 June 2024     | Revision of Section 3.2 Editing equipment details<br>Revision of Section 3.4 Retrieve/Resume/Delete draft inspection                                                                                                                                                                                                                                                                             |
| 1.9     | 14 November 2024 | Revision of Section 2 Renew PTO Application<br>Revision of Section 3.4 Retrieve / Resume / Delete draft inspection<br>Revision of Section 3.5 Exporting selected equipment details to excel<br>Revision of Section 3.6 Export all records to excel                                                                                                                                               |
| 1.10    | 13 November 2025 | Updating of BCA Logo<br>Revision of Section 1.3 Logging into the system<br>Revision of Section 1.5 The Dashboard<br>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<br>Revision of Section 5 Profile and User Management                        |
| 1.12    | 6 August 2026 | Revision of Section 5 Profile and user management<br>Removal of Section 5.3 Changing contact details (Phone Number) |

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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<br>During recommission PTO application, SPE initiated an application and SPE yet to submit inspection, or<br>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<br>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<br>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<br>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<br>SPE signs and submitted inspection for renewal PTO application (shortlisted equipment)                          |
| Approved                 | PTO Officer approved inspection for new/recommission PTO application, or<br>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.

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](http://www.scamshield.gov.sg) to check if something is a scam.

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO 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](mailto:support@corppass.gov.sg) with the following information:

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

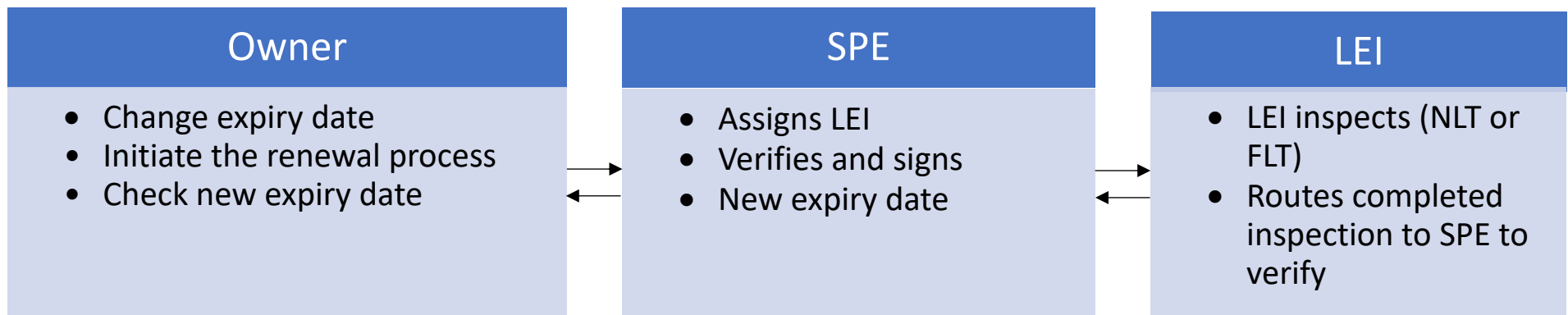
CorpPass Support will notify your entity's CorpPass Admin to contact you.

**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. On the left, there are navigation icons for 'All', 'Lifts', and 'Escalators'. On the right, there is a 'LEI (User Manual)' button and a user profile 'ellist1 LEI'. The main content area has two summary cards: '12 Equipments In Equipment List' with a 'View all' link, and '4 Equipment Ongoing Renewal' with a 'View all' link. Below these is a 'Drafts (1)' section containing a table with one draft record.

| Drafts (1)                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>PL507 / L577<br/>Banner FLT</div> <div>Renewal</div> <div><div>&lt;h1&gt;tfn&lt;/h1&gt; 1C791A61-1A28-485B-B58F-FF4A897C6B38 (Testing Contractor)</div><div>Will be auto-deleted on 15/04/2025</div><div>Resume Delete</div></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

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

The screenshot shows the LEAP (Lift and Escalator Application Platform) interface. At the top, there's a header with the Building and Construction Authority logo and navigation links for All, Lifts, and Escalators. A user manual link is also present. The main content area is titled 'Equipment List' and features a summary card with two filters: '7 Equipment PTO Expiring in 3 Months' (highlighted with a red box) and '80 Applications Assigned to me'. Below the summary, there's a table of equipment records. The table has columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, and Action. The first row shows a summary of 80 equipment(s) with 0 items selected. The table lists several equipment records, including one with a PTO expiry date of 23/10/2022 and a next full load test expiry date of 13/10/2022.

**Equipment List Summary:**

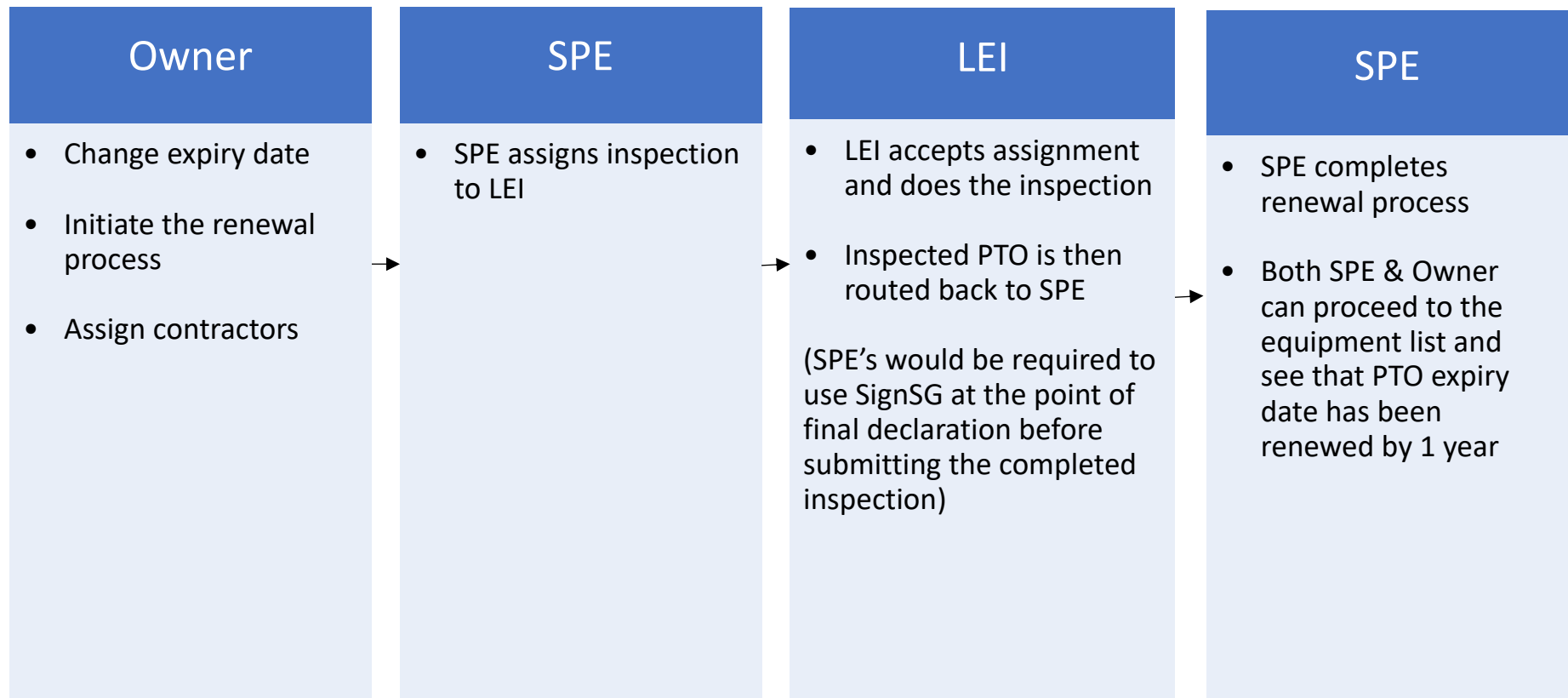
- 7 Equipment PTO Expiring in 3 Months
- 80 Applications Assigned to me

**Equipment Table:**

| 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, 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.

| <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      | 31/10/22 | <a href="#">View</a> <a href="#">...</a> |

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.

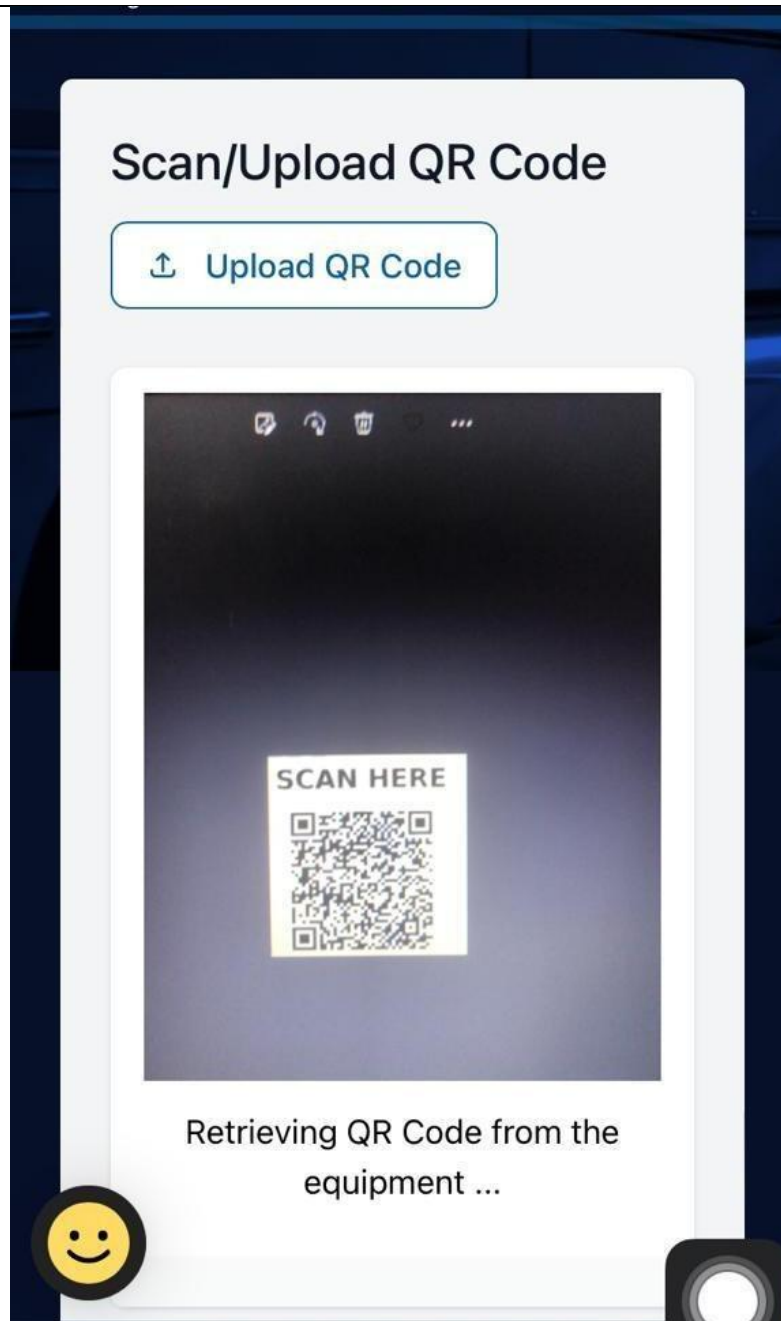
Cancel Save

Either scan or upload QR code

This screen shows the upload QR code from a mobile view

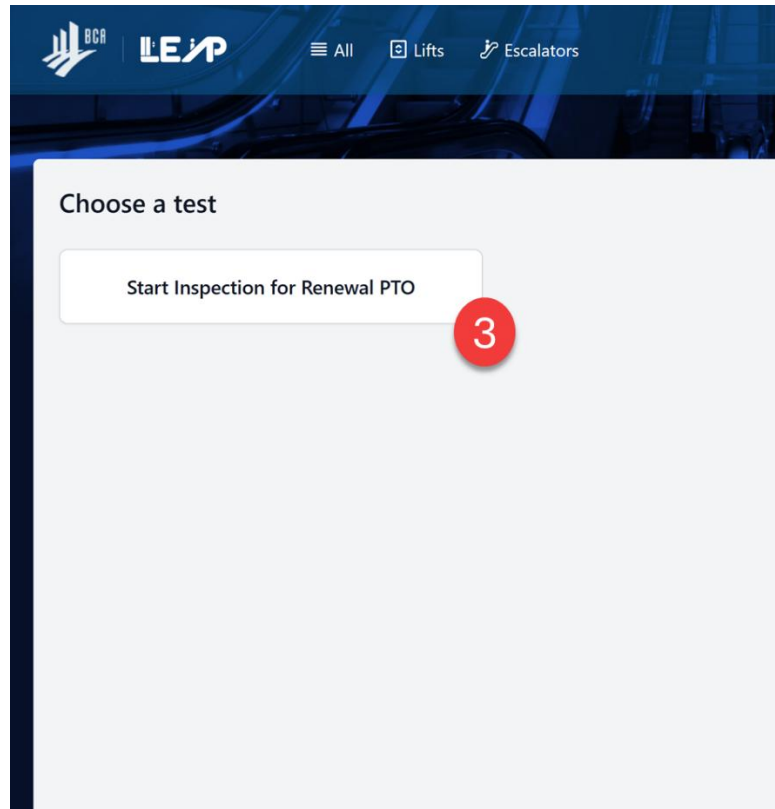
**Note:**

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<br>34       | Street Name<br>Ocean View |
| Floor Number<br>11             | Unit Number<br>22         |
| Building/Estate Name<br>N/A    | Postal Code<br>N/A        |
| Development Type<br>Commercial |                           |

Testing Contractor \*  
9G ELEVATOR PTE LTD <i><strong>test</strong></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)> </img> 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</b> Marianne Rubens 20240820 (ID: \*\*\*\*\*277B)

Applicable Standard(s) \*

Choose the applicable standard(s)

Any other lift: SS 550:2009

Remarks

Remove

Add

Declaration

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

< Previous

Save As Draft

Submit >

8. Choose the Applicable Standard(s)

9. LEI can Add more Applicable Standards

10. Fill up the declaration

11. Submit

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |                |      |            |                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------|------------|---------------------------------------------------------------------------------------------------------|
| <div><h2>Renewal Inspection</h2><div><div>✓ Submit completed inspection report 12</div><div><div>✓ CONFIRM DETAILS</div><div>✓ RENEWAL PTO INSPECTION CH</div></div></div><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></div></div> <td data-bbox="1579 139 1974 865"><p>12. Success Message will be shown</p><p>The Inspection will be submitted to the SPE for review.</p></td> | Equipment ID   | Equipment Type | L577 | Cargo Lift | <p>12. Success Message will be shown</p> <p>The Inspection will be submitted to the SPE for review.</p> |
| 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

Export All 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.

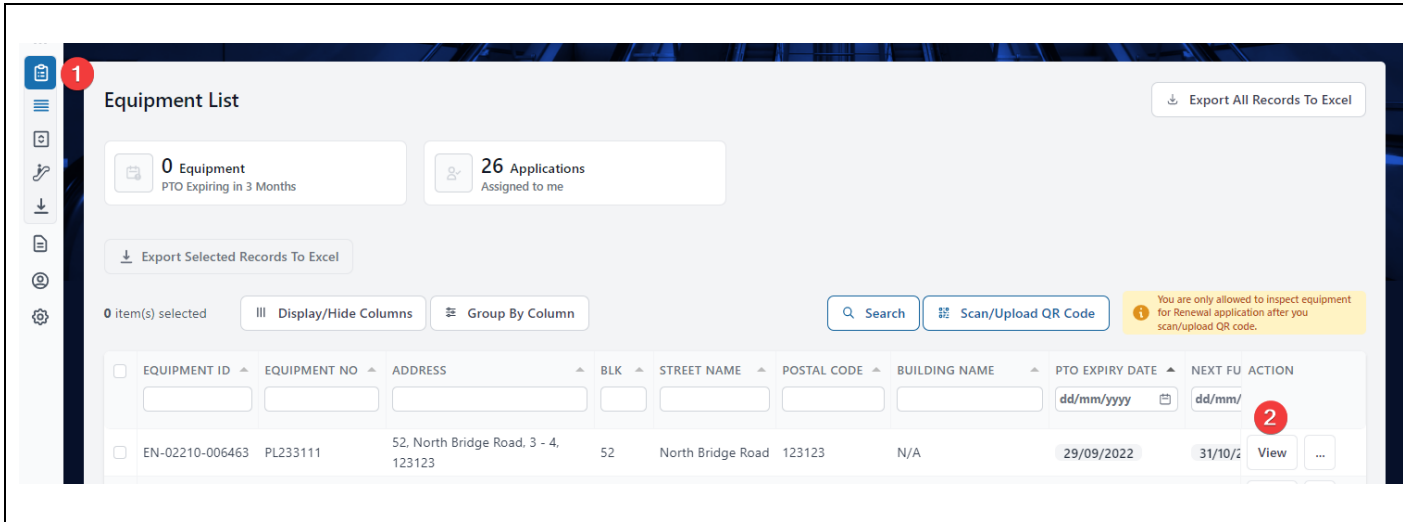
| EQUIPMENT ID | EQUIPMENT NO    | ADDRESS                | BLK  | STREET NAME | POSTAL CODE | BUILDING NAME | ACTION   |
|--------------|-----------------|------------------------|------|-------------|-------------|---------------|----------|
| N/A          | do not use this | blk5, 5, 5 - 5, 555555 | 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<br>EN-02210-006407                      | Equipment Type<br>Home Lift                                           | Equipment No (e.g., PL01)<br>pl2323                                    |
| Owner Name, ID<br>Company D \ (*O)/, UEN 900         | PTO Expiry Date<br>31/12/2022                                         | Equipment Status<br>Active                                             |
| Testing Contractor<br>9G ELEVATOR PTE LTD, G3749998Q | Maintenance Contractor<br>SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P | Installation Contractor<br>SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P |
| SPE, ID<br>susie43, 9                                | LEI, ID<br>bmartynovt, ****204T                                       | Commissioning Date<br>13/10/2022                                       |
| Full Load Test Date<br>13/10/2022                    | Next Full Load Test Expiry Date<br>13/10/2027                         | No Load Test Date<br>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.

| <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 | <b>2</b> 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

**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      | 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. Select equipment list from sidebar
2. Select equipment for equipment list
3. Select View
4. Select "Edit"

**Equipment Details**

View Submission Start Submission Edit

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

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

## 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 CAMPI SINGAPORE 579700

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.

| Technical Information             |                                     |                        |                            |
|-----------------------------------|-------------------------------------|------------------------|----------------------------|
| 1                                 | Equipment No (e.g., PL01) *         | uatc371                |                            |
|                                   | Year of Installation *              | 2020                   |                            |
|                                   | Model *                             | 2                      |                            |
|                                   | ARD Model                           |                        |                            |
|                                   | UPS Model                           |                        |                            |
|                                   | Machine Room/<br>Machine Roomless * | Machine room           |                            |
|                                   | Rated Speed *                       | 2                      | m/s                        |
|                                   | Cabin Breadth *                     | 2                      | mm                         |
|                                   | Equipment Type *                    | Car Lift               |                            |
|                                   | Make *                              | 9G ELEVATOR            |                            |
| ARD Brand                         |                                     |                        |                            |
| UPS Brand                         |                                     |                        |                            |
| Capacity (number of pax)          |                                     |                        |                            |
| Rated Load *                      | 2                                   | kg                     |                            |
| Cabin Height *                    | 2                                   | mm                     |                            |
| Cabin Length *                    | 2                                   | mm                     |                            |
| Applicable Standard(s) *          |                                     |                        |                            |
| Choose the applicable standard(s) |                                     | Any other lift: Others |                            |
| Remarks                           |                                     |                        |                            |
|                                   |                                     | 2                      |                            |
|                                   |                                     | Cancel                 | Save Technical Information |

1. Make required changes for Technical Details

2. Save Technical Information

**Note:**

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

Escalator

Year of Installation \* 2022

Model \* 2022

Length \* 2022 mm

Rise \* 2022 mm

Make \* KONE

Speed \* 2022 m/s

Width \* 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

## 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 &lt; 1 &gt; 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.

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

### Equipment Details

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

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

### Choose a test

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

## View Inspection

3

Download PDF

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

[Show more](#)

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

SPE's Remarks

—

BCA's Remarks

—

Owner's Remarks

—

|                             |                             |                              |
|-----------------------------|-----------------------------|------------------------------|
| Building/Estate Name<br>N/A | Road Name<br>testing signsg | Block/House No<br>blk3244ssd |
| Floor Number<br>N/A         | Division<br>N/A             | Postal Code<br>N/A           |

## Contractors

|                                            |                                        |                              |
|--------------------------------------------|----------------------------------------|------------------------------|
| Contractor Type<br>Test contractor         | Contractor Name<br>9G ELEVATOR PTE LTD | Contractor UEN<br>T18SS0001A |
| Contractor Type<br>Maintenance contractor  | Contractor Name<br>9G ELEVATOR PTE LTD | Contractor UEN<br>T18SS0001A |
| Contractor Type<br>Installation contractor | Contractor Name<br>9G ELEVATOR PTE LTD | Contractor UEN<br>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<br>L5                     | Equipment Type<br>Passenger Lift              | Equipment No (e.g., PL01)<br>PL lift |
| Owner Name, ID<br>jon_beier, *****819T | PTO Expiry Date<br>31/01/2023                 | Equipment Status<br>Active           |
| Testing Contractor<br>N/A              | Maintenance Contractor<br>N/A                 | Installation Contractor<br>N/A       |
| SPE, ID<br>Susie Veumm EDIT EDIT, 9    | LEI, ID<br>Lewis Blick, *****048L             | Commissioning Date<br>22/11/2022     |
| Full Load Test Date<br>22/11/2022      | Next Full Load Test Expiry Date<br>22/11/2027 | No Load Test Date<br>22/11/2022      |

**Address Details**

|                             |                                  |
|-----------------------------|----------------------------------|
| Block/House Number<br>52    | Street Name<br>North Bridge Road |
| Floor Number<br>3           | Unit Number<br>4                 |
| Building/Estate Name<br>N/A | Postal Code<br>123123            |

Testing Contractor: 9G ELEVATOR PTE LTD | G3749998Q

Maintenance Contractor: 9G ELEVATOR PTE LTD | G3749998Q

Installation Contractor: SIGMA ELEVATOR SINGAPORE PTE LTD | G4243450P

< 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      | 31/10/2022 | View   |

**Equipment Details**

View Submission

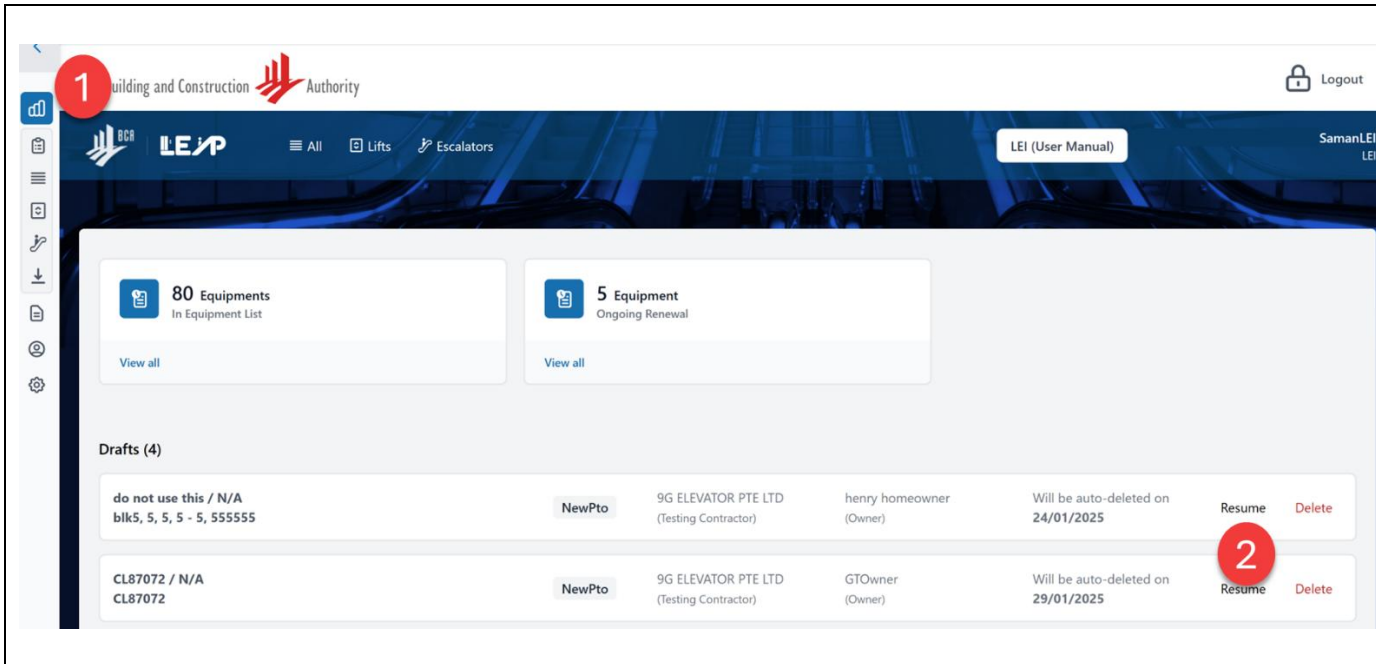
Resume Submission

Edit

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

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<br>blk5, 5, 5, 5 - 5, 555555 | NewPto | 9G ELEVATOR PTE LTD<br>(Testing Contractor) | henry homeowner<br>(Owner) | Will be auto-deleted on<br>24/01/2025 | Resume | Delete |
| CL87072 / N/A<br>CL87072                           | NewPto | 9G ELEVATOR PTE LTD<br>(Testing Contractor) | GTOwner<br>(Owner)         | Will be auto-deleted on<br>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 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   |
|-----------------------------------------------------|--------------|----------------------------------------------------------------|-------|-----------------|-------------|-----------------------|-----------------|-----|----------|
| <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 Authorisation 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, housgang street                     | 991         | housgang 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          | p0004423                           | 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          | p0423                              | SR3436, round robin, 44, 44 - 44, 123456 | SR3436      | 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        | 234234        |
| <input checked="" type="checkbox"/> | N/A          | p03423                             | 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 **Export**

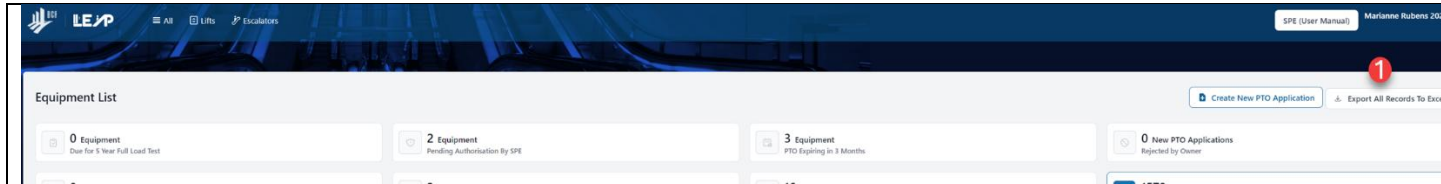
4. Check all the desired information to be exported

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 |

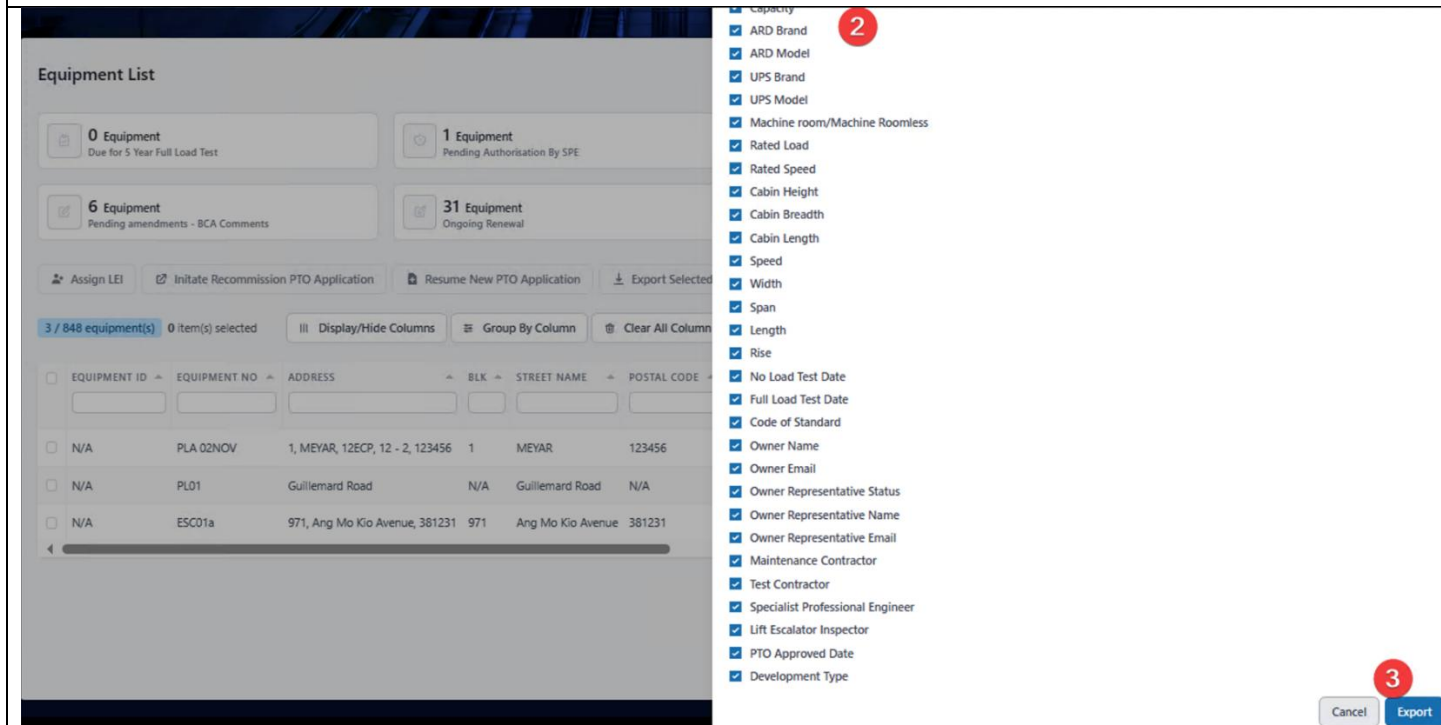
**Note:** In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

## 3.6 Export all records to excel



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

**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.

15 / 15 request(s) III Display/Hide Columns

| 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 |

Showing 1 to 10 of 15 results

Rows per page 10 First < 1 2 > Last

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

Dashboard

Equipment List

- All
- Lifts
- Escalators
- Excel Export Requests

**PTO Application List** 1

Profile

PTO Application List

Display/Hide Columns

| APPLICATION DATE | APPLICATION TYPE | APPLICATION ID    | PLAN SUBMISSION NO | ACTION |
|------------------|------------------|-------------------|--------------------|--------|
| dd/mm/yyyy       |                  | A-202209-006438 2 |                    |        |
| 17/09/2022       | New PTO          | A-202209-006438   |                    | View 3 |

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

### 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.

Dashboard

Equipment List

- All
- Lifts
- Escalators
- Excel Export Requests

PTO Application List

Profile

Notification Settings

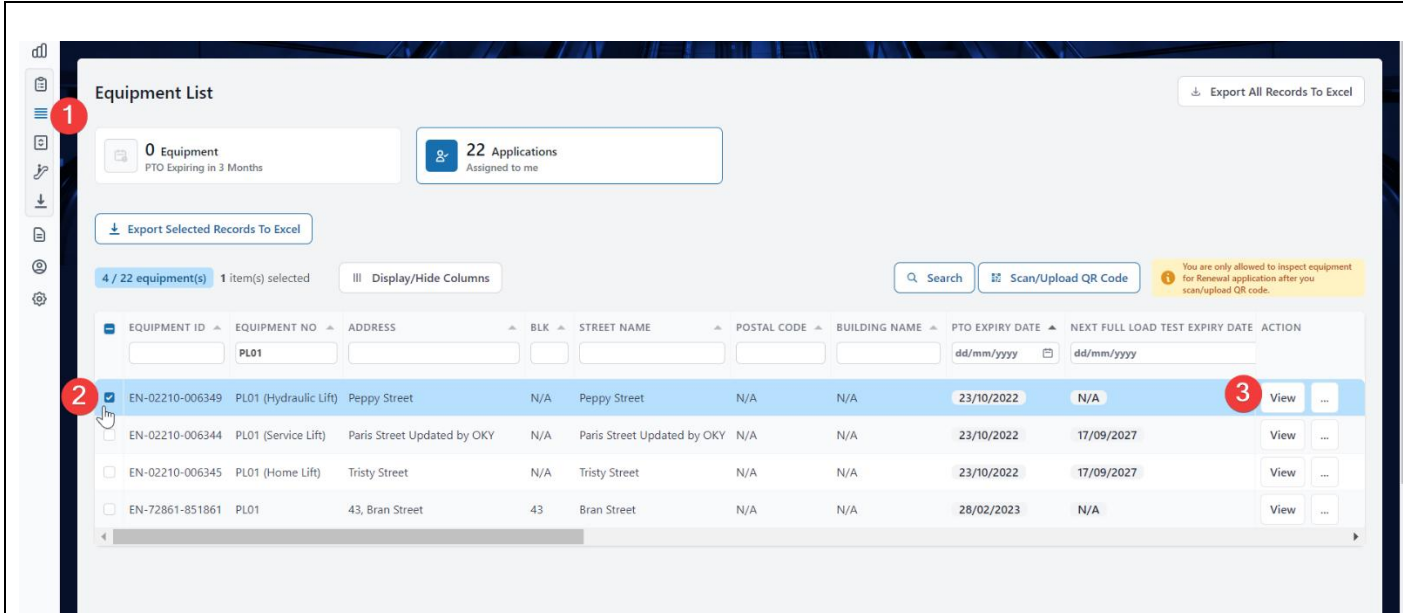
PTO Application List 1

Export As PDF

0 item(s) selected

| APPLICATION ID  | ADDRESS       | APPLICATION STATUS | APPLICATION TYPE | DEVELOPMENT TYPE     | CREATED DATE | MODIFIED DATE | PAYMENT STATUS | ACTION         |
|-----------------|---------------|--------------------|------------------|----------------------|--------------|---------------|----------------|----------------|
| A-202209-006438 | Tristy Street | Complete           | New PTO          | Others               | 17/09/2022   | 03/10/2022    | Paid           | View Equipment |
| A-202209-006438 | Bombay Street | Complete           | New PTO          | Others               | 17/09/2022   | 04/10/2022    | Paid           | View Equipment |
| A-202209-006438 | Verene Street | Complete           | New PTO          | Others               | 17/09/2022   | 03/10/2022    | Paid           | View Equipment |
| A-202209-006438 | Serene Street | Complete           | New PTO          | Transport Facilities | 17/09/2022   | 24/09/2022    | Paid           | View Equipment |
| A-202209-006438 | Paris Street  | Complete           | New PTO          | Others               | 17/09/2022   | 03/10/2022    | Paid           | View Equipment |
| A-202209-006438 | Peppy Street  | Complete           | New PTO          | Others               | 17/09/2022   | 05/10/2022    | Paid           | View 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:

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

**Equipment Details** View Submission Start Submission Edit

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

5

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

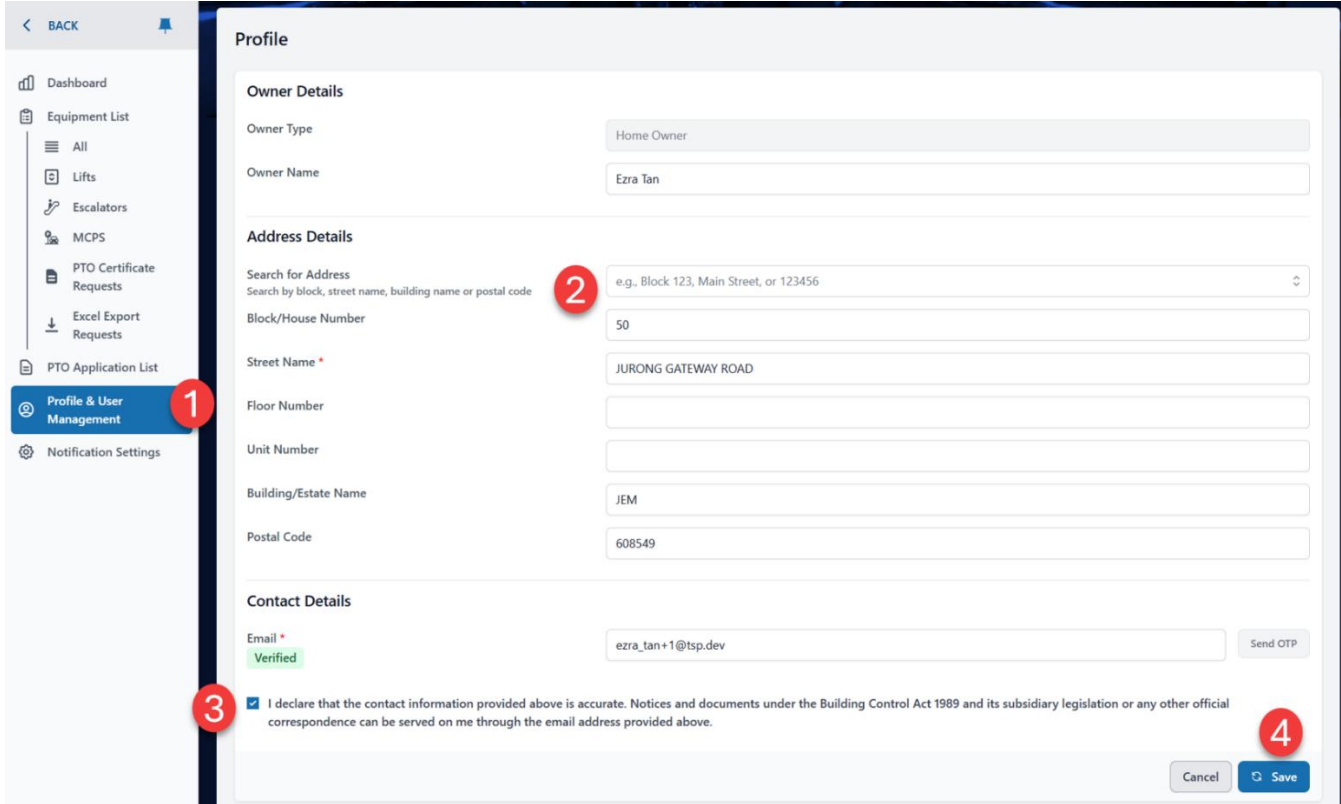
# 5 Profile and user management

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

The screenshot displays the 'Profile' page in the LEAP application. The page is divided into two main sections: 'LEI Details' and 'Address Details'. The 'LEI Details' section contains two fields: 'Id' with the value '36a35161-f908-445d-b523-fc6adeb91071' and 'LEI Name' with the value 'SamanLEI'. The 'Address Details' section contains four fields: 'Search for Address' (with a placeholder 'e.g., Block 123, Main Street, or 123456'), 'Block/House Number' (with the value '50'), 'Street Name \*' (with the value 'JURONG GATEWAY ROAD'), 'Floor Number' (empty), and 'Unit Number' (empty). A red circle with the number '1' is positioned over the user profile icon in the left sidebar, indicating the current user's profile.

| Profile                                                                          |                                         |
|----------------------------------------------------------------------------------|-----------------------------------------|
| <b>LEI Details</b>                                                               |                                         |
| Id                                                                               | 36a35161-f908-445d-b523-fc6adeb91071    |
| LEI Name                                                                         | SamanLEI                                |
| <b>Address Details</b>                                                           |                                         |
| Search for Address<br>Search by block, street name, building name or postal code | e.g., Block 123, Main Street, or 123456 |
| Block/House Number                                                               | 50                                      |
| Street Name *                                                                    | JURONG GATEWAY ROAD                     |
| Floor Number                                                                     |                                         |
| Unit Number                                                                      |                                         |

## 5.1 Changing address details



**Profile**

**Owner Details**

Owner Type: Home Owner

Owner Name: Ezra Tan

**Address Details**

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

Block/House Number: 50

Street Name: JURONG GATEWAY ROAD

Floor Number:

Unit Number:

Building/Estate Name: JEM

Postal Code: 608549

**Contact Details**

Email: ezra\_tan+1@tsp.dev (Verified)

☒ 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
3. Check declaration
4. Select save

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

**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:

**Technical Information**

Equipment No (e.g., PL01):

Equipment Type:

## 5.2 Changing contact details (email)

**Address Details**

Search for Address  
Search by block, street name, building name or postal code e.g., Block 123, Main Street, or 123456

Block/House Number 50

Street Name \* JURONG GATEWAY ROAD

Floor Number

Unit Number

Building/Estate Name JEM

Postal Code 608549

**Contact Details**

Email \* ezra\_tan+1@tsp.dev Send OTP

735217 Validate OTP has been sent. Resend OTP in 1:42

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

☐ I declare that the contact information provided above is accurate. 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.

Cancel Save

1. Select Profile & User Management
2. Under Contact details, change email address and click on "Send OTP"
3. Check inbox for OTP, key in OTP and click "Validate"  
Note: There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

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

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

## 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. Change in equipment status – Weekly
3. Change in application status – Weekly

**Notification Settings**

**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.

**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  
officer@company.com

Cancel Save Changes

1. Select Notification Settings from sidebar
2. Change frequency for – Renewal Alert / Equipment status / Application status
3. If there are differences in the selection, Save Changes will be enabled

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