



User Manual

For The BCA LEAP Application

Role	LEI
Version	1.9
Date	14 November 2024

Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	6 December 2022	Minor addons to copywriting
1.2	12 December 2023	Changes to copywriting and flow
1.3	8 June 2023	Addition to manual based on user feedback
1.4	14 July 2023	Addition to manual based on user feedback Addition of Section 3.1 Advanced filter (Search) Addition of Section 3.2 Editing equipment details Revision of Section 3.4 Retrieve / Resume / Delete draft inspection Addition of Section 3.5 Exporting selected equipment details to excel Revision of Section 3.6 Export all records to excel Revision of Section 6 Notifications
1.5	7 August 2023	Revision of Section 3.3 View Submission
1.6	5 October 2023	Revision of Section 5.1 Changing address details Revision of Section 5.2 Changing contact details (email) Revision of Section 5.3 Changing contact details (phone number)
1.7	6 November 2023	Revision of Section 1.6 Equipment list Revision of Section 2 Renew PTO Application Revision of Section 3 Equipment details Revision of Section 4 Viewing equipment in PTO application list
1.8	27 June 2024	Revision of Section 3.2 Editing equipment details (warning message if equipment is ongoing inspection) Revision of Section 3.4 Retrieve/Resume/Delete draft inspection
1.9	14 November 2024	Revision of Section 2 Renew PTO Application Revision of Section 3.4 Retrieve / Resume / Delete draft inspection Revision of Section 3.5 Exporting selected equipment details to excel Revision of Section 3.6 Export all records to excel

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1 Introduction

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

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

1.1 Terminology Used

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

1.2 Statuses used in LEAP

1.2.1 Application Status

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

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

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

1.2.3 Inspection Status

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

1.2.4 Payment Status

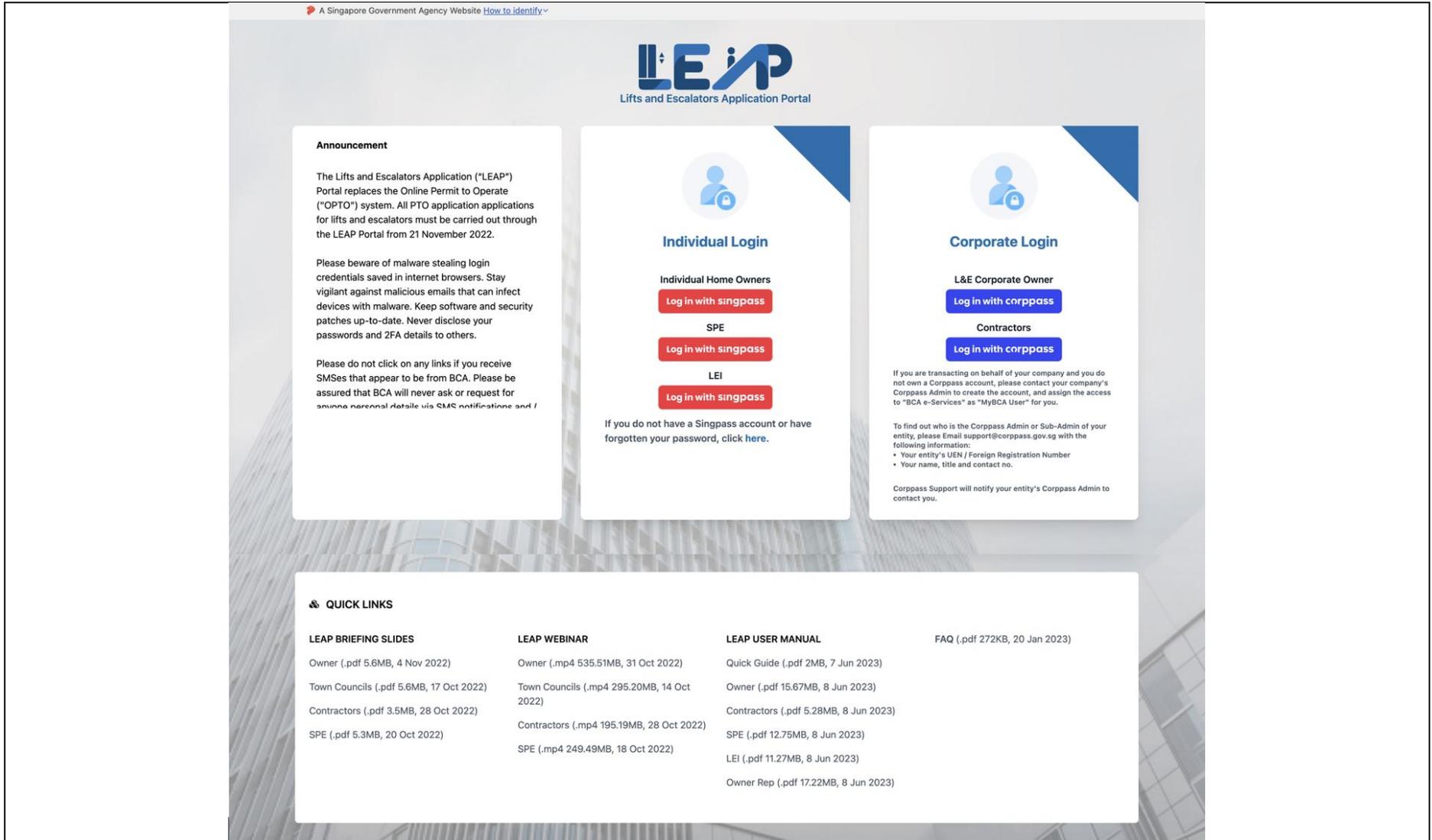
Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
Pending Giro	Owner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

1.2.5 Refund Status

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

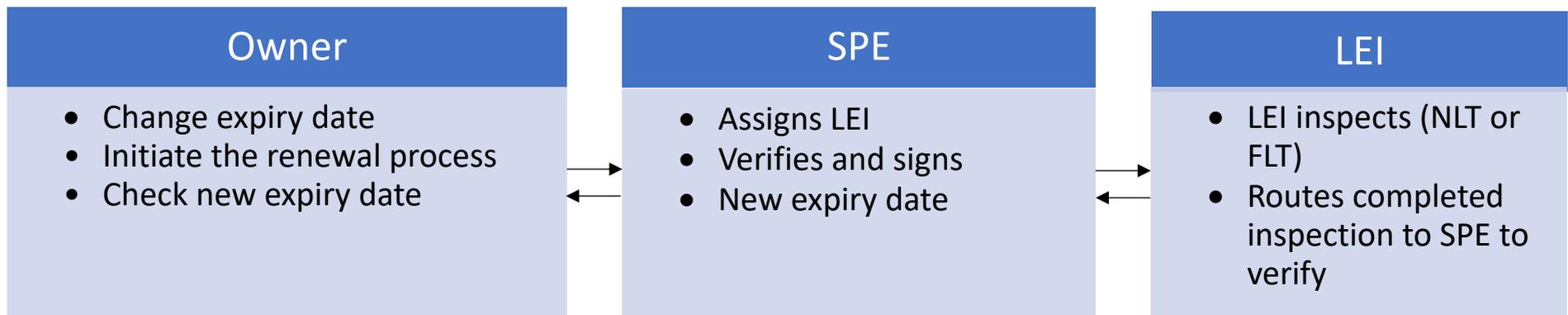
1.3 Logging into the system

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



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 further 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 displays the LEAP dashboard for a user named SamanLEI. The interface includes a top navigation bar with the Building and Construction Authority logo, a search bar, and a 'Logout' button. A left sidebar menu contains options such as 'Dashboard', 'Equipment List', 'All', 'Lifts', 'Escalators', 'Excel Export Requests', 'PTO Application List', 'Profile', and 'Notification Settings'. The main content area features two summary cards: '80 Equipments In Equipment List' and '6 Equipment Ongoing Renewal', each with a 'View all' link. A 'LEI (User Manual)' button is visible in the top right corner of the dashboard area.

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 Export All Records To Excel

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

Export Selected Records To Excel

80 / 80 equipment(s) 0 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters | Search | Scan/Upload QR Code

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

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

1.7 Smart filter View - View PTO expiring in 3 months

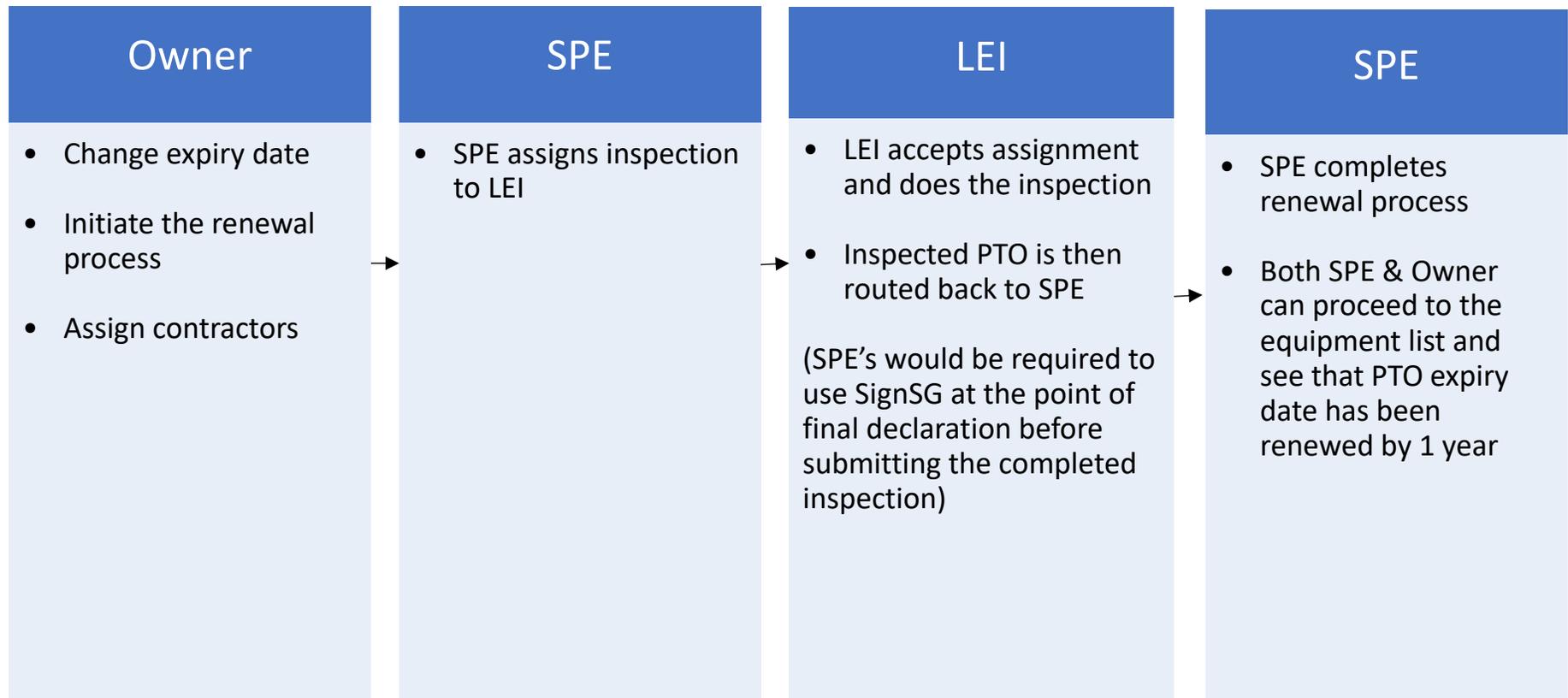
For easy filtering of relevant equipment select smart filter view in equipment list

The screenshot shows the 'Equipment List' page in the LEAP system. A red box highlights the smart filter '7 Equipment PTO Expiring in 3 Months'. The interface includes a top navigation bar with the Building and Construction Authority logo, a search bar, and a 'Logout' button. Below the navigation bar, there are tabs for 'All', 'Lifts', and 'Escalators', along with a 'LEI (User Manual)' button. The main content area displays a summary of '7 Equipment PTO Expiring in 3 Months' and '80 Applications Assigned to me'. Below this, there are options to 'Export Selected Records To Excel' and 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 last row shows equipment with a PTO expiry date of 23/10/2022 and a next full load test expiry date of 13/10/2022.

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

2 Renew PTO application

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



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

Equipment List

0 Equipment PTO Expiring in 3 Months

26 Applications Assigned to me

Export Selected Records To Excel

0 item(s) selected

Display/Hide Columns Group By Column

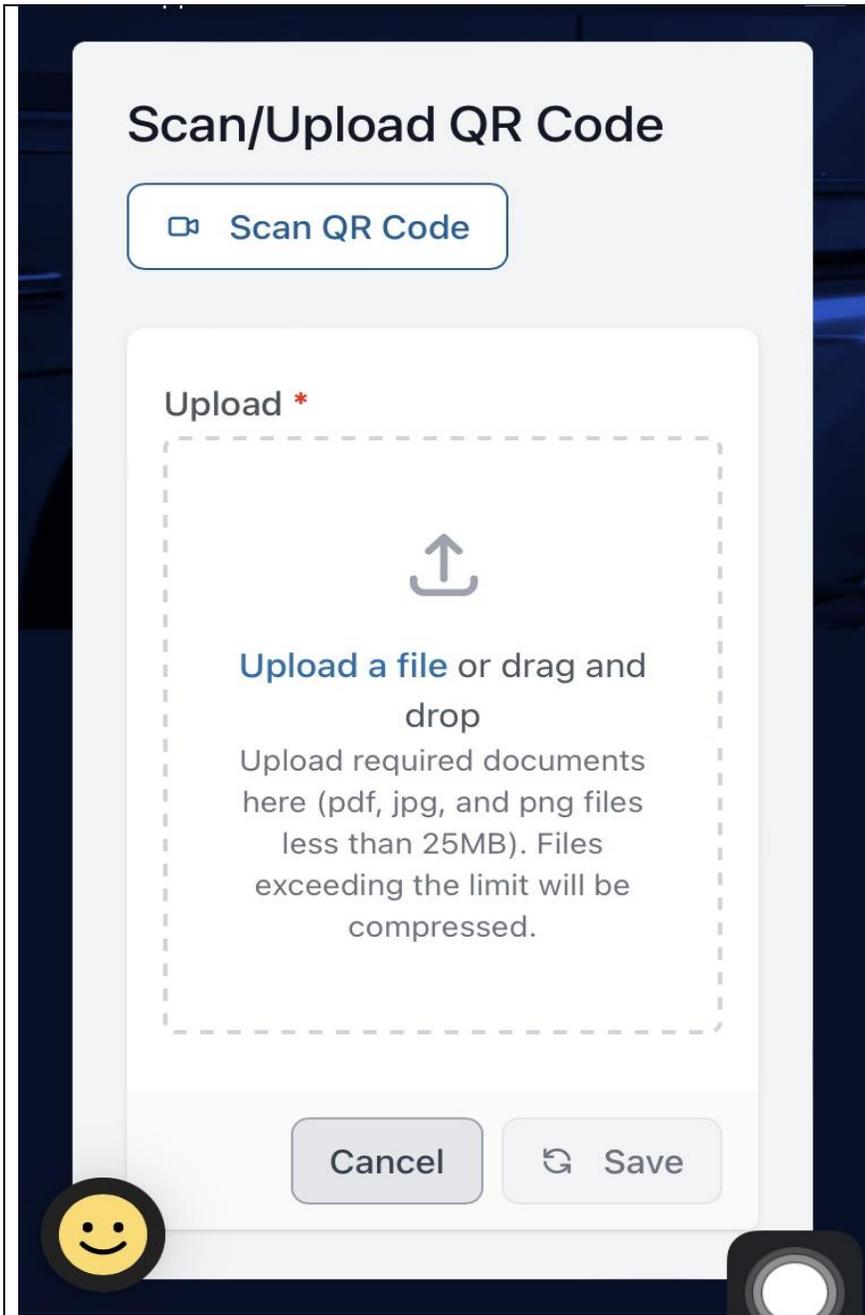
Search Scan/Upload QR Code

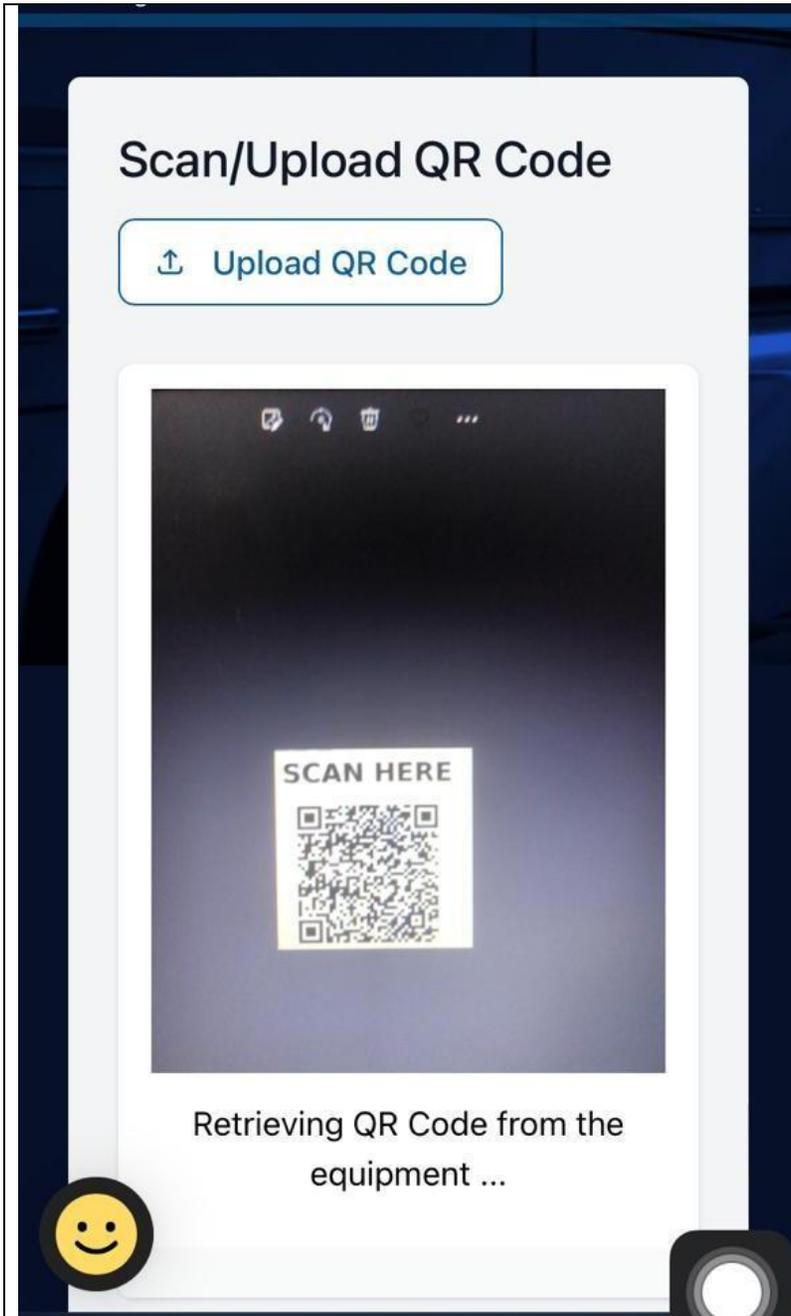
You are only allowed to inspect equipment for Renewal application after you scan/upload QR code.

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

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

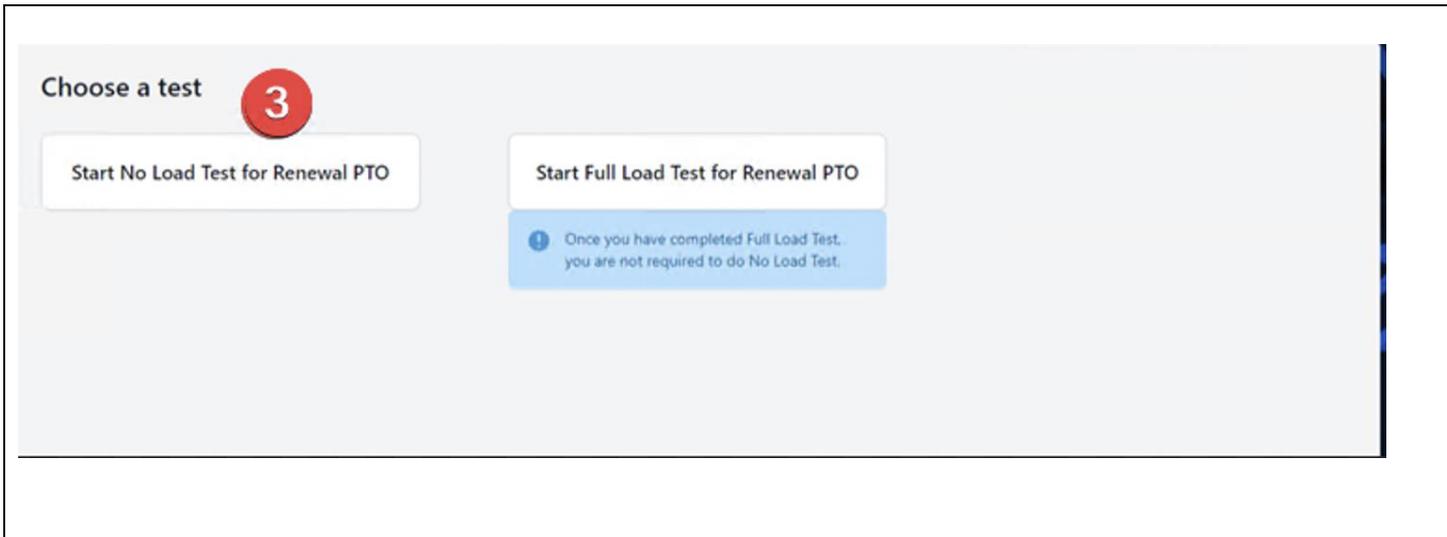
Note:
Only QR codes that have been generated via the LEAP application can be used. Older OPTO QR codes would be invalid.

	<p>Either scan or upload QR code</p> <p>This screen shows the upload QR code from a mobile view</p> <p>Note: To upload the QR code, please ensure to crop only the QR code and save as an image file prior to upload.</p>
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Either scan or upload QR code

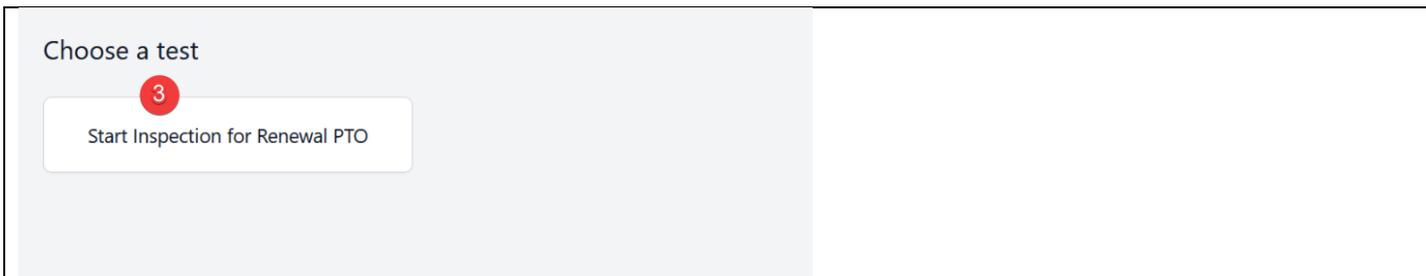
This screen shows the scan QR code from a mobile view

	<p>Once QR code is verified, the system will take you to the choose a test screen</p> <p>3. Select Start No Load Test for Renewal PTO</p> <p>This moves you to the No Load test inspection screen</p>
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NOTE for Full Load Test:

The steps above are also applicable when SPE wants to do Full Load Test (FLT) inspection. The following validation applies to equipment applicable for the Full Load Test (FLT), i.e., Traction Lifts that have the applicable standard CP 2 or SS550.

- a) If the Next FLT Expiry Date is not within a 4-month window, the SPE will see both buttons enabled.
- b) If the Next FLT Expiry Date is within a 4-month window, the SPE will see only the FLT button enabled.
- c) If an application's SPE fails to submit the FLT inspection despite the Next FLT Expiry Date being within a 4-month window, the inspection will be considered complete, and no further FLT is necessary.

	<p>Note: For the Stair Chair, Hydraulic, and Platform Lift equipment types, there will be a single button provided to initiate the renewal PTO. This is because these equipment</p>
--	--

<p>Upload a file or drag and drop Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.</p> <p>Remarks +</p> <p>FLT question ^</p> <p>25. Does FLT need to be done? * <input checked="" type="radio"/> Y <input type="radio"/> N</p> <p>Remarks +</p> <p>< Previous Save As Draft Save And Next ></p>	<p>types do not have a dedicated FLT checklist.</p> <p>However, the LEI can indicate "Yes/No" in the "Does FLT need to be done?" question in the inspection checklist. If the LEI selects "Yes," it will automatically update the FLT date and the FLT expiry date accordingly.</p>
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Other Observations

Expand All Collapse All

Status: Satisfactory (S) Not Satisfactory (NS) Not Applicable (NA)

Select All Satisfactory

Upper Landing Machinery Space (Drive Station)

Inclines and transitions

Condition and Functionality of Safety Switches (indicate NA if switch/device is not installed)

Condition and Functionality - Escalator Pit (Return Station)

Escalator Structure/Surroundings

Other Observations

< Previous Save As Draft Save And Next >

4. Select whichever items are relevant for Renewal PTO Inspection Checklist
5. 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.

Choose the applicable standard(s)

Remarks

Declaration

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

- 6. Submit
- 7. There will be a success message after submission

No Load Test Inspection

Submit completed inspection report

CONFIRM DETAILS RENEWAL PTO INSPECTION CHECKLIST SUMMARY & FINAL SUBMISSION

Equipment Information

Equipment ID L786	Equipment Type Car Lift	Equipment No (e.g., PL01) PL733
Owner Name, ID <img/src=x onerror=alert(document.domain)> LTA, G7801208K	PTO Expiry Date 31/12/2024	Equipment Status Active

2.1 Bypass QR code scanning for PTO renewals

1 Select equipment list

2 Select equipment

3 Select view

1. Select equipment list
2. Select equipment
3. Select view

- Dashboard
- Equipment List
- All
- Lifts
- Escalators
- Excel Export Requests
- PTO Application List
- Profile
- Settings
- Submit Feedback
- Logout

Equipment Details

View Submission
Start Submission
Edit

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

Address

4

4. Select start submission

3 Equipment details

1 Select equipment list from sidebar

2 Select View to see equipment details

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

3.1 Advanced filter (Search)

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

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

The screenshot displays the 'Equipment List' interface. At the top, there are two summary cards: '0 Equipment PTO Expiring in 3 Months' and '22 Applications Assigned to me'. Below these are search filters for Equipment ID, Equipment Types, Application Type, Building Name, Block/House Number, PTO expiry date, Equipment Statuses, Application Status, Application ID, Postal Code, and Street Name. A red box highlights the search filter area, with a red circle '3' next to the top-left corner. At the bottom right of the filter area, there are 'Hide', 'Reset', and 'Filter' buttons, with a red circle '4' next to the 'Filter' button. The interface also includes 'Export All Records To Excel' and 'Export Selected Records To Excel' buttons.

3. A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.
4. Select filter button and the search results will appear in the Equipment List table below.

3.2 Editing equipment details

Equipment List

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

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

Display/Hide Columns

Search Scan/Upload QR Code

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

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

Equipment Details

View Submission Start Submission Edit

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

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

Edit Equipment EN-12666-756820

Address Details 5

Block/House Number	<input type="text" value="123"/>	Street Name *	<input type="text" value="Delmar"/>
Floor Number	<input type="text" value="21"/>	Unit Number	<input type="text" value="09"/>
Building/Estate Name	<input type="text" value="Delmar Villa"/>	Postal Code	<input type="text" value="912321"/>

6

Technical Information 7

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

Applicable Standard(s) *

8

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

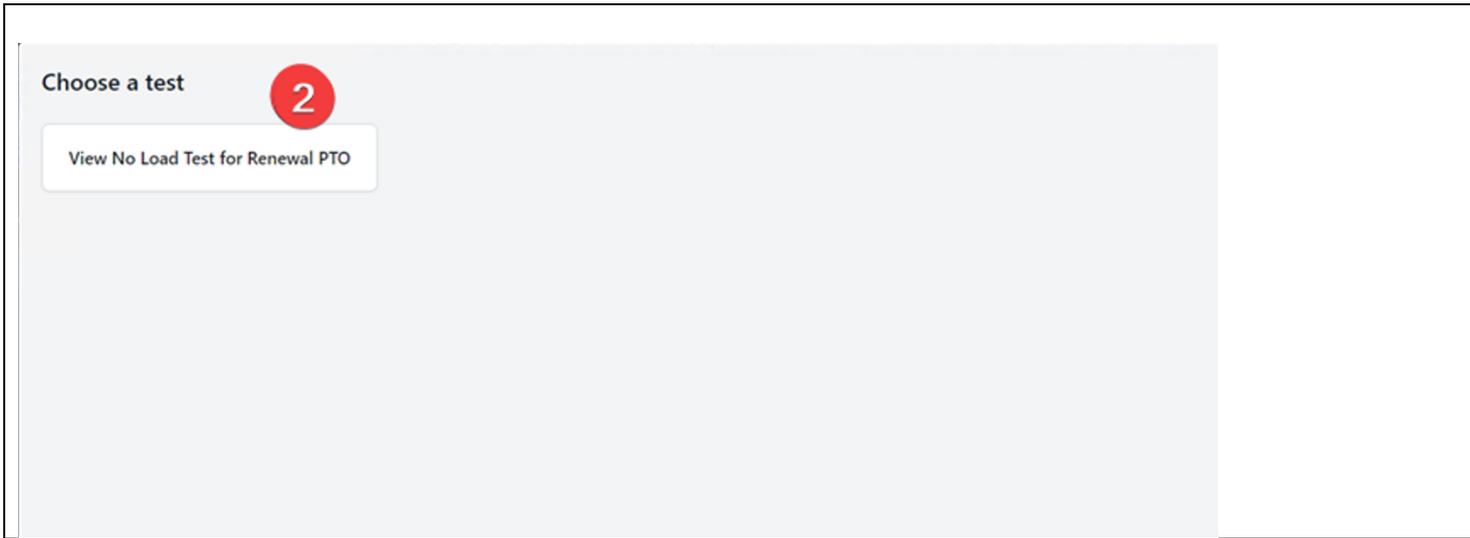
Note:
The saving of address details and technical information will be independent.

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

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

<p>Equipment Details</p> <p style="text-align: right;"> 1 View Submission Edit </p>			<p>1. Click on View submission</p>
Equipment ID EN-02210-006463	Equipment Type Passenger Lift	Equipment No (e.g., PL01) PL233111	
Owner Name, ID Company D, UEN 900	PTO Expiry Date 29/09/2022	Equipment Status Active	
Testing Contractor 9G ELEVATOR PTE LTD, G3749998Q	Maintenance Contractor 9G ELEVATOR PTE LTD, G3749998Q	Installation Contractor SIGMA ELEVATOR SINGAPORE PTE LTD, G4243450P	
SPE, ID betty, 14	LEI, Reg No. Ellis Runte, LEI-0053	Commissioning Date 31/10/2022	
Full Load Test Date 31/10/2022	Next Full Load Test Expiry Date 31/10/2027	No Load Test Date 31/10/2022	

 <p>Choose a test 2</p> <p>View No Load Test for Renewal PTO</p>	<p>2. Select the submission to view.</p>
---	--

View Inspection
3
Download PDF

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18550001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18550001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33 Show more	LEI, Reg No. N/A	Commissioning Date N/A

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

SPE's Remarks
—

BCA's Remarks
—

Owner's Remarks
—

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

Contractors

Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18550001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18550001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

Upload List

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

LEI can view inspection details.

3. LEI can download PDF from this page

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

3.4 Retrieve / Resume / Delete draft inspection

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

No Load Test Inspection Saved as Draft

01 CONFIRM DETAILS 02 RENEWAL PTO INSPECTION CHECKLIST 03 SUMMARY & FINAL SUBMISSION

Equipment Information

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

Address Details

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

Testing Contractor: 9G ELEVATOR PTE LTD | G3749998Q

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.

The screenshot shows the LEAP application interface. The top section is titled 'Equipment List' and includes a sidebar with navigation icons. A red circle '1' highlights the 'Equipment List' title. Below the title, there are two summary cards: '0 Equipment PTO Expiring in 3 Months' and '26 Applications Assigned to me'. A table of equipment is displayed with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next FU, and Action. A red circle '2' highlights the 'View' button in the 'Action' column of the first row. Below the table, there are buttons for 'View Submission', 'Resume Submission', and 'Edit'. A red circle '3' highlights the 'Resume Submission' button.

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

Building and Construction Authority

Logout

LEAP

All Lifts Escalators

LEI (User Manual) SamanLEI LEI

80 Equipments
In Equipment List
View all

5 Equipment
Ongoing Renewal
View all

Drafts (4)

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

METHOD 2

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

Note:

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

No Load Test Inspection **Saved as Draft**

Successfully saved as draft

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

Final Review Of Summary

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

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

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

In the final review, there will be a list of previous submitted document

3.5 Exporting selected equipment details to excel

The screenshot displays the 'Equipment List' interface. On the left sidebar, a red circle '1' highlights the 'Equipment List' icon. In the main content area, a table lists equipment details. A red circle '2' highlights the first row, which is selected. A red circle '3' highlights the 'Export Selected Records To Excel' button. The table has the following columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEX, and ACTION. The first row is highlighted in blue.

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

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

4

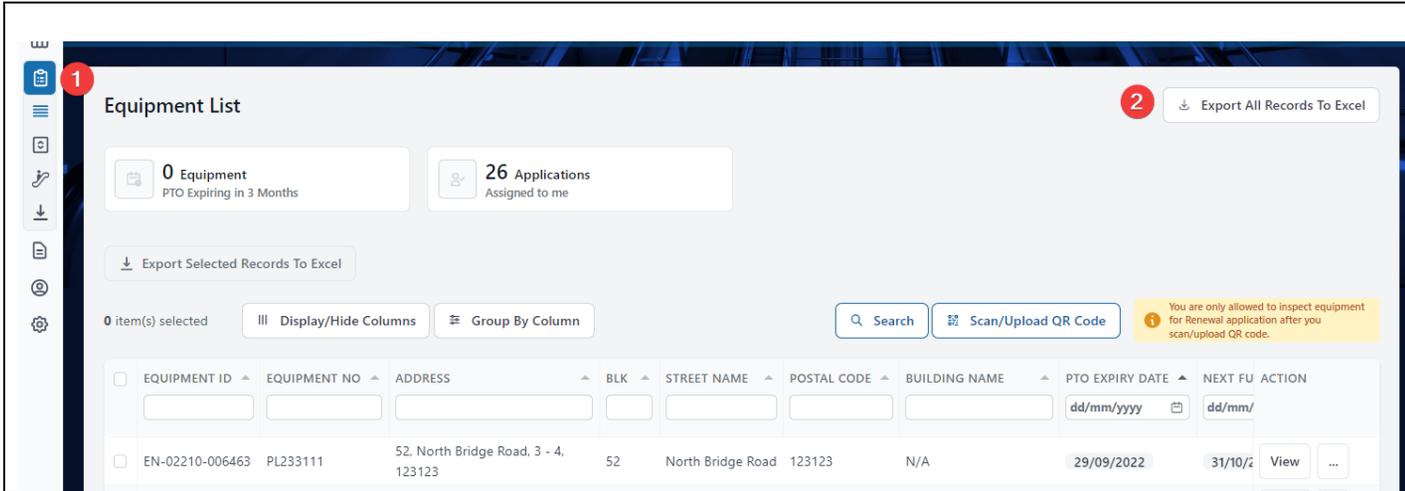
- Address
- BLK
- Street Name
- Postal Code
- Building Name
- Application ID
- Date of application
- Application Status
- Application Type
- Payment Status
- Payment Method
- Year of Installation
- Make
- Model
- Capacity
- ARD Brand
- ARD Model
- UPS Brand
- UPS Model
- Machine room/Machine Roomless
- 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

5

Cancel Export

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

3.6 Export all records to excel



The screenshot shows the 'Equipment List' page in the LEAP system. A red circle '1' highlights the 'Equipment List' title in the top left. Another red circle '2' highlights the 'Export All Records To Excel' button in the top right. The interface includes summary cards for '0 Equipment' and '26 Applications', a search bar, and a table of equipment records. A yellow warning message states: '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	31/10/2022 View ...

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

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

3. Check the required items
4. Click Export will navigate the LEI to the Export request list page.

Excel Export Requests

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

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

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
28/10/2024 18:21:51	Success	28/10/2024 18:33:30	Download
08/10/2024 16:58:51	Success	08/10/2024 16:59:37	Download
27/06/2024 12:41:52	Success	27/06/2024 12:41:54	Download
29/05/2024 13:47:28	Success	29/05/2024 13:57:47	Download
28/05/2024 11:35:11	Success	28/05/2024 11:55:04	Download

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

Please return in a couple of minutes to check if the system has finished generating.

Once ready, the Download button will be enabled and no longer be greyed out.

5. Select Download

4 Viewing equipment in PTO application list

4.1 If Application ID is known upfront

PTO Application List

Display/Hide Columns

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

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

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

PTO Application List

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

Export As PDF

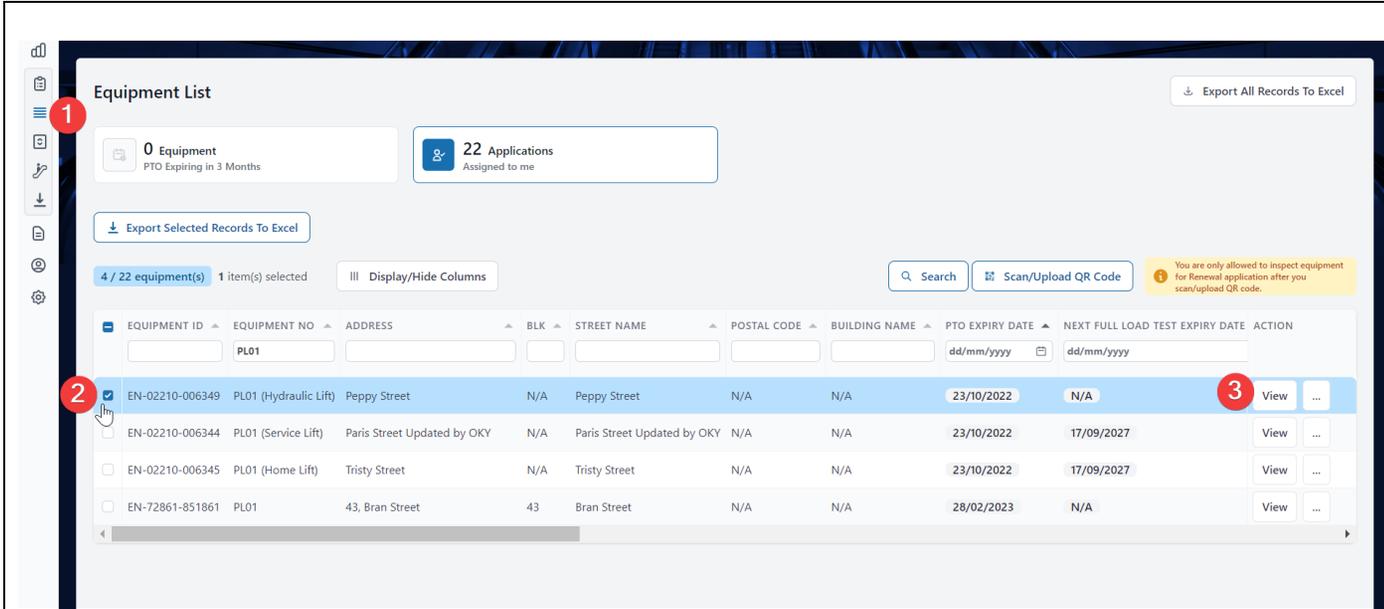
0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT STATUS	ACTION	
<input type="checkbox"/>					dd/mm/yyyy	dd/mm/yyyy			
<input type="checkbox"/>	A-202209-006438	Tristy Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Bombay Street	Complete	New PTO	Others	17/09/2022	04/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Verene Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Serene Street	Complete	New PTO	Transport Facilities	17/09/2022	24/09/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Paris Street	Complete	New PTO	Others	17/09/2022	03/10/2022	Paid	View Equipment
<input type="checkbox"/>	A-202209-006438	Peppy Street	Complete	New PTO	Others	17/09/2022	05/10/2022	Paid	View Equipment

NOTE

1. All the past applications can be found here which will link you up with the equipment. Should you wish to look up for a previous application ID, you may search from the equipment.

4.2 If Application ID is not known upfront



Equipment List

0 Equipment
PTO Expiring in 3 Months

22 Applications
Assigned to me

Export Selected Records To Excel

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

Display/Hide Columns

Search Scan/Upload QR Code

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

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

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

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

Equipment Details View Submission Start Submission Edit

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

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

4

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

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY

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

5 Profile and user management

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

Profile

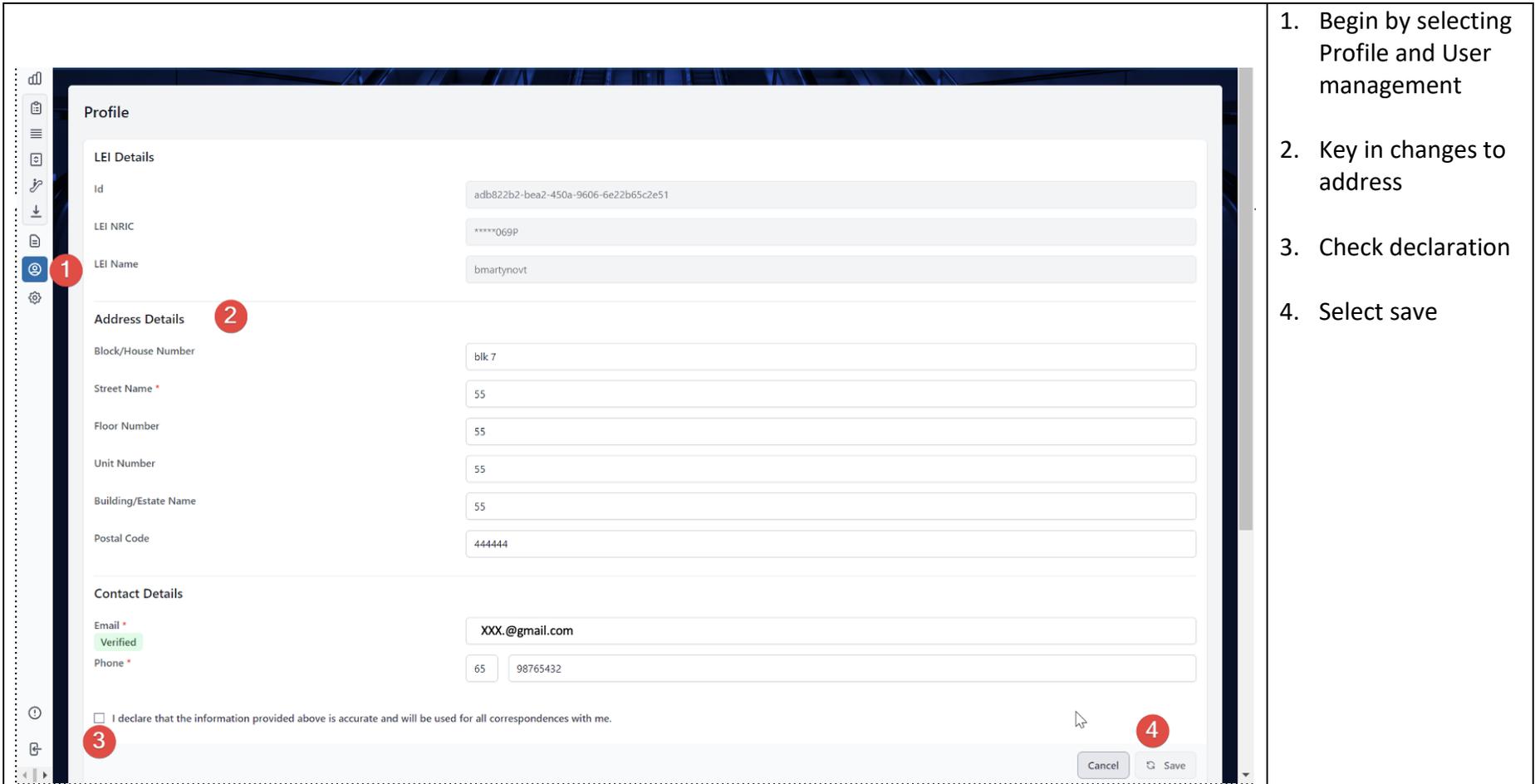
LEI Details

Id	e814e141-7ec5-4410-bed4-0ca56ca24ac5
LEI NRIC	*****719N
LEI Name	Ellis Runte

Address Details

Block/House Number	330215
Street Name *	Shawn Mountain
Floor Number	12

5.1 Changing address details



The screenshot displays the 'Profile' page in the LEAP application. The page is divided into three main sections: 'LEI Details', 'Address Details', and 'Contact Details'. The 'LEI Details' section includes fields for 'Id', 'LEI NRIC', and 'LEI Name'. The 'Address Details' section includes fields for 'Block/House Number', 'Street Name', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section includes fields for 'Email' and 'Phone'. A declaration checkbox is located at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right. Red circles with numbers 1 through 4 are overlaid on the interface to indicate the steps for changing address details.

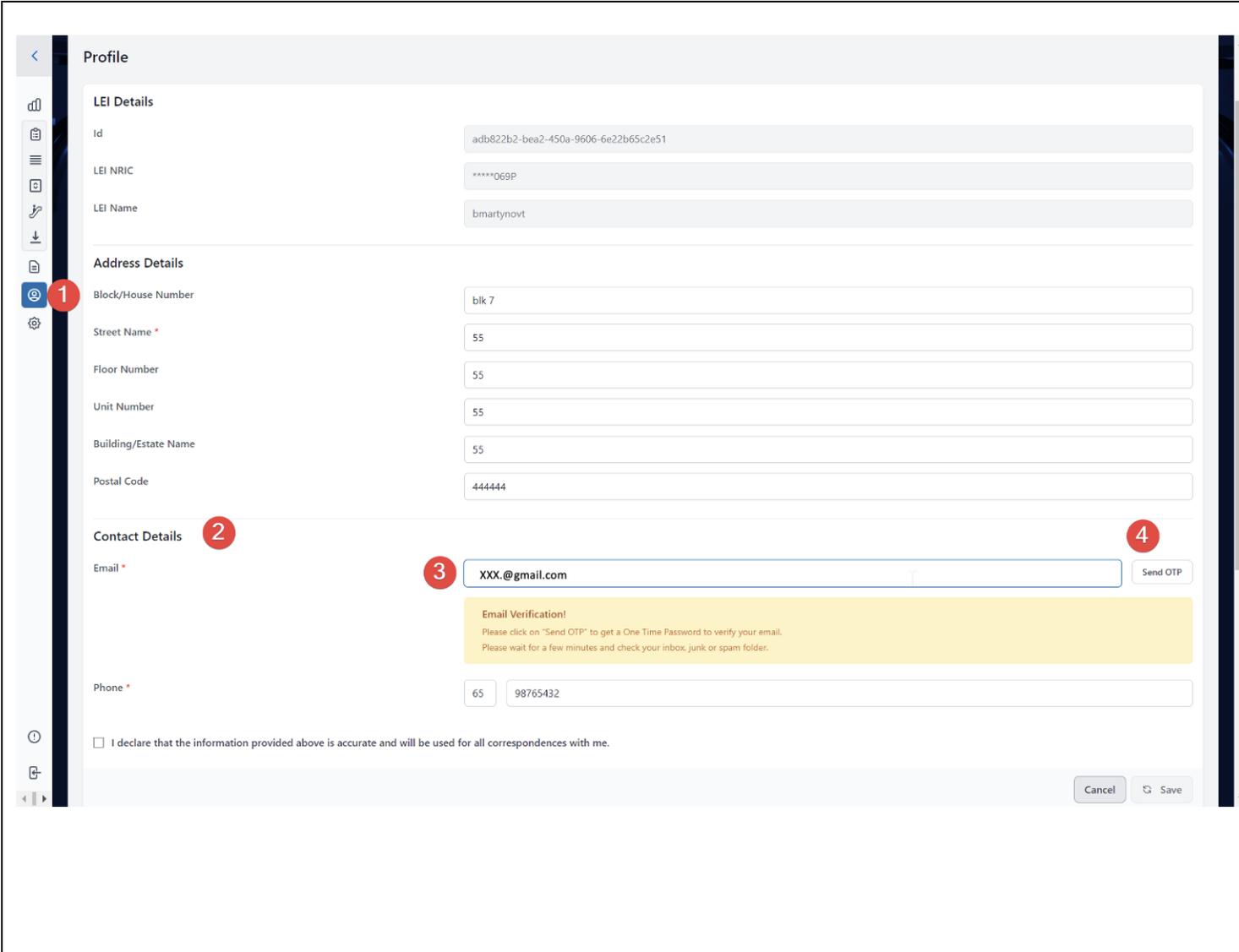
1. Begin by selecting Profile and User management

2. Key in changes to address

3. Check declaration

4. Select save

5.2 Changing contact details (email)



The screenshot displays the 'Profile' page in the LEAP application. The page is divided into sections: 'LEI Details', 'Address Details', and 'Contact Details'. The 'Contact Details' section is highlighted with a red circle '2'. The 'Email' field is highlighted with a red circle '3' and contains the text 'XXX@gmail.com'. A 'Send OTP' button is highlighted with a red circle '4'. A yellow 'Email Verification!' message is displayed below the email field, stating: 'Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.' A 'Cancel' button and a 'Save' button are visible at the bottom right of the page. A red circle '1' is placed over the email icon in the left sidebar.

1. Select profile and user management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your email address.
4. Click on Send OTP

Profile

OTP Sent **5**

LEI Details

Id: adb822b2-bba2-450a-9606-6e22b65c2e51

LEI NRIC: *****069P

LEI Name: bmarynovt

Address Details

Block/House Number: blk 7

Street Name *: 55

Floor Number: 55

Unit Number: 55

Building/Estate Name: 55

Postal Code: 444444

Contact Details

Email *: XXX@gmail.com **7** Send OTP **6**

Verification Code: **6** OTP has been sent. Resend OTP in 1:49

Required

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

Phone *: 65 98765432

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

5. A green successful message “OTP Sent” will be displayed
6. A message to inform OTP has been sent, with a countdown timer of 2 minutes to request resend OTP. After 2 minutes, the “Resend OTP” button will be enabled.
7. A textbox will be displayed with a “Validate” button

The screenshot shows a web form titled "Profile" with a sidebar on the left. The main content area is divided into three sections: "LEI Details", "Address Details", and "Contact Details".

- LEI Details:** Contains fields for "Id" (adb822b2-bea2-450a-9606-6e22b65c2e51), "LEI NRIC" (****Q66P), and "LEI Name" (bmarlymovt).
- Address Details:** Contains fields for "Block/House Number" (blk 7), "Street Name *" (55), "Floor Number" (55), "Unit Number" (55), "Building/Estate Name" (55), and "Postal Code" (444444).
- Contact Details:** Contains an "Email *" field with the value "XXX.@gmail.com" and a "Send OTP" button. Below this is an input field containing "351544" and a "Validate" button. A yellow banner below the input field reads "Email Verification! Please click on 'Send OTP' to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder." Below the banner is a "Phone *" field with the value "65 98765432".

Red circles with numbers 8 and 9 are overlaid on the form. Circle 8 is positioned over the "351544" input field, and circle 9 is positioned over the "Validate" button. A "Send OTP" button is also visible to the right of the email field. At the bottom right of the form, there are "Cancel" and "Save" buttons. A checkbox at the bottom left of the form reads "I declare that the information provided above is accurate and will be used for all correspondences with me."

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

9. Click Validate

Profile

Email Verified **10**

LEP Details

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

LEI NRIC: *****719N

LEI Name: ellis1

Address Details

Block/House Number: blk 7

Street Name *: 55

Floor Number: 55

Unit Number: 55

Building/Estate Name: 55

Postal Code: 123940

Contact Details

Email *: XXX.@gmail.com Send OTP

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

Phone *: 65 83298438

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

10. A message to inform Email verified

11. A green "Verified" tag will be shown

12. "Send OTP" will be hidden as the email has been verified. Should there be any changes to the email, repeat Step 3

Note:
You would be required to validate your email with OTP.

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

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

Contact Details

Email *: XXX.@gmail.com **11** Verified

Phone *: 65 52402338

12

5.3 Changing contact details (phone number)

The image shows two screenshots from the LEAP application. The top screenshot is the 'Profile' page, and the bottom screenshot is the 'Contact Details' page. Red circles with numbers 1 through 6 indicate the steps for changing contact details.

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

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

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

6 Notifications

In this section, LEI can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to [Section 5.2 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated or suspended.

Below are the default notification settings for contractor if they are not configured:

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

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

Notification Settings **2**

Renewal Alert

I want to receive an alert at least ... months/weeks before PTO expiry.

1 month
 2 months
 3 months
 4 months
 5 months
 2 weeks

You will receive reminders until renewal is completed.

Full-load Test Alert

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

2 months
 3 months
 4 months
 5 months

1

1. Select Notification Settings from sidebar
2. Change frequency for desired alerts
3. Save changes

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

Change in Equipment Status

I want to be notified of all changes in Equipment Status.

Real-Time Real Time is not recommended if you have a lot of equipment.
 Daily
 Weekly
 Monthly
 None

Change in Application Status

I want to be notified of all changes in Application Status.

Real-Time Real Time is not recommended if you have a lot of equipment.
 Daily
 Weekly
 Monthly
 None

Preferred Channels

Select channels

Email
XXX@gmail.com

3

Cancel Save Changes