



# User Manual

For The BCA LEAP Application

Role	Owner Representative
Version	1.6
Date	14 November 2024

# Change Log

Version	Date Updated	Remarks
1.0	8 June 2023	LEAP System Commissioning version
1.1	14 July 2023	<p>Addition to manual based on user feedback</p> <p>Revision of Section 1.4 Accepting an owner representative request</p> <p>Revision of Section 1.5 Rejecting an owner representative request</p> <p>Revision of Section 1.8 Owner registration</p> <p>Revision of Section 2.1 GIRO application</p> <p>Revision of Section 6.1 Printing PTO Certificate</p> <p>Revision of Section 6.3 Changing SPE for selected equipment</p> <p>Revision of Section 6.9 Viewing inspection for an equipment</p> <p>Revision of Section 7.1 Edit equipment details</p> <p>Revision of Section 7.2 View past applications</p> <p>Revision of Section 7.3 View payment history</p> <p>Revision of Section 7.4 View Owner, contractor &amp; SPE history</p> <p>Revision of Section 8.1 if Application ID is known upfront</p> <p>Revision of Section 8.2 If Application ID is not known upfront</p> <p>Addition of Section 11 Notification</p>
1.2	7 August 2023	Revision of Section 6.9 Viewing inspection for an equipment
1.3	5 October 2023	<p>Revision of Section 2 Renew PTO Application</p> <p>Revision of Section 2.1 GIRO Application</p> <p>Revision of Section 2.3 Paying the renewal fee of an equipment if Owner's GIRO deduction failed</p> <p>Revision of Section 3 New PTO Application</p> <p>Revision of Section 3 Recommission PTO Application</p> <p>Revision of Section 4 Recommission PTO Application</p>
1.4	6 November 2023	<p>Revision of Section 3 New PTO Application</p> <p>Revision of Section 3 Recommission PTO Application</p> <p>Revision of Section 4 Recommission PTO Application</p> <p>Revision of Section 5 Reactivating a terminated equipment</p>

1.5	27 June 2024	Revision of 1.8 Owner Registration (email verification) Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)
1.6	14 November 2024	Revision of 1.6 Access Owner’s profile as an Owner Representative Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card) Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow) Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4.1 Making Payment for Recommission PTO Revision of Section 6.2 Change Contractor Revision of Section 6.3 Changing SPE for selected equipment Revision of Section 6.4 Printing past receipts Revision of Section 6.6 Suspend equipment Revision of Section 6.7 Amend Suspension Date Revision of Section 7.1 Edit equipment details

## Contents page

---

Change Log .....	1
1 Introduction .....	7
1.1 Terminology Used .....	7
1.2 Statuses used in LEAP.....	8
1.2.1 Application Status.....	8
1.2.2 Equipment Status .....	9
1.2.3 Inspection Status .....	9
1.2.4 Payment Status.....	10
1.2.5 Refund Status .....	10
1.3 Logging into the system .....	11
1.4 Accepting an owner representative request.....	13
1.5 Rejecting an owner representative request.....	16
1.6 Access Owner’s profile as an Owner Representative .....	19
1.7 Flow of Owner main functions .....	23
1.7.1 Owner flow: Renewal process.....	23
1.7.2 Owner flow: Create New PTO process .....	24
1.7.3 Owner flow: Recommission process .....	25
1.8 Owner Registration .....	26
1.9 Equipment list.....	28
1.10 Smart filter View.....	29

1.10.1	View equipment expiring in 3-months.....	30
1.10.2	View equipment with full load test window open.....	31
1.10.3	View equipment with no contractor for less than 1 month .....	32
1.10.4	View equipment with no contractor for more than 1 month.....	33
1.10.5	View equipment with ongoing new PTO application.....	34
1.10.6	View equipment with ongoing recommissioning.....	35
1.10.7	View equipment with suspension request.....	36
1.10.8	View all equipment assigned.....	37
2	Renew PTO equipment .....	38
2.1	GIRO application.....	43
2.2	Paying the renewal fee of an equipment.....	45
2.2.1	Paying the renewal fee of an equipment – E-Payment (Credit Card).....	49
2.2.2	Paying the renewal fee of an equipment – E-Payment (PayNow).....	51
2.2.3	Paying the renewal fee of an equipment – Bank Transfer.....	54
2.2.4	Paying the renewal fee of an equipment – GIRO.....	56
2.3	Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 .....	57
2.4	Paying the renewal fee of an equipment if GIRO deduction failed – Method 2 .....	60
2.5	Change equipment expiry date .....	62
3	New PTO application.....	64
3.1	Accepting assigned equipment for New PTO application.....	65
3.2	Rejecting assigned equipment for New PTO application.....	68
3.3	Making payment for new PTO application.....	71
4	Recommission PTO application.....	77

5	Reactivating a terminated equipment .....	83
6	Existing equipment.....	87
6.1	Print PTO Certificate.....	87
6.1.1	Print PTO Certificate less than 25 equipment selected .....	87
6.1.2	Print PTO Certificate with 25 or more equipment selected.....	88
6.2	Change Contractor .....	90
6.3	Changing SPE for selected equipment .....	92
6.4	Printing past receipts.....	94
6.5	Advanced filter (Search).....	95
6.6	Suspend equipment .....	97
6.7	Amend Suspension Date .....	99
6.8	Viewing inspection for an equipment .....	101
7	Equipment details .....	106
7.1	Edit equipment details .....	107
7.2	View past applications.....	112
7.3	View payment history .....	114
7.4	View Owner, contractor & SPE history.....	116
7.5	Exporting equipment details to excel.....	118
8	Viewing equipment in PTO application list.....	120
8.1	If Application ID is known upfront.....	120
8.2	If Application ID is not known upfront .....	121
9	Claiming Ownership .....	123
10	Profile and user management.....	127

10.1 Opt-in for GIRO as a valid payment method for Renewal .....127

11 Notification.....128

# 1 Introduction

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

This user manual serves to assist you, the owner representatives, in understanding the different functions of the BCA’s LEAP system.

The screens that Owner Rep will see are the same as Owner. Owner Rep can act on behalf for Owner for several key features such as paying PTO fees for renewal PTO, new PTO and recommission PTO applications.

## 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
Owner Rep	Owner Representative



## 1.2 Statuses used in LEAP

### 1.2.1 Application Status

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

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

## 1.2.2 Equipment Status

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

## 1.2.3 Inspection Status

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

## 1.2.4 Payment Status

Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
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, Owner Representatives can log in with their **main account** using Singpass or Corppass.

Type of user	Mode of log in	Remarks
Contractor	Corppass (Contractor)	If you are a Registered Lift Contractor (RW02) or Registered Escalator Contractor (RW03), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.
Facilities management firm	Corppass (Corporate Owner)	If you do not have any account, please refer to <a href="#">Section 1.8</a> to register as Corporate Owner in LEAP.
LEI	Singpass (LEI)	If you are under the Accredited Lift & Escalator Inspectors list (LEI), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.
Next of kin	Singpass (Individual L&E Owner)	If you do not have any account, please refer to <a href="#">Section 1.8</a> to register as Home Owner in LEAP.
SPE	Singpass (SPE)	If you are under the Professional Engineers Board (PEB), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.

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

Lifts and Escalators Application Portal

**Announcement**

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

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that can infect devices with malware. Keep software and security patches up-to-date. Never disclose your passwords and 2FA details to others.

Please do not click on any links if you receive SMSes that appear to be from BCA. Please be assured that BCA will never ask or request for anyone personal details via SMS notifications and /



**Individual Login**

**Individual Home Owners**

[Log in with singpass](#)

**SPE**

[Log in with singpass](#)

**LEI**

[Log in with singpass](#)

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



**Corporate Login**

**L&E Corporate Owner**

[Log in with corppass](#)

**Contractors**

[Log in with corppass](#)

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

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**

Owner (.pdf 5.6MB, 4 Nov 2022)

Town Councils (.pdf 5.6MB, 17 Oct 2022)

Contractors (.pdf 3.5MB, 28 Oct 2022)

SPE (.pdf 5.3MB, 20 Oct 2022)

**LEAP WEBINAR**

Owner (.mp4 535.51MB, 31 Oct 2022)

Town Councils (.mp4 295.20MB, 14 Oct 2022)

Contractors (.mp4 195.19MB, 28 Oct 2022)

SPE (.mp4 249.49MB, 18 Oct 2022)

**LEAP USER MANUAL**

Quick Guide (.pdf 2MB, 7 Jun 2023)

Owner (.pdf 15.67MB, 8 Jun 2023)

Contractors (.pdf 5.28MB, 8 Jun 2023)

SPE (.pdf 12.75MB, 8 Jun 2023)

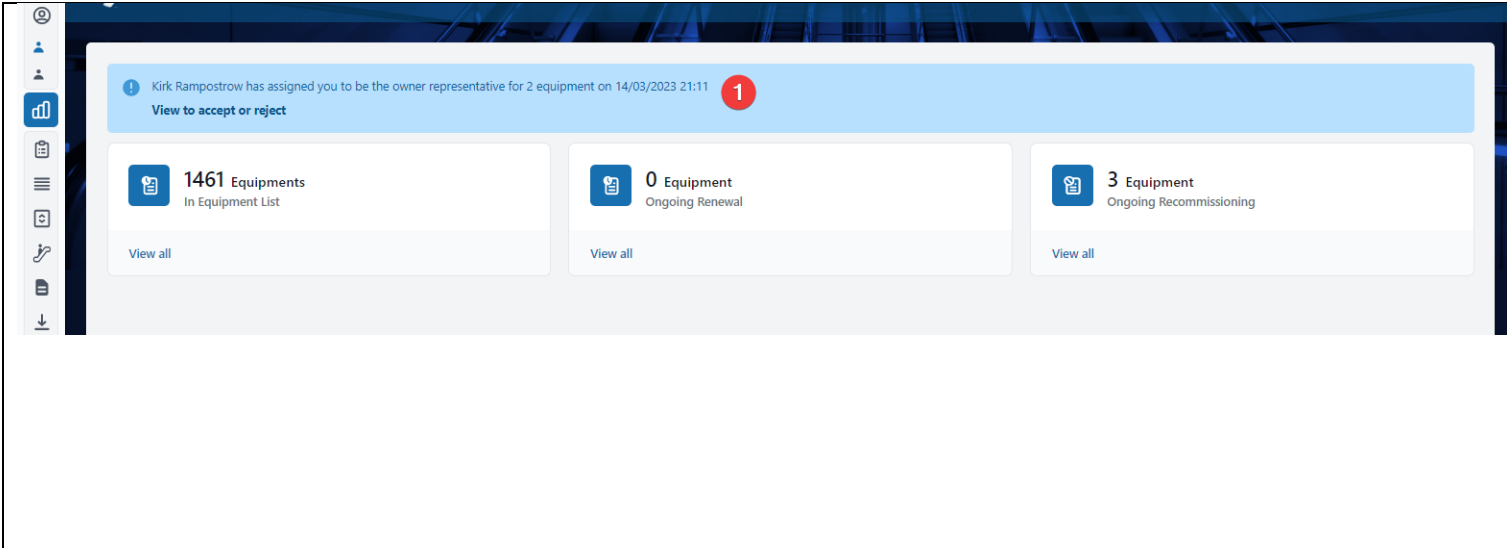
LEI (.pdf 11.27MB, 8 Jun 2023)

Owner Rep (.pdf 17.22MB, 8 Jun 2023)

FAQ (.pdf 272KB, 20 Jan 2023)

## 1.4 Accepting an owner representative request

Owner representative can login to their account and accept the request.



The screenshot displays the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk Ramprostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a "View to accept or reject" link. Below the notification are three white cards with blue icons and text:

- 1461 Equipments In Equipment List (View all)
- 0 Equipment Ongoing Renewal (View all)
- 3 Equipment Ongoing Recommissioning (View all)

A vertical sidebar on the left contains various navigation icons. To the right of the screenshot, a numbered list provides instructions.

1. Click on the dashboard notification.

**Confirm Ownership**

Current Owner Name, ID  
Jon Bieber, \*\*\*\*819T

Request date  
01/11/2023

1 item(s) selected Clear All Column Filters

<input checked="" type="checkbox"/>	OWNER NA...	EQUIPMENT ...	EQUIPMENT NO	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIF
<input checked="" type="checkbox"/>	Jon Bieber	L414	Set for auto renewal 6/9/2023	blk66666, purple road	blk66666	purple road	N/A	N/A	Ac

**Documents**

safety gear report AH06 1600kg.pdf  
Download

Remarks

Cancel Reject Accept

2. Select the request

3. Select accept

Confirm Ownership

Current Owner Name, ID  
Jon Bieber, \*\*\*\*\*819T

Request date  
01/11/2023

1 item(s) selected Clear All Column Filters

OWNER NA...	EQUIPMENT ...	EQUIPMENT NO	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIF
<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	Jon Bieber	L414	Set for auto renew		666 purple road	N/A	N/A	At

Documents

safety gear report AH06 1600kg.pdf  
Download

Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

Confirm this action?

Cancel Yes

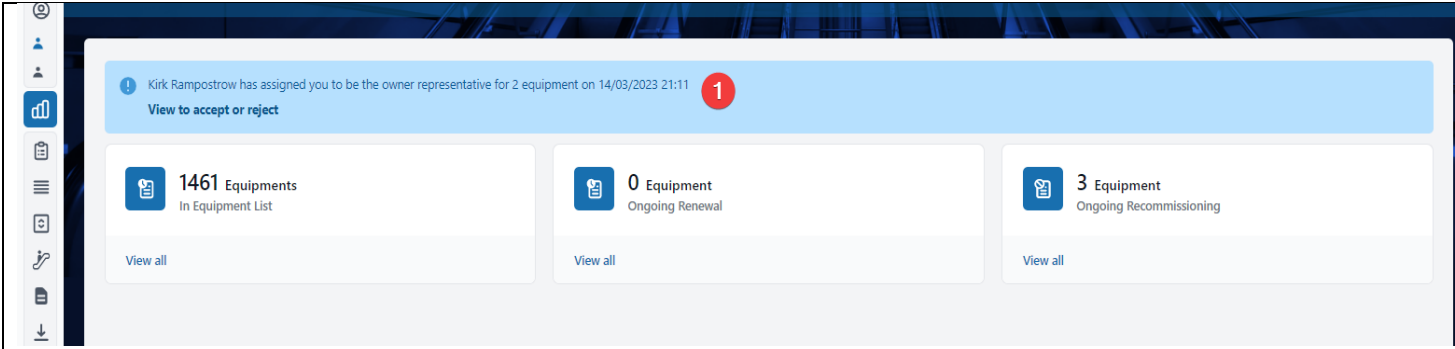
4

4. Confirm acceptance of request



## 1.5 Rejecting an owner representative request

Owner representative can login to their account and reject the request.



The screenshot shows a dashboard with a notification bar at the top. The notification reads: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a "View to accept or reject" link. Below the notification are three equipment status cards:

Equipment Status	Count	Action
In Equipment List	1461	View all
Ongoing Renewal	0	View all
Ongoing Recommissioning	3	View all

1. Click on the dashboard notification.

2. Select the request
3. Select reject

### Confirm Ownership

Current Owner Name, ID  
Jon Bieber, \*\*\*\*\*819T

Request date  
01/11/2023

1 item(s) selected Clear All Column Filters

OWNER NA...	EQUIPMENT ...	EQUIPMENT NO	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIF
<input checked="" type="checkbox"/>								
<input checked="" type="checkbox"/>	Jon Bieber	L414	Set for auto renew		666 purple road	N/A	N/A	Ar

Confirm this action?

#### Documents

safety gear report AH06 1600kg.pdf  
[Download](#)

Remarks

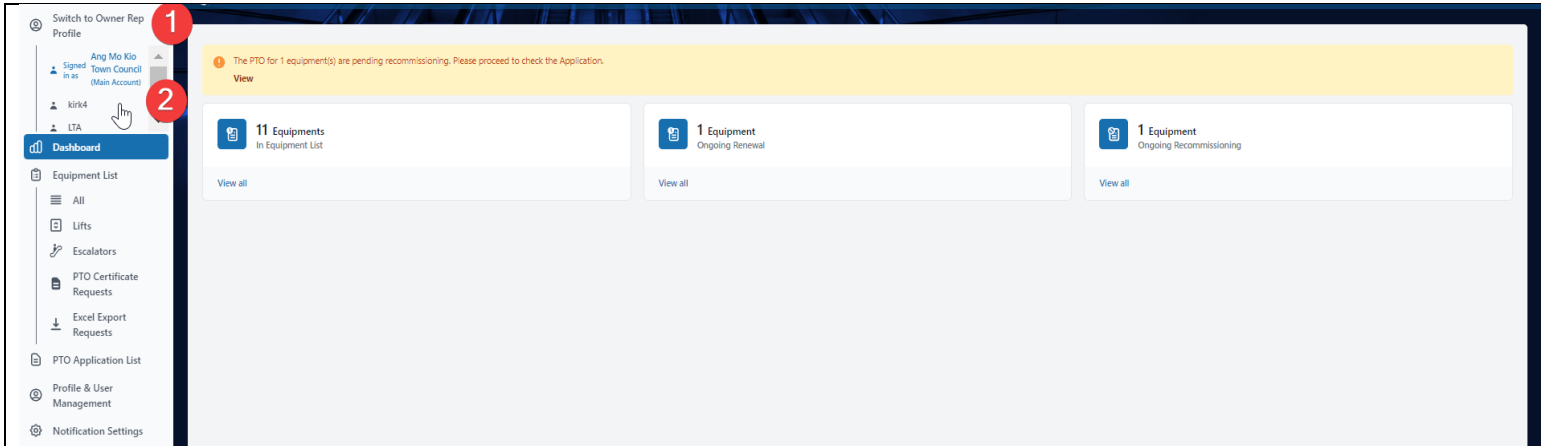
Please describe details of the discrepancies.

#### 4. Confirm rejection

4

## 1.6 Access Owner's profile as an Owner Representative

After Owner Rep has logged in to their main profile and accepted the Owner Representative requests, Owner Representatives can then switch profile to access Owner's equipment – Method 1



The screenshot displays the LEAP dashboard interface. On the left sidebar, the 'Switch to Owner Rep Profile' option is highlighted with a red circle and the number '1'. Below it, the 'LTA' profile is selected with a red circle and the number '2'. The main dashboard area shows a notification banner at the top stating 'The PTO for 1 equipment(s) are pending recommissioning. Please proceed to check the Application.' Below the banner, there are three summary cards: '11 Equipments In Equipment List', '1 Equipment Ongoing Renewal', and '1 Equipment Ongoing Recommissioning'. Each card has a 'View all' link.

1. Select the desired assigned Owner Representative account from the left sidebar.
2. Profile has been switched.

Building and Construction Authority

LEAP

Owner (User Manual) Owner Rep (User Manual) Retrieve Another OPTO Account LTA edit updated test edit updated Owner

Equipment List

Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

0 New Equipment Ongoing New PTO application

0 Equipment Ongoing Recommissioning

5 Equipment Suspension Request

6 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

6 / 6 equipment(s) 0 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQU ACTION
L395	SL7866	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	31/05/2024	16/10/2028	Pending SPE Inspection	Renewal PTO	Su View
L389	PI 23	Block 23, Ramsy street, 1, 234234	Block 23	Ramsy street	234234	N/A	30/06/2024	N/A	Complete	Renewal PTO	Su View
L391	CL76803	Street 76803	N/A	Street 76803	N/A	N/A	31/07/2024	N/A	Complete	Recommission PTO	Su View
L279	TestCL01	TestCL01	N/A	TestCL01	N/A	N/A	31/08/2024	N/A	Complete	New PTO	Su View
L161	pl4234	blk5768997, test street	blk5768997	test street	N/A	N/A	21 days 31/10/2024	N/A	Complete	Recommission PTO	Su View
L394	12312	blk234ff, test st	blk234ff	test st	N/A	N/A	30/09/2025	19/07/2029	Complete	Renewal PTO	Ac View

Showing 1 to 6 of 6 results Rows per page 10 First 1 Last

Submit Feedback

1. The “signed in as” will be updated.
2. A red border will be shown.
3. Equipment assigned to you which you have accepted will be shown.

**Note:** You will not be seeing your own equipment until you switch back to your own profile by selecting your account from the left sidebar. You will notice a slight difference in the view you had before switching profile. For example, you will not see “Profile & User Management” and “Notification Settings” after switching to Owner’s profile.

After Owner Rep has logged in to their main profile and accepted the Owner Representative requests, Owner Representatives can then switch profile to access Owner's equipment – Method 2

The screenshot shows the 'Equipment List' page in the LEAP system. The top navigation bar includes 'Owner (User Manual)', 'Owner Rep (User Manual)', and 'Retrieve Another OPTO Account'. A red circle '1' highlights the 'Owner Rep (User Manual)' button. On the right, a user profile dropdown menu is open, showing 'Lucky Guy Representative Account' with a red circle '2' highlighting it. Below the navigation, there are several summary cards for equipment status: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '0 New Equipment Ongoing New PTO application', '0 Equipment Ongoing Recommissioning', '5 Equipment Suspension Request', and '6 Applications Assigned to me'. A table of equipment is displayed below, with columns for Equipment ID, Equipment No, Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, and Equ Action. The table contains 6 rows of data. At the bottom, it shows 'Showing 1 to 6 of 6 results' and 'Rows per page 10'.

1. Click on your username at the top right hand corner
2. Select the desired assigned Owner rep account

The screenshot displays the LEAP system interface. At the top, there is a navigation bar with the Building and Construction Authority logo and user information. The main content area is titled 'Equipment List' and features several summary cards for different equipment categories. Below these cards is a table with columns for Equipment ID, Equipment No, Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, and Equ Action. The table contains six rows of data. A red callout '1' points to a notification in the top right corner. A red callout '2' points to a user profile dropdown menu. A red callout '3' points to the '0 item(s) selected' status in the table header.

1. The signed in profile will be highlighted.
2. A red border will be shown.
3. Equipment assigned to you which you have accepted will be shown.

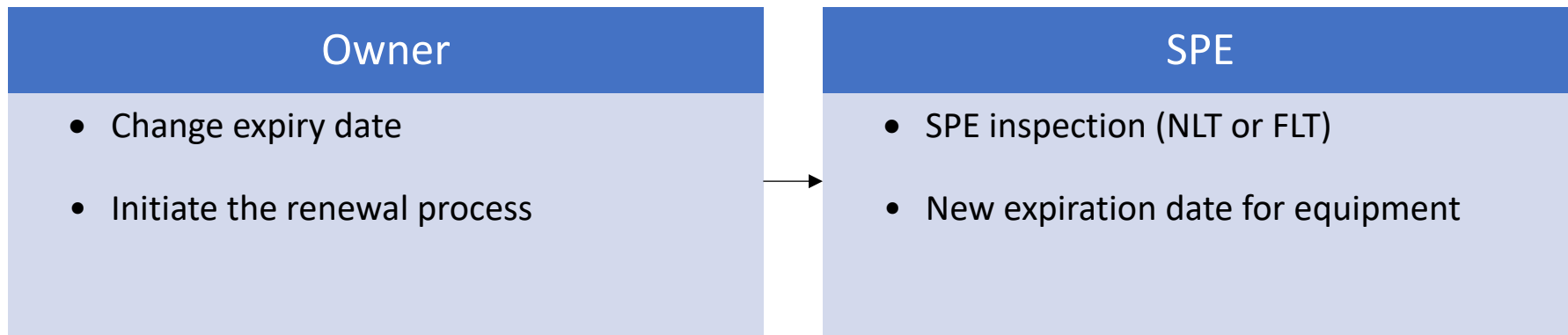
**Note:** You will not be seeing your own equipment until you switch back to your own profile by selecting your account from the left sidebar. You will notice a slight difference in the view you had before switching profile. For example, you will not see “Profile & User Management” and “Notification Settings” after switching to Owner’s profile.

## 1.7 Flow of Owner main functions

The main role of the owner representative would be act on behalf of the owner for some actions such as during the renewal, new PTO creation and recommission process. This section will be used to elaborate on the flow of these 3 main usage for Owner.

### 1.7.1 Owner flow: Renewal process

When renewing a PTO, Owners should first adjust the expiry date to be within the 3-month renewal window period. Owners can then initiate the renewal process which includes contractor and SPE selection as well as payment for the renewal. **The full renewal process is outlined in [Section 2](#)**. After which the SPE will receive an email alert to conduct the inspection whether it be the No Load Test or Full Load test. The new expiration date would be changed automatically once the process is completed.





## 1.7.2 Owner flow: Create New PTO process

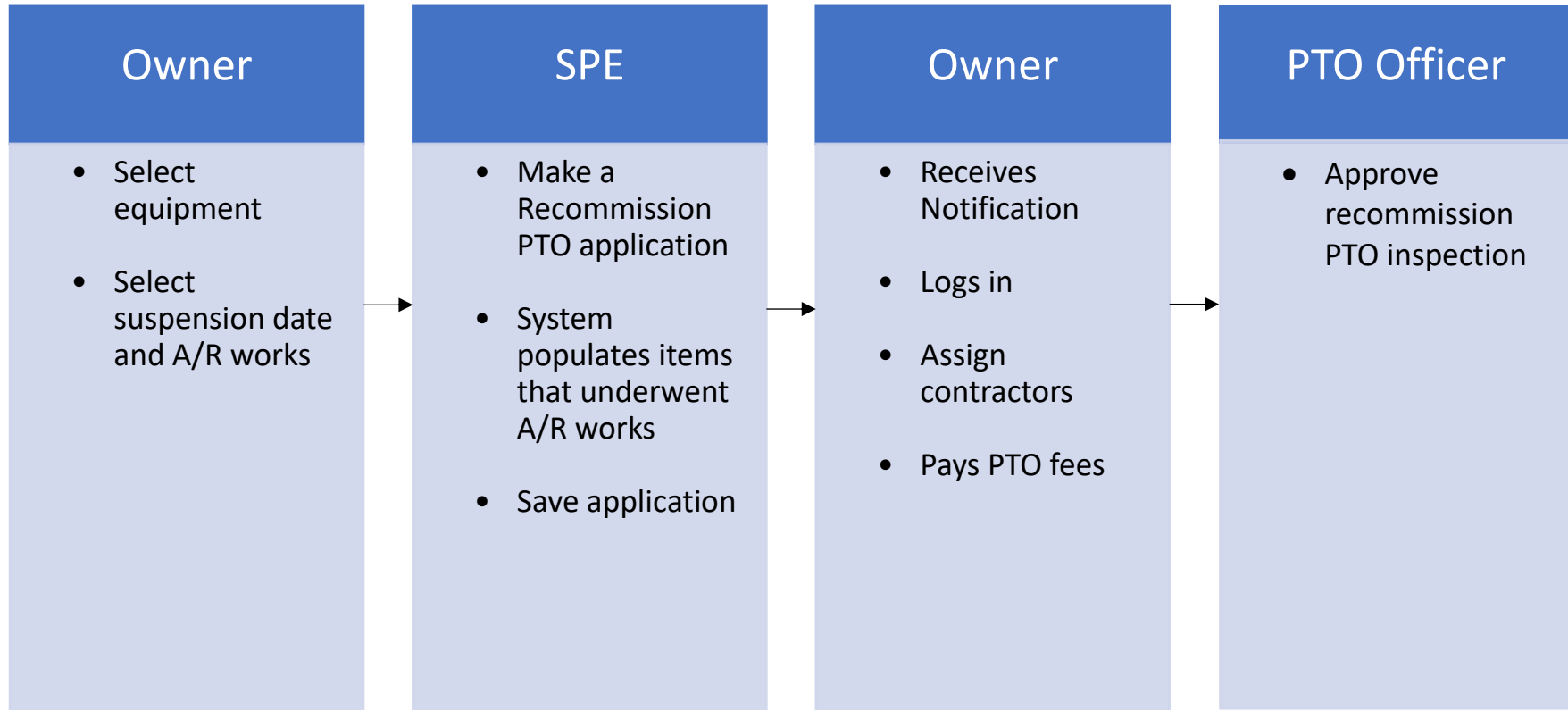
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



make payment. **The full process for Owners is outlined in [Section 3](#).** Once approved by the PTO officer, Owners can then proceed to download the PTO certificate.

### 1.7.3 Owner flow: Recommission process

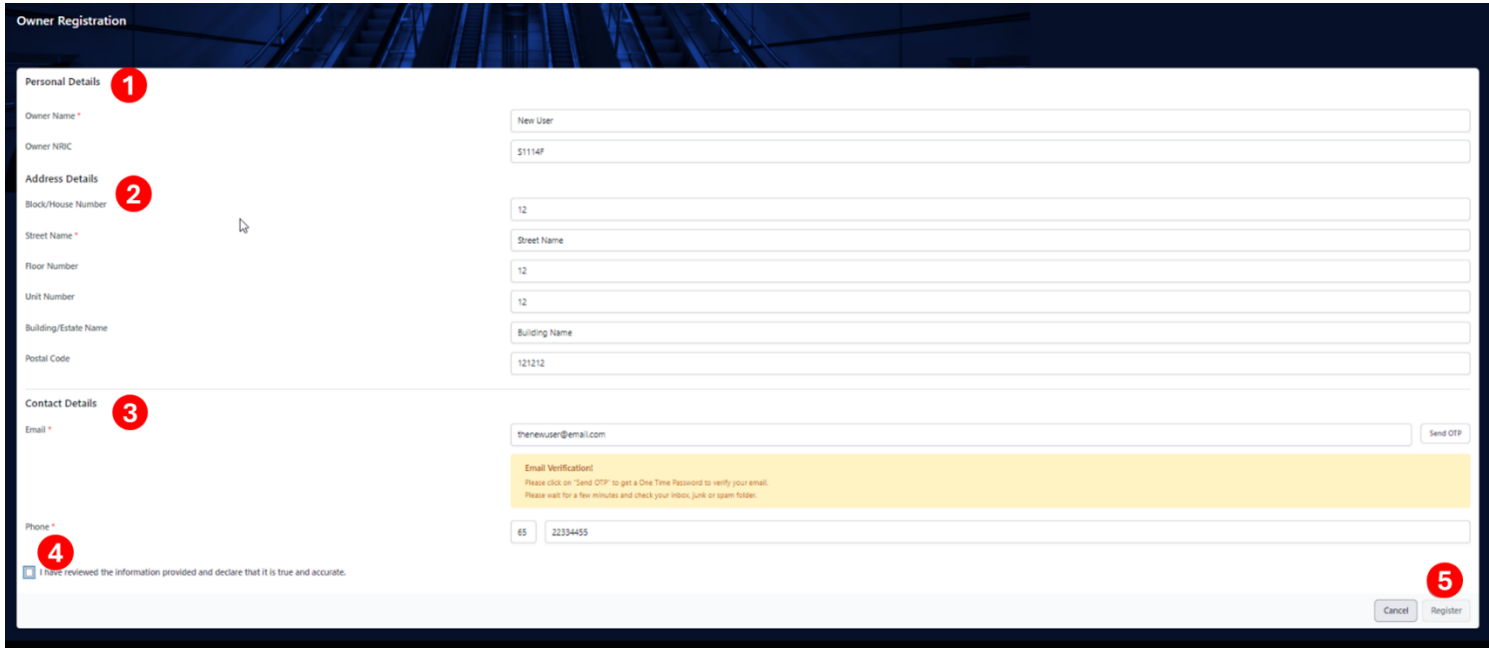
The process of recommission begins at the time the owner suspends the equipment. This process is outlined in [Section 4](#). After the period of suspension, the SPE has to initiate the recommission process. The Owner then receives an email notification indicating that the recommission process has been started and can then proceed to assign a contractor and pay fees for recommission.



## 1.8 Owner Registration

Owner registration is a crucial step. Information here would be pre-populated according to Singpass or Corppass details.

For Home Owner, personal details include Owner Name and NRIC, which is pre-populated.



The screenshot shows the 'Owner Registration' form with the following fields and callouts:

- 1** Personal Details: Owner Name \*
- 2** Address Details: Block/House Number, Street Name \*, Floor Number, Unit Number, Building/Estate Name, Postal Code
- 3** Contact Details: Email \*
- 4** Phone \*
- 5** Register button

The form includes a 'Send OTP' button next to the email field and a yellow verification message: '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 have reviewed the information provided and declare that it is true and accurate.

Note that on the users screen that the Owner's details would be pre-populated based on users Singpass or Corppass details

1. Select the owner type in personal details.
2. Fill in address details.
3. Fill in email and contact details.
4. Select the declaration
5. Select Register

**Note:** Owner must verify the email address using OTP to register in LEAP

For Corporate Owner, personal details include Registration No./UEN, Company Name and Owner Name.

**Owner Registration**

**Personal Details**

Registration No. / UEN	<input type="text" value="82034923X"/>
Company Name	<input type="text"/>
Owner Name	<input type="text"/>

## 1.9 Equipment list

The equipment list involves the main activities of LEAP, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the user itself, and can be easily filtered according to user's needs.

All Owner Rep will see the view of an Owner's equipment list dashboard after switched profile. Refer to [Section 1.6](#) for more details on how to switch profile to view Owner's equipment.

**Equipment List** Claim Equipment Ownership Export All Records To Excel

- 412 Equipment PTO Expiring in 3 months
- 0 Equipment Full Load Test window open
- 0 Equipment No contractor for less than 1 month
- 1 Equipment No contractor for more than 1 month
- 7 New Equipment Ongoing New PTO application
- 3 Equipment Ongoing Recommissioning
- 10 Equipment Suspension Request
- 1484 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

1461 / 1484 equipment(s) 0 item(s) selected
 Display/Hide Columns Group By Column Clear All Column Filters Search

<input type="checkbox"/>	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input type="checkbox"/>	EN-10079-606886	N/A	180, Kitchener Rd, 03 - 02, 780835	180	Kitchener Rd	780835	N/A	View ...
<input type="checkbox"/>	EN-27925-420224	N/A	7, Kallang, Indoor Stadium, 123456	7	Kallang	123456	Indoor Stadium	View ...

## 1.10 Smart filter View

Smart filter view is a quick and convenient way to view the desired equipment in the context required. Selecting a filter would change the equipment(s) being shown in the equipment list.

The screenshot displays the 'Equipment List' interface. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight smart filter cards, each with an icon and a count of equipment or applications. A red box highlights these filter cards. Below the filters are several action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below the buttons, there is a status bar showing '1461 / 1484 equipment(s)' and '0 item(s) selected'. To the right of the status bar are buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters', along with a search box. At the bottom, a table header is visible with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION

## 1.10.1 View equipment expiring in 3-months

Select PTO expiring in 3 months smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features a grid of eight summary cards, each with an icon, a count, and a description:

- 412 Equipment** (clock icon): PTO Expiring in 3 months (highlighted with a red box)
- 0 Equipment** (calendar icon): Full Load Test window open
- 0 Equipment** (person icon): No contractor for less than 1 month
- 1 Equipment** (calendar icon with '1+' and 'mon'): No contractor for more than 1 month
- 7 New Equipment** (document icon): Ongoing New PTO application
- 3 Equipment** (play button icon): Ongoing Recommissioning
- 10 Equipment** (stop sign icon): Suspension Request
- 1484 Applications** (person icon): Assigned to me

At the bottom of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.10.2 View equipment with full load test window open

Select Full Load Test Window Open smart filter. Do note that full load tests have to be carried out within 4 months of the expiry date.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412</b> Equipment PTO Expiring in 3 months	<b>0</b> Equipment Full Load Test window open	<b>0</b> Equipment No contractor for less than 1 month	<b>1</b> Equipment No contractor for more than 1 month
<b>7</b> New Equipment Ongoing New PTO application	<b>3</b> Equipment Ongoing Recommissioning	<b>10</b> Equipment Suspension Request	<b>1484</b> Applications Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)



### 1.10.3 View equipment with no contractor for less than 1 month

Select No contractor for less than 1 month smart filter.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412 Equipment</b> PTO Expiring in 3 months	<b>0 Equipment</b> Full Load Test window open	<b>0 Equipment</b> No contractor for less than 1 month	<b>1 Equipment</b> No contractor for more than 1 month
<b>7 New Equipment</b> Ongoing New PTO application	<b>3 Equipment</b> Ongoing Recommissioning	<b>10 Equipment</b> Suspension Request	<b>1484 Applications</b> Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

## 1.10.4 View equipment with no contractor for more than 1 month

Select No contractor from more than 1 month smart filter.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412 Equipment</b> PTO Expiring in 3 months	<b>0 Equipment</b> Full Load Test window open	<b>0 Equipment</b> No contractor for less than 1 month	<b>1 Equipment</b> No contractor for more than 1 month
<b>7 New Equipment</b> Ongoing New PTO application	<b>3 Equipment</b> Ongoing Recommissioning	<b>10 Equipment</b> Suspension Request	<b>1484 Applications</b> Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

## 1.10.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in a 2x4 grid:

- 412 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 1 Equipment: No contractor for more than 1 month
- 7 New Equipment: Ongoing New PTO application** (highlighted with a red box)
- 3 Equipment: Ongoing Recommissioning
- 10 Equipment: Suspension Request
- 1484 Applications: Assigned to me

At the bottom of the dashboard, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.10.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are several filter cards:

- 412 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 1 Equipment: No contractor for more than 1 month
- 7 New Equipment: Ongoing New PTO application
- 3 Equipment: Ongoing Recommissioning** (highlighted with a red border)
- 10 Equipment: Suspension Request
- 1484 Applications: Assigned to me

At the bottom of the dashboard, there are several action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.10.7 View equipment with suspension request

Select Suspension Request smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards arranged in two rows. The first row contains: '412 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '1 Equipment No contractor for more than 1 month'. The second row contains: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request' (highlighted with a red border), and '1484 Applications Assigned to me'. At the bottom of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

## 1.10.8 View all equipment assigned

Select Assigned to me smart filter.

**Equipment List**

[Claim Equipment Ownership](#) [Export All Records To Excel](#)

<b>412</b> Equipment PTO Expiring in 3 months	<b>0</b> Equipment Full Load Test window open	<b>0</b> Equipment No contractor for less than 1 month	<b>1</b> Equipment No contractor for more than 1 month
<b>7</b> New Equipment Ongoing New PTO application	<b>3</b> Equipment Ongoing Recommissioning	<b>10</b> Equipment Suspension Request	<b>1484</b> Applications Assigned to me

[Renew PTO](#) [Pay Renewal Fee](#) [Print PTO Cert](#) [Other Actions](#) [Export Selected Records To Excel](#)

Owners can check the equipment that has been transferred by selecting the smart filter that indicates applications assigned to me.

## 2 Renew PTO equipment

The steps below outline the way in which the Owner can renew a PTO. This is required when the equipment is about to reach its expiry and the Owner wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. It should be expiring in 3 months as well as be currently active. The main function of this process would be to make payment for the renewal. Using the system, multiple equipment may be selected to be renewed at the same time.

Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, or Internet Bank Transfer or Continue with GIRO. Do note that GIRO deductions are carried out in the following month. Please note the following:

1. GIRO option will not be enabled if the equipment to be renewed is within expiry month. For example, if the equipment is expiring on 31 Jul 2022, if owner wants to renew it and pay by GIRO, owner is unable to do so in Jul 2022, but able to pay by GIRO for 31 May 2022 and 30 Jun 2022.
2. GIRO option will not be enabled if there is at least 1 equipment with PTO expiry date as current month selected for renewal.
3. GIRO option will not be made available for New and Recommission PTO applications.
4. GIRO option will be enabled if the GIRO Registration has been successful. Please refer to [Section 2.1](#) GIRO application.

**Equipment List** 
[Claim Equipment Ownership](#)
[Export All Records To Excel](#)

**6 Equipment**  
PTO Expiring in 3 months 1

**0 Equipment**  
Full Load Test window open

**0 Equipment**  
No contractor for less than 1 month

**0 Equipment**  
No contractor for more than 1 month

**125 New Equipment**  
Ongoing New PTO application

**27 Equipment**  
Ongoing Recommissioning

**633 Equipment**  
Suspension Request

**811 Applications**  
Assigned to me

[Renew PTO](#) 3

[Pay Renewal Fee](#)

[Print PTO Cert](#)

[Other Actions](#)

[Export Selected Records To Excel](#)

Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

item(s) selected

[Display/Hide Columns](#)

[Group By Column](#)

[Clear All Column Filters](#)

[Search](#)

<input checked="" type="checkbox"/>	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input checked="" type="checkbox"/>	L4	pl pto	21, 04 Rochor Centre1 Rochor Road,aa, hor Centre1 Rochor Road, #02-604 Rochor Centre, 12 - 32, 212123	21	04 Rochor Centre1 Rochor Road,aa	212123	hor Centre1 Rochor Road, #02-604 Rochor Ce	View ...

1. Select the filter PTO expiring in 3 months
2. Select the equipment that requires renewal
3. Select renew PTO

**Note:**  
When renewing a PTO, the equipment has to be within the renewal window period and has to have an active status. Lifts and escalators are not allowed to be combined in 1 application.



Renewal (Application ID: A-202403-046648)

Renewal application has been created successfully

You are initiating PTO Renewal for  
- 1 Cargo Lift L606 at Block FF21, Annona Street, owned by Jon Bieber

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

Assign Test Contractor & SPE

Test contractor: 9G ELEVATOR PTE LTD Change Contractor **4**

Specialist Professional Engineer (SPE): Susie Budianto || ID: 49 **5**

← Previous **6** Next →

4. Owner can change test contractor.
5. Change assigned SPE. (The drop down box will be pre-filled with the previous SPE assigned to the equipment).
6. Select Next.

## 7. Proceed to payment

### Renewal (Application ID: A-202403-046648)

You are initiating PTO Renewal for  
- 1 Cargo Lift L606 at Block FF21, Annona Street, owned by Jon Bieber

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

[Print To PDF](#)  
[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L606	Cargo Lift	Block FF21, Annona Street	20

Showing 1 to 1 of 1 results    Rows per page: 10    First < 1 > Last

---

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"><li>\$20/Escalator for 1st 10 Escalator(s)</li><li>\$10/Escalator for subsequent Escalator(s)</li></ul>	<b>Lift</b> <ul style="list-style-type: none"><li>\$20/Lift for 1st 10 Lift(s)</li><li>\$10/Lift for subsequent Lift(s)</li></ul>	<b>MCPS</b> <ul style="list-style-type: none"><li>\$20/MCPS for 1st 10 MCPS(s)</li><li>\$10/MCPS for subsequent MCPS(s)</li></ul>
--	---	---

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

[← Previous](#)    [Cancel](#)    [Proceed To Payment →](#) 7

Renewal (Application ID: A-202410-049666)

Renewal application has been created successfully

You are initiating PTO Renewal for  
- 1 Cargo Lift L784 at 23 User Manual Road, owned by -> </img></img> LTA

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

4. Print To PDF  
Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results    Rows per page 10    First < 1 > Last

Total Amount \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul> <small>The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</small>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
---	---	---

**GIRO deduction for the following month will not be deducted if you choose to pay using other modes**  
**GIRO deduction will be completed between 1-10<sup>th</sup> of the month**  
**The GIRO payment will not be enabled if you have equipment that are expiring within the same month.**

**Payment Options 8**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Continue with GIRO  
GIRO payment is **locked** if today falls under the same PTO expiry **month** or if today is a past date

← Previous    Cancel    Confirm → 9

8. Select mode of payment

9. Confirm

Payment can be made via:

A) E-Payment (Credit Card/PayNow),

B) Bank transfer

C) GIRO

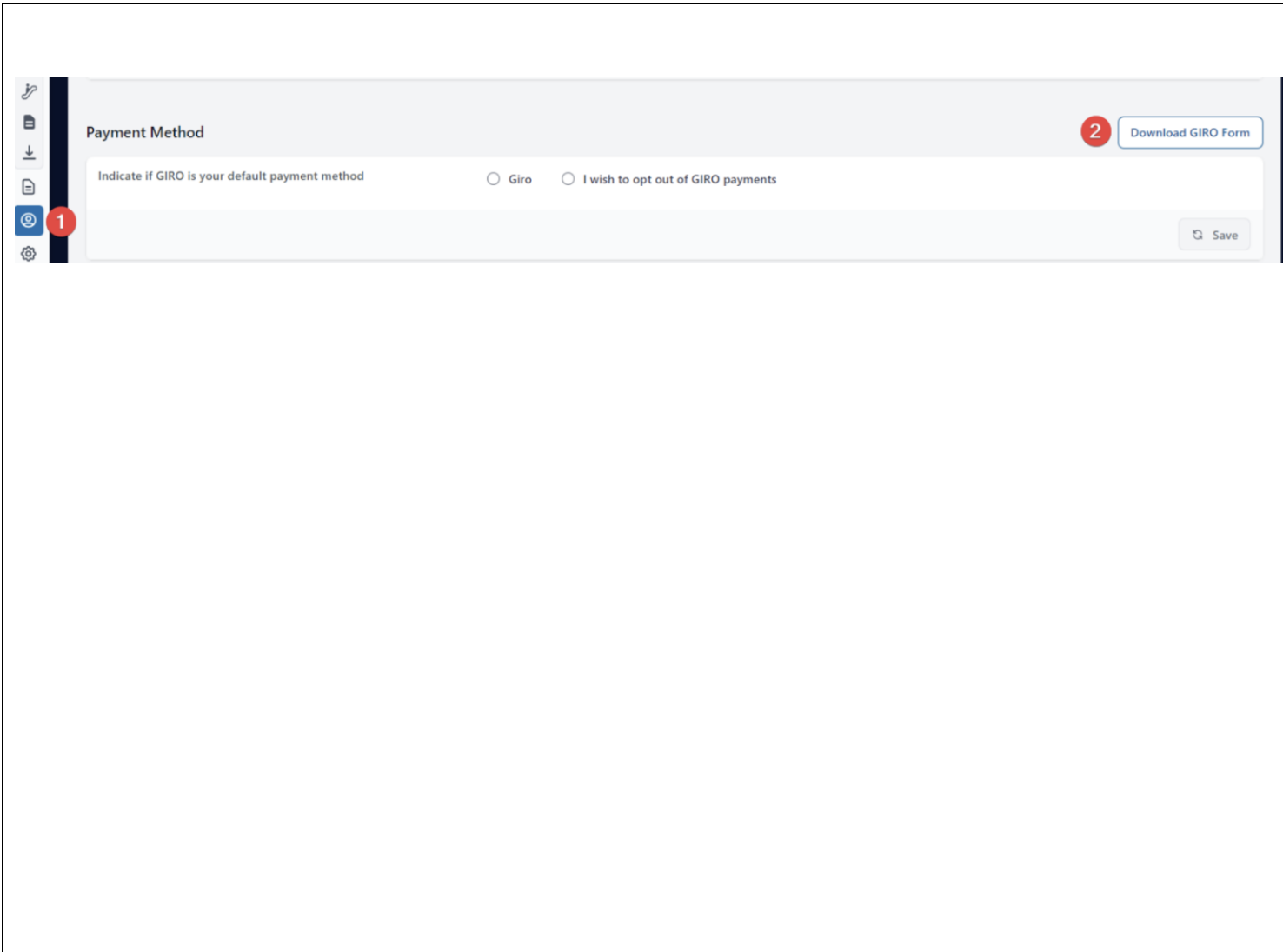
Payment methods are covered in [Section 2.2](#).

**Note:**

Giro details such as bank account name, bank account number, and DDA number will be shown.

## 2.1 GIRO application

The process of setting up GIRO would be as follows:

	<p>If Owner Rep who is also an owner wants to check his/her GIRO details,</p> <ol style="list-style-type: none"><li>1. Select Profile &amp; User Management</li><li>2. Under payment method select “Download GIRO Form” and fill up</li><li>3. You will be required to mail the original GIRO hardcopy form as it needs to be verified by the bank.</li></ol> <p>You can mail the hardcopy form to this address:</p> <p>Building and Construction Authority 52 Jurong Gateway Road #11-01 Singapore 608550</p>
---	--

<p><b>Payment Method</b> <span style="float: right;"><a href="#">Download GIRO Form</a></span></p> <p>Indicate if GIRO is your default payment method <input checked="" type="radio"/> Giro <input type="radio"/> I wish to opt out of GIRO payments</p> <p><b>GIRO Details</b> <span style="color: red; font-weight: bold; border: 1px solid red; border-radius: 50%; padding: 2px 6px;">4</span></p> <table><tr><td>Bank Account Name</td><td>HSBC</td></tr><tr><td>Bank Account No</td><td>****3133</td></tr><tr><td>DDA Number</td><td>12345643333</td></tr></table> <p><b>Latest Payment</b></p> <table><tr><td>Payment Reference No</td><td>PR-202304-007714</td></tr><tr><td>Payment Amount</td><td>\$ 4230</td></tr><tr><td>Payment Status</td><td><span style="background-color: #ccc; padding: 2px;">Paid</span></td></tr></table> <p style="text-align: right;"><a href="#">Save</a></p>	Bank Account Name	HSBC	Bank Account No	****3133	DDA Number	12345643333	Payment Reference No	PR-202304-007714	Payment Amount	\$ 4230	Payment Status	<span style="background-color: #ccc; padding: 2px;">Paid</span>	<p><b>Attention to: Finance department</b></p> <p>4. After BCA has registered a GIRO account for you, your GIRO details will be reflected in this page.</p> <p><b>Note:</b> If Owner Rep is paying renewal fee and selects GIRO for owner, the payment will be deducted from Owner Rep's GIRO account.</p>
Bank Account Name	HSBC												
Bank Account No	****3133												
DDA Number	12345643333												
Payment Reference No	PR-202304-007714												
Payment Amount	\$ 4230												
Payment Status	<span style="background-color: #ccc; padding: 2px;">Paid</span>												

## 2.2 Paying the renewal fee of an equipment

A second method in which to pay the renewal fee of an equipment or for equipment that renew requests have already been initiated but is pending payment, the process would be as follows. Do note that the selected equipment must be currently active as well as be expiring in 3 months. As Renewal of PTO is not a linear process, the user can pay renewal fee after he has initiated renewal before. Using the system, multiple equipment may be selected to be renewed at the same time. Payment options would include E-Payment methods such as Credit Cards via Stripe, Pay Later such as Pay Now or Internet Bank Transfer or Continue with GIRO. Do note that GIRO payment will not be enabled if the equipment to be renewed expires within the month.

The screenshot shows the 'Equipment List' page. A sidebar on the left contains a 'Pay Renewal Fee' button, which is highlighted with a red circle and the number '2'. A tooltip above the button states: 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not suspended or terminated'. The main content area features a table with the following data:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLIC/ ACTION
L287	234	3, Simei Street, 528833	3	Simei Street	528833	N/A	a month 31/05/2023	31/03/2028	Pending SPE Inspection	Renew View ...
L229	CL02	Simei Street	N/A	Simei Street	N/A	N/A	31/03/2024	21/02/2028	Complete	New F View ...

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

This moves you to the next screen

**Note:**

If you do not have an ongoing renewal application and PTO expiry date is 3 months from today, please click "Renew PTO" instead.

### Renewal

You are initiating PTO Renewal for  
- 1 Car Lift L8 at AMK 01, owned by Kirk Leuschky

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

#### Assign Test Contractor & SPE

Test contractor: BNF ENGINEERING (S) PTE LTD Change Contractor

Specialist Professional Engineer (SPE): Betty Blick || ID : 14 4

← Previous 5 Next →

4. Select SPE
5. Select Next

**Note:**  
Existing Test Contractor and SPE will be populated by default. If there are changes, please click on “Change Contractor” button or select on the SPE’s dropdown list respectively. For the former, refer to [Section 6.2.](#)

Should you need to Change SPE in the future not specific to renewal, please refer to [Section 6.3](#)

## 6. Proceed to payment

### Renewal

You are initiating PTO Renewal for  
- 1 Car Lift L144 at blk849300 test street, owned by kirk4

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

#### Make Payment

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L144	Car Lift	blk849300, test street	20

**Total Amount** \$ 20

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous    Cancel    Proceed To Payment **6**



Total Amount \$ 20

---

<p><b>Escalator</b></p> <ul style="list-style-type: none"> <li>• \$20/Escalator for 1st 10 Escalator(s)</li> <li>• \$10/Escalator for subsequent Escalator(s)</li> </ul> <p><small>* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</small></p>	<p><b>Lift</b></p> <ul style="list-style-type: none"> <li>• \$20/Lift for 1st 10 Lift(s)</li> <li>• \$10/Lift for subsequent Lift(s)</li> </ul>	<p><b>MCPS</b></p> <ul style="list-style-type: none"> <li>• \$20/MCPS for 1st 10 MCPS(s)</li> <li>• \$10/MCPS for subsequent MCPS(s)</li> </ul>
--	---	---

**Payment Options** 8

**E-Payment**  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

**Pay Later**

[← Previous](#)

[Confirm →](#)

7. Select the type of payment.
- a. For Credit Card, please refer to [Section 2.2.1](#)
  - b. For Paynow, please refer to [Section 2.2.2](#)
  - c. For Internet Bank Transfer, please refer to [Section 2.2.3](#)
  - d. For GIRO, please refer to [Section 2.2.4](#).

8. Confirm

**Note:**

GIRO payment cannot be chosen during the month of expiry, and that deductions will be made the following month.

GIRO option will be made available if Finance Officer has registered GIRO account for you. To verify this, refer to [Section 10.1](#).

## 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)

← Building and Construction Authority TEST MODE

, CargoLift  
SGD 20.00

Pay with **link**

Or pay another way

Email abc@test.com

Payment method

Card **1** PayNow

Card information

1234 1234 1234 1234 VISA Mastercard

MM / YY CVC

Cardholder name

Full name on card

Country or region

Singapore

Securely save my information for 1-click checkout  
Enter your phone number to create a Link account and pay faster on Building and Construction Authority and everywhere Link is accepted.

8123 4567 Optional

link

**2** **3** Pay

Powered by stripe Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page where you will need to input your card detail.

1. Choose Card payment
2. Fill up card details
3. Press “Pay”

You will be redirected to LEAP page after payment is successful.

**Resume PTO Application**

✔ Your payment was successful. We will process your application and notify you of the outcome

4

REVIEW    ASSIGN CONTRACTORS    MAKE PAYMENT    04 COMPLETION

Completion

Transaction ID: A-202410-049663

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Cargo Lift	23 User Manual Road	20

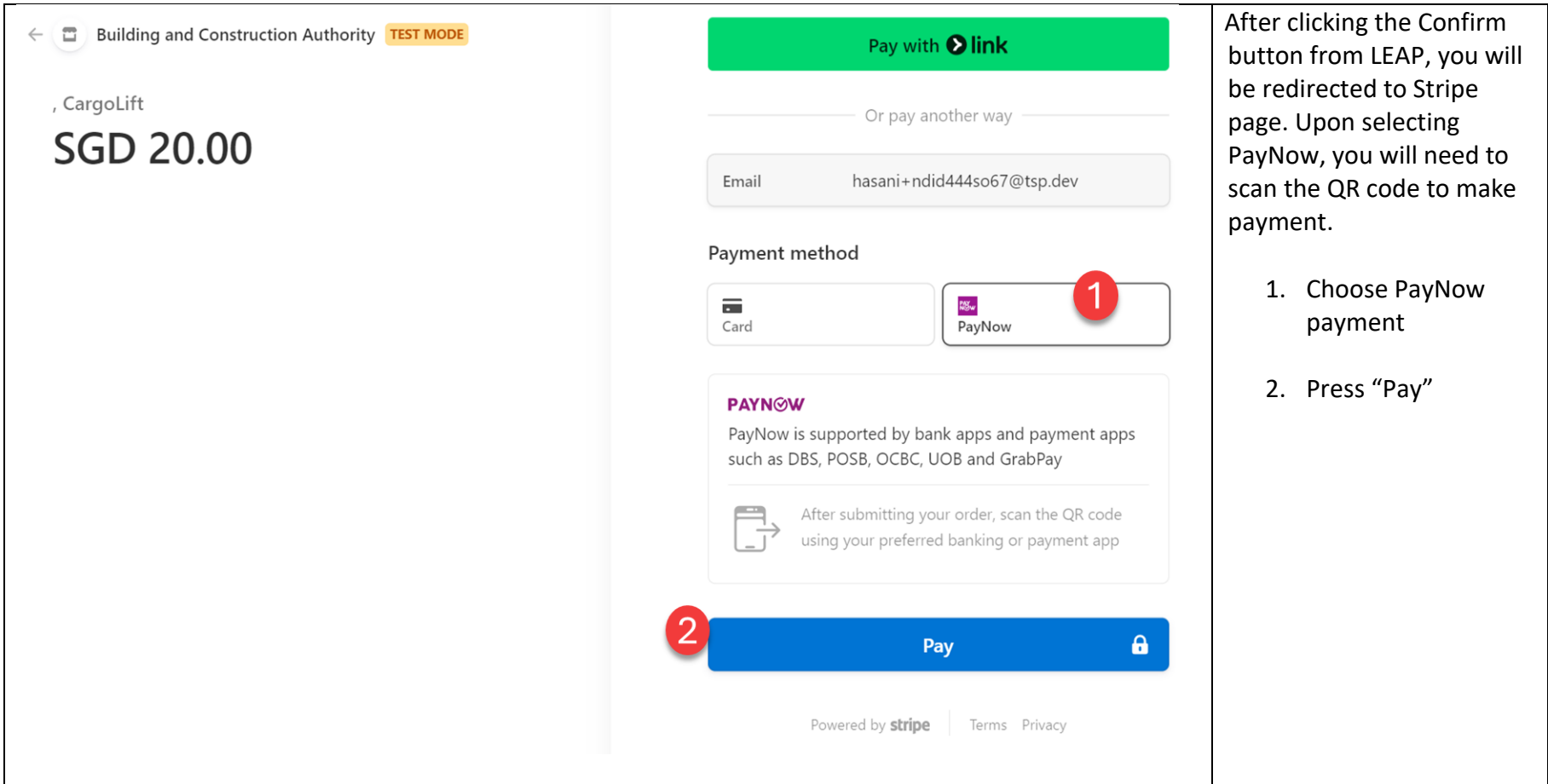
Showing 1 to 1 of 1 results    Rows per page: 10    First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.

## 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow)



The screenshot shows the LEAP payment interface. On the left, the user is identified as 'CargoLift' and the amount to be paid is 'SGD 20.00'. The interface is in 'TEST MODE'. The main payment area offers 'Pay with link' and 'Or pay another way'. Under 'Payment method', 'Card' and 'PayNow' are visible. The 'PayNow' option is highlighted with a red circle containing the number '1'. Below this, a 'PAYNOW' section explains that it is supported by bank apps and payment apps like DBS, POSB, OCBC, UOB, and GrabPay. It includes an icon of a smartphone and the text: 'After submitting your order, scan the QR code using your preferred banking or payment app'. At the bottom, a blue 'Pay' button is highlighted with a red circle containing the number '2'. The interface is powered by Stripe, with links for Terms and Privacy.

Building and Construction Authority **TEST MODE**

, CargoLift  
**SGD 20.00**

Pay with **link**

Or pay another way

Email hasani+ndid444so67@tsp.dev

Payment method

Card **1** PayNow

**PAYNOW**  
PayNow is supported by bank apps and payment apps such as DBS, POSB, OCBC, UOB and GrabPay

After submitting your order, scan the QR code using your preferred banking or payment app

**2** Pay

Powered by **stripe** | Terms Privacy

After clicking the Confirm button from LEAP, you will be redirected to Stripe page. Upon selecting PayNow, you will need to scan the QR code to make payment.

1. Choose PayNow payment
2. Press "Pay"

Building and Construction Authority TEST MODE

CargoLift

# SGD 20.00

Pay with link

Or pay another way

hasani+ndid444so67@tsp.dev

PayNow

Supported by bank apps and payment apps  
DBS, OCBC, UOB and GrabPay


Submitting your order, scan the QR code  
with your preferred banking or payment app

Processing...


Powered by | [Terms](#) | [Privacy](#)

i This is a test mode page. ✕

**Scan with your bank app  
or payment app**


3

Payments collected via Stripe. Payee name may appear as "Stripe Payments Singapore Pte. Ltd.". PayNow is supported by bank and payment apps such as



Copy link for sharing

**3. Scan the PayNow QR Code to make payment**

You will be redirected to LEAP page after payment is successful.

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome **4**

You are initiating PTD Renewal for  
-1 Cargo Lift L784 at 23 User Manual Road, owned by " " -<img/src="" onerror=alert(document.domain)"> -</img> LTA

✔ ASSIGN TEST CONTRACTOR & SPE      ✔ MAKE PAYMENT      01 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results      Rows per page: 10      First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.

## 2.2.3 Paying the renewal fee of an equipment – Bank Transfer


**Bank Transfer** 1

Please indicate the Reference Number: **A-202410-049665** (Application ID) in the Reference field when you make payment to BCA.

**Internet Bank Transfer** 2

- Account Name: Building and Construction Authority
- Account Type: DBS Current Account
- Bank Code: 7171
- Account Number: <001-021871-9>
- DBS Swift Code: DBSSSGSG

For interbank transfer, once payment is made successfully, submit the payment details through BCA's Payment Notification via [FormSG](#) or using the QR Code below. Indicate the above Application ID in the Reference Number field



Please contact BCA in the event that you face any disruptions during the payment process.  
You may contact BCA via <https://www.bca.gov.sg/feedbackform/>.

← Previous 3 Confirm →

1. Select “Bank Transfer” as payment option
2. Complete the Bank Transfer
3. Owners can select Confirm.

Separate email notification with details of how to make payment using Bank Transfer will also be sent to your latest verified email.

Renewal (Application ID: A-202410-049666)

✔ Your payment was successful. We will process your application and notify you of the outcome

4

You are initiating PTO Renewal for  
- 1 Cargo Lift L784 at 23 User Manual Road, owned by "" <img/src=x onerror=alert(document.domain)> </img> LTA

✔ ASSIGN TEST CONTRACTOR & SPE      ✔ MAKE PAYMENT      03 COMPLETION

Completion

Transaction ID: A-202410-049666

Display/Hide Columns    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results      Rows per page: 10      First < 1 > Last

Total: \$20

Close    Print Receipt

4. A success message will appear indicating that process is completed.



## 2.2.4 Paying the renewal fee of an equipment – GIRO

**Total Amount****\$ 20**

---

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

**GIRO deduction for the following month will not be deducted if you choose to pay using other modes**  
**GIRO deduction will be completed between 1-10<sup>th</sup> of the month**

**Payment Options**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Continue with GIRO 1

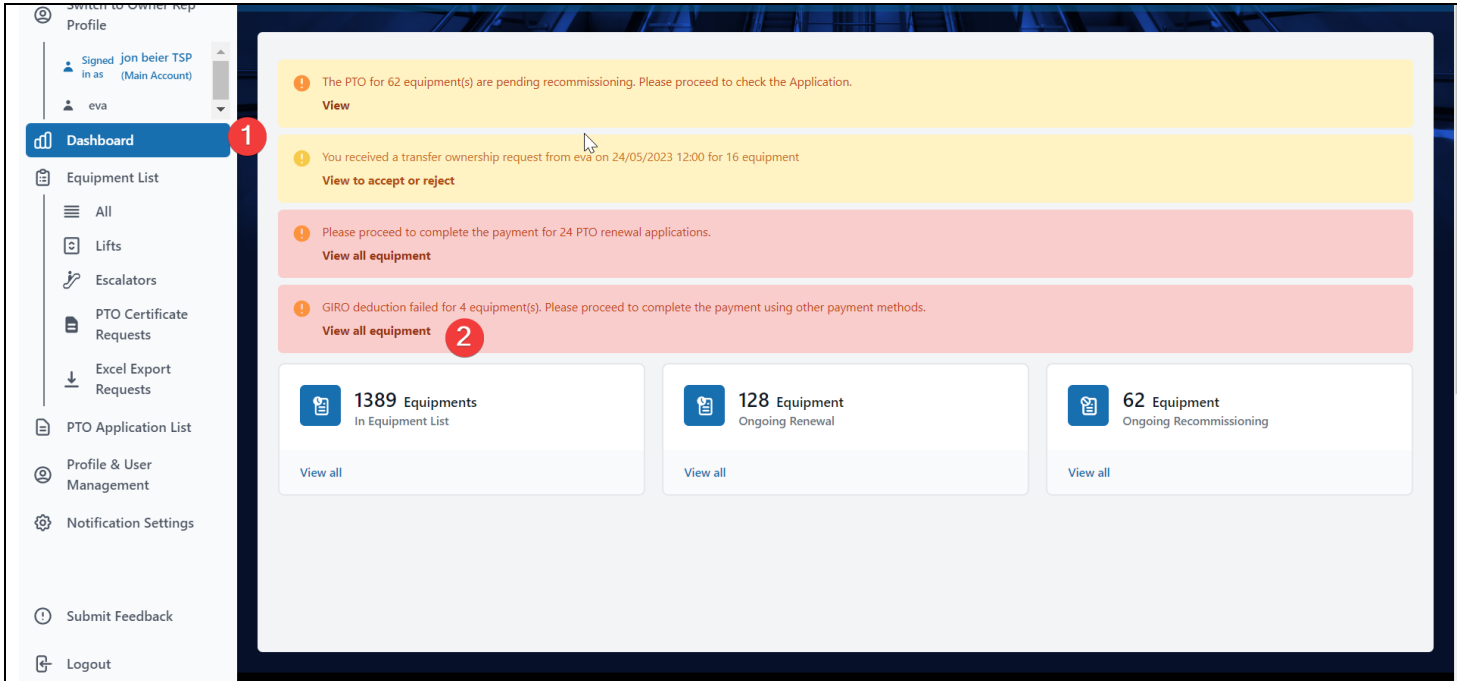
**GIRO Details**

Bank Account Name	HSBC
Bank Account No	**4545
DDA Number	454545

← PreviousCancelConfirm →

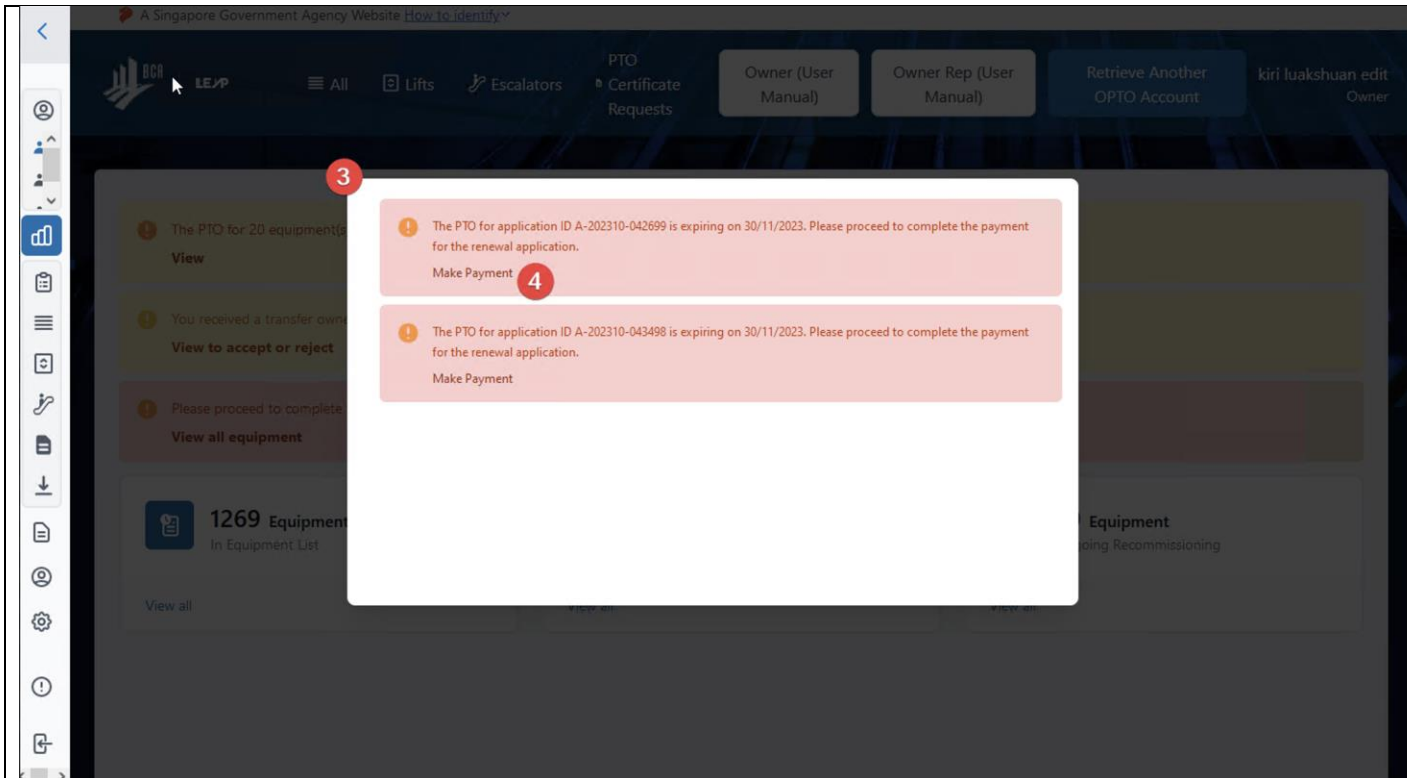
1. Select continue with GIRO
  
2. Confirm

## 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1



The screenshot displays the LEAP dashboard interface. On the left is a sidebar menu with the following items: Profile, Dashboard (highlighted with a red circle '1'), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area features a notification banner with a red circle '2' pointing to a message: "GIRO deduction failed for 4 equipment(s). Please proceed to complete the payment using other payment methods." Below this banner are three summary cards: "1389 Equipments In Equipment List", "128 Equipment Ongoing Renewal", and "62 Equipment Ongoing Recommissioning".

1. Begin by selecting the Dashboard from the sidebar
2. Then look for the GIRO deduction failed message and click "View all equipment"



3. A modal will pop up

4. Click on “Make Payment” for the respective equipment

Renewal (Application ID: A-202410-049565)

You are initiating PTO Renewal for  
-1 Car Lift L773 at 1122990 Beach Road, owned by LTA devcompany test edit <i><strong>HLW</strong></i>

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

GIRO deduction is successful, please pay using other payment methods

Print To PDF **5**

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
L773	Car Lift	1122990, Beach Road	20

Showing 1 to 1 of 1 results    Rows per page 10    First < 1 > Last

Total Amount \$ 20

Escalator  
• \$20/Escalator for 1st 10 Escalator(s)  
• \$10/Escalator for subsequent Escalator(s)  
\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Lift  
• \$20/Lift for 1st 10 Lift(s)  
• \$10/Lift for subsequent Lift(s)

MCPS  
• \$20/MCPS for 1st 10 MCPS(s)  
• \$10/MCPS for subsequent MCPS(s)

Previous    Cancel    Proceed To Payment **6**

Total Amount \$ 20

Escalator  
• \$20/Escalator for 1st 10 Escalator(s)  
• \$10/Escalator for subsequent Escalator(s)  
\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

Lift  
• \$20/Lift for 1st 10 Lift(s)  
• \$10/Lift for subsequent Lift(s)

MCPS  
• \$20/MCPS for 1st 10 MCPS(s)  
• \$10/MCPS for subsequent MCPS(s)

Payment Options **7**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

Previous    Confirm **8**

5. You may print the receipt to PDF by clicking the button

6. Proceed to payment

7. Select payment option

**Note:** GIRO payment would not be available for the same application ID if the deduction was failed previously

8. Click Confirm

## 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2

Equipment List

155 Equipment  
PTO Expiring in 3 months

0 Equipment  
Full Load Test window open

0 Equipment  
No contractor for less than 1 month

2 Equipment  
No contractor for more than 1 month

159 New Equipment  
Ongoing New PTO application

62 Equipment  
Ongoing Re-commissioning

1110 Equipment  
Suspension Request

1671 Applications  
Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

2 / 1671 equipment(s) 2 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	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION ST	ACTION
		Summary					31/07/2023	dd/mm/yyyy					
<input checked="" type="checkbox"/>	E159	PLREGTESTPAY0002 Sunnyside 551	N/A	Sunnyside 551	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A	View
<input checked="" type="checkbox"/>	E158	PLPAY003 Sunnyside 2345	N/A	Sunnyside 2345	N/A	N/A	2 months 31/07/2023	N/A	Pending SPE Inspection	Renewal PTO	Active	N/A	View

1. Begin by selecting the Equipment List from the sidebar
2. Select the equipment which has failed GIRO.
3. Should there be more than 1 equipment in the same Application ID that has failed GIRO, you may select the other equipment.
4. Click on Pay Renewal Fee

**Note:**

The “Pay Renewal Fee” button will be disabled if system detects the 2 item(s) selected has different application ID.

You are initiating PTO Renewal for  
- 1 Platform Lift EN-95088-285560 at 8 Carioca 446-jliml 5856917 in the rutrum neque aenean building, owned by Ang Mo Kio Town Council

01 ASSIGN TEST CONTRACTOR & SPE    02 MAKE PAYMENT    03 COMPLETION

### Make Payment

5 GIRO deduction unsuccessful, please pay using other payment methods

Print To PDF

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$S)
EN-95088-285560	Platform Lift	8, Carioca, rutrum neque aenean, 446 - jliml, 856917	20

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
--	---	---

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous    Cancel    6 Proceed To Payment →

5. GIRO deduction unsuccessful message displayed in Payment page
6. Proceed to payment
7. Select payment option

**Note:** GIRO payment would not be available for the same application ID if the deduction was failed previously

8. Click Confirm

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
--	---	---

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

### Payment Options

7

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

← Previous    8 Confirm →

## 2.5 Change equipment expiry date

When an owner would like to change its expiry date, you can do so via the following steps. Do note that the selected equipment must be active. In the equipment list, equipment with expiry dates highlighted in red expire within 1 month, while those in yellow expire within 3 months. Using the system, multiple equipment may be selected to change the expiry date.

The screenshot displays the 'Equipment List' interface. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area shows a grid of equipment cards. A red circle '2' highlights a selected equipment card. Below the cards, a toolbar contains buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. A red circle '3' highlights the 'Other Actions' dropdown menu, which is open, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Suspend', and 'Print Past Receipt'. A red circle '4' highlights the 'Change Expiry Date' option. Below the menu, a table lists equipment details with columns for ID, NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is highlighted in blue, and a red circle '2' is also placed on the checkbox for this row. A search bar is visible on the right side of the table.

1. Begin by selecting the equipment list from the side bar
2. Then select the desired equipment(s) from the equipment list.
3. Select other actions
4. Select change expiry date

This would take you to the next screen

**Change Expiry Date**

List of selected equipment

Select the expiry date to be applied for all equipment. You can individually change the dates in the table. You can only change to an earlier date from the current expiry date.

30/04/2024

LOCATION	EQUIPMENT ID	CURRENT EXPIRY DATE	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
3, Simei Street, 528833	L287	30/04/2024	Active	Service Lift	Remove

Cancel Save

Owners may change the expiry date for all equipment selected. Do note that the equipment's expiry date can only be changed to the last date of a particular month.

5. Change new expiry date

6. Save

A success message will appear confirming that the change has been completed.



# 3 New PTO application

One of the main actions that is required by the owner is to accept newly assigned equipment. In this case, selected equipment must fulfil two conditions. It must be a new PTO and its status should be pending.

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

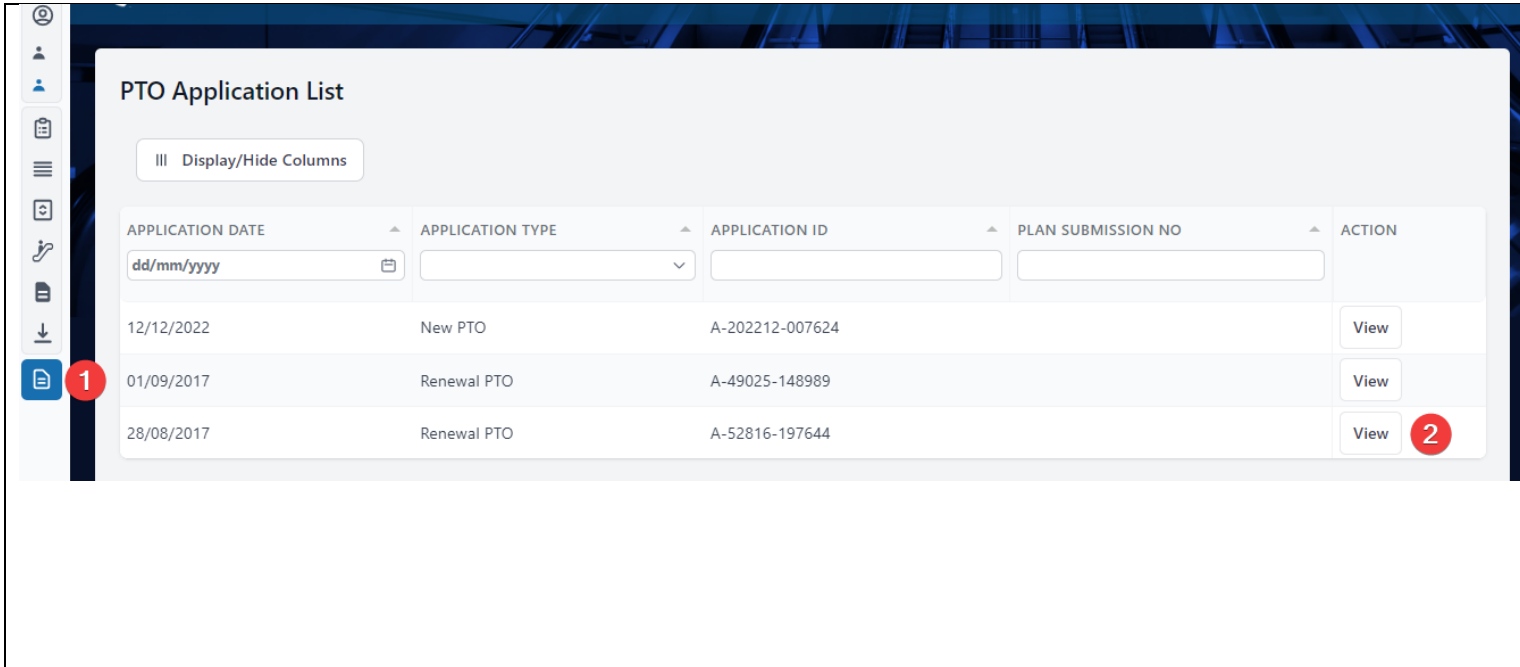
First < 1 2 3 4 5 > Last

1. Begin by selecting PTO Application List from the sidebar
2. Then select view for desired equipment

This will then take you to the next screen that shows the individual application. See [Section 8](#) Viewing equipment in PTO application list and [Section 3.1](#) to accept assigned PTO.

**Note:**  
Lifts and escalators are unable to be combined in 1 application .

## 3.1 Accepting assigned equipment for New PTO application



PTO Application List

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
12/12/2022	New PTO	A-202212-007624		<a href="#">View</a>
01/09/2017	Renewal PTO	A-49025-148989		<a href="#">View</a>
28/08/2017	Renewal PTO	A-52816-197644		<a href="#">View</a>

1. Select PTO Application List from the sidebar
2. Select view for desired equipment

**PTO Application List**

Application ID: A-202303-007110  
Application Date: 02/03/2023  
Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

<input type="checkbox"/>	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	ACTION
<input type="checkbox"/>	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	<a href="#">View Equipment</a> <b>3</b> <a href="#">Print past receipt</a>

3. Next click on view equipment

UPS Model N/A	Capacity N/A	Machine room/Machine Roomless Machine room
Rated Load 33 kg	Rated Speed 33 m/s	Cabin Height 33 mm
Cabin Breadth 33 mm	Cabin Length 33 mm	

**Applicable Standard(s)** 4

CODE OF STANDARD	REMARKS	APPLICATION TYPE
Any other lift: SS 550:2009		New PTO

[Show less](#) ^

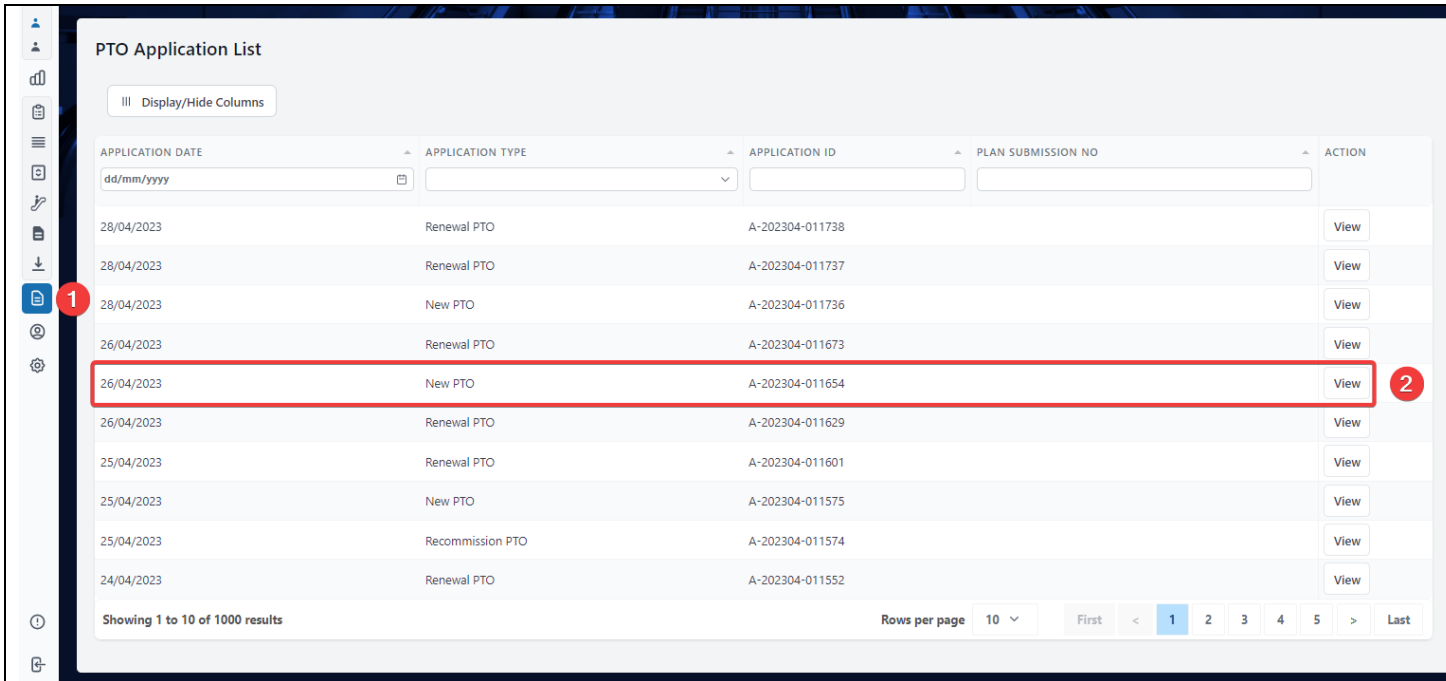
Remarks

[Route Back To SPE](#) 5 [Accept](#)

- 4. Scroll down to bottom of the page
- 5. Select accept

## 3.2 Rejecting assigned equipment for New PTO application

Owners can also reject equipment that has been assigned. In this case, selected equipment must fulfil two conditions. Its application status must indicate pending, and the application type must be a new PTO. Do note that as long as owner did not accept the equipment and make payment, this New PTO application will not be ready for BCA processing.



The screenshot shows the 'PTO Application List' interface. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'PTO Application List' icon. The main area displays a table of applications. A red box highlights the row for '26/04/2023' with 'New PTO' type and application ID 'A-202304-011654', with a red circle '2' next to its 'View' button. The table has columns for Application Date, Application Type, Application ID, Plan Submission No, and Action. The bottom of the interface shows 'Showing 1 to 10 of 1000 results' and a pagination control with 'Rows per page' set to 10 and page 1 selected.

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

1. Select PTO Application List from the sidebar
2. Select view for desired equipment

**PTO Application List**

Application ID: A-202303-007110  
Application Date: 02/03/2023  
Application Type: New PTO

[Export As PDF](#)

0 item(s) selected

<input type="checkbox"/>	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
<input type="checkbox"/>	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	<a href="#">View Equipment</a> <b>3</b> <a href="#">Print past receipt</a>

3. Click on view equipment

ARD Brand N/A	ARD Model N/A	UPS Brand N/A
UPS Model N/A	Capacity N/A	Machine room/Machine Roomless Machine room
Rated Load 33 kg	Rated Speed 33 m/s	Cabin Height 33 mm
Cabin Breadth 33 mm	Cabin Length 33 mm	

Applicable Standard(s)

CODE OF STANDARD	REMARKS	APPLICATION TYPE
Any other lift: SS 550:2009		New PTO

[Show less](#) ^

Remarks

**4** (on left sidebar)

**5** (on Remarks text area)

**6** (on Route Back To SPE button)

Route Back To SPE Accept

4. Scroll down to bottom of the page
5. Add remarks
6. Select Route Back To SPE

This sends the equipment that has been assigned to the owner back to the SPE with the remarks explaining the reason for rejection.

### 3.3 Making payment for new PTO application

**PTO Application List**

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
27/01/2023	New PTO	A-202301-008166		View <b>1</b>
27/01/2023	Renewal PTO	A-202301-008165		View
27/01/2023	New PTO	A-202301-008163		View
27/01/2023	Renewal PTO	A-202301-008162		View
27/01/2023	New PTO	A-202301-008161		View

- METHOD 1**
1. From the PTO Application List page, select View
  2. Select Review

**PTO Application List**

Application ID: A-202303-008777  
Application Date: 20/03/2023  
Application Type: New PTO

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT	ACTION
<input type="checkbox"/>					dd/mm/yyyy	dd/mm/yyyy		
<input type="checkbox"/> A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review <b>2</b>



**Equipment List** Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application **1**

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Commence New PTO Other Actions Export Selected Records To Excel

55 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
<input type="checkbox"/>	N/A	KY05	Yangio Street	N/A	Yangio Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	girotest	123	N/A	123	N/A	N/A	N/A	Pending Amendment By SPE	View ...
<input type="checkbox"/>	N/A	test7	1	N/A	1	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	KY02	Loyang Street	N/A	Loyang Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	KY01	Sims1	N/A	Sims1	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	c	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...
<input type="checkbox"/>	N/A	15	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...

**METHOD 2**

1. From the Equipment List page, select smart filter that indicates ongoing new PTO application
2. Select equipment
3. Select Commence New PTO

**Making payment**

Resume PTO Application

01 REVIEW    02 ASSIGN CONTRACTORS    03 MAKE PAYMENT    04 COMPLETION

Review

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQU ACTION
N/A	pl23234	blk233ff, file uploadong	blk233ff	file uploadong	N/A	N/A	Accepted By Owner	Car Review

← Previous    Next → **4**

4. Select Next after reviewing equipment

### Resume PTO Application

01 REVIEW   02 ASSIGN CONTRACTORS   03 MAKE PAYMENT   04 COMPLETION

#### Assign Contractors

Test Contractor	9G ELEVATOR PTE LTD    ID : T18SS0001A	
Maintenance Contractor *	9G ELEVATOR PTE LTD    ID : T18SS0001A	5
Installation Contractor *	9G ELEVATOR PTE LTD    ID : T18SS0001A	6

← Previous   Next 7

5. Select maintenance contractor
6. Select installation contractor
7. Select next

**Note:**  
Test Contractor will be selected by SPE before routing this New PTO application to Owner. Hence, it is disabled.

Resume PTO Application

🔔 New contractor has been assigned to the equipment

REVIEW | ASSIGN CONTRACTORS | **03 MAKE PAYMENT** | 04 COMPLETION

### Make Payment

Print To PDF

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	Sampleton drive	20

**Total Amount** **\$ 20**

<b>Escalator</b> <ul style="list-style-type: none"><li>• \$20/Escalator for 1st 10 Escalator(s)</li><li>• \$10/Escalator for subsequent Escalator(s)</li></ul>	<b>Lift</b> <ul style="list-style-type: none"><li>• \$20/Lift for 1st 10 Lift(s)</li><li>• \$10/Lift for subsequent Lift(s)</li></ul>	<b>MCPS</b> <ul style="list-style-type: none"><li>• \$20/MCPS for 1st 10 MCPS(s)</li><li>• \$10/MCPS for subsequent MCPS(s)</li></ul>
--	---	---

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

← Previous **8** Proceed To Payment →

8. Select proceed to payment

**Resume PTO Application**

🕒 New contractor has been assigned to the equipment

REVIEW    ASSIGN CONTRACTORS    **03 MAKE PAYMENT**    04 COMPLETION

**Make Payment**

Print To PDF    Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Cargo Lift	30 User Manual Road	20

Showing 1 to 1 of 1 results    Rows per page 10    First < 1 > Last

**Total Amount** \$ 20

<p><b>Escalator</b></p> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul> <p><small>*The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items</small></p>	<p><b>Lift</b></p> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<p><b>MCPS</b></p> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
---	---	---

**Payment Options**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

← Previous    **Confirm** →

9. Select either E-Payment or pay later then select confirm

Payment methods are covered in [Section 2.2](#)

**Note:** PayNow payment method has been moved to “E-Payment”.

# 4 Recommission PTO application

The recommission process begins after the equipment is suspended.

The screenshot displays the 'Equipment List' dashboard. At the top, there are several summary cards for different equipment statuses: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '0 New Equipment Ongoing New PTO application', '0 Equipment Ongoing Recommissioning', '0 Equipment Suspension Request', and '2 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for 'EQUIPMENT ID', 'EQUIPMENT NO', 'ADDRESS', 'NAME', 'POSTAL CODE', 'BUILDING NAME', 'PTO EXPIRY DATE', 'NEXT FULL LOAD TEST EXPIRY DATE', 'APPLICATION STATUS', and 'AF ACTION'. Two rows are visible, with the first row selected. A dropdown menu is open over the 'Other Actions' button, showing options: 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Suspend', and 'Print Past Receipt'. The 'Suspend' option is highlighted with a red circle 4.

1. Select equipment list from sidebar
2. Select equipment with status "Active"
3. Select other actions
4. Select suspend

**Note:** Lifts and escalators are unable to be combined in 1 application.

### Suspend

**1** Start Date

**2** Type of A/R works \*

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

**3** Specialist Professional Engineer (SPE)

**4** Plan Submission is required?  Yes  No

**5**  I declare that no plan submission is required for this equipment.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
L83	PL888	Sims Avenue S381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

**6**

1. Select start of suspension date
2. Select Type of A/R works
3. Select SPE
4. Select Yes or No for Plan submission requirement
5. Check declaration
6. Select Save

**Note:**  
The selection of A/R works can be non-mutually exclusive.

Building and Construction Authority

Page 78 of 128

As part of the next step, the SPE then retrieves the QR code and begins to initiate the recommission process.

Owner will be involved next to commence Recommission PTO, assign Contractors and make payment.

**Equipment List** Claim Equipment Ownership | Export All Records To Excel

0 Equipment  
PTO Expiring in 3 months

0 Equipment  
Full Load Test windup open

0 Equipment  
No contractor for less than 1 month

0 Equipment  
No contractor for more than 1 month

55 New Equipment  
Ongoing New PTO application

**2 Equipment**  
Ongoing Recommissioning 1

11 Equipment  
Suspension Request

86 Applications  
Assigned to me

Commence Recommission PTO Print PTO Cert Other Actions Export Selected Records To Excel

2 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input type="checkbox"/>	L81	PL24FebTest	11	N/A	11	N/A	30/04/2023	24/02/2028	Pending SPE Inspection	View ...
<input checked="" type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...

1. Select ongoing recommission filter
2. Select equipment for recommission
3. Select commence recommission PTO



You are initiating PTO Recommission for the following equipment:  
- Platform Lift EN-81227-608844 at 657 Jazz Street S253725 in the Jazz Building building

01 ASSIGN CONTRACTORS      02 MAKE PAYMENT      03 COMPLETION

**Assign Contractors**

Test Contractor: 9G ELEVATOR PTE LTD || ID : T18SS0001A

Maintenance Contractor \*: E M SERVICES PRIVATE LIMITED || ID : T18UF0001A **4**

Installation Contractor: Select an option

**5** Next →

4. Assign contractors by clicking the dropdown list

5. Click next

### Recommission PTO Application

🕒 New contractor has been assigned to the equipment

You are initiating PTO Recommission for the following equipment:  
- Car Lift EN-14746-473359 at 4 Bowman 562-argwz 5529758 in the amet nulla quisque building

✓ ASSIGN CONTRACTORS
02 MAKE PAYMENT
03 COMPLETION

#### Make Payment

[Print To PDF](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
EN-14746-473359	Car Lift	4, Bowman, amet nulla quisque, 562 - argwz, 529758	20

**Total Amount** \$ 20

<b>Escalator</b> <ul style="list-style-type: none"> <li>\$20/Escalator for 1st 10 Escalator(s)</li> <li>\$10/Escalator for subsequent Escalator(s)</li> </ul>	<b>Lift</b> <ul style="list-style-type: none"> <li>\$20/Lift for 1st 10 Lift(s)</li> <li>\$10/Lift for subsequent Lift(s)</li> </ul>	<b>MCPS</b> <ul style="list-style-type: none"> <li>\$20/MCPS for 1st 10 MCPS(s)</li> <li>\$10/MCPS for subsequent MCPS(s)</li> </ul>
---	--	--

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

[← Previous](#)
**6** [Proceed To Payment →](#)

6. Check total payment and proceed to payment

Recommission PTO Application

You are initiating PTO Recommission for the following equipment:  
- Cargo Lift L784 at 23 User Manual Road

01 ASSIGN CONTRACTORS | 02 MAKE PAYMENT | 03 COMPLETION

Make Payment

Print To PDF | Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L784	Cargo Lift	23 User Manual Road	20

Showing 1 to 1 of 1 results | Rows per page: 10 | First | 1 | Last

Total Amount: \$ 20

**Escalator**

- \$20/Escalator for 1st 10 Escalator(s)
- \$10/Escalator for subsequent Escalator(s)

\* The 1st 10 equipment have to be of the same type to enjoy discounts on the subsequent items

**Lift**

- \$20/Lift for 1st 10 Lift(s)
- \$10/Lift for subsequent Lift(s)

**MCPS**

- \$20/MCPS for 1st 10 MCPS(s)
- \$10/MCPS for subsequent MCPS(s)

**Payment Options**

E-Payment (Credit Card/PayNow)  
Please note that the email entered in Stripe is the latest verified email in LEAP's profile page

Bank Transfer

← Previous | Confirm →

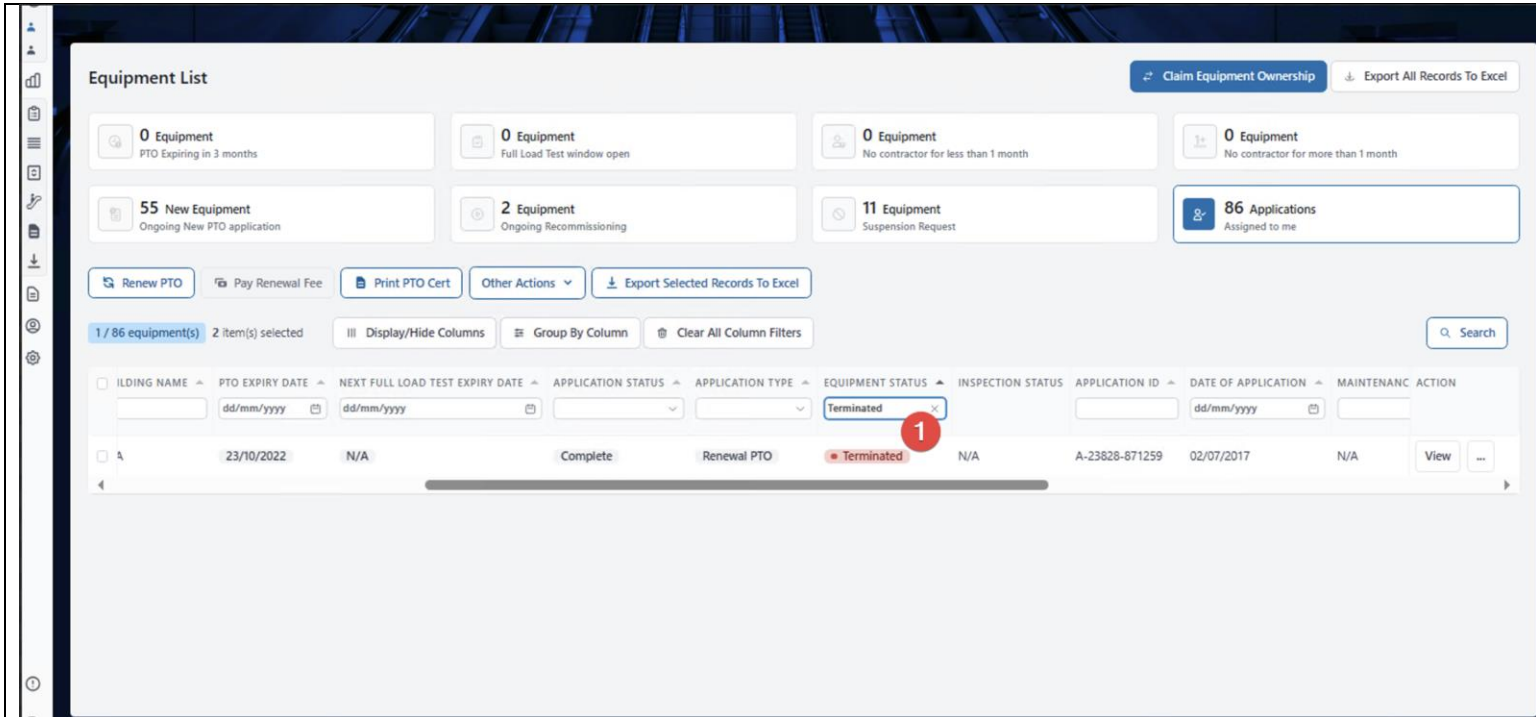
7. Select payment options (E-Payment or Bank Transfer)

8. Confirm to make payment.  
Payment methods are covered in [Section 2.2](#).

**Note:** PayNow payment method has been moved to “E-Payment”

# 5 Reactivating a terminated equipment

To reactivate a terminated equipment, Owner will have to submit a request and seek BCA assistance to reinstate the equipment.



The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these, there are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table below shows a list of equipment with columns for 'EQUIPMENT STATUS', 'APPLICATION STATUS', and 'APPLICATION TYPE'. The 'EQUIPMENT STATUS' column has a dropdown menu open, showing 'Terminated' selected, which is highlighted with a red circle and the number '1'. The table row below shows a single equipment item with a 'Terminated' status.

UILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANC ACTION
	dd/mm/yyyy	dd/mm/yyyy			Terminated			dd/mm/yyyy	
A	23/10/2022	N/A	Complete	Renewal PTO	Terminated	N/A	A-23828-871259	02/07/2017	N/A

1. Search for equipment with terminated equipment status

2. Click on View to enter the Equipment Details page. Click on more action and click Reactivate

Applicable Standard(s)

No Data Available

[Show less](#) ^

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

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

Export As Excel    Export As PDF

0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-20590-111242	14/08/2017	Complete

Reactivate

More Actions ^

**Reactivate**

Equipment ID EN-41695-717567	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Kirk Leuschky, *****492N	PTO Expiry Date 13/01/2023	Equipment Status Terminated
Testing Contractor MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, G4404050L	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Alma Klein, 7	LEI, ID N/A	Commissioning Date N/A

[Show more](#) ▾

Upload proof



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.

Remarks

Cancel

Save

3

3. Click Save

1 / 1343 equi

Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated

Display/Hide Columns Group By Column Clear All Column Filters Search

EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DA	ACTION
	Pending PTO Officer Review	Reactivation	Terminated	N/A	A-202311-043554	03	View ...

4. Application Type will be updated to the status of Reactivation

#### Note:

After BCA resumes the equipment to reactivate it, there are various scenarios to determine the updated equipment status.

1. Equipment will be **Active** if it was originally Active prior to termination, and equipment is still within permit validity at the point of resumption.
2. Equipment will be **Suspended** if it was originally Active prior to termination, but equipment has passed expiry date at the point of resumption.
3. Equipment will be **Suspended** if it was originally suspended prior to termination, even if date of resumption is before PTO expiry date.
4. Equipment will be **Suspended** if equipment PTO is expired (i.e., Equipment is suspended) prior to termination.

# 6 Existing equipment

## 6.1 Print PTO Certificate

PTO certificates are required to be displayed near the equipment. When intending to print the PTO certificate of an equipment, note that the equipment must be currently active. **Multiple equipment may be selected for the printing of PTO certs.**

### 6.1.1 Print PTO Certificate less than 25 equipment selected

The screenshot shows the 'Equipment List' interface. At the top, there are several summary cards for equipment status. Below these, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. A table of equipment is displayed below, with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and the 'Print PTO Cert' button is highlighted. Red circles 1, 2, and 3 indicate the steps: 1. Selecting equipment, 2. Selecting the 'Print PTO Cert' button, and 3. The button being highlighted.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uiuooo	bik784993	test uiuooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Select <25 equipment from the equipment list table using the checkbox
2. Select the desired equipment(s) from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button and the file will be automatically downloaded on this page



## 6.1.2 Print PTO Certificate with 25 or more equipment selected

The screenshot shows the 'Equipment List' interface. At the top, there are several summary cards for equipment status. Below these, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table displays a list of equipment records with columns for ID, number, address, expiry dates, and application status. The 'Print PTO Cert' button is highlighted in the table's action column for the selected rows.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

1. Select 25 or more equipment from the equipment list table using the checkbox
2. Select all the desired equipment from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button

**PTO Certificate Requests**

The PTO certificate generation might take a little while to process. Do note that the file will be downloaded as one zip file and each file within it will contain a maximum of 25 PTO certificates.

This Week (23/06/2023 - 30/06/2023)

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:46	Success	08/06/2023 14:46:49	Download

**Historical Records**

5 / 5 request(s)

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
30/06/2023 23:48:37	Processing	N/A	Download
30/06/2023 23:47:03	Processing	N/A	Download
08/06/2023 14:50:32	Success	08/06/2023 14:55:25	Download
08/06/2023 14:49:03	Success	08/06/2023 14:51:07	Download
08/06/2023 14:45:46	Success	08/06/2023 14:46:49	Download

For older items/records, please contact admin

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

Please return in a couple of minutes to check if the system has finished generating. Once ready, the Download button will be enabled and no longer be greyed out.

4. Click the download button once the request status is "Success"

## 6.2 Change Contractor

If there is a need for change, the Owner can assign the Test Contractor by going through the following change contractor flow which will require the Owner to current Test Contractor. This process will also allow for a change in Maintenance Contractor and the required Start Date. Owners can choose to upload proof of change in order to execute the desired change. Multiple equipment may be selected for change of contractor at the same time.

**1** Select equipment list from the sidebar

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select change contractor

This would take you to the next screen

### Contractor Details

**1** New Testing Contractor Name \*

New Testing Contract Start Date \*

Do you want to assign this contractor as owner representation as well?  Yes


---

New Maintenance Contractor Name \*

New Maintenance Contract Start Date \*

Do you want to assign this contractor as owner representation as well?  Yes

**2** Upload proof of change



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.

**3**  I declare that the information submitted is true and accurate as at the date of submission.

Here owners may input the new intended contractor for the equipment selected. Owners can also decide to assign the new contractor as owner representation moving forward.

1. Select the new testing and maintenance contractor, as well as their start dates
2. Upload proof of change
3. Check the declaration box
4. Select Update

A success message will appear confirming that the contractor details has been changed

## 6.3 Changing SPE for selected equipment

Owner can change the current SPE by following process outlined below.

The screenshot shows the LEAP 'Equipment List' interface. On the left sidebar, 'Equipment List' is selected (1). The main area displays a table of equipment with columns for ID, No., Address, Expiry Date, etc. A dropdown menu is open over the table (2), showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE' (3), 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. The 'Change SPE' option is selected, and its form is visible (4).

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	blk323da, test st					Rej View
EN-21729-113969	234234	blk7654500, pink purple			Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111			Pending Payment	New PTO	Acc View
N/A	pl23234j	blk233ff, file uploadong			Pending SPE Inspection	New PTO	Acc View
EN-39143-600505	234234	blk7654500, pink purple street	blk7654500	pink purple street	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	Pending SPE Inspection	New PTO	Acc View
N/A	213123	blk832sdf, testing payment issue	blk832sdf	testing payment issue	Pending SPE Inspection	New PTO	Acc View
N/A	23423	blk832sdf, testing payment issue	blk832sdf	testing payment issue	Pending SPE Inspection	New PTO	Acc View
N/A	pl3434	blkd23d, test	blkd23d	test	Pending Payment	New PTO	Rej View
N/A	123123	spech, test st	spech	test st	Pending SPE Inspection	New PTO	Acc View

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select change SPE

This would take you to the next screen

## Assign SPE

EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	EQUIPMENT STATUS ▲
EN-15639-808392	N/A	3, Ridgeway, molestie lorem quisque, 766 - vimuw, 850496	3	Ridgeway	850496	molestie lorem quisque	Suspended

Specialist Professional Engineer (SPE)

Betty Blick || ID : 32 **5**

Cancel Save **6**

5. Select SPE dropdown box to change SPE

6. Select save

A success message will appear confirming that the SPE has been changed

**Note:**

If there is no change in the SPE, the Save button will not be enabled and greyed out.

## 6.4 Printing past receipts

Owners may also print past receipts for safekeeping or physical documentation when required by following the steps outlined below. Only equipment that has been created, renewed or recommissioned via LEAP has receipts on LEAP. For older receipts (equipment adjusted using OPTO) please contact BCA for the receipts. An error will be shown when trying to print older receipts via the LEAP platform.

The screenshot shows the LEAP 'Equipment List' page. The sidebar on the left contains navigation options: Profile, Dashboard, Equipment List (selected), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment counts and a table of equipment records. A table with columns 'EQUIPMENT ID', 'EQUIPMENT NO', 'ADDRESS', 'FACILITY NAME', 'POSTAL CODE', 'BUILDING NAME', 'PTO EXPIRY DATE', 'NEXT FULL LOAD TEST EXPIRY DATE', 'APPLICATION STATUS', 'APPLICATION TYPE', and 'EQUI ACTION' is visible. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. A red circle '4' highlights the 'Print Past Receipt' option. A notification at the bottom of the dropdown says 'Any successfully paid equipment'.

1. Begin by selecting the equipment list from the sidebar. You can filter to get the equipment(s) that require the receipts.
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select print past receipt

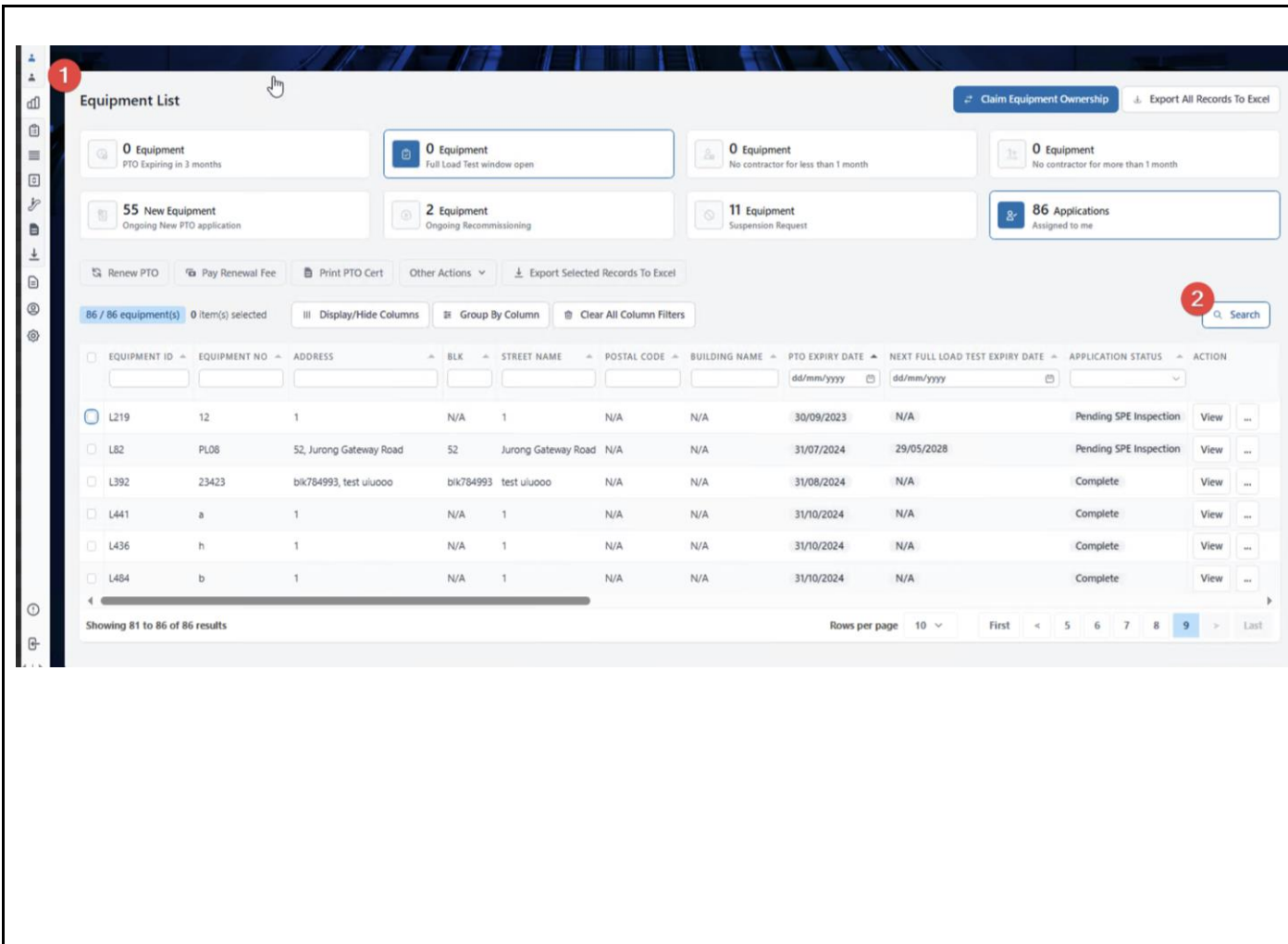
Check downloads within your browser

**Note:** If an Owner selects a large number of equipment to print at once, there might be a pop up within your Web Browser that asks you to click allow multiple downloads. Do note that it will be downloaded as 1 PDF for 1 receipt. (Therefore if 3 equipment selected, there will be 3 PDFs downloaded)

**Note:** Payee name will be Owner Rep's name.

## 6.5 Advanced filter (Search)

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



The screenshot displays the 'Equipment List' interface. A sidebar on the left contains several filter cards, with a red circle '1' highlighting the top section. The main area shows a table of equipment records with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. A search bar with a red circle '2' is located at the top right of the table area.

1. Select equipment list from sidebar

2. Select search button

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
<input type="checkbox"/>	L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...



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.

## 6.6 Suspend equipment

Owner may decide to suspend equipment that is still valid. Do note that the selected equipment must still be of an active status. In this instance, Owner may suspend multiple equipment at the same time. Owners can suspend equipment with effect from today or a future suspension.

The system will automatically suspend the equipment if the renewal application is not completed by the expiry date. This auto-suspension will occur on the 15th of the month following the expiry date. For example, if the Permit to Operate (PTO) expired on July 31 and the equipment is not renewed by that date, the system will automatically suspend the equipment on the subsequent August 15.

The screenshot shows the LEAP 'Equipment List' interface. On the left sidebar, 'Equipment List' is selected (1). The main area shows a summary of equipment counts and a table of 1241 items. The 'Other Actions' dropdown menu is open (3), and the 'Suspend' option is highlighted (4). The table columns include EQUIPMENT ID, EQUIPMENT NO, ADDRESS, T NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	T NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pi2312	bik323da, test st				N/A	N/A	N/A	N/A	Rej View ...
EN-21729-113969	234234	bik7654500, pink purple				N/A	N/A	Pending Payment	Renewal PTO	Act View ...
N/A	7842 TC1	Block New, Str New - New9, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View ...
N/A	pi23234j	bik233ff, file uploadong				N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
EN-39143-600505	234234	bik7654500, pink purple street	bik7654500		pink purple street	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View ...
N/A	7130-NewPTO	TC1, Str7130				N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	213123	bik832zdf, testing payment issue	bik832zdf		testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	23423	bik832zdf, testing payment issue	bik832zdf		testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	pi3434	bikd23d, test	bikd23d		test	N/A	N/A	Pending Payment	New PTO	Rej View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment lists
3. Select other actions
4. Select suspend

### Suspend

1 Start Date

2 Type of A/R works \*

- Speed
- Drive
- Control
- Safety device
- Braking system
- Step band
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

Specialist Professional Engineer (SPE)

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
3 Simei Street 6	528833	Eastpoint Mall	EN-86521-913077	Active	Escalator	30/09/2022

Cancel Save

Owners can choose the date of suspension and the reasons for suspension on this screen

1. Select start date of suspension
2. Type of A/R works
3. Save

A success message will appear confirming that the payment has been completed

**Note:**  
The selection of A/R works can be non-mutually exclusive.

## 6.7 Amend Suspension Date

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, 'Equipment List' is selected (1). The main content area shows a table of equipment with 1241 items selected (2). A dropdown menu is open under 'Other Actions' (3), and the 'Suspend' option is highlighted (4). The table columns include EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	bik323da, test st		N/A	N/A	N/A	N/A	N/A	N/A	Rej View ...
EN-21729-113969	234234	bik7654500, pink purple		N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View ...
N/A	7842 TC1	Block New, Str New - New9, 111111		111111	Bid New	N/A	N/A	Pending Payment	New PTO	Act View ...
N/A	pl23234j	bik233ff, file uploadon	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
EN-39143-600505	234234	bik7654500, pink purple street	bik7654500 pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View ...
N/A	7130-NewPTO	TC1, Str7130	TC1 Str7130	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	213123	bik832zdf, testing payment issue	bik832zdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	23423	bik832zdf, testing payment issue	bik832zdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View ...
N/A	pl3434	bikd23d, test	bikd23d test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Rej View ...

1. Select equipment list from the side bar
2. Select the equipment which needs to amend the suspend date
3. Select Other actions
4. Select Amend Suspend Date

**Note:**

If the equipment is Active and there is ongoing suspension request for future, you can amend suspension date.  
 If the equipment is Active and there is no ongoing suspension request, you can suspend. Refer to [Section 6.6](#)  
 If the equipment is suspended, you cannot amend suspension date and suspend again.

**Amend Suspension Date**

Start Date: 31/12/2023 1

Type of A/R works \*

- Changing or removing any safety device of a lift, or adding any safety device to a lift
- Changing the mass of a lift car, including lift car finishing
- Changing the rated load or speed of a lift
- Changing the travel distance of a lift
- Changing the lift control operation (including Changing the software or type of driving machine or brakes)
- Changing the number, type or size of the hoisting ropes supporting a lift car or its counterweight
- Changing the size of the guide rails of a lift
- Changing the type of safety gear
- Changing the lift landing door, lift car door and lift car door drive and control
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

Specialist Professional Engineer (SPE): susie43 || ID : 9

Plan Submission is required?:  Yes  No

Submission Reference No.: OKY-TEST-29052023-2348

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
EN-59741-692724	N/A	4 Bowman 562-argvz 5529758 in the amet nulla quisque building	4	Bowman	529758	amet nulla quisque	Active	Platform Lift	30/04/2024

Cancel Save 2

The details will be populated based on what was submitted for the suspension request.

1. Amend the start date
2. Select Save

**Note:**  
The selection of A/R works can be non-mutually exclusive

## 6.8 Viewing inspection for an equipment

**Equipment List**

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results Rows per page 10 First 5 6 7 8 9 Last

1. Select equipment list
2. Select desired equipment
3. Select View

### Equipment Details

Export Equipment Details
Renew PTO
Commence Recommission PTO
Edit Recommission
Edit
Actions ▼

Equipment ID N/A	Equipment Type <span style="border: 1px solid gray; padding: 2px;">Car Lift</span>	Equipment No (e.g., PL01) pl23234j
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status <span style="border: 1px solid gray; padding: 2px;">Accepted By Owner</span>
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID Mariann Rubens, 44	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

Pay Renewal Fee



View Inspection 5

Change Contractor

Change SPE

Transfer Ownership

4. Select actions
5. Select view inspection

<p>Choose a test </p> <p>View Inspection for New PTO </p>	<p>6. Choose inspection to view</p>
---	-------------------------------------



### View Inspection Download PDF

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

[Show more](#) ▾

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

SPE's Remarks  
—

BCA's Remarks  
—

Owner's Remarks  
—

Owner representatives can view inspection as well as download relevant documents via this screen.

To view the signed document by SPE

1. Owner reps can click on “Download PDF”

Building/Estate Name N/A	Road Name testing signsg	Block/House No blk3244ssd
Floor Number N/A	Division N/A	Postal Code N/A
<b>Contractors</b>		
Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q
<b>Upload List</b>		
A-202307-008026_pl232_testing signsg_.pdf Document has been authorised by chester.muller on 02/08/2023 12:40		
ACOP Type Test Cert_ACOP Protection Means.pdf DefaultInspectionDocument		
<b>Upload By Officer</b>		
No files uploaded		

PDF will be downloaded to Owner Rep's computer.

Or

2. Owner representatives can download the PDF file indicated under Upload List

**Note:**

If an application's SPE fails to submit the FLT inspection despite the Next FLT Expiry Date being within 4 months, the inspection will be considered complete, and no further FLT is necessary.

# 7 Equipment details

**Equipment List**

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results Rows per page 10 First 5 6 7 8 9 Last

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Select desired equipment
3. Select View

# 7.1 Edit equipment details

Edit equipment details is a useful tool to make quick changes to the equipment’s address, technical information and applicable standards.

1. To view equipment details, begin by selecting equipment list from the sidebar
2. Select desired equipment from equipment list
3. Select View

### Equipment Details

Export Equipment Details

Renew PTO

Commence Recommission PTO

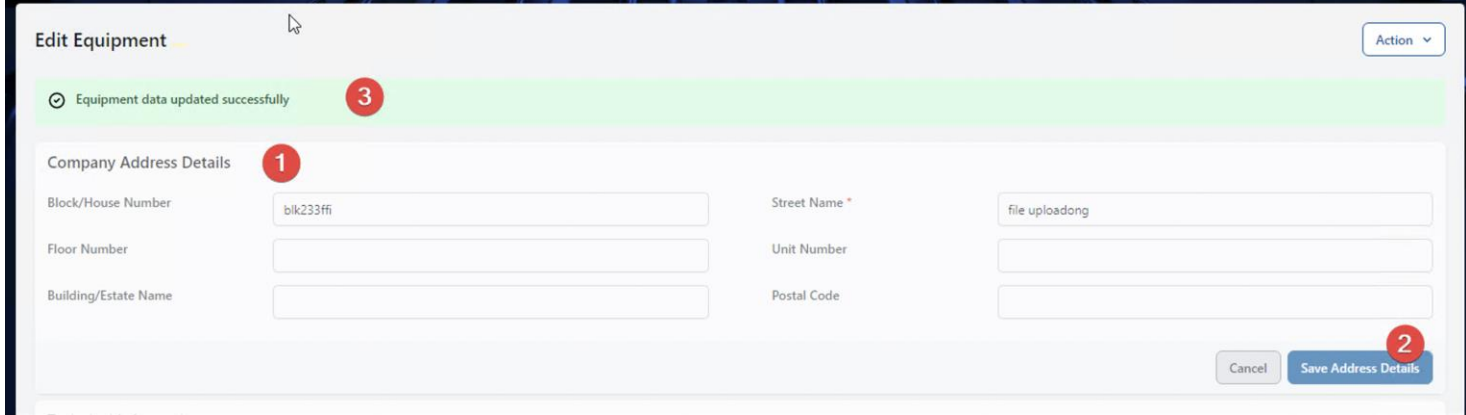
Edit Recommission

Edit

Actions ▼

<p>Equipment ID N/A</p>	<p>Equipment Type <b>Car Lift</b></p>	<p>Equipment No (e.g., PL01) PL877</p>
<p>Owner Name, ID " " &lt;img/src=x onerror=alert(document.domain)&gt; &lt;/img&gt; LTA, G7801208K</p>	<p>PTO Expiry Date N/A</p>	<p>Equipment Status <b>Pending SPE Inspection</b></p>
<p>Testing Contractor &lt;b style="color:red;"&gt;tfn&lt;/b&gt; Z&amp;J SERVICES PTE LTD, 202204222C</p>	<p>Maintenance Contractor &lt;b style="color:red;"&gt;tfn&lt;/b&gt; Z&amp;J SERVICES PTE LTD, 202204222C</p>	<p>Installation Contractor &lt;b style="color:red;"&gt;tfn&lt;/b&gt; Z&amp;J SERVICES PTE LTD, 202204222C</p>
<p>SPE, ID The Mighty Mrubensm, 44</p>	<p>LEI, Reg No. N/A</p>	<p>Commissioning Date N/A</p>

## 4. Select Edit



**Edit Equipment** Action ▾

✔ Equipment data updated successfully **3**

**Company Address Details** **1**

Block/House Number  Street Name \*

Floor Number

Unit Number

Building/Estate Name

Postal Code

2

1. Make required changes for Address Details
2. Save Address Details
3. Success message will be shown

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

**Edit Equipment** Action ▾

✔ Equipment data updated successfully 3

---

**Company Address Details**

Block/House Number	<input type="text" value="1623396"/>	Street Name *	<input type="text" value="16e uploadong"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text"/>	Postal Code	<input type="text"/>

Cancel Save Address Details

---

**Technical Information**

Equipment No (e.g., PL01) *	<input type="text" value="p023234"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Development Type *	<input type="text" value="Civil, Community &amp; Cultural Institutions"/>	Make *	<input type="text" value="Hyundai"/>
Year of Installation *	<input type="text" value="2000"/>	ARD Brand	<input type="text"/>
Model *	<input type="text" value="model"/>	UPS Brand	<input type="text"/>
ARD Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
UPS Model	<input type="text"/>	Rated Load *	<input type="text" value="33"/> kg
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Cabin Height *	<input type="text" value="33"/> mm
Rated Speed *	<input type="text" value="33"/> m/s	Cabin Length *	<input type="text" value="33"/> mm
Cabin Breadth *	<input type="text" value="33"/> mm		

Cancel Save Technical Information 2

---

**Applicable Standard(s) \*** Add

Choose the applicable standard(s)


Any other lift: SS 550:2009

Remarks

Remove

1. Make required changes for Technical Details
2. Save Technical Information
3. Success message will be shown

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

	 <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><b>Note:</b> If an equipment's status is in ongoing inspection, Owner will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.</p>
--	--	--	--



## 7.2 View past applications

Owners can view the history of all equipment

**1** Equipment List

0 Equipment  
PTO Expiring in 3 months

0 Equipment  
Full Load Test window open

0 Equipment  
No contractor for less than 1 month

0 Equipment  
No contractor for more than 1 month

55 New Equipment  
Ongoing New PTO application

2 Equipment  
Ongoing Recommissioning

11 Equipment  
Suspension Request

86 Applications  
Assigned to me

Renew PTO | Pay Renewal Fee | Print PTO Cert | Other Actions | Export Selected Records To Excel

86 / 86 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters | Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | **9** | Last

**2** **3**

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

**Equipment Details**

[Export Equipment Details](#)
[Renew PTO](#)
[Commence Recommission PTO](#)
[Edit Recommission](#)
[Edit](#)
[Actions](#)

Equipment ID EN-25685-158723	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Betty Blich, 32	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 21/08/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 08/06/2021

[Show more](#)

**5** PAST APPLICATIONS (Renewal, Recommission and New PTO History)

[Export As Excel](#)
[Export As PDF](#)

0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
<input type="checkbox"/> Renewal PTO	A-38686-472285	28/08/2017	Complete

[More Actions](#)

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 8.1](#)

## 7.3 View payment history

The screenshot shows the 'Equipment List' interface. At the top, there are several summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment'). Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment records is displayed below, with columns for Equipment ID, Equipment No, Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and the 'View' button in the 'Action' column is highlighted. Red callouts 1, 2, and 3 point to the 'Equipment List' title, the first row of the table, and the 'View' button respectively.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/> L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/> L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/> L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/> L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/> L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/> L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

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

Equipment Details

Export Equipment Details
Renew PTO
Commence Recommission PTO
Edit Recommission
Edit
Actions

Equipment ID EN-25685-158723	Equipment Type Home Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor E M SERVICES PRIVATE LIMITED, T18UF0001A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID Betty Blick, 32	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 21/08/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 08/06/2021

[Show more](#)

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

5

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

DATE	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	AMOUNT	PAID BY	ACTION
dd/mm/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
28/08/2017		Online Payment	Paid	20		Receipt

More Actions

4. Scroll down to bottom of the page
5. See Payment History

## 7.4 View Owner, contractor & SPE history

The screenshot shows the 'Equipment List' page in the LEAP system. At the top, there are several summary cards for equipment status: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter options are also present. The main table lists equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row is selected, and the 'View' button in its action column is highlighted. Red callouts 1, 2, and 3 point to the top navigation area, the selected row, and the 'View' button respectively.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	<a href="#">View</a> ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	<a href="#">View</a> ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	<a href="#">View</a> ...

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

Equipment Details

Export Equipment Details
Renew PTO
Commence Recommission PTO
Edit Recommission
Edit
Actions

Equipment ID  
EN-25685-158723

Owner Name, ID  
Ang Mo Kio Town Council, F6456123L

Testing Contractor  
E M SERVICES PRIVATE LIMITED, T18UF0001A

SPE, ID  
Betty Blick, 32

Full Load Test Date  
21/08/2017

[Show more](#)

Equipment Type  
Home Lift

PTO Expiry Date  
23/10/2022

Maintenance Contractor  
N/A

LEI, Reg No.  
N/A

Next Full Load Test Expiry Date  
N/A

Equipment No (e.g., PL01)  
N/A

Equipment Status  
Suspended

Installation Contractor  
N/A

Commissioning Date  
N/A

No Load Test Date  
08/06/2021

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

**5** OWNER, CONTRACTOR & SPE HISTORY

ROLE	NAME	ID	START DATE	END DATE
Test contractor	E M SERVICES PRIVATE LIMITED	T18UF0001A	05/09/2022	N/A
SPE	Betty Blick	32	N/A	N/A
Corporate Owner	Ang Mo Kio Town Council	F6456123L	03/03/2023	N/A
Home Owner	kirk4	****492N	N/A	03/03/2023

**4** More Actions

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

## 7.5 Exporting equipment details to excel

The screenshot displays the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area shows a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment) and a table of equipment records. A red circle '1' points to the sidebar, '2' points to the equipment list table, and '3' points to the 'Export Selected Records To Excel' button. The table below shows a list of equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

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

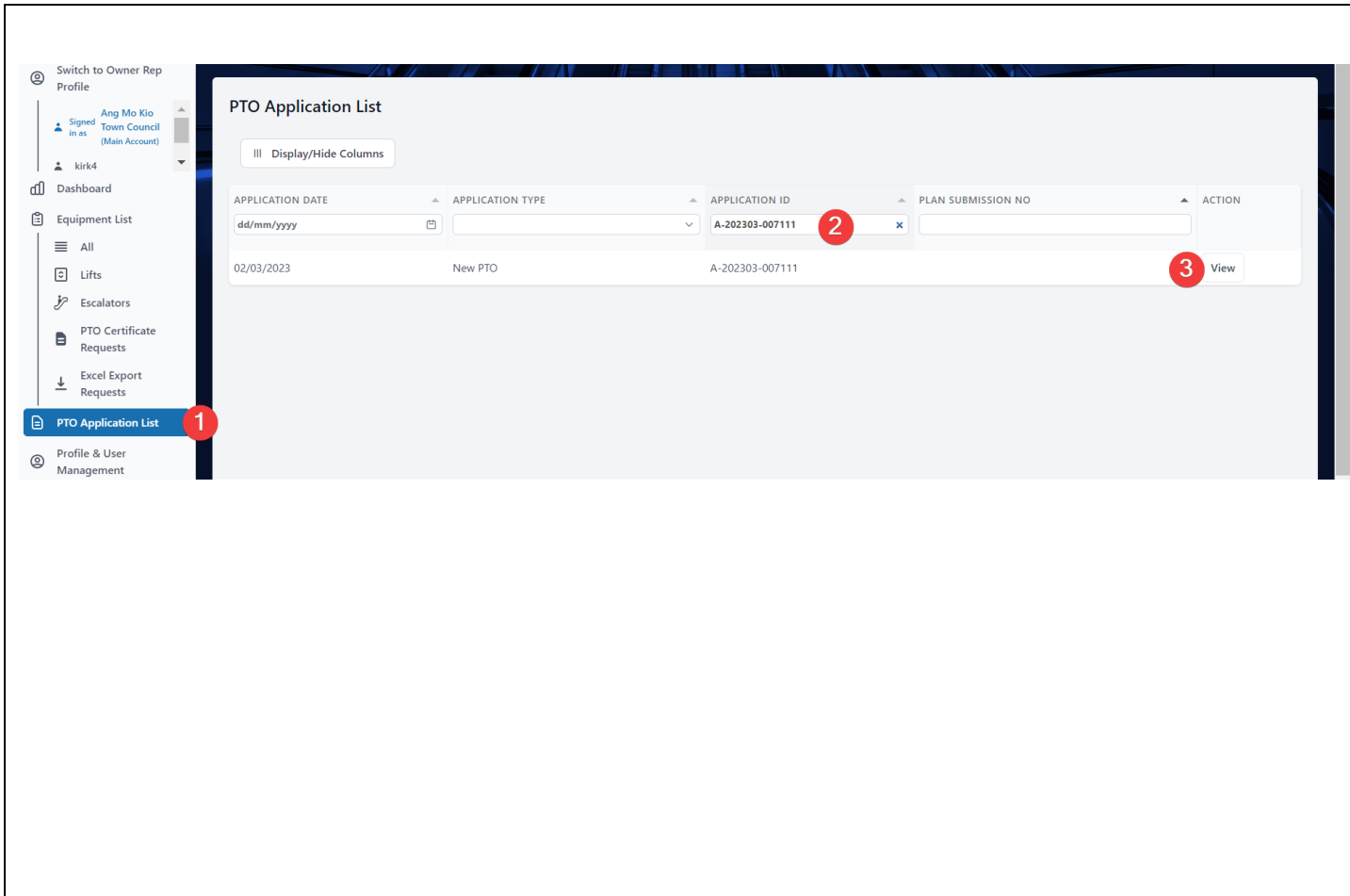
- Rated Load
- Rated Speed
- Cabin Height 4
- Cabin Breadth
- Cabin Length
- Speed
- Width
- Span
- Length
- Rise
- No Load Test Date
- Full Load Test Date
- Code of Standard
- Owner Name
- Owner Email
- Representative Name
- Representative Email
- Maintenance Contractor
- Test Contractor
- Specialist Professional Engineer
- Lift Escalator Inspector
- PTO Approved Date
- Development Type

4. Check all the required information to export
5. Click export. Equipment list should appear as a download



# 8 Viewing equipment in PTO application list

## 8.1 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-202303-007111		
02/03/2023	New PTO	A-202303-007111		View

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

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

**Note:**

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.

## 8.2 If Application ID is not known upfront

**Equipment List** Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

86 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION	
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results

Rows per page 10 First < 5 6 7 8 9 > Last

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

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

**Equipment Details**

Equipment ID: L63  
Equipment Type: Car Lift  
Equipment No (e.g., FL01): PL778  
Owner Name, ID: Ang Mo Kio Town Council, F6456123L  
PTO Expiry Date: 30/06/2023  
Equipment Status: Active  
Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A  
Maintenance Contractor: 9G ELEVATOR PTE LTD, T18550001A  
Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A  
SPE, ID: chestermuller, 33  
LEL Reg No.: N/A  
Commissioning Date: 02/03/2023  
Full Load Test Date: 02/03/2023  
Next Full Load Test Expiry Date: N/A  
No Load Test Date: 02/03/2023  
PTO Approved Date: N/A

**PAST APPLICATIONS**  
(Renewal, Re-commission and New PTO History)

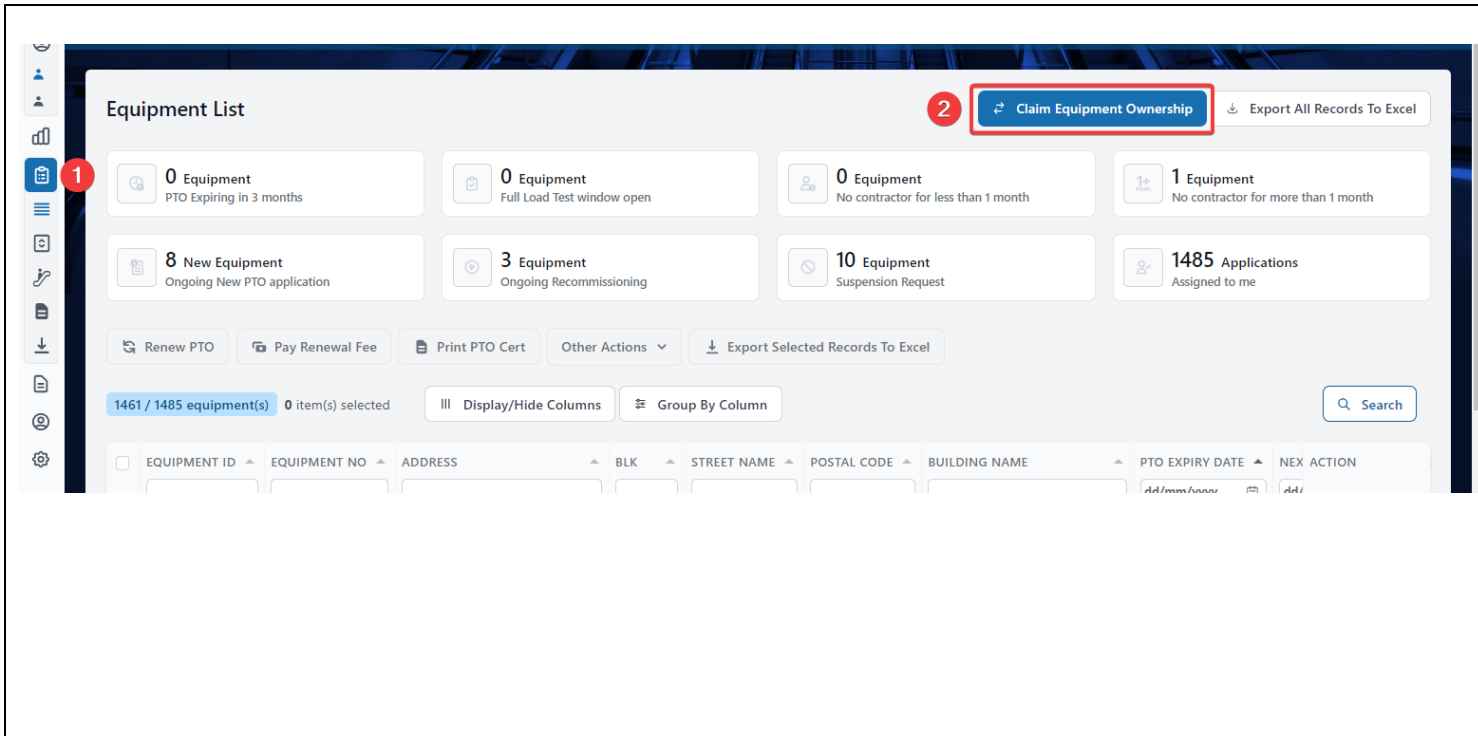
0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
<input type="checkbox"/> Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
<input type="checkbox"/> New PTO	A-202303-007111	02/03/2023	Complete

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 8.1](#)

# 9 Claiming Ownership

In claiming ownership of an equipment, the direct method would be to input the details of the equipment he wishes to claim together with proof of ownership.



The screenshot shows the 'Equipment List' interface. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area features a header with a red circle '2' highlighting the 'Claim Equipment Ownership' button. Below the header are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '1 Equipment No contractor for more than 1 month', '8 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1485 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '1461 / 1485 equipment(s) 0 item(s) selected' and options for 'Display/Hide Columns' and 'Group By Column'. A search bar is located at the bottom right. The table below has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, and NEX ACTION.

1. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership

### Claim Ownership

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

01 PROOF OF OWNERSHIP    02 DECLARATION    03 CONFIRMATION

#### Proof Of Ownership

3 Upload proof of ownership (such as IRAS Property Tax Notice, Title Deed or SLA Property Ownership Information) \*

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.

Remarks

4 Add Equipment Address  
Required

5 [Next](#) >

3. Owners may submit proof of ownership.
4. Add equipment address
5. Select Next

**Claim Ownership**

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

PROOF OF OWNERSHIP    02 DECLARATION    03 CONFIRMATION

**Declaration**

I declare that the information provided is accurate and I am the owner of the equipment selected. I undertake to carry out the duties required of an owner in relation to the said equipment.

6

< Previous    Submit > 7

6. Check declaration as rightful owner
7. Submit

**Claim Ownership**

Request for ownership transfer has been raised and will be processed by BCA **8**

If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.

PROOF OF OWNERSHIP    
  DECLARATION    
  03 CONFIRMATION

**Confirmation**

The BCA LEAP team is reviewing your submission.  
You will be notified via email about the outcome. If you have any queries please contact us at **6789 1234**.

Close

8. An alert will show which informs that request of ownership transfer has been raised and will be processed by BCA.

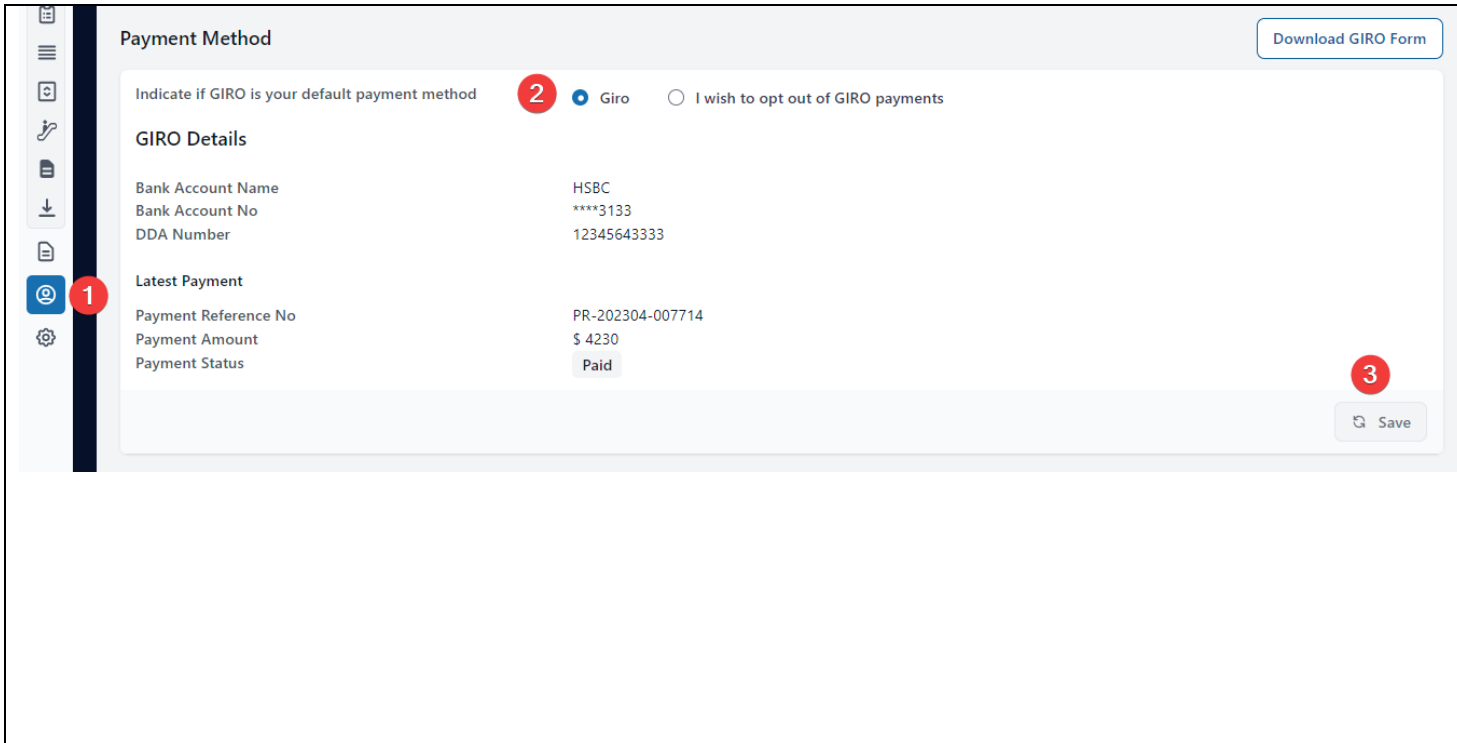
**Note:**

The claimant will be the Owner. BCA will transfer the equipment to the Owner.

# 10 Profile and user management

## 10.1 Opt-in for GIRO as a valid payment method for Renewal

GIRO payment mode can be changed via the steps outlined below. Do note that GIRO details only appear once BCA has approved it. Do note that as an Owner Rep, if you select GIRO payment for Owner's renewal application, it will be deducted from your GIRO account.



The screenshot displays the 'Payment Method' configuration page. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the profile management icon. The main content area is titled 'Payment Method' and includes a 'Download GIRO Form' button. Below this, there is a section for indicating the default payment method, with a red circle '2' highlighting the 'Giro' radio button. The 'GIRO Details' section lists bank information: Bank Account Name (HSBC), Bank Account No (\*\*\*\*3133), and DDA Number (12345643333). The 'Latest Payment' section shows Payment Reference No (PR-202304-007714), Payment Amount (\$ 4230), and Payment Status (Paid). A red circle '3' highlights the 'Save' button at the bottom right of the form.

1. Begin by selecting Profile & User Management
2. Choose payment method
3. Select save

**Note:**  
After your GIRO account has been registered, you will see the GIRO details.

After opt-in by selecting "Giro" radio button and click "Save", you will see GIRO payment option for renewal applications.



# 11 Notification

Owner Representative does not have any notification configuration for this role and they cannot be configured. However, Owner Representatives can expect to receive the following applicable email notifications **when they are sent to the Owner**:

1. [BCA-LEAP] Equipment Expiry Update Owner
2. [BCA-LEAP] Equipment Suspended Owner
3. [BCA-LEAP] Suspension Date Update Owner
4. [BCA-LEAP] Expiry Date has been extended

When the Owner has assigned you as the Owner Representative, the latter can expect to receive the following applicable email notifications to be informed of the assignments:

1. [BCA-LEAP] Owner Assigned Rep
2. [BCA-LEAP] Owner Assigned Rep New User
3. [BCA-LEAP] Owner Updated Rep Access