



User Manual

For the BCA LEAP Application

Role	Owner Representative
Version	1.8
Date	13 November 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)

Version	Date Updated	Remarks
		Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)
1.6	14 November 2024	<p>Revision of 1.6 Access Owner's profile as an Owner Representative</p> <p>Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)</p> <p>Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow)</p> <p>Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer</p> <p>Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO</p> <p>Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1</p> <p>Revision of Section 3.3 Making payment for new PTO application</p> <p>Revision of Section 4.1 Making Payment for Recommission PTO</p> <p>Revision of Section 6.2 Change Contractor</p> <p>Revision of Section 6.3 Changing SPE for selected equipment</p> <p>Revision of Section 6.4 Printing past receipts</p> <p>Revision of Section 6.6 Suspend equipment</p> <p>Revision of Section 6.7 Amend Suspension Date</p> <p>Revision of Section 7.1 Edit equipment details</p>
1.7	19 June 2025	<p>Revision of Section 2 Renew PTO equipment</p> <p>Revision of Section 2.2.4 Paying the renewal fee of an equipment – GIRO</p> <p>Revision of Section 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1</p> <p>Revision of Section 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2</p> <p>Revision of Section 3.3 Making payment for new PTO application</p> <p>Revision of Section 4 Recommission PTO application</p>
1.8	13 November 2025	<p>Updating of BCA Logo</p> <p>Revision of Section 1.3 Logging into the system</p> <p>Revision of Section 2 Renew PTO equipment</p> <p>Revision of Section 2.1 GIRO application</p>

Contents page

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

1.10.1	View equipment expiring in 3 months	30
1.10.2	View equipment with full load test window open	31
1.10.3	View equipment with no contractor for less than 1 month	32
1.10.4	View equipment with no contractor for more than 1 month.....	33
1.10.5	View equipment with ongoing new PTO application.....	34
1.10.6	View equipment with ongoing recommissioning.....	35
1.10.7	View equipment with suspension request.....	36
1.10.8	View all equipment assigned.....	37
2	Renew PTO equipment	38
2.1	GIRO application.....	47
2.2	Paying the renewal fee of an equipment	48
2.2.1	Paying the renewal fee of an equipment – E-Payment (Credit Card).....	51
2.2.2	Paying the renewal fee of an equipment – E-Payment (PayNow).....	53
2.2.3	Paying the renewal fee of an equipment – Bank Transfer.....	56
2.2.4	Paying the renewal fee of an equipment – GIRO.....	58
2.3	Paying the renewal fee of an equipment if GIRO deduction failed – Method 1	59
2.4	Paying the renewal fee of an equipment if GIRO deduction failed – Method 2	62
2.5	Change equipment expiry date	64
3	New PTO application.....	66
3.1	Accepting assigned equipment for New PTO application.....	67
3.2	Rejecting assigned equipment for New PTO application.....	70
3.3	Making payment for new PTO application.....	73
4	Recommission PTO application.....	79

5	Reactivating terminated equipment.....	85
6	Existing equipment.....	89
6.1	Print PTO Certificate.....	89
6.1.1	Print PTO Certificate for less than 25 equipment selected.....	89
6.1.2	Print PTO Certificate for 25 or more equipment selected.....	90
6.2	Change Contractor	92
6.3	Changing SPE for selected equipment	94
6.4	Printing past receipts.....	96
6.5	Advanced filter (Search)	97
6.6	Suspend equipment	99
6.7	Amend Suspension Date	101
6.8	Viewing inspection for an equipment.....	103
7	Equipment details	108
7.1	Edit equipment details	109
7.2	View past applications.....	114
7.3	View payment history	116
7.4	View Owner, Contractor & SPE history	118
7.5	Exporting equipment details to excel.....	120
8	Viewing equipment in PTO application list.....	122
8.1	If Application ID is known upfront.....	122
8.2	If Application ID is not known upfront	123
9	Claiming Ownership	125
10	Profile and user management.....	129

10.1	Opt-in for GIRO as a valid payment method for Renewal	129
11	Notification.....	130

1 Introduction

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

Feedback



Lifts and Escalators Application Portal


Announcement

Beware of Impersonation Scams

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg to check if something is a scam.

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



Individual Login

Individual Home Owner

[Log in with singpass](#)


SPE

[Log in with singpass](#)

LEI

[Log in with singpass](#)

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



Corporate Login

L&E Corporate Owner

[Log in with corppass](#)

Contractor

[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.

Contractor - PWM

[Log in with corppass](#)

If you are submitting the Progressive Wage Plan on behalf of your company, please contact your Corppass Admin to assign the access to "BCA-LEAP" as "Contractor PWM" for you.


To find out who is the Corppass Admin or Sub-Admin of your entity, please Email support@corppass.gov.sg with the following information:

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

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

QUICK LINKS

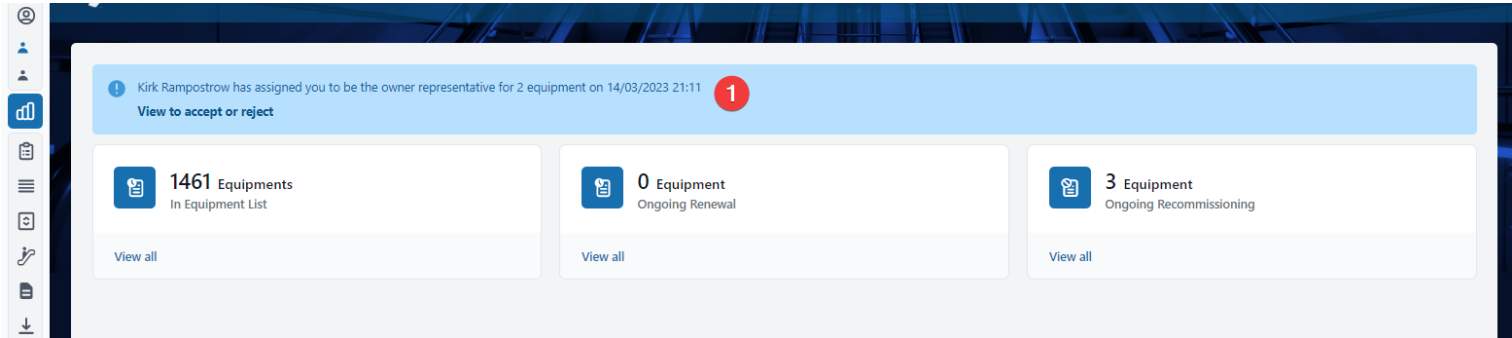
LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (.pdf 272KB, 20 Jan 2023)
Owner (.pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Owner (.pdf 17.57MB, 19 Jun 2025)	
Town Councils (.pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Contractors (.pdf 4.61MB, 14 Nov 2024)	
Contractors (.pdf 3.5MB, 28 Oct 2022)	Contractors (.mp4 195.19MB, 28 Oct 2022)	SPE (.pdf 10.65MB, 14 Nov 2024)	
SPE (.pdf 5.3MB, 20 Oct 2022)	SPE (.mp4 249.49MB, 18 Oct 2022)	LEI (.pdf 4.78MB, 14 Nov 2024)	
		Owner Rep (.pdf 12.32MB, 19 Jun 2025)	



Page 12 of 130

1.4 Accepting an owner's 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 icons for navigation.

1. Click on the dashboard notification.

2. Select the request
3. Select accept

4. Confirm acceptance of request

Confirm Ownership

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

Request date
01/11/2023

1 item(s) selected [Clear All Column Filters](#)

OWNER NA...	EQUIPMENT NO.	EQUIPMENT NO.	ADDRESS	BLK	STREET NA...	POSTAL CO...	BUILDING NA...	EQUIP
Jon Bieber	L414	Set for auto renew	666	purple road	N/A	N/A	Ac	

Documents

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

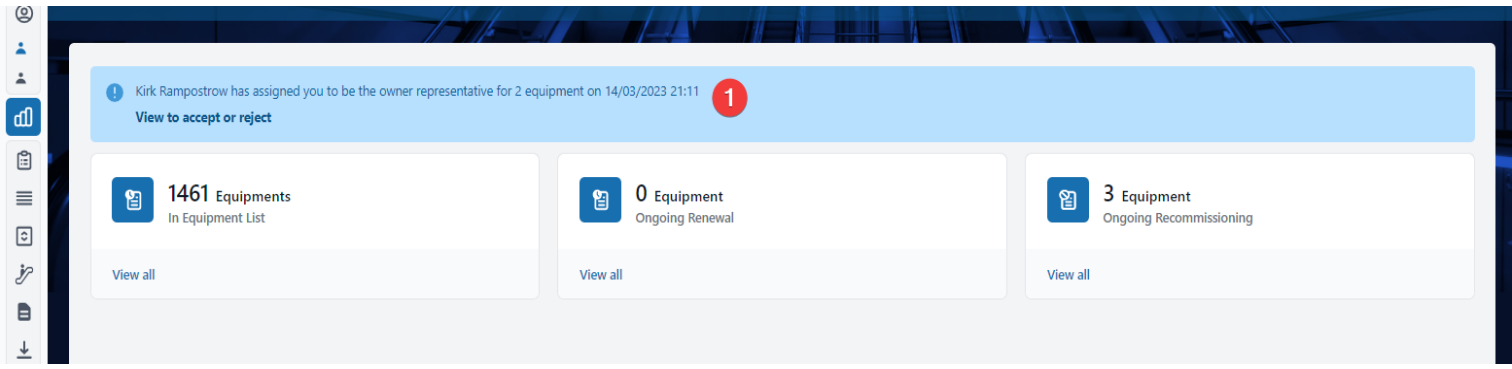
Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

1.5 Rejecting an owner representative request

Owner representative can login to their account and reject 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: "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 icons for navigation.

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 **3** Reject Accept

2. Select the request
3. Select reject

4. Confirm rejection

The screenshot displays the 'Confirm Ownership' screen in the LEAP application. A confirmation dialog box is centered on the screen, asking 'Confirm this action?' with 'Cancel' and 'Yes' buttons. A red circle with the number '4' is overlaid on the 'Yes' button. The background interface includes a sidebar with navigation icons, a main content area with a table of equipment, and a 'Documents' section.

Confirm Ownership

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

Request date
01/11/2023

1 item(s) selected Clear All Column Filters

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

Documents

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

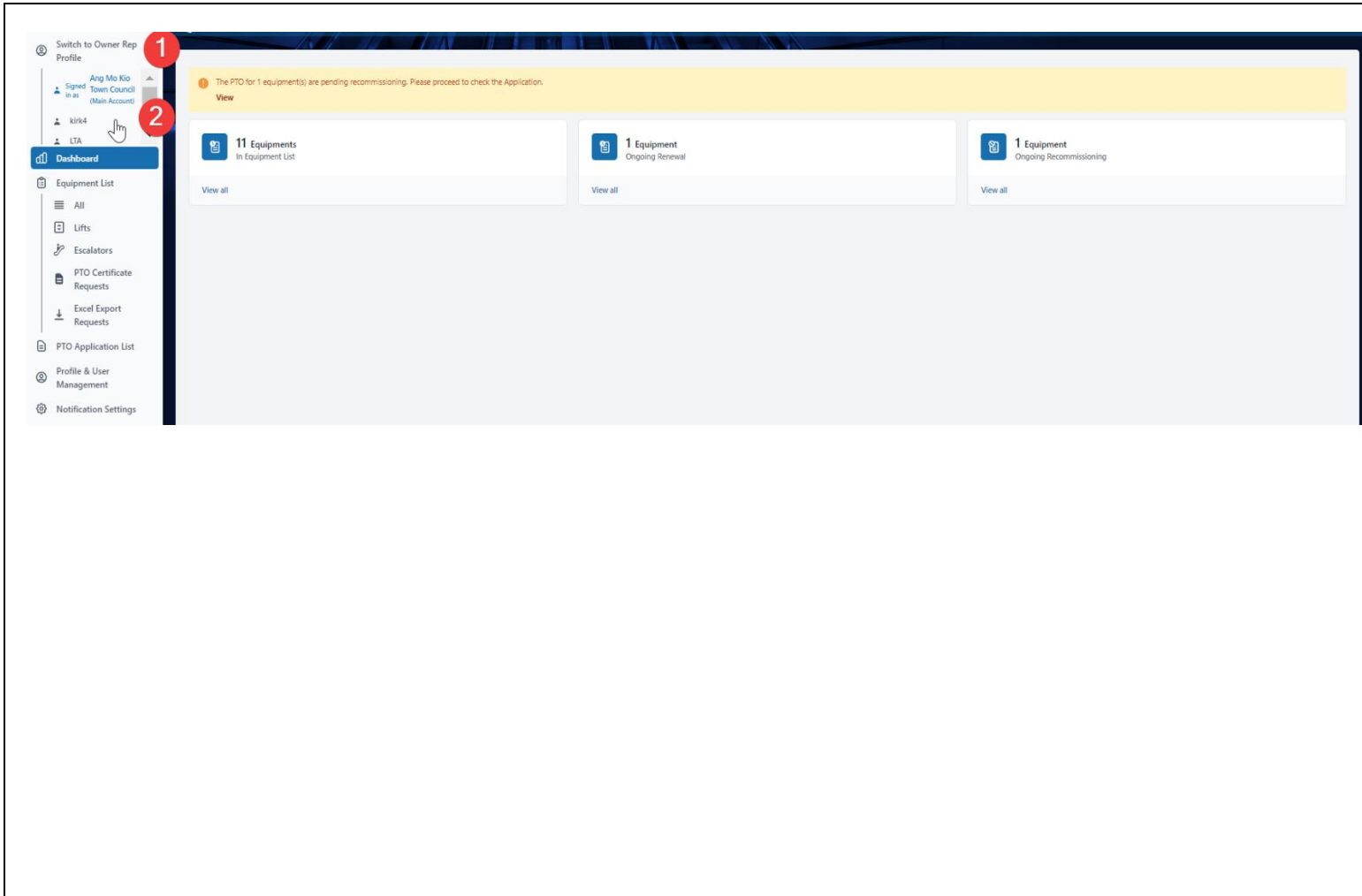
Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

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 'Dashboard' menu is selected. The main content 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 left sidebar contains a list of navigation items: Dashboard, Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. A red circle '1' highlights the 'Switch to Owner Rep Profile' button at the top of the sidebar. A red circle '2' highlights the 'Signed in as' dropdown menu, which currently shows 'Ang Mo Kio Town Council (Main Account)'.

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

Profile

LTA edit updated test
test edit updated
(Main Account)

Signed in as: Lucky Guy

Equipment List

All Lifts Escalators PTO Certificate Requests

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

Claim Equipment Ownership Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

0 New Equipment Ongoing New PTO application

0 Equipment Ongoing Recommisioning

5 Equipment Suspension Request

6 Applications Assigned to me

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

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

Search

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

Showing 1 to 6 of 6 results

Rows per page 10 First 1 Last

Submit Feedback

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

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

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

The screenshot shows the LEAP system interface. The top navigation bar includes links for 'Owner (User Manual)', 'Owner Rep (User Manual)', and 'Retrieve Another OPTO Account'. A dropdown menu is open in the top right corner, showing the user's profile and a 'Claim Equipment Ownership' button. The main area displays a summary of equipment status and a table of equipment records.

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

Showing 1 to 6 of 6 results

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

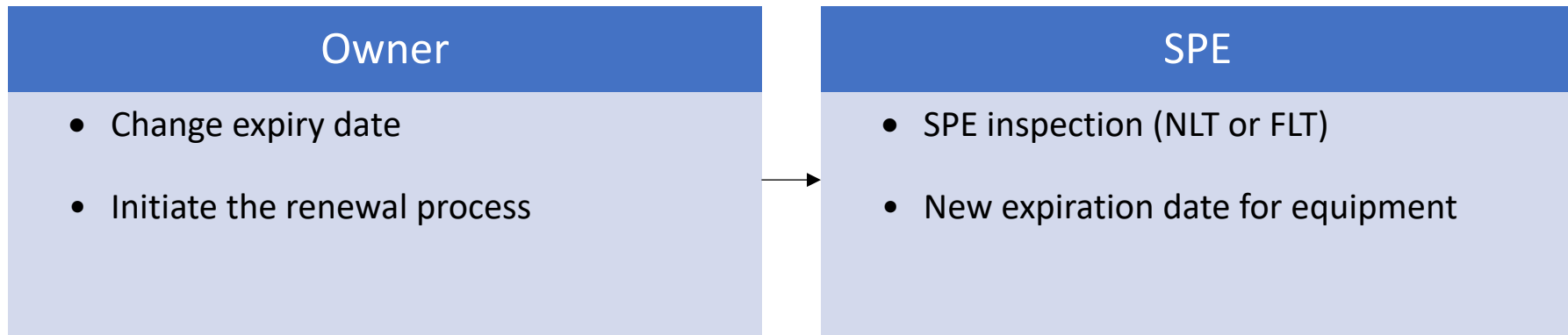


1.7 Flow of Owner main functions

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

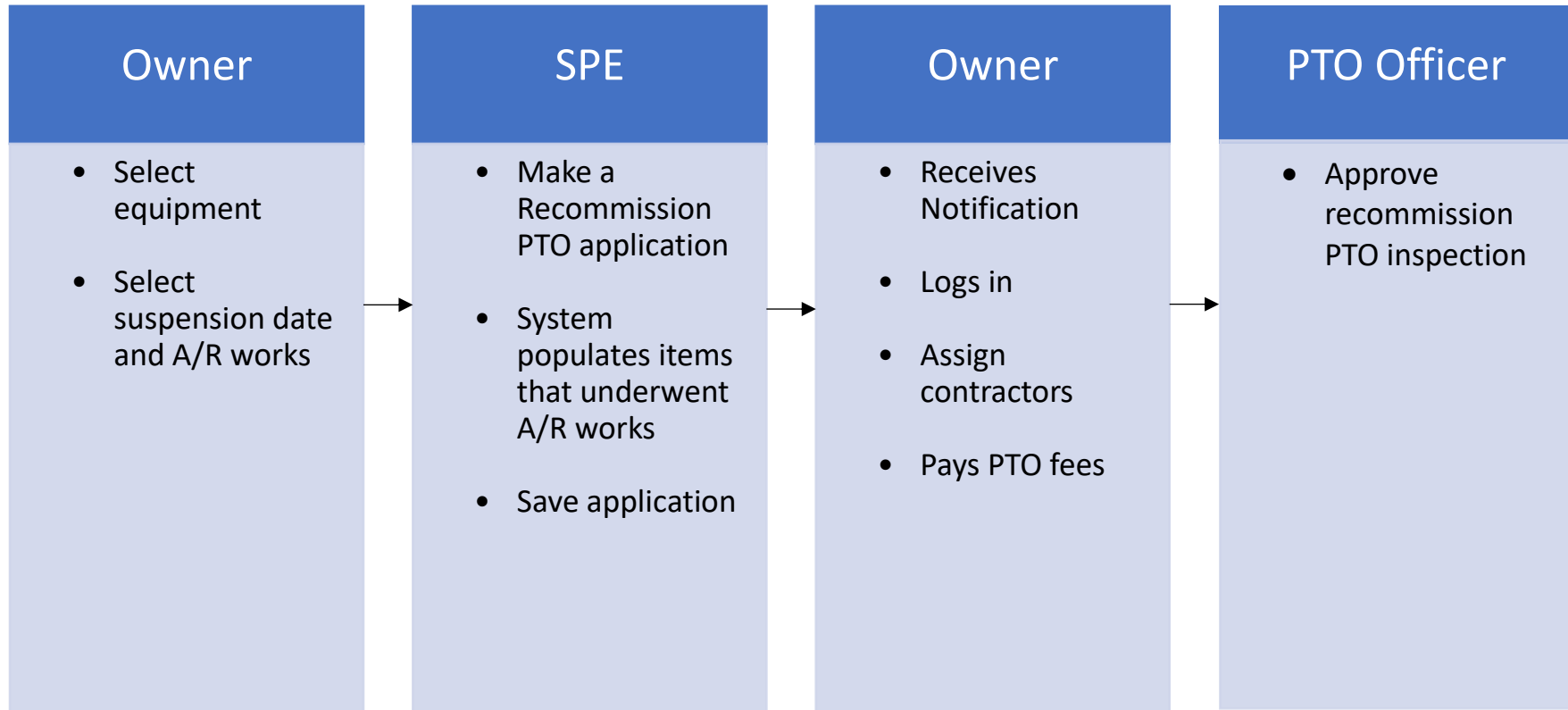
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



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:

- 1. Personal Details:** Includes fields for 'Owner Name *' (pre-filled with 'New User'), 'Owner NRIC' (pre-filled with 'S1114F'), and a 'Send OTP' button.
- 2. Address Details:** Includes fields for 'Block/House Number' (pre-filled with '12'), 'Street Name *', '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:** Includes an 'Email *' field (pre-filled with 'theneuser@email.com') and a 'Send OTP' button.
- 4. Declaration:** A checkbox labeled 'I have reviewed the information provided and declare that it is true and accurate.'
- 5. Register:** A red circle highlighting the 'Register' button at the bottom right of the form.

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

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

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 in the LEAP system. At the top, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, a grid of eight filter cards is highlighted with a red border. These cards represent different filter categories and their counts: '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', and '1484 Applications Assigned to me'. Below the filter cards, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Further down, a status bar shows '1461 / 1484 equipment(s)' and '0 item(s) selected'. To the right of the status bar are buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the far right. At the bottom, a table header is visible with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each column has a small upward arrow icon next to it, and there are input fields for EQUIPMENT ID, EQUIPMENT NO, and ADDRESS.

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'. Below these, the dashboard is organized into a grid of filter cards. The first card, '412 Equipment PTO Expiring in 3 months', is highlighted with a red border. Other cards include '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'. 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

1.10.2 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.

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' (highlighted with a red border), '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'. 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

1.10.3 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 two rows. The top row includes: '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), and '1 Equipment No contractor for more than 1 month'. The bottom row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

1.10.4 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 filter cards arranged in two rows. The top row includes: '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' (highlighted with a red border). The bottom row includes: '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. At the bottom of the dashboard, 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

1.10.5 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 a 2x4 grid:

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

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

1.10.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. The dashboard features eight filter cards arranged in two rows. The first row includes: '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 includes: '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' interface. 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 border), 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	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
Ongoing Recommissioning	3	Ongoing Recommissioning
Suspension Request	10	Suspension Request
Applications Assigned to me	1484	Assigned to me

1.10.8 View all equipment assigned

Select Assigned to me smart filter.

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

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 being 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 within expiry month. For example, if the equipment expires 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 Display/Hide Columns Group By Column Clear All Column Filters Search

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

The screenshot shows the 'Equipment List' page in the LEAP system. A pop-up dialog is displayed in the center, providing information about PTO renewal. The dialog text is as follows:

You are initiating PTO renewal for 1 equipment under a single application. The renewal fees will be computed based on this 1 equipment.

If you have more than 1 equipment for which PTO is to be renewed, you may wish to return to the "Equipment List" page to select all equipment before making one consolidated payment. A lower tier fee will be charged if you have more than 10 equipments per application.

No refund will be made once renewal has been initiated.

With the implementation of the Building Control (Fixed Installations) Regulations 2025, owners are required to generate the new PTO(s) through the LEAP system and display the new PTO(s) in their fixed installations after the existing PTO(s) expire.

The dialog has two buttons: "I Would Like To Return To Equipment List" and "I Wish To Proceed With The Initiation Of PTO Renewal". A red circle with the number '4' is placed next to the second button.

The background interface shows a table with columns: EQUIPMENT ID, EQUIPMENT NO, and ADDRESS. The first row is selected, showing EQUIPMENT ID L1003 and EQUIPMENT NO 24324. The table footer indicates "Showing 1 to 1 of 1 results".

Note:

Pop up dialog will be shown for your confirmation on the number of equipment and the fee that will be included in the application.

- Click "I Wish to Proceed With Initiation of PTO Renewal" if you acknowledge the information and wish to proceed with the renewal application

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

Building and Construction Authority

Logout

BCA LEAP

All Lifts Escalators PTO Certificate Requests

Owner (User Manual) Owner Rep (User Manual) LTA Owner

Renewal

You are initiating PTO Renewal for
- 1 Car Lift L1003 at tt blk8wjdsi3 4-4 S123123 in the 4 building, owned by LTA

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

Selected equipment has/have valid SPE(s) and Contractor(s). Do you wish to update Maintenance Contractor and Test Contractor?

☐ Yes ☒ No **a**

← Previous Back To Equipment List Page To Change Contractor **b** Next →

If the current SPE & Contractor assignments for the equipment is valid.

5.a Select “No”

5.b Click “Next” and proceed to Step #7

Note:

Should you need to Change Contractor in the future not specific to renewal, please refer to [Section 6.2](#).

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

Renewal (Application ID: A-202509-000571)

You are initiating PTO Renewal for
- 1 Cargo Lift L57 at Hill Street 1-12B S123456 in the Hill Estate building, owned by LTA

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.
1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Estate, 1 - 12B, 123456

III Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	Select an option a	Select an option

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

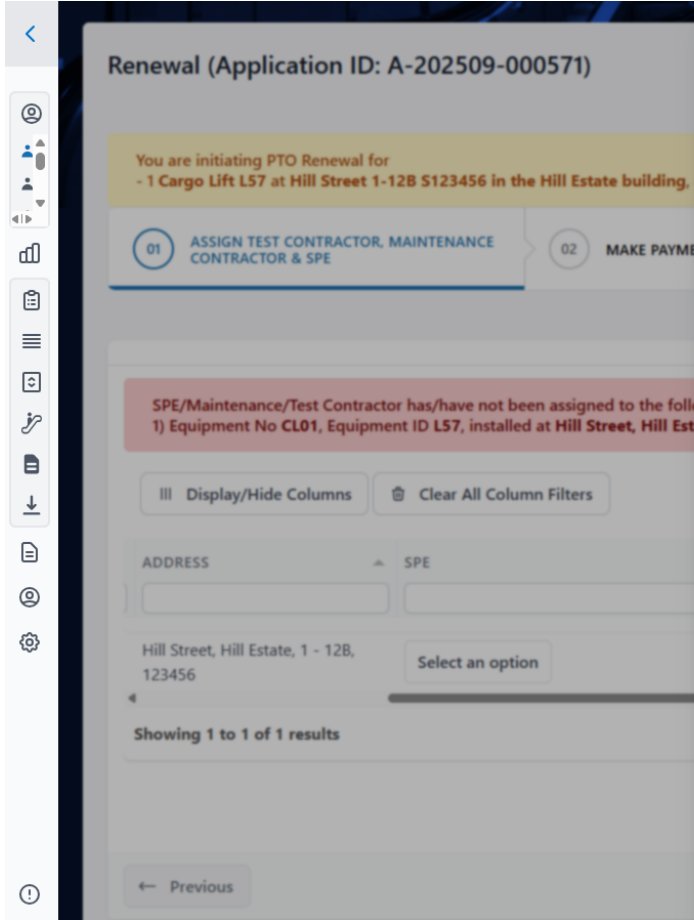
Update SPE/Contractor

← Previous Back To Equipment List Page To Change Contractor Next →

If any of the assignments for the SPE or Contractor are invalid, an notification message will be displayed.

To assign the SPE or Contractor for the equipment:

6.a Click the “Select an option” button to assign SPE/Contractor for each equipment



Select Maintenance Contractor

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor b

Cancel Save c

6.b Assign SPE/Contractor by clicking the dropdown list

6.c Click Save

6.d After all assignments
have been selected, click
“Update SPE/Contractor”

SPE/Maintenance/Test Contractor has/have not been assigned to the following equipment. Please assign the Contractor in the table below.

1) Equipment No **CL01**, Equipment ID **L57**, installed at **Hill Street, Hill Estate, 1 - 12B, 123456**

III Display/Hide Columns

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	SPE	TEST CONTRACTOR
L57	CL01	Hill Street, Hill Estate, 1 - 12B, 123456	TEST SPE 1 ID : 1234	Contractor_BTj2BtG

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

7. Proceed to payment

[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)

* 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 →](#)

7

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
L549	Passenger Lift	34, Hill View, 21	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

☐ E-Payment (Credit Card/PayNow) 8

Please note that the email entered in Stripe is not the same as the 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

PayNow QR code expires after 1 hour. If no payment is made within this time, you need to select the payment mode again.

← 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:

Equipment List

All

Lifts

Escalators

PTO Certificate Requests

Excel Export Requests

PTO Application List

Profile & User Management 1

Notification Settings

address provided above.

Cancel

Save

Payment Method

GIRO has not been registered

Indicate if GIRO is your default payment method

☐ Giro ☐ I wish to opt out of GIRO payments

2

Save

Owner Representative(s)

Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

Lifts

Escalators

PTO Certificate Requests

Excel Export Requests

PTO Application List

Profile & User Management

Notification Settings

Payment Method

Indicate if GIRO is your default payment method

☒ Giro ☐ I wish to opt out of GIRO payments

GIRO Details

Bank Account Name

Bank Account No

DDA Number

Name

****7323

0098-N

3

Latest Payment

Payment Reference No

Payment Amount

Payment Status

PR-202510-001234

\$ 20

Paid

Save

If Owner Rep who is also an owner wants to check his/her GIRO details,

1. Select Profile & User Management
2. If a message appears indicating that your Giro has not been registered, you will be required to set up your eGIRO application via BCA eGiro. Please contact the PTO Officer for more details.
3. 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 is 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 summary of equipment status: 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 this, there 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, there are filters for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is also present. The table below lists equipment details:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLIC/ ACTION
<input checked="" type="checkbox"/>	L287	234	3	Simei Street	528833	N/A	a month 31/05/2023	31/03/2028	Pending SPE Inspection	Renew View ...
<input type="checkbox"/>	L229	CL02	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.

4. Proceed to payment

Renewal (Application ID: A-202412-013812)

✓ Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Passenger Lift LS49 at 34 Hill View, owned by

✓ ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
LS49	Passenger Lift	34, Hill View, 21	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 →

4

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

6. Confirm

Note:

GIRO payment cannot be chosen during the month of expiry, as the 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](#).

PayNow QR code expires after 1 hour if no payment is made. Owner will have to re-select the payment again.

EQUIPMENT ID

EQUIPMENT TYPE

ADDRESS

AMOUNT (\$\$)

Total Amount

\$ 20

Escalator

Lift

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

- \$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

5

☒ E-Payment (Credit Card/PayNow)

PayNow QR code expires after 1 hour. If no payment is made within this time, you need to select the payment mode again.

Please note that the email entered in Strip email in LEAP's profile page

☐ Bank Transfer
 ☐ Continue with GIRO

← Previous

Cancel

6

Confirm →

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

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

Display/Hide Columns

Clear All Column Filters

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

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

Total

\$20

Close

Print Receipt

4. A successful 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 **stripe** | [Terms](#) [Privacy](#)

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

1. Choose PayNow payment
2. Press “Pay”

Building and Construction Authority

Page 53 of 130

Building and Construction Authority **TEST MODE**

CargoLift

SGD 20.00

Pay with link

Or pay another way

hasani+ndid444so67@tsp.dev

PayNow

orted by bank apps and payment apps
SB, OCBC, UOB and GrabPay

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

Processing...

ed by stripe | Terms | Privacy

This is a test mode page.

×

Scan with your bank app
or payment app

Simulate scan

3

PAYNOW

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

Grab

Copy link for sharing

3. Scan the PayNow QR
Code to make
payment

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

Building and
Construction
Authority

Page 54 of 130

Renewal (Application ID: A-202410-049666)

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

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

✔ ASSIGN TEST CONTRACTOR & SPE ✔ MAKE PAYMENT 99 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/>.

← Previous

3


Confirm →

1. Select “Bank Transfer” as payment option

2. Complete the Bank Transfer

3. Owners can select Confirm.

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

Building and
Construction
Authority

Page 56 of 130

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

✔ ASSIGN TEST CONTRACTOR & SPE

✔ 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

The screenshot displays the payment interface for the LEAP application. At the top, the 'Total Amount' is \$20. Below this, the pricing for Escalator and Lift equipment is listed. The 'Continue with GIRO' option is selected under 'Payment Options', marked with a red circle containing the number 1. Under 'GIRO Details', the bank account information (HSBC, **4545, 454545) is shown. A red circle with the number 2 is placed over the 'Confirm' button at the bottom right. Navigation buttons for 'Previous', 'Cancel', and 'Confirm' are visible at the bottom.

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 **1**

GIRO Details

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

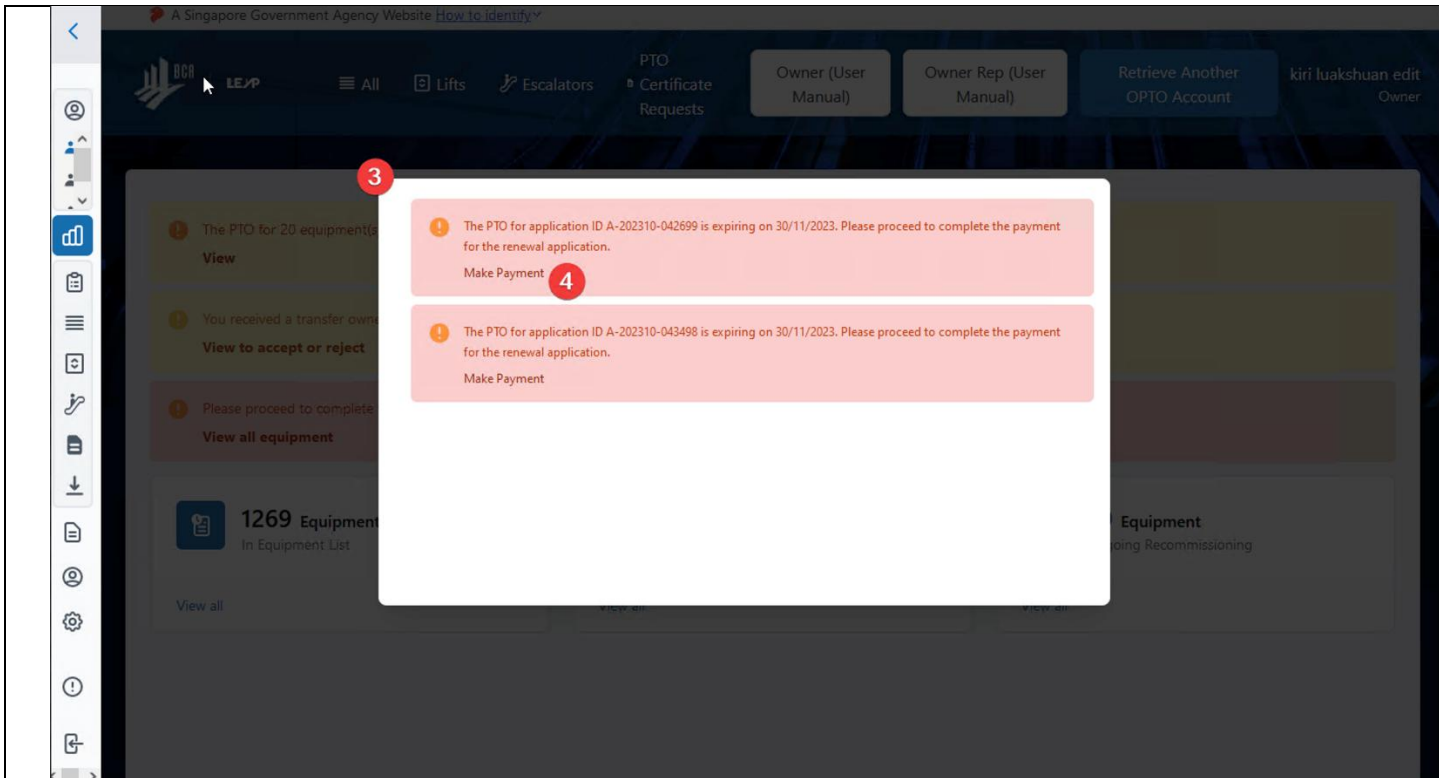
← Previous Cancel **Confirm** → **2**

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, Dashboard (highlighted with a red circle '1'), Equipment List, All, Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area displays several notifications: a yellow banner about pending PTO for 62 equipment(s), a yellow banner about a transfer ownership request, a pink banner about PTO renewal applications, and a pink banner about failed GIRO deduction for 4 equipment(s) (highlighted with a red circle '2'). Below these are three summary cards: '1389 Equipments In Equipment List', '128 Equipment Ongoing Renewal', and '62 Equipment Ongoing Recommissioning'. Each card has 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

Renewal (Application ID: A-202410-049565)

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

01 ASSIGN TEST CONTRACTOR & SPE

02 MAKE PAYMENT

03 COMPLETION

GIRO deduction successful, please pay using other payment methods

Print To PDF

Clear All Column Filters

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

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

Total Amount

\$ 20

Escalator

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

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

Lift

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

Previous

Cancel

Proceed To Payment

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

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

6. Proceed to payment

7. Select payment option

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

8. Click Confirm

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

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

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

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

01 ASSIGN TEST CONTRACTOR & SPE 02 MAKE PAYMENT 03 COMPLETION

Make Payment

5 GIRO deduction unsuccessful, please pay using other payment methods

Print To PDF

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
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 →

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. Step 1 points to the side navigation bar. Step 2 points to a table row. Step 3 points to the 'Other Actions' dropdown menu. Step 4 points to the 'Change Expiry Date' option in the dropdown.

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-69587-051345	234234	bik7654500, pink purple street, 5	bik7654500 pink purple street	N/A	N/A	N/A	N/A	N/A	N View ...

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

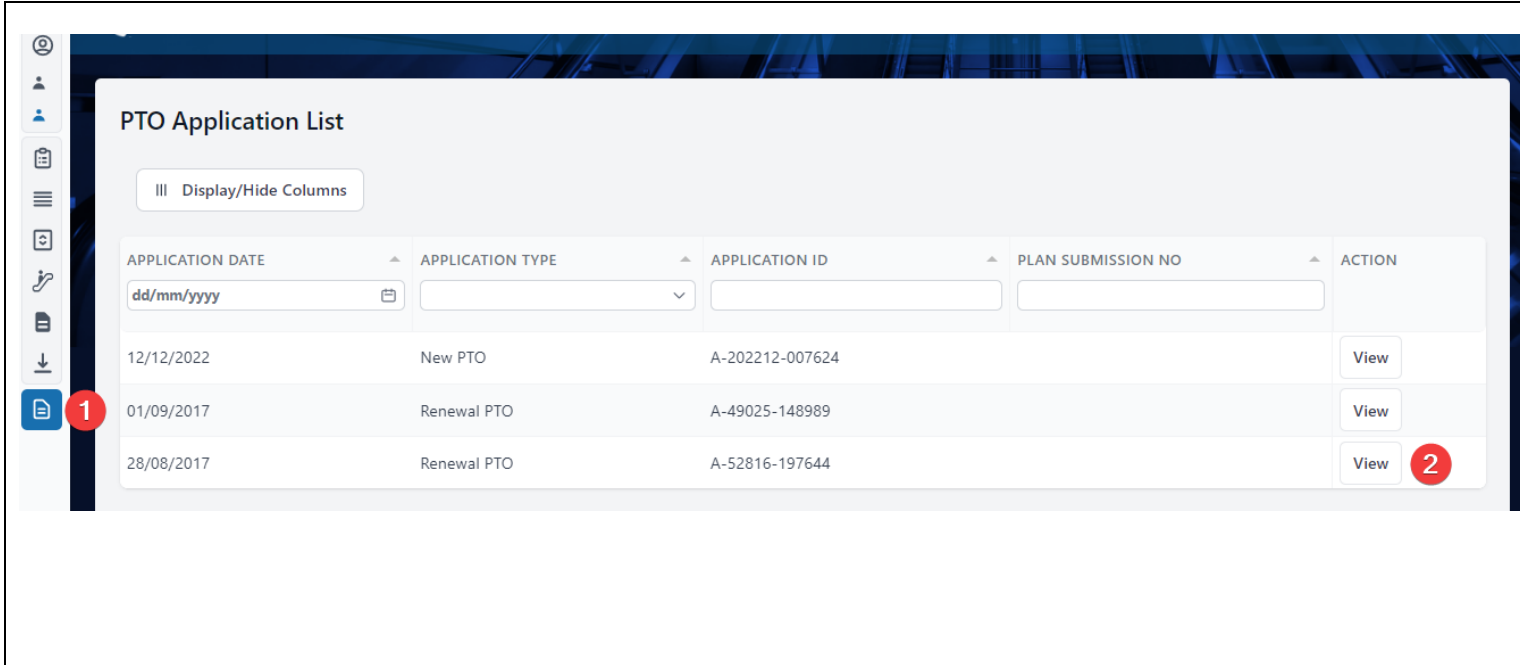
2. Then select view for desired equipment

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

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

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

Applicable Standard(s)

CODE OF STANDARD
Any other lift: SS 550:2009

REMARKS

5

Remarks

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

APPLICATION TYPE
New PTO

6

Route Back To SPE

Accept

4. Scroll down to bottom of the page

5. Add remarks

6. Select Route Back To SPE

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

3.3 Making payment for new PTO application

PTO Application List

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy				
27/01/2023	New PTO	A-202301-008166		View 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	MODIFIED DATE	PAYMENT	ACTION
<input type="checkbox"/>						dd/mm/yyyy	dd/mm/yyyy		
<input type="checkbox"/>	A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review 2

METHOD 1

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

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	Yangio Street	N/A	Yangio Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	girotest	123	N/A	123	N/A	N/A	N/A	Pending Amendment By SPE	View ...
<input type="checkbox"/>	N/A	test7	1	N/A	1	N/A	N/A	N/A	Pending Payment	View ...
<input type="checkbox"/>	N/A	KY02	Loyang Street	N/A	Loyang Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	KY01	Sims1	N/A	Sims1	N/A	N/A	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	N/A	c	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...
<input type="checkbox"/>	N/A	15	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...

METHOD 2

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

Making payment

Resume PTO Application

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Review

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

← Previous Next → 4

4. Select Next after reviewing equipment

Resume PTO Application

✓ 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' interface. On the left sidebar, a red circle '1' highlights the 'Equipment List' section. The main area shows various equipment status cards. A red circle '2' highlights the selection of equipment. A red circle '3' highlights the 'Other Actions' dropdown menu, and a red circle '4' highlights the 'Suspend' option within this menu. The table below shows the equipment details.

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-69587-051345	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 Cancel Save

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. At the top, 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 these are buttons for 'Commence Recommission PTO' (highlighted with a red circle 3), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar indicates '2 / 86 equipment(s) 1 item(s) selected'. Below this is 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 table has two rows: L81 and L82. Row L82 is selected (highlighted in blue) and has a red circle 2 next to its checkbox. The 'APPLICATION STATUS' for L82 is 'Pending SPE Inspection'. A search bar is located on the right side of the table.

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

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

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

01 ASSIGN CONTRACTORS

02 MAKE PAYMENT

03 COMPLETION

Assign Contractors

Test Contractor	9G ELEVATOR PTE LTD ID : T18SS0001A
Maintenance Contractor *	E M SERVICES PRIVATE LIMITED ID : T18UF0001A
Installation Contractor	Select an option

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

Proceed To Payment →

Building and
Construction
Authority

Page 83 of 130

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

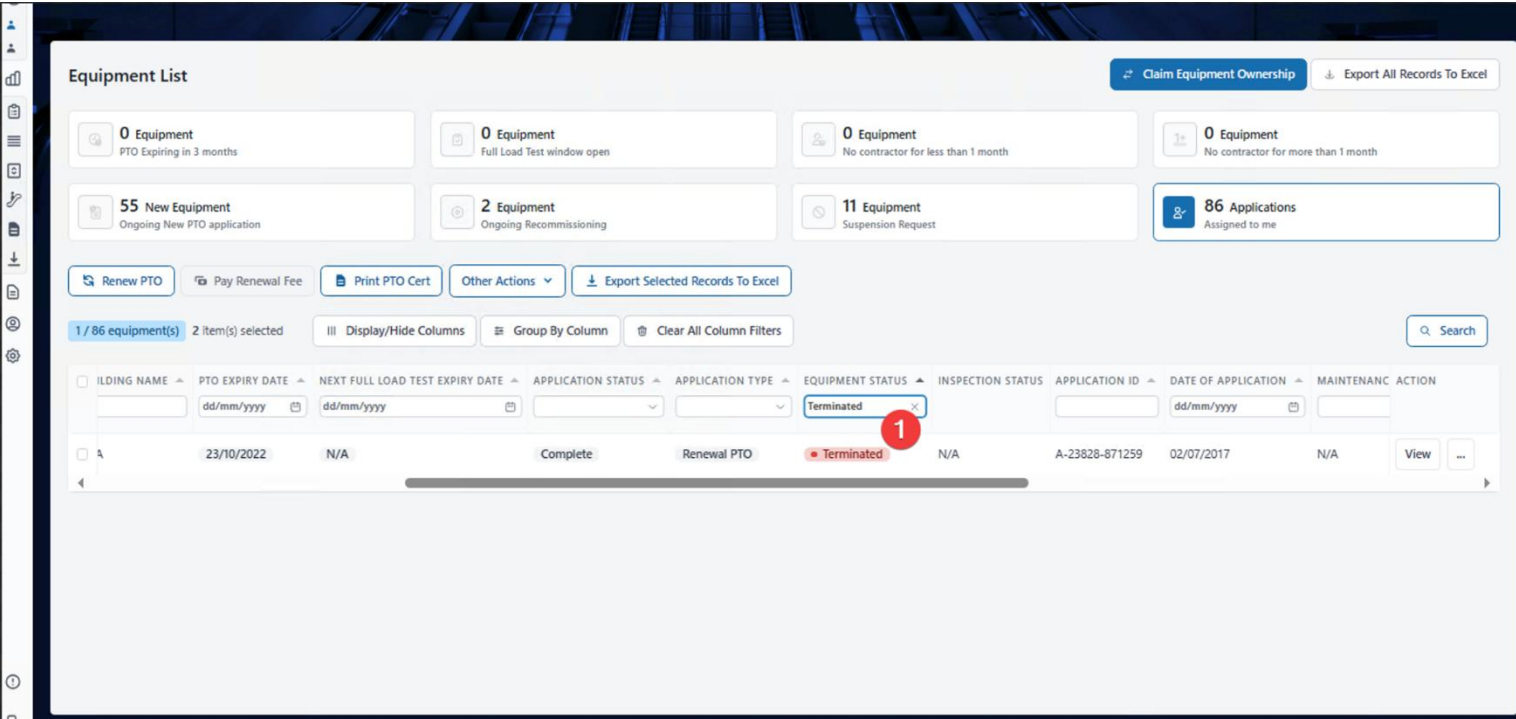
7. Select payment options (E-Payment or Bank Transfer)

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 terminated equipment

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



Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

ILDING 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 ^
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="dd/mm/yyyy"/> 	<input type="text" value=""/>
<input type="checkbox"/> Renewal PTO	A-20590-111242	14/08/2017	Complete

Reactivate

2

More Actions ^

3. Click Save

ReactivateEquipment ID
EN-41695-717567Equipment Type
Home LiftEquipment No (e.g., PL01)
N/AOwner Name, ID
Kirk Leuschky, *****492NPTO Expiry Date
13/01/2023Equipment Status
TerminatedTesting Contractor
MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, G4404050LMaintenance Contractor
N/AInstallation Contractor
N/ASPE, ID
Alma Klein, 7LEI, ID
N/ACommissioning 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

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

1 / 1343 equi
Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated
Display/Hide Columns
Group By Column
Clear All Column Filters
Search

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

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

Note:

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

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

6 Existing equipment

6.1 Print PTO Certificate

PTO certificates are required to be displayed near the equipment. When intending to print the PTO certificate of 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 for less than 25 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) 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. 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 for 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	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	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input checked="" type="checkbox"/> L392	23423	blk784993, test uluooo	blk784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/> L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" type="checkbox"/> L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input checked="" 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. 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.

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

6.2 Change Contractor

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

The screenshot shows the LEAP 'Equipment List' page. On the left is a sidebar with navigation options: Dashboard, Equipment List (highlighted with a red circle 1), 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, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A dropdown menu is open over the table, showing options: Change Expiry Date, Change Contractor (highlighted with a red circle 4), Change SPE, Transfer Ownership, Assign Representative, Suspend, Terminate, Print Past Receipt, and Renew PTO. Other callouts include 2 pointing to the '1241 / 1241 equipment(s)' header and 3 pointing to the 'Change Contractor' dropdown button.

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

1

Contractor Details

New Testing Contractor Name *

Select an option

New Testing Contract Start Date *

03/05/2023

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

☐ Yes

New Maintenance Contractor Name *

Select an option

New Maintenance Contract Start Date *

03/05/2023

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

☐ Yes

2

Upload proof of change

Upload a file or drag and drop

Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.

3

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

Cancel

Update

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 successful message will appear confirming that the contractor details have been changed

6.3 Changing SPE for selected equipment

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

The screenshot displays the LEAP Equipment List interface. The sidebar on the left contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area shows a summary of equipment status: 5 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). Below this, there are buttons for Renew PTO, Pay Renewal Fee, Print PTO Cert, and Other Actions. A table lists equipment with 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 red circle 2 highlights the selection of equipment in the table. A red circle 3 highlights the 'Other Actions' button, and a red circle 4 highlights the 'Change SPE' option in the dropdown menu.

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	pi2312	blk323da, test st							Rej View
EN-21729-113969	234234	blk7654500, pink purple					Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111					Pending Payment	New PTO	Acc View
N/A	pi23234j	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					Pending SPE Inspection	New PTO	Acc View
N/A	213123	blk832xdf, testing payment issue					Pending SPE Inspection	New PTO	Acc View
N/A	23423	blk832xdf, testing payment issue					Pending SPE Inspection	New PTO	Acc View
N/A	pi3434	blkd23d, test					Pending Payment	New PTO	Rej View
N/A	123123	specb, 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 successful message will appear confirming that the SPE has been changed

Note:

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

6.4 Printing past receipts

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

The screenshot shows the LEAP 'Equipment List' page. The interface includes a sidebar on the left with navigation options like '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 summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment) and a table of equipment details. A red circle '1' highlights the 'Equipment List' link in the sidebar. A red circle '2' highlights the '1241 / 1241 equipment(s)' filter. A red circle '3' highlights the 'Print Past Receipt' button in the 'Other Actions' dropdown menu. A red circle '4' highlights the 'Print Past Receipt' button in the table's action column. The table columns include EQUIPMENT ID, EQUIPMENT NO., ADDRESS, T NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

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

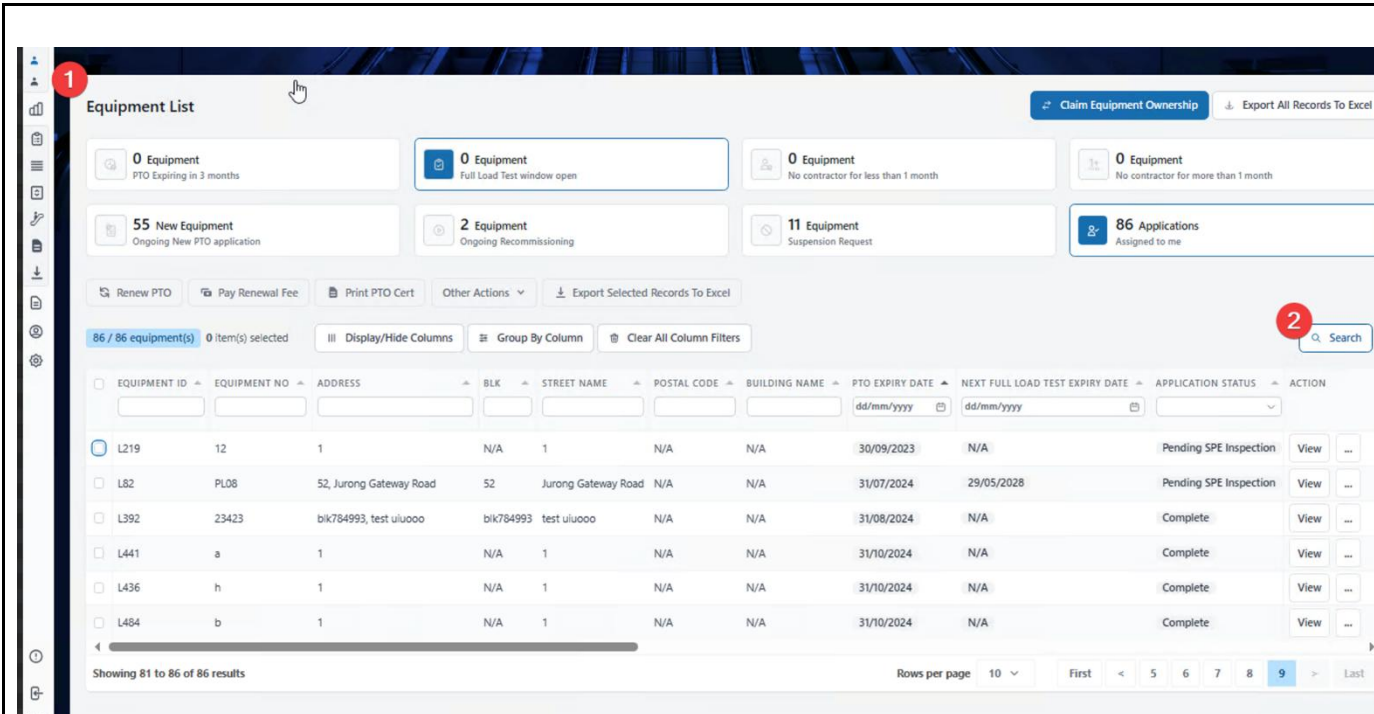
Note:

Payee name will be Owner Rep's name.

Note: If an Owner selects many 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 are selected, there will be 3 PDFs downloaded).

6.5 Advanced filter (Search)

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



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

Search

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

[Hide](#) [Reset](#) [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 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation options like 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 summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment, 109 Equipment Commissioning, 1068 Equipment Suspension Request) and a table of equipment details. A context menu is open over the table, showing actions like Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend, Print Past Receipt, and Renew PTO. Red callouts are placed on the interface: 1 points to the Equipment List in the sidebar; 2 points to the '1241 / 1241 equipment(s)' header; 3 points to the 'Other Actions' dropdown; and 4 points to the 'Suspend' option in the context menu.

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 : F8741796I

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

3 Save

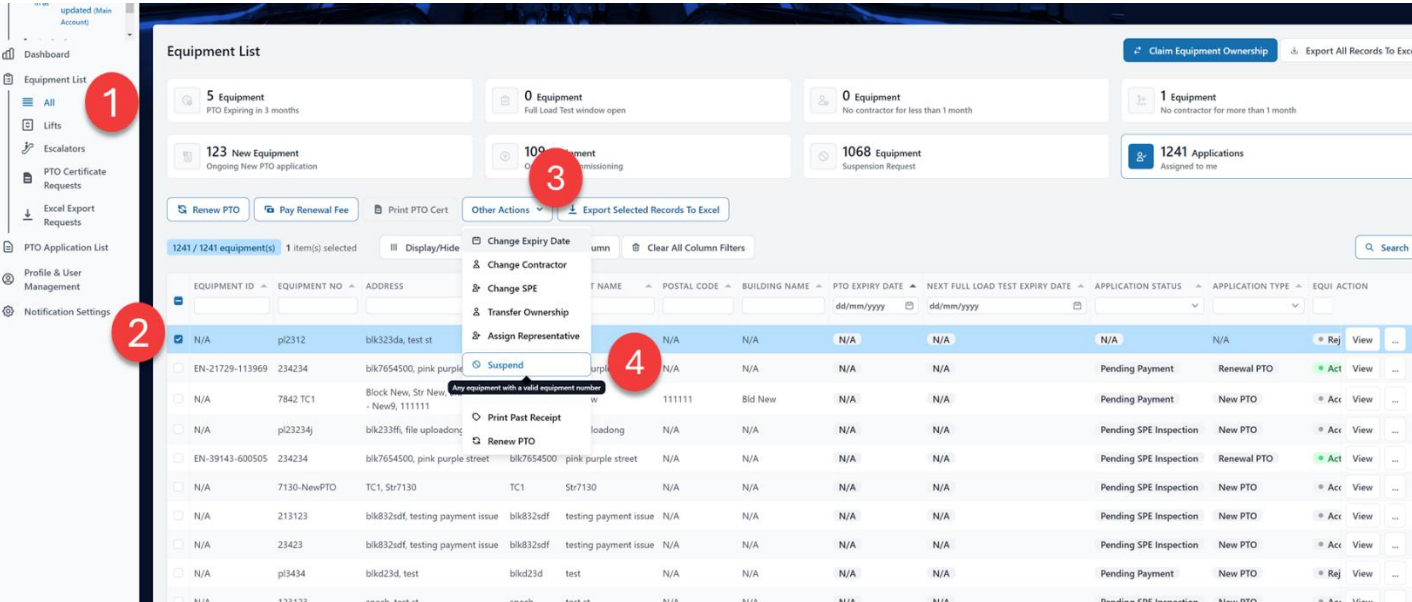
Owners can choose the date of suspension and the reasons for suspension on this screen

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



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

Amend Suspension Date

Start Date: 31/12/2023 1

Type of A/R works *

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

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

Plan Submission is required? ☒ Yes ☐ No

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

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

Cancel Save 2

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

1. Amend the start date
2. Select Save

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

6.8 Viewing inspection for an equipment

The screenshot shows the 'Equipment List' page in the LEAP system. Red callouts indicate the steps for viewing an inspection:

- 1**: Points to the 'Equipment List' header.
- 2**: Points to the first row of the equipment table (Equipment ID L219).
- 3**: Points to the 'View' button in the 'ACTION' column for the selected equipment.

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
- 55 New Equipment: Ongoing New PTO application
- 2 Equipment: Ongoing Recommissioning
- 11 Equipment: Suspension Request
- 86 Applications: Assigned to me

Equipment Table:

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

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

Equipment Details

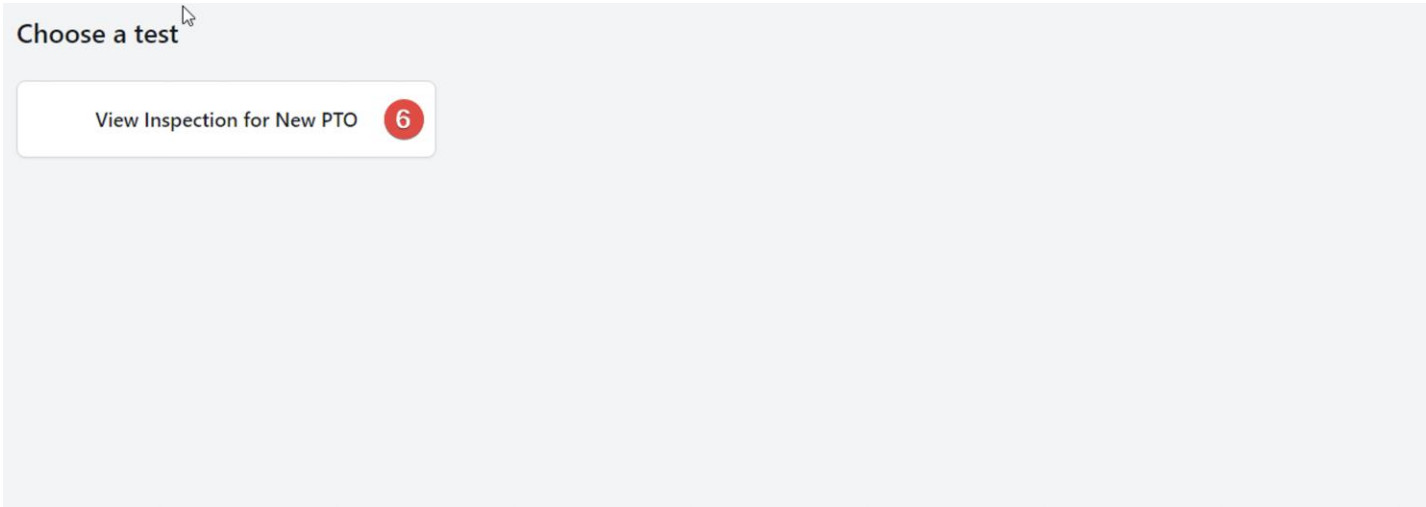
[Export Equipment Details](#) [Renew PTO](#) [Commence Recommission PTO](#) [Edit Recommission](#) [Edit](#) [Actions](#)

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. Select actions

5. Select view inspection

	<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

1. Owner reps can click on “Download PDF”

Building/Estate Name

N/A

Road Name

testing signsg

Block/House No

blk3244ssd

Floor Number

N/A

Division

N/A

Postal Code

N/A

Contractors

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

PDF will be downloaded to Owner Rep's computer.



Page 107 of 130

7 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main area features a dashboard with 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 are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A filter bar shows '86 / 86 equipment(s) 1 item(s) selected' and options for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. The table below lists 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. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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
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. A sidebar on the left contains navigation icons. The main area features a top bar with 'Equipment List' and buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below this 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 on the right. 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. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page: 10'.

1 To view equipment details, begin by selecting equipment list from the sidebar

2 Select desired equipment from equipment list

3 Select View

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

4. Select Edit

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

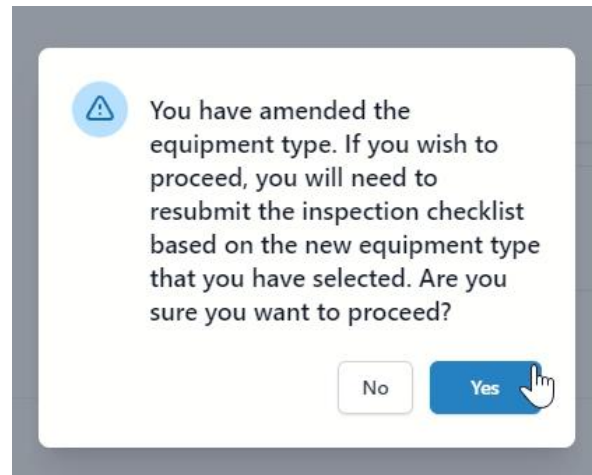
The screenshot shows the 'Edit Equipment' form in the LEAP application. At the top, there is a green success message: 'Equipment data updated successfully' with a red circle '3' next to it. Below this, the 'Company Address Details' section is highlighted with a red circle '1'. It contains six input fields: 'Block/House Number' (with 'bik233ffi'), 'Street Name' (with 'file uploadong'), 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. At the bottom right of the form, there are 'Cancel' and 'Save Address Details' buttons, with the latter highlighted by a red circle '2'. An 'Action' dropdown menu is visible in the top right corner of the form area.

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.

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.

**Note:**

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.

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 for different equipment statuses: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. A toolbar contains buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. Below the toolbar, 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 '1' next to the 'EQUIPMENT ID' column header. The second row is also highlighted in blue and has a red circle '2' next to the 'EQUIPMENT ID' column header. The 'ACTION' column for the first 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 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, with 9 being the current page.

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 uluooo	blk784993	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

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

[More Actions](#)

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

7.3 View payment history

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

The screenshot shows the 'Equipment List' page in the LEAP system. Red callouts indicate the steps: 1 points to the 'Equipment List' header, 2 points to a checkbox in the first row of the equipment table, and 3 points to the 'View' button in the same 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 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

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

7.4 View Owner, Contractor & SPE history

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main header area includes a 'Claim Equipment Ownership' button and an 'Export All Records To Excel' link. Below this 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 the buttons, a status bar shows '86 / 86 equipment(s) 1 item(s) selected' and options for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. 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 (L219) is selected and highlighted in blue. The 'ACTION' column for this row shows a 'View' button. Red callouts are placed on the interface: '1' points to the 'Equipment List' header, '2' points to the first row of the table, and '3' points to the 'View' button in the 'ACTION' column.

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

The screenshot displays the 'Equipment List' dashboard. On the left sidebar, a red circle '1' points to the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment (PTO Expiring in 3 months), 55 New Equipment (Ongoing New PTO application), 0 Equipment (Full Load Test window open), 2 Equipment (Ongoing Recommissioning), 0 Equipment (No contractor for less than 1 month), 11 Equipment (Suspension Request), 0 Equipment (No contractor for more than 1 month), and 86 Applications (Assigned to me). Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. A red circle '3' highlights the 'Export Selected Records To Excel' button. Below the buttons, a table of equipment is shown 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. A red circle '2' points to the first row of the table. The table shows 86 results, with the first row selected. The bottom of the table indicates 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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
<input checked="" type="checkbox"/> ending SPE Inspection	New PTO	* Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	* Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	* Accepted By Owner
<input type="checkbox"/> ending Payment	New PTO	* Accepted By Owner
<input type="checkbox"/> 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 **5** 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

PTO Application List

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-202303-007111		
02/03/2023	New PTO	A-202303-007111		View

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

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

Note:

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

8.2 If Application ID is not known upfront

The screenshot shows the 'Equipment List' page in the LEAP system. Red callouts indicate the steps for finding an equipment record when the Application ID is unknown:

- 1**: Points to the 'Equipment List' header.
- 2**: Points to the first row of the equipment table (Equipment ID: L219).
- 3**: Points to the 'View' button in the 'ACTION' column for the selected equipment.

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
- 55 New Equipment: Ongoing New PTO application
- 2 Equipment: Ongoing Recommissioning
- 11 Equipment: Suspension Request
- 86 Applications: Assigned to me

Equipment Table:

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	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 | Page: 9 of 9

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
 Owner Name, ID: Ang Mo Kio Town Council, F6456123L
 Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A
 SPE, ID: chester.muller, 33
 Full Load Test Date: 02/03/2023
 PTO Approved Date: N/A

Equipment Type: Car Lift
 PTO Expiry Date: 30/06/2023
 Maintenance Contractor: 9G ELEVATOR PTE LTD, T18550001A
 LEI, Reg No: N/A
 Next Full Load Test Expiry Date: N/A

Equipment No (e.g., PL91): PL778
 Equipment Status: Active
 Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A
 Commissioning Date: 02/03/2023
 No Load Test Date: 02/03/2023

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

07 Export As Excel 07 Export As PDF

0 item(s) selected

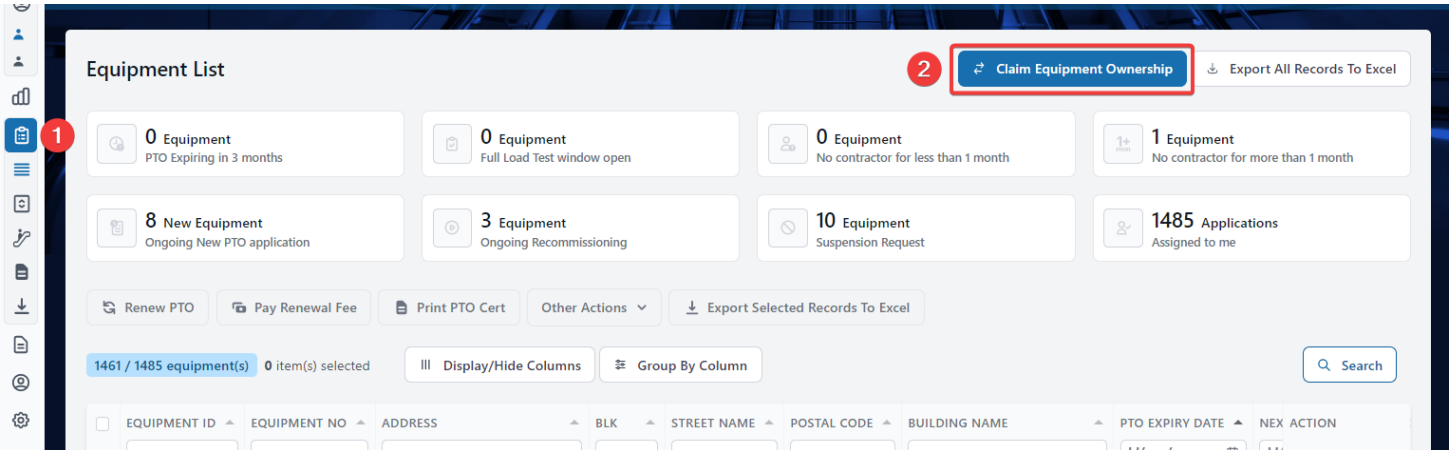
APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
New PTO	A-202303-007111	02/03/2023	Complete

More Actions

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

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

< Previous

Next >

- Owners may submit proof of ownership.
- Add equipment address
- Select Next

6. Check declaration as rightful owner
7. Submit

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

Claim Ownership

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

8

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

✓ PROOF OF OWNERSHIP

✓ DECLARATION

03 CONFIRMATION

Confirmation

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

Close

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

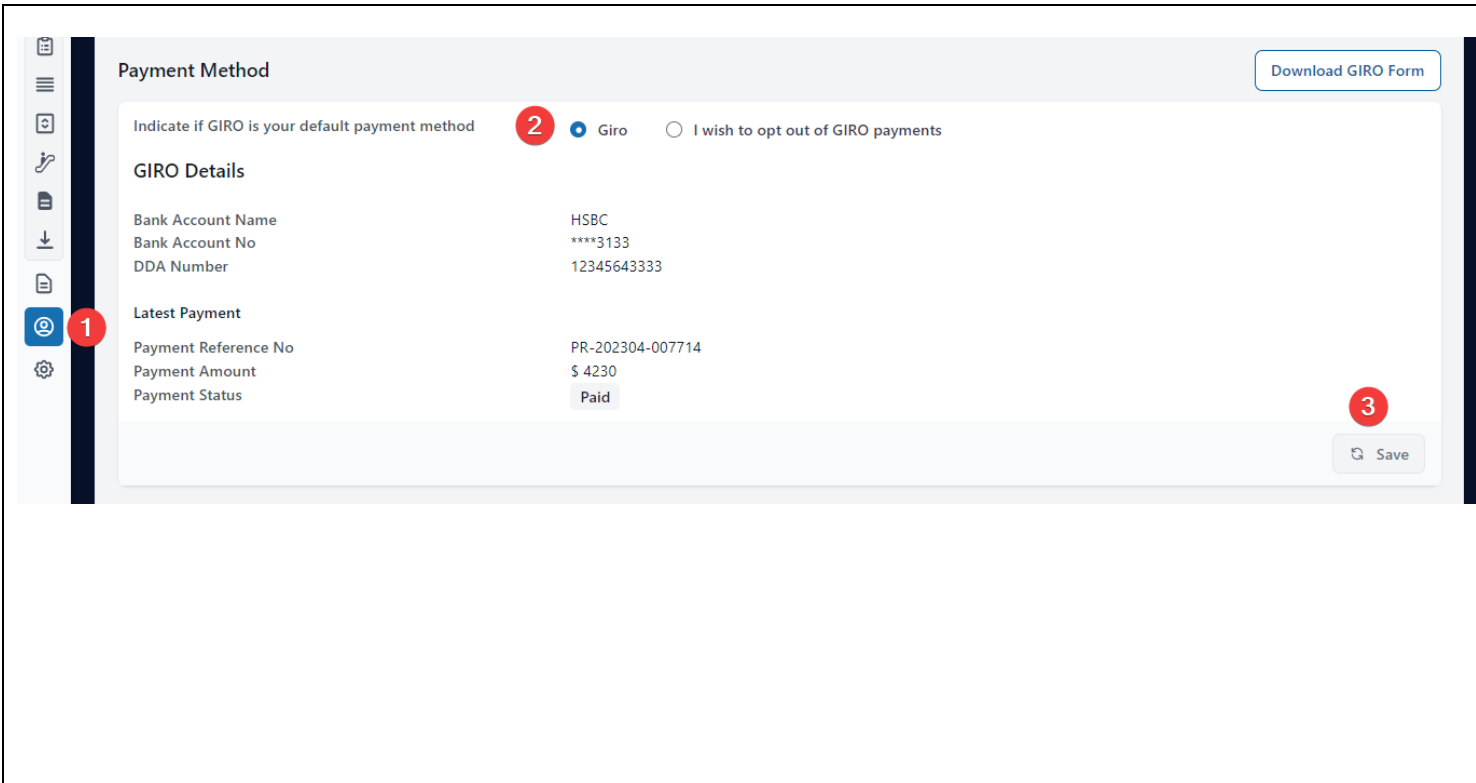
Note:

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

10 Profile and user management

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

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



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