



User Manual

For The BCA LEAP Application

Role	Owner Representative
Version	1.7
Date	19 June 2025

Change Log

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

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
1.7	19 June 2025	Revision of Section 2 Renew PTO equipment Revision of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of Section 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO application

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1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from inception to termination. The LEAP system would facilitate the involvement of all actors involved in the three main processes of creating, renewing and recommissioning 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 ¹ , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

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

1.2.3 Inspection Status

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

1.2.4 Payment Status

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

1.2.5 Refund Status


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

1.3 Logging into the system

To login into the system, 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 Section 1.8 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 Section 1.8 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 with the following information:

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

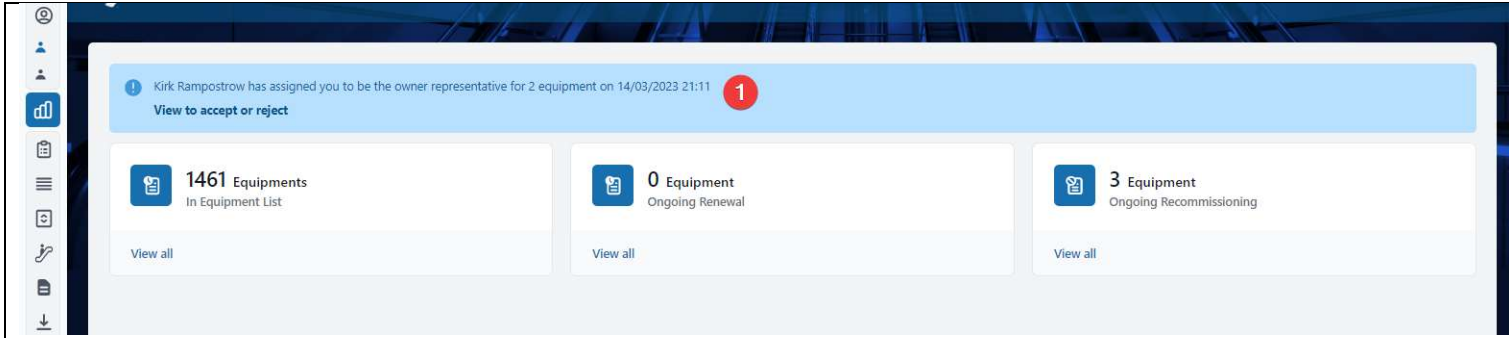
Corppass Support will notify your entity's Corppass Admin to contact you.

QUICK LINKS

LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (.pdf 272KB, 20 Jan 2023)
Owner (.pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Quick Guide (.pdf 2MB, 7 Jun 2023)	
Town Councils (.pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Owner (.pdf 15.67MB, 8 Jun 2023)	
Contractors (.pdf 3.5MB, 28 Oct 2022)	Contractors (.mp4 195.19MB, 28 Oct 2022)	Contractors (.pdf 5.28MB, 8 Jun 2023)	
SPE (.pdf 5.3MB, 20 Oct 2022)	SPE (.mp4 249.49MB, 18 Oct 2022)	SPE (.pdf 12.75MB, 8 Jun 2023)	
		LEI (.pdf 11.27MB, 8 Jun 2023)	
		Owner Rep (.pdf 17.22MB, 8 Jun 2023)	

1.4 Accepting an owner representative request

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



The screenshot shows the LEAP dashboard interface. At the top, a blue notification banner states: "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 link "View to accept or reject". Below the banner are three white cards with blue icons: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link. A vertical sidebar on the left contains various navigation icons.

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...	EQUIP
<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

Please describe details of the discrepancies.

[Cancel](#) [Reject](#) [Accept](#)

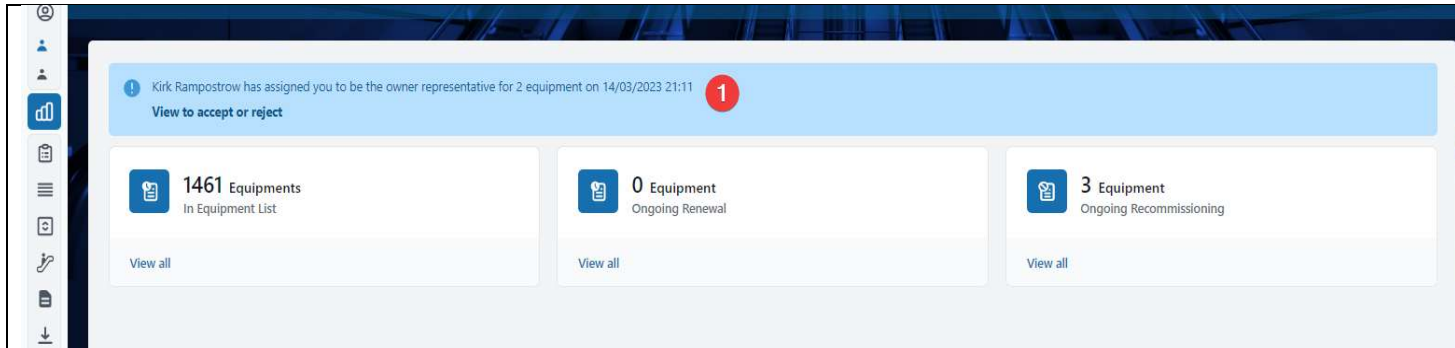
2. Select the request

3. Select accept

4. Confirm acceptance of request

1.5 Rejecting an owner representative request

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

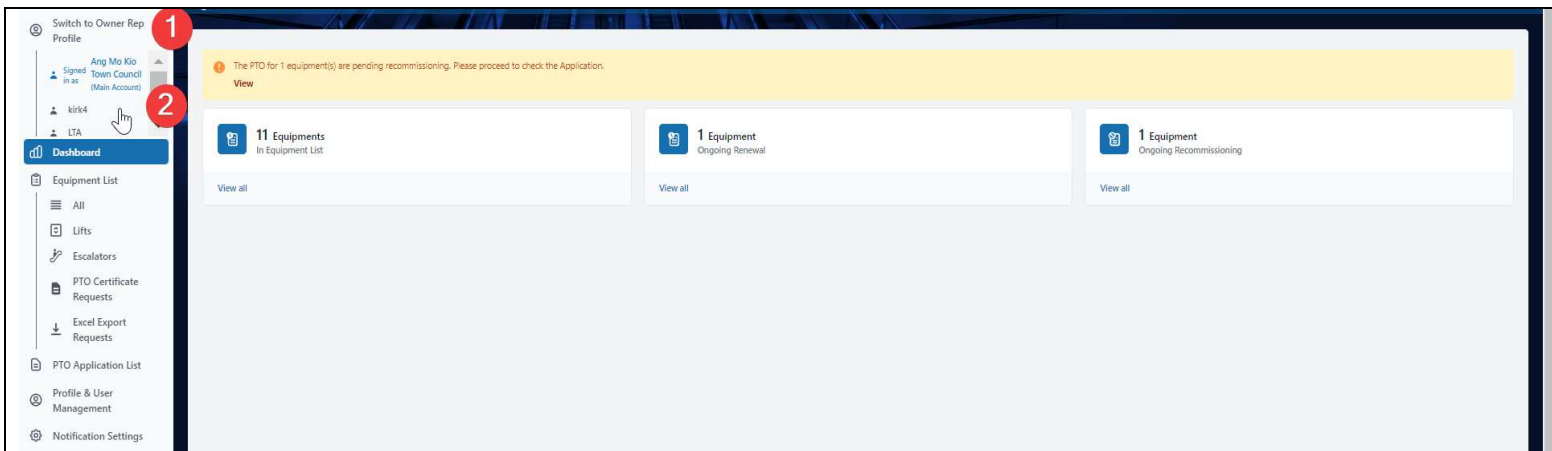


1. Click on the dashboard notification.

4. Confirm rejection

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 'Signed In as' section shows the current user's profile, with a red circle and the number 2 indicating the 'Switch' button. 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 this, 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. The right sidebar contains two numbered steps: 1. Select the desired assigned Owner Representative account from the left sidebar. 2. Profile has been switched.

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

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 III 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	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	Recomission 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	Recomission 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

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 displays the LEAP system interface for an Owner Representative. The top header shows the user is logged in as 'Lucky Guy' with a 'Logout' button. A red circle '1' highlights the 'Logout' button. The main content area shows the 'Equipment List' with a summary of equipment status and a table of equipment records. A red circle '2' highlights the 'Lucky Guy' user profile dropdown in the top right corner.

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	blk832cdf, testing payment issue	blk832cdf	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

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

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.

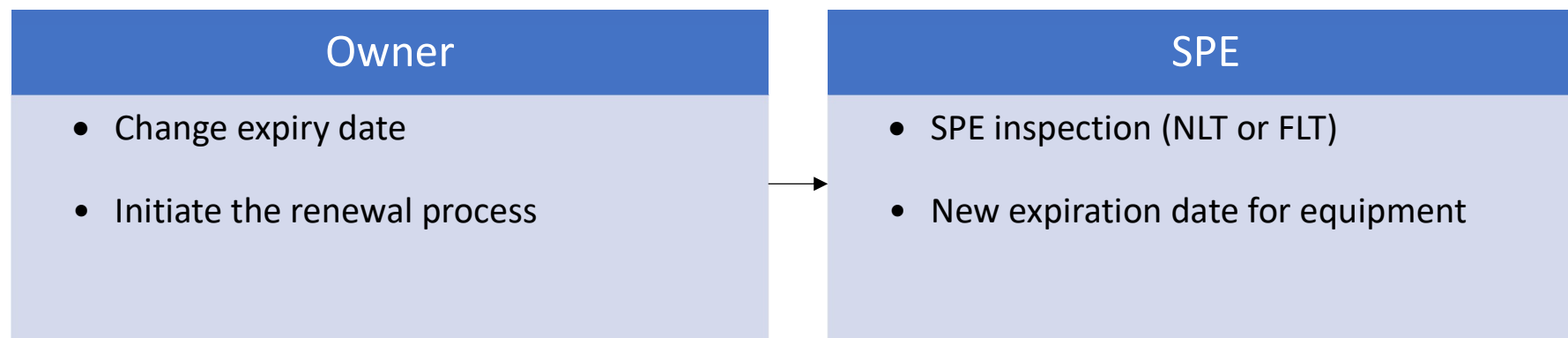
Note: You will not be seeing your own equipment until you switch back to your own profile by selecting your account from the left sidebar. You will notice a slight difference in the view you had before switching profile. For example, you will not see “Profile & User Management” and “Notification Settings”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

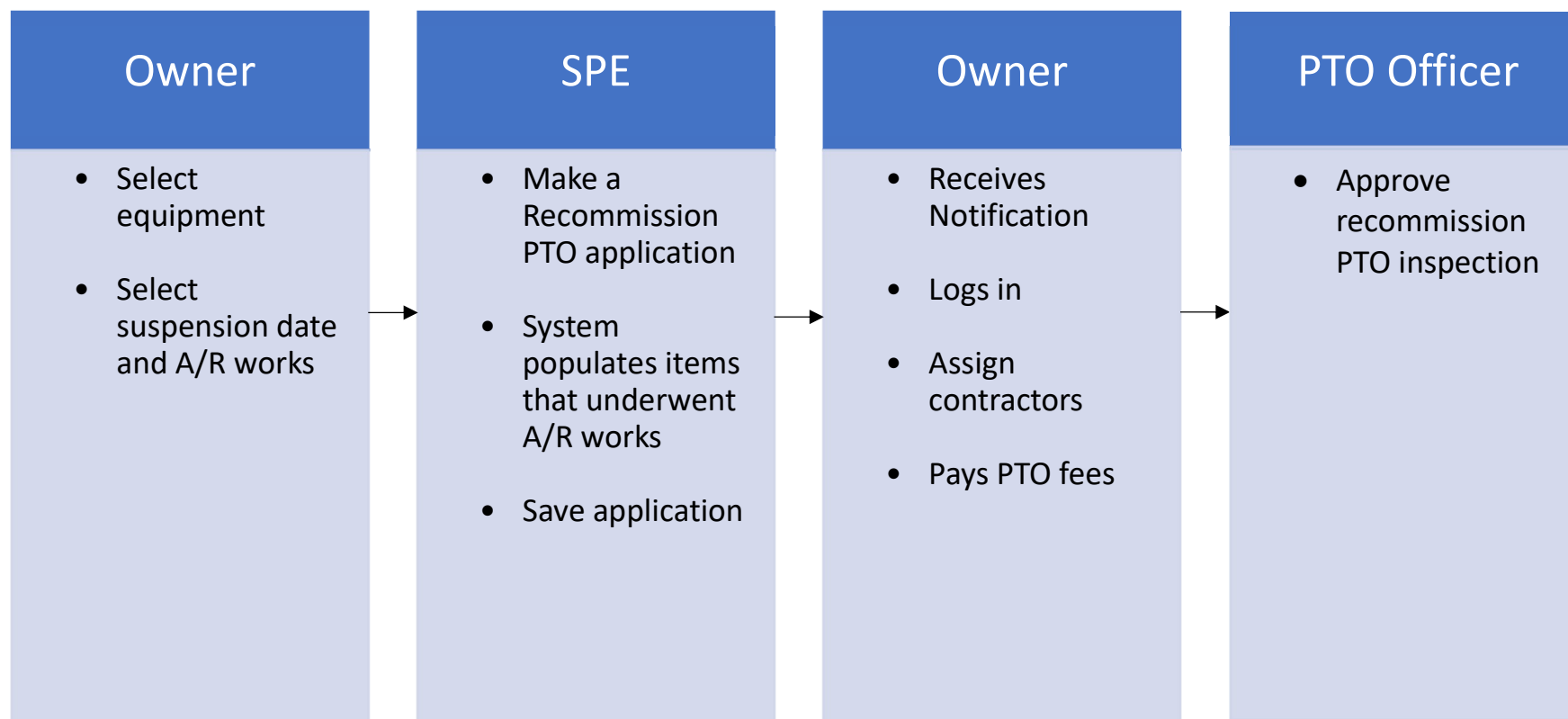
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



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 in the LEAP system. The form is divided into several sections, each with a numbered red circle indicating a step in the process:

- 1. Personal Details:** This section includes fields for 'Owner Name' (pre-filled with 'New User'), 'Owner NRIC' (pre-filled with 'S1114F'), and a 'New User' checkbox.
- 2. Address Details:** This section includes fields for 'Block/House Number' (pre-filled with '12'), 'Street Name' (pre-filled with '12'), 'Floor Number' (pre-filled with '12'), 'Unit Number' (pre-filled with '12'), 'Building/Estate Name' (pre-filled with 'Building Name'), and 'Postal Code' (pre-filled with '121212').
- 3. Contact Details:** This section includes an 'Email' field (pre-filled with 'thenewuser@email.com') and a 'Send OTP' button.
- 4. Phone:** This section includes a 'Phone' field (pre-filled with '65 22334455').
- 5. Declaration:** This section includes a checkbox for 'I have reviewed the information provided and declare that it is true and accurate.' and a 'Register' button.

A yellow banner in the center of the form reads: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'

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

82034923X

Company Name

Owner Name

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, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, a red box highlights eight smart filter cards arranged in two rows of four. The filters are:

- 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

Below the filters, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below this row, a status bar shows '1461 / 1484 equipment(s)' and '0 item(s) selected'. To the right of the status bar are three buttons: 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. On the far right is a 'Search' button. At the bottom, there is a table with the following columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each column has a dropdown arrow next to its header, and each data row has a corresponding input field.

1.10.1 View equipment expiring in 3-months

Select PTO expiring in 3 months smart filter.

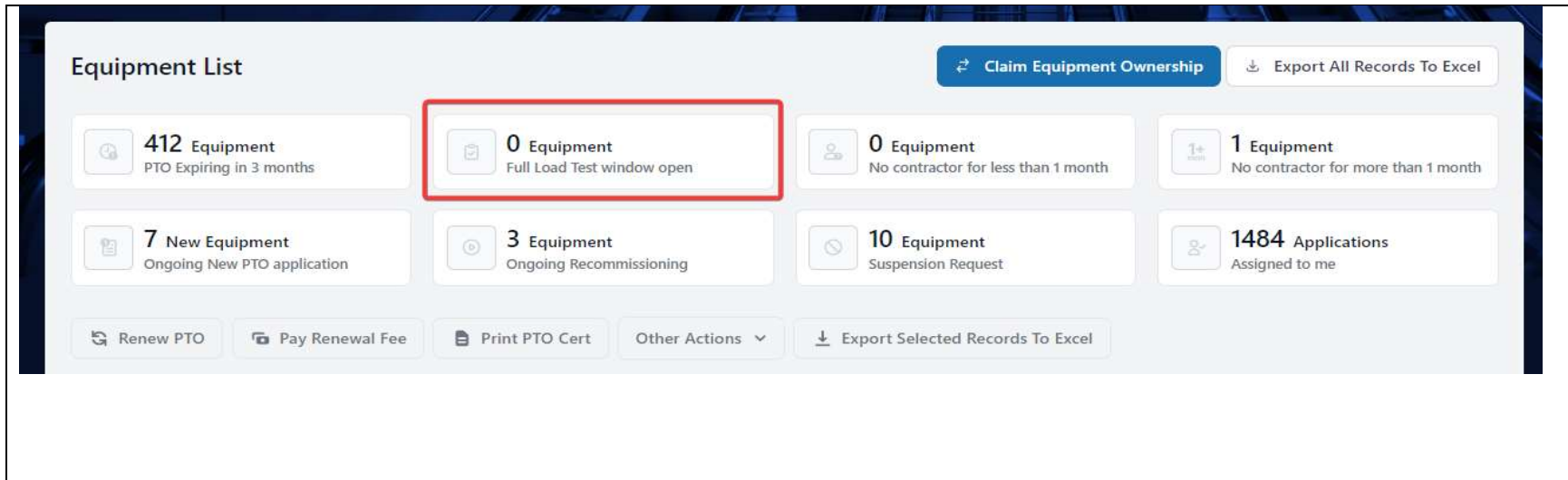
The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features eight filter cards arranged in a 2x4 grid. The first card, '412 Equipment PTO Expiring in 3 months', is highlighted with a red border. The other cards show counts for different equipment statuses. At the bottom, 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'.

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

Actions: Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, 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.



1.10.3 View equipment with no contractor for less than 1 month

Select No contractor for less than 1 month 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 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 (highlighted with a red border)
- 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

At the bottom, 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'.

1.10.4 View equipment with no contractor for more than 1 month

Select No contractor from more than 1 month 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 eight equipment status 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 (highlighted with a red border)
- 7 New Equipment**: Ongoing New PTO application
- 3 Equipment**: Ongoing Recommissioning
- 10 Equipment**: Suspension Request
- 1484 Applications**: Assigned to me

At the bottom, 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'.

1.10.5 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, there 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' (highlighted with a red box), '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

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, the dashboard is organized into a grid of filter cards. The first row contains four cards: '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 four cards: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning' (highlighted with a red border), '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom, 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'.

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

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, there 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 box), and '1484 Applications Assigned to me'. At the bottom, 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'.

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

1.10.8 View all equipment assigned

Select Assigned to me 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, there 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', and '1484 Applications Assigned to me'. The '1484 Applications Assigned to me' card is highlighted with a red border. At the bottom, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

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

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](#)
[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: 1 | [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

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)

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

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

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 " " LTA

01 ASSIGN TEST CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

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)

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

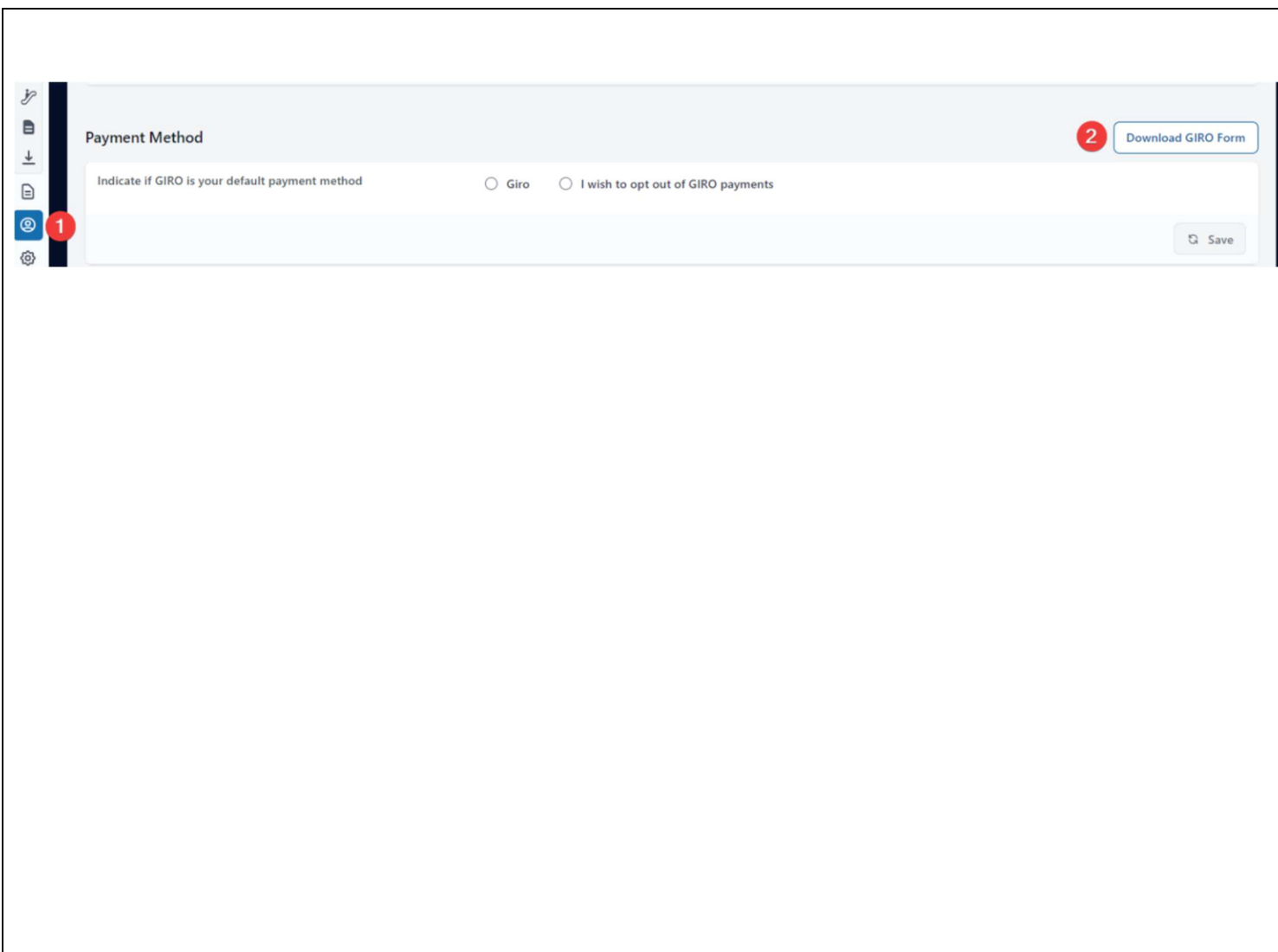
Payment methods are covered in [Section 2.2](#).

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">1. Select Profile & User Management2. Under payment method select "Download GIRO Form" and fill up3. You will be required to mail the original GIRO hardcopy form as it needs to be verified by the bank. <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>
---	--

Payment Method		Download GIRO Form
Indicate if GIRO is your default payment method <input checked="" type="radio"/> Giro <input type="radio"/> I wish to opt out of GIRO payments		
GIRO Details 4		
Bank Account Name	HSBC	
Bank Account No	****3133	
DDA Number	12345643333	
Latest Payment		
Payment Reference No	PR-202304-007714	
Payment Amount	\$ 4230	
Payment Status	Paid	
		Save

Attention to: Finance department

4. After BCA has registered a GIRO account for you, your GIRO details will be reflected in this page.

Note:
If Owner Rep is paying renewal fee and selects GIRO for owner, the payment will be deducted from Owner Rep's GIRO account.

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 in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area displays a dashboard with various equipment status cards: '413 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', and '1484 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle '3'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A tooltip for 'Pay Renewal Fee' states: 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the buttons is a table of equipment records. A red circle '2' highlights the first row of the table, which is selected. The table columns are: 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 (L287) shows a PTO expiry date of 31/05/2023 and an application status of 'Pending SPE Inspection'. The second row (L229) shows a PTO expiry date of 31/03/2024 and an application status of 'Complete'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	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	

← 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

✓ 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)

* 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

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)

Payment Options

☒ 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.
- For Credit Card, please refer to [Section 2.2.1](#)
 - For Paynow, please refer to [Section 2.2.2](#)
 - For Internet Bank Transfer, please refer to [Section 2.2.3](#)
 - 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

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

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

III 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

ClosePrint 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)

← 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

PayNow 1

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

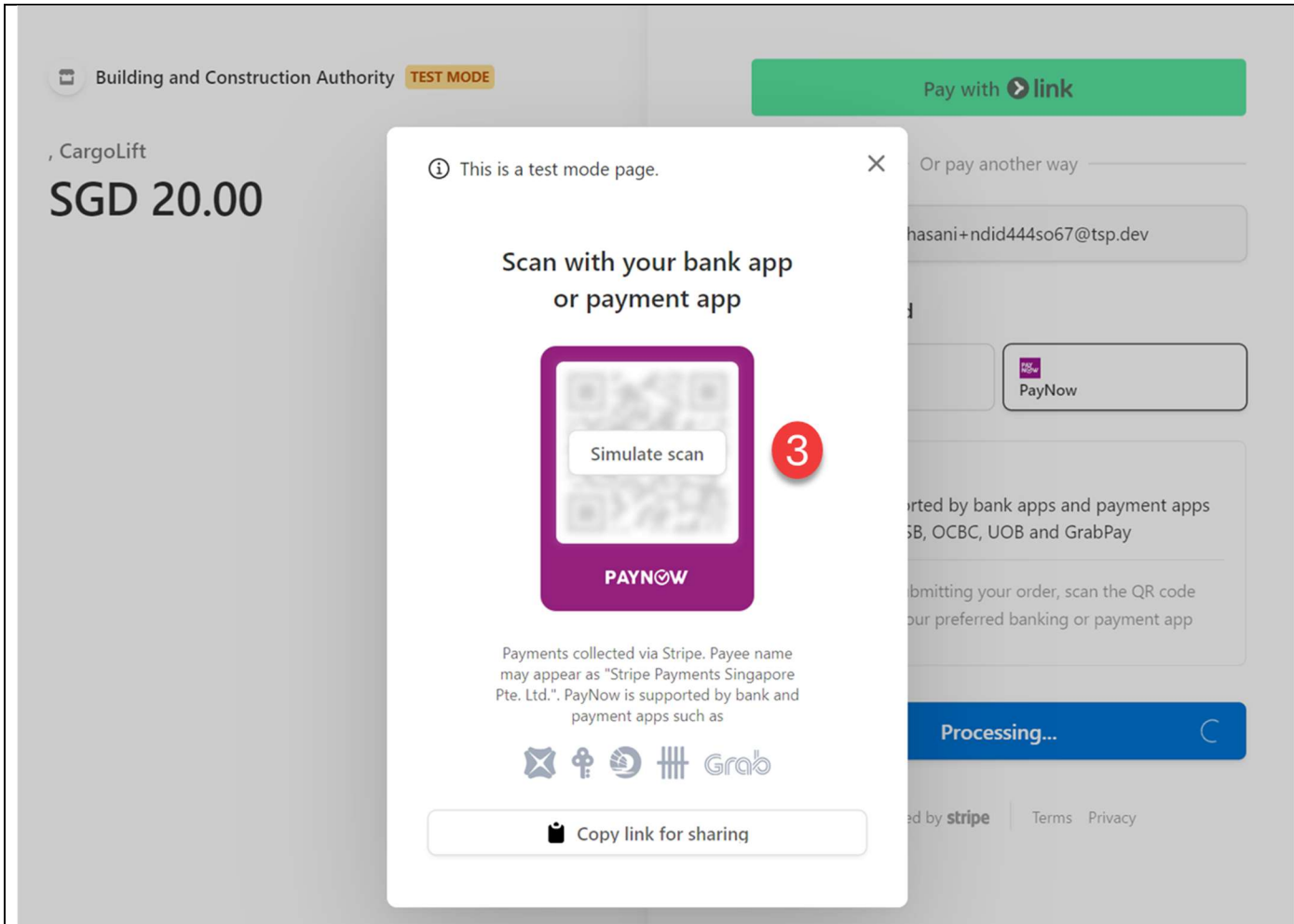
2

Pay

Powered by 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”

 <p>The screenshot shows the LEAP payment interface. At the top, it says 'Building and Construction Authority' and 'TEST MODE'. The main heading is 'CargoLift' with a price of 'SGD 20.00'. A green button 'Pay with link' is visible. A modal window is open, titled 'Scan with your bank app or payment app', showing a QR code and a 'Simulate scan' button. Below the QR code, it says 'PAYNOW'. At the bottom of the modal, it says 'Payments collected via Stripe. Payee name may appear as "Stripe Payments Singapore Pte. Ltd.". PayNow is supported by bank and payment apps such as' followed by logos for various banks and apps. A red circle with the number '3' is next to the QR code. A blue button 'Processing...' is visible at the bottom of the modal.</p>	<p>3. Scan the PayNow QR Code to make payment</p> <p>You will be redirected to LEAP page after payment is successful.</p>
--	---

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/urc> onerror=alert(document.domain)> LTA

✔ ASSIGN TEST CONTRACTOR & SPE

✔ MAKE PAYMENT

01 COMPLETION

Completion

Transaction ID

A-202410-049666

III 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/>.

3

← Previous

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="" onerror=alert(document.domain)> LTA

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

Completion

Transaction ID A-202410-049666

III 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)

* 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 1-10th 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

GIRO Details

Bank Account Name

HSBC

Bank Account No

**4545

DDA Number

454545

← Previous

Cancel

Confirm →

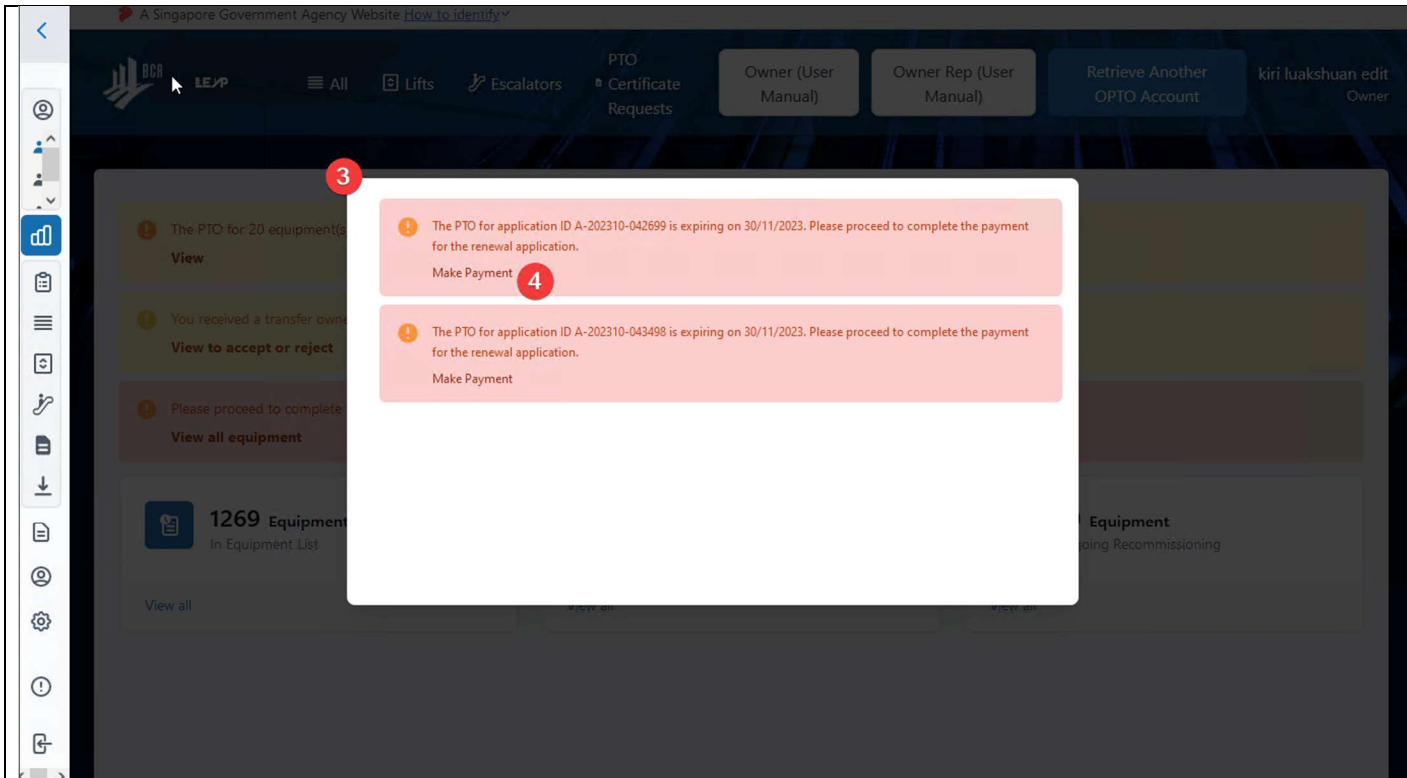
1. Select continue with GIRO

2. Confirm

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

The screenshot shows the LEAP dashboard interface. On the left is a sidebar with navigation options: Profile, Equipment List (with sub-items: 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 displays several notifications. A red circle with the number '1' points to the 'Dashboard' link in the sidebar. Another red circle with the number '2' points to a notification that reads: 'GIRO deduction failed for 4 equipment(s). Please proceed to complete the payment using other payment methods.' Below this notification is a button labeled 'View all equipment'. At the bottom of the dashboard, there are three summary cards: '1389 Equipments In Equipment List', '128 Equipment Ongoing Renewal', and '62 Equipment Ongoing Recommissioning', each with a 'View all' link.

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

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)

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 →

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

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

The screenshot shows the 'Equipment List' page. On the left sidebar, there are several equipment status boxes. Box 1 points to the sidebar area. Box 2 points to the '159 New Equipment' box. Box 3 points to the '159 New Equipment' box. Box 4 points to the 'Pay Renewal Fee' button in the top action bar. Below the sidebar, there is a table of equipment records. The table has columns: 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, and INSPECTION ST ACTION. Two rows are visible: E159 and E158. Both rows have a status of 'Active' and a 'View' button.

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 S856917 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

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)

[Previous](#) [Cancel](#) [Proceed To Payment](#) 6

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

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)

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

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 shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main area displays a grid of equipment status cards at the top, followed by a toolbar with buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. Below the toolbar is a table of equipment records. A red circle '1' points to the sidebar. A red circle '2' points to the 'Equipment ID' column header. A red circle '3' points to the 'Other Actions' dropdown menu. A red circle '4' points to the 'Change Expiry Date' option within the dropdown menu. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. Two rows of equipment are visible, with the first row selected.

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.

5 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 6

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.

PTO Application List

III Display/Hide Columns

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

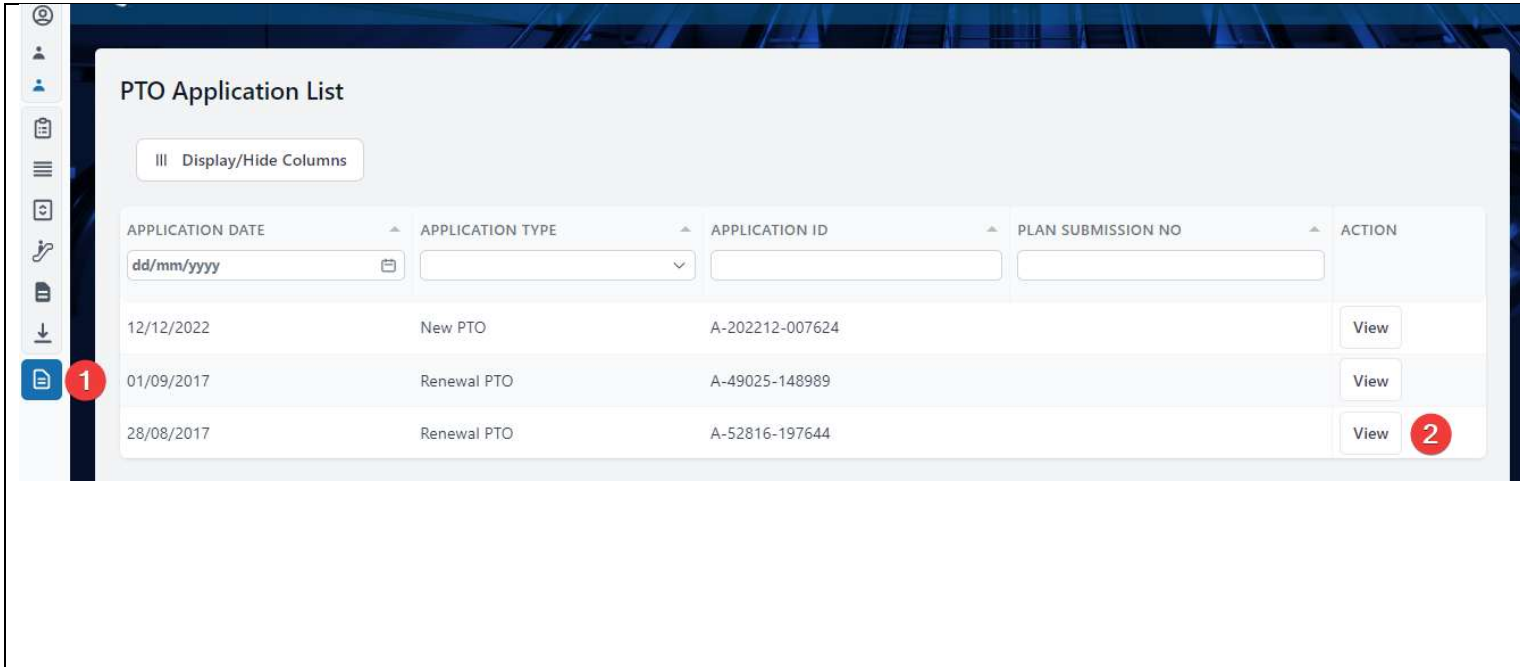
First < 1 2 3 4 5 > Last

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		View
01/09/2017	Renewal PTO	A-49025-148989		View
28/08/2017	Renewal PTO	A-52816-197644		View

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

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.

PTO Application List

Display/Hide Columns

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

3. Click on view 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	View Equipment Print past receipt

<

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⚙️

4

🔔

📄

ARD Brand
N/A

UPS Model
N/A

Rated Load
33 kg

Cabin Breadth
33 mm

ARD Model
N/A

Capacity
N/A

Rated Speed
33 m/s

Cabin Length
33 mm

UPS Brand
N/A

Machine room/Machine Roomless
Machine room

Cabin Height
33 mm

Applicable Standard(s)

CODE OF STANDARD

REMARKS

APPLICATION TYPE

Any other lift: SS 550:2009

New PTO

Show less

Remarks

5

Route Back To SPE

6

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

METHOD 1

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

PTO Application List

III Display/Hide Columns

APPLICATION DATE dd/mm/yyyy	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
27/01/2023	New PTO	A-202301-008166		View 1
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

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 dd/mm/yyyy	MODIFIED DATE dd/mm/yyyy	PAYMENT	ACTION
<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 2

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
2	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
<input type="checkbox"/>	N/A	KY05	Yanglo Street	N/A	Yanglo 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

✓ 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.

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

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)

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

9

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' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main area shows a summary of equipment status at the top, followed by a table of equipment records. A red circle '1' highlights the sidebar. A red circle '2' highlights the first row of the equipment table. A red circle '3' highlights the 'Other Actions' dropdown menu, and a red circle '4' highlights the 'Suspend' option within this menu.

Equipment List Summary:

- 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
- 2 Applications Assigned to me

Equipment Table:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	AF ACTION
EN-89632-932885	234234	bik7654500, pink purple	purple street	N/A	N/A	N/A	N/A	N/A	N View ...
EN-69567-051345	234234	bik7654500, pink purple street, 5	bik7654500 pink purple street	N/A	N/A	N/A	N/A	N/A	N View ...

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: 30/05/2023

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): chester.muller || ID : 33

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.

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.

The screenshot shows the 'Equipment List' page in the LEAP system. It features a top navigation bar with a 'Claim Equipment Ownership' button and an 'Export All Records To Excel' button. Below the navigation bar, there are several filter cards: '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' (highlighted with a red circle 1), '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below the filters, there are buttons for 'Commence Recommission PTO' (highlighted with a red circle 3), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns: 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 table has two rows: L81 and L82. L82 is selected (highlighted with a red circle 2) and has a status of 'Pending SPE Inspection'. A search bar is located on the right side of the table.

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

6. Check total payment and proceed to payment

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

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)

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

← Previous **6** 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)

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

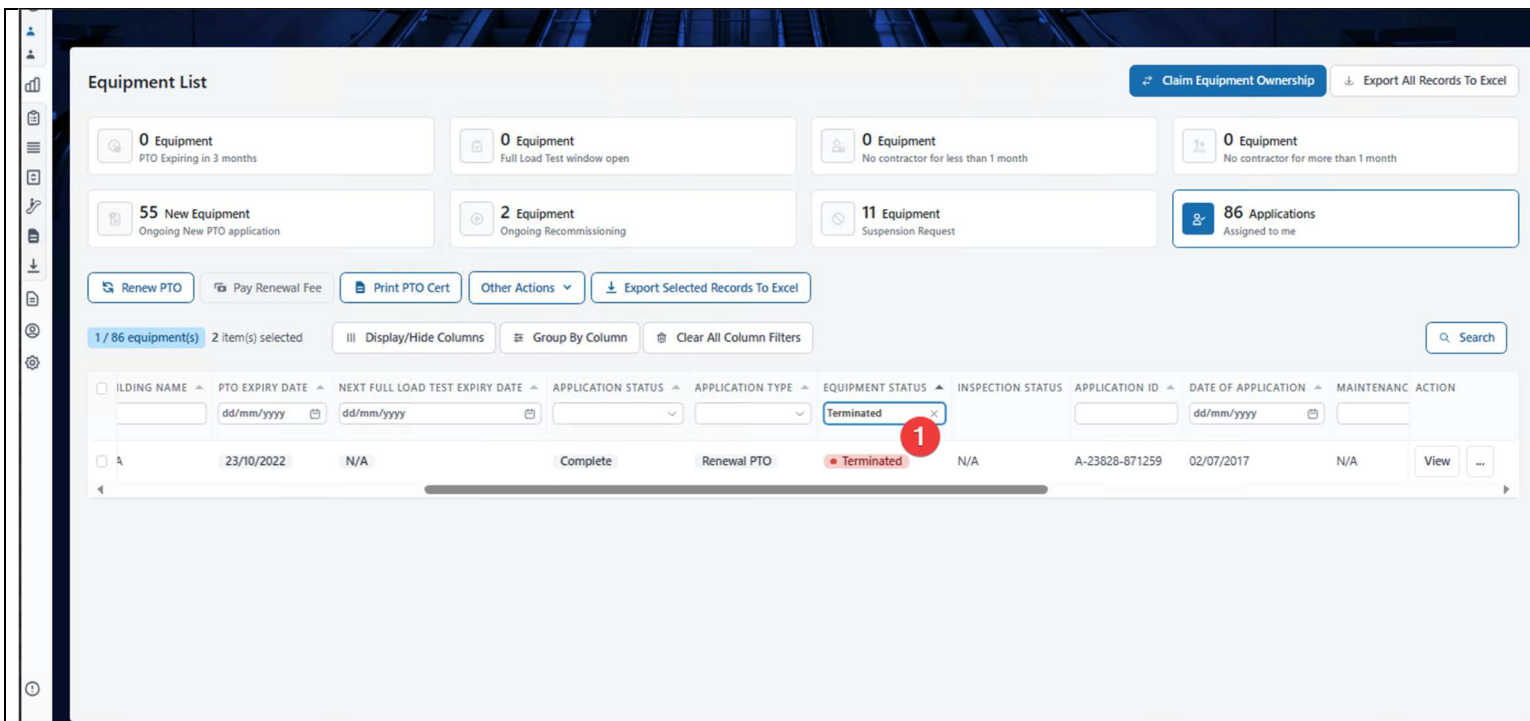
7. Select payment options (E-Payment or Bank Transfer)

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.



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

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

BLDING 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	View ...

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

<input type="checkbox"/>	APPLICATION TYPE ▲	APPLICATION ID ▲	SUBMISSION DATE ▲	APPLICATION STATUS ▲
	▼		dd/mm/yyyy 	▼
<input type="checkbox"/>	Renewal PTO	A-20590-111242	14/08/2017	Complete

Reactivate

2

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. Click Save

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

1 / 1343 equi

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: '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 cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar is on the right. Below the buttons, there's a table with columns: 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. The table shows 86 results, with the first 10 rows visible. The bottom of the table shows 'Showing 81 to 86 of 86 results' and a pagination bar with 'Rows per page' set to 10 and page numbers 1 through 9.

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	blk784993, test uiuooo	blk784993	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

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) 6 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 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 ...
<input checked="" type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" 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 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 14:45:48	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 14:45:48	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.

- 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.

The screenshot shows the LEAP 'Equipment List' interface. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle and the number 1. In the main content area, a summary card for '123 New Equipment' is highlighted with a red circle and the number 2. Below this, a table of equipment is displayed. The first row of the table is highlighted with a red circle and the number 3. A context menu is open over the first row, with the 'Change Contractor' option selected, highlighted with a red circle and the number 4.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	TESTER NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	blk323da, test st		N/A	N/A	N/A	N/A	N/A	N/A	Reg View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	w	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pl23234j	blk233ff, file uploadong	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blk7654500, pink purple street	blk7654500, 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	Pending SPE Inspection	New PTO	Act View
N/A	213123	blk832xdf, testing payment issue	blk832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blk832xdf, testing payment issue	blk832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pl3434	blkd23d, test	blkd23d	test	N/A	N/A	N/A	Pending Payment	New PTO	Reg View
N/A	123123	spech, test st	spech	test st	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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	<div>New Testing Contractor Name * <div>Select an option</div></div> <div>New Testing Contract Start Date * <div>03/05/2023</div></div> <div>Do you want to assign this contractor as owner representation as well? <input type="checkbox"/> Yes</div>
	<div>New Maintenance Contractor Name * <div>Select an option</div></div> <div>New Maintenance Contract Start Date * <div>03/05/2023</div></div> <div>Do you want to assign this contractor as owner representation as well? <input type="checkbox"/> Yes</div>
2	<div>Upload proof of change</div> <div><div>Upload a file or drag and drop</div><div>Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.</div></div>
3	<div><input type="checkbox"/> I declare that the information submitted is true and accurate as at the date of submission.</div>
	<div><div>Cancel</div><div>Update</div></div>

4

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. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a summary of equipment status (5 Equipment, 0 Equipment, 0 Equipment, 1 Equipment) and a table of equipment details. The table has columns: EQUIPMENT ID, EQUIPMENT NO., ADDRESS, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A context menu is open over the table, showing options: Change Expiry Date, Change Contractor, Change SPE (highlighted with a red circle 4), Transfer Ownership, Assign Representative, Suspend, Terminate, Print Past Receipt, and Renew PTO. Red circles 1, 2, and 3 indicate the selection of the Equipment List, the selection of a specific equipment item, and the opening of the context menu, respectively.

EQUIPMENT ID	EQUIPMENT NO.	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	p12312	blk323da, test st							
EN-21729-113969	234234	blk7654500, pink purple					Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Acc View
N/A	p123234j	blk233ff, file uploadong					Pending SPE Inspection	New PTO	Acc View
EN-39143-600505	234234	blk7654500, pink purple street					Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	Pending SPE Inspection	New PTO	Acc View
N/A	213123	blk832sdf, testing payment issue					Pending SPE Inspection	New PTO	Acc View
N/A	23423	blk832sdf, testing payment issue					Pending SPE Inspection	New PTO	Acc View
N/A	p13434	blk823d, test					Pending Payment	New PTO	Rej View
N/A	123123	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 interface. The sidebar on the left contains navigation links: Profile, Dashboard, Equipment List, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a table of equipment with columns: 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. A table with 10 rows of equipment data is visible. A red circle '1' is over the sidebar, a red circle '2' is over the equipment list, a red circle '3' is over the 'Other Actions' dropdown, and a red circle '4' is over the 'Print Past Receipt' option in the dropdown menu. A message 'Any successfully paid equipment' is shown at the bottom of the dropdown.

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

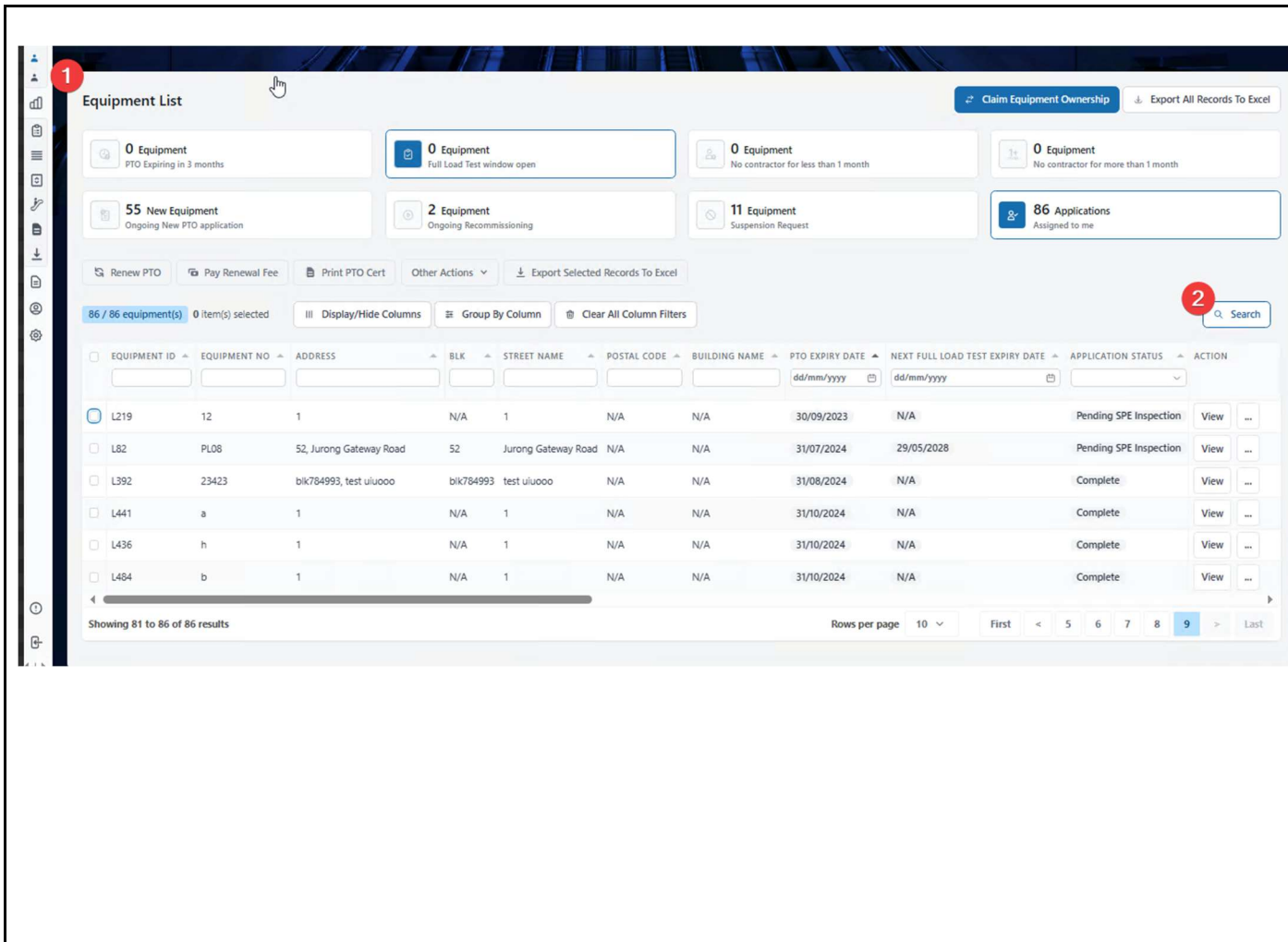
Check downloads within your browser

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 shows the 'Equipment List' page. The sidebar on the left contains a list of navigation items. The main content area has a header with 'Equipment List' and a search bar. Below the header, there are several summary cards showing 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 cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table of equipment is displayed with columns: 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 table shows 86 results, with the first few rows visible. A red circle with the number 1 points to the 'Equipment List' title in the sidebar. Another red circle with the number 2 points to the 'Search' button in the top right of the main content area.

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

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

28 New Equipment
Ongoing New PTO application

1 Equipment
Ongoing Recommissioning

10 Equipment
Suspension Request

41 Applications
Assigned to me

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

dd/mm/yyyy

Hide Reset **4** Filter

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

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

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' page. On the left sidebar, 'Equipment List' is selected (1). The main area displays a table of equipment. The first row is selected (2). A dropdown menu is open for the 'Other Actions' column of the selected row, and 'Suspend' is chosen (3). The 'Suspend' option is highlighted in the dropdown (4).

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	EQUIPMENT 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	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	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pi23234j	bik233ff, file uploadong		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	bik832sdf, testing payment issue	bik832sdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	bik832sdf, testing payment issue	bik832sdf testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pi3434	bikd23d, test	bikd23d test	N/A	N/A	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 01/09/2022

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) Alma Klein || ID : F87417961

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 displays the LEAP 'Equipment List' page. The interface includes a sidebar with navigation options and a main content area with filters and a table of equipment records. Red circles and numbers 1 through 4 indicate the steps for amending a suspension date:

1. Select equipment list from the side bar (points to the 'Equipment List' link in the sidebar).
2. Select the equipment which needs to amend the suspend date (points to a row in the equipment table).
3. Select Other actions (points to the 'Other Actions' dropdown menu).
4. Select Amend Suspend Date (points to the 'Amend Suspend Date' option in the dropdown menu).

The table below shows the data visible in the screenshot:

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	p12312	bik323da, test st	N/A	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	N/A	Pending Payment	Renewal PTO	* Act View ...
N/A	7842 TC1	Block New, Str New, - New9, 111111	111111	N/A	Bid New	N/A	N/A	Pending Payment	New PTO	* Act View ...
N/A	p123234j	bik233ff, file uploadong	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	Pending SPE Inspection	Renewal PTO	* Act View ...
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	213123	bik832xdf, testing payment issue	bik832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	23423	bik832xdf, testing payment issue	bik832xdf	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	* Act View ...
N/A	p13434	bikd23d, test	bikd23d	test	N/A	N/A	N/A	Pending Payment	New PTO	* Rej View ...

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.

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

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

LEAP All Lifts Escalators FUJITEC SINGAPORE CORP... Contractor

Amend Suspension Date

Start Date **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)

Plan Submission is required? ☒ Yes ☐ No

Submission Reference No.

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-argwz 5529758 in the amet nulla quisque building	4	Bowman	529758	amet nulla quisque	Active	Platform Lift	30/04/2024

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

The screenshot shows the 'Equipment List' page in the LEAP system. It features a sidebar with navigation icons, a top header with 'Equipment List' and buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. 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', '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'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these are filters for '86 / 86 equipment(s)', '1 item(s) selected', and options to 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is also present. The main table lists equipment with columns: 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 highlighted in blue and has a red circle '1' next to the 'View' button. The second row has a red circle '2' next to the 'View' button. The third row has a red circle '3' next to the 'View' button. The table shows 86 results, with the first 10 rows visible. The bottom of the page shows 'Showing 81 to 86 of 86 results' and pagination controls.

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 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

Car Lift

Equipment No (e.g., PL01)

pl23234j

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, 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

Change Contractor

Change SPE

Transfer Ownership

4

5

4. Select actions

5. Select view inspection

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

View Inspection

1

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

- 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

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

Upload List		
A-202307-008026_pl232_testing signsg_.pdf Document has been authorised by chester.muller on 02/08/2023 12:40 2 Download		
ACOP Type Test Cert_ACOP Protection Means.pdf DefaultInspectionDocument Download		

Upload By Officer
No files uploaded

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.

PDF will be downloaded to Owner Rep's computer.

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	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 uiuooo	bik784993	test uiuooo	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

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.

The screenshot shows the 'Equipment List' page in the LEAP system. It features a sidebar on the left with navigation icons. The main area displays a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment, 2 Equipment Ongoing Recommissioning, 11 Equipment Suspension Request, 86 Applications Assigned to me) and a table of equipment records. The table columns include 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 highlighted in blue, and the 'View' button in the ACTION column is circled in red with a '3' callout. A '2' callout points to the 'View' button in the first row of the table. A '1' callout points to the 'Equipment List' title in the sidebar.

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. 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](#)

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

4. Select Edit

Edit Equipment

Action ▾

✔ Equipment data updated successfully

1

Company Address Details

Block/House Number

blk233ffr

Street Name *

file uploadong

Floor Number

Unit Number

Building/Estate Name

Postal Code

Cancel

2 Save Address Details

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 Street Name

Floor Number Unit Number

Building/Estate Name Postal Code

Cancel Save Address Details

Technical Information

Equipment No (e.g., PL01) 1 Equipment Type

Development Type Make

Year of Installation ARD Brand

Model UPS Brand

ARD Model Capacity (number of pax)

UPS Model Rated Load kg

Machine Room/ Machine Roomless Cabin Height mm

Rated Speed m/s Cabin Length mm

Cabin Breadth mm

Applicable Standard(s) Add


Choose the applicable standard(s)

Remarks

Cancel 2 Save Technical Information

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>Note:</p> <p>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

The screenshot shows the 'Equipment List' page in the LEAP system. It features a top navigation bar with a 'Claim Equipment Ownership' button and an 'Export All Records To Excel' link. Below the navigation bar, there are several summary cards showing 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'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these, there are filters for '86 / 86 equipment(s)', '1 item(s) selected', 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the right. The main table displays equipment details with columns: 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 highlighted in blue and has a red circle '2' next to the checkbox. The 'ACTION' column for the first row has a 'View' button with a red circle '3' next to it. The bottom of the page shows 'Showing 81 to 86 of 86 results' and a pagination bar with 'Rows per page' set to 10, and page numbers 5, 6, 7, 8, 9, and Last.

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. 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

5 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

dd/mm/yyyy

Renewal PTO

A-38686-472285

28/08/2017

Complete

More Actions

4

5

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' page in the LEAP system. Red circles with numbers 1, 2, and 3 indicate the steps for viewing payment history:

- 1**: Points to the 'Equipment List' title at the top left.
- 2**: Points to the first row of the equipment table, which is highlighted in blue.
- 3**: Points to the 'View' button in the 'ACTION' column of the first row.

The interface includes a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons. Below the title, there are several summary cards showing 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'. A row of action buttons includes 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below these are filters for '86 / 86 equipment(s)', '1 item(s) selected', and options to 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is also present.

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

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

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

7.4 View Owner, contractor & SPE history

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
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

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

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

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

7.5 Exporting equipment details to excel

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

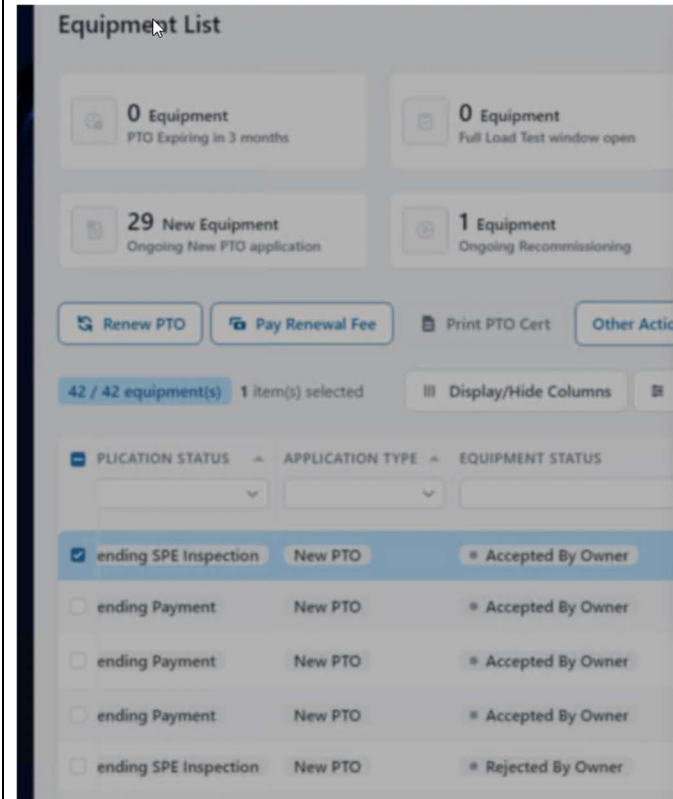
Renew PTO Pay Renewal Fee Print PTO Cert Other Actions Export Selected Records To Excel

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	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	blk784993, test uluooo	blk784993	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

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



Equipment List

0 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

29 New Equipment
Ongoing New PTO application

1 Equipment
Ongoing Recommissioning

Renew PTO Pay Renewal Fee Print PTO Cert Other Action

42 / 42 equipment(s) 1 item(s) selected Display/Hide Columns

APPLICATION STATUS APPLICATION TYPE EQUIPMENT STATUS

ending SPE Inspection New PTO Accepted By Owner

ending Payment New PTO Accepted By Owner

ending Payment New PTO Accepted By Owner

ending Payment New PTO Accepted By Owner

ending SPE Inspection New PTO Rejected By Owner

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

Cancel Export

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

The screenshot shows the 'PTO Application List' interface. On the left sidebar, the 'PTO Application List' menu item is highlighted with a red circle and the number 1. The main content area displays a table with columns: APPLICATION DATE, APPLICATION TYPE, APPLICATION ID, PLAN SUBMISSION NO, and ACTION. The first row shows the date '02/03/2023', type 'New PTO', and ID 'A-202303-007111'. The 'APPLICATION ID' column has a red circle and the number 2. The 'ACTION' column has a 'View' button with a red circle and the number 3.

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
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

The screenshot shows the 'Equipment List' page in the LEAP system. A red circle with the number '1' points to the 'Equipment List' title. A red circle with the number '2' points to the first row of the equipment table, which is highlighted in blue. A red circle with the number '3' points to the 'View' button in the 'ACTION' column of the first row.

Equipment List

Buttons: Claim Equipment Ownership, Export All Records To Excel

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
- 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

Actions: 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: L83
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: chester.muller, 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
[Show more](#)

PAST APPLICATIONS
(Renewal, Recommision and New PTO History)

4

EXPORT As Excel EXPORT As PDF

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

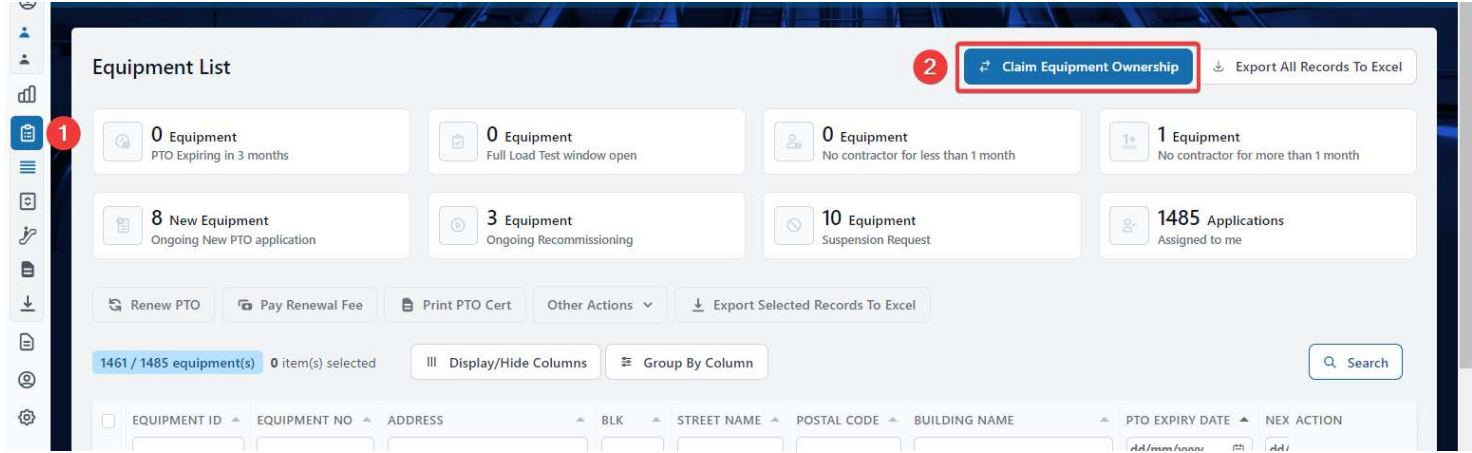
[More Actions](#)

5

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.



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

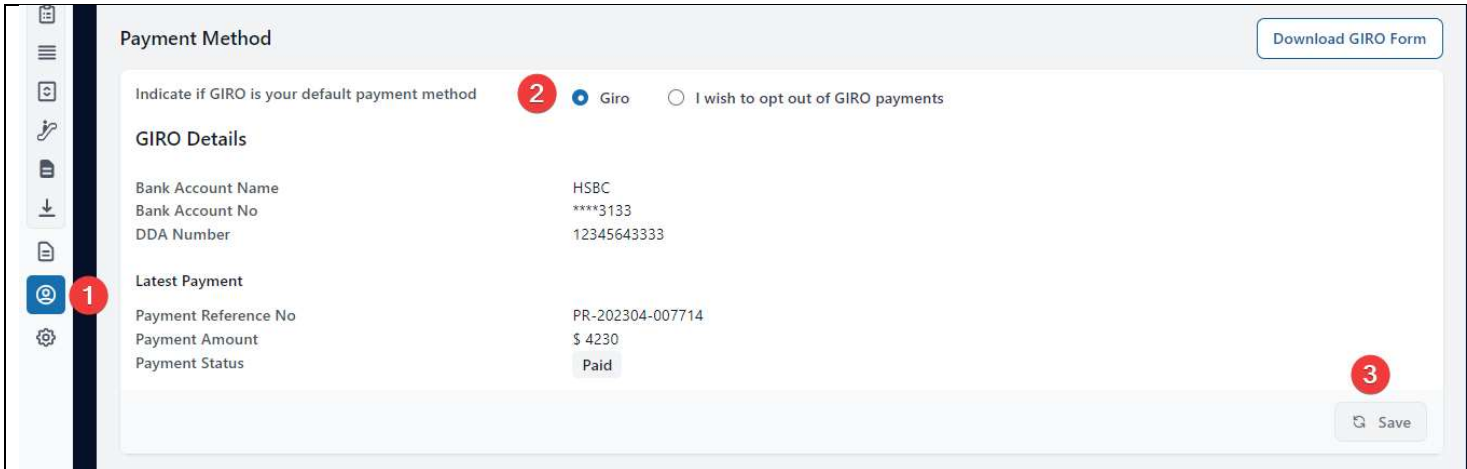
7. Submit

<div><h3>Claim Ownership</h3><div><div><div>Request for ownership transfer has been raised and will be processed by BCA</div><div>8</div></div></div><div>If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately.</div><div><div><div>✓</div><div>PROOF OF OWNERSHIP</div></div><div><div>✓</div><div>DECLARATION</div></div><div><div>03</div><div>CONFIRMATION</div></div></div><div><h4>Confirmation</h4><p>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.</p><div>Close</div></div></div>	<p>8. An alert will show which informs that request of ownership transfer has been raised and will be processed by BCA.</p> <p>Note:</p> <p>The claimant will be the Owner. BCA will transfer the equipment to the Owner.</p>
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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.



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