User Manual

For the BCA LEAP Application

Role	Owner Representative
Version	1.8
Date	13 November 2025

Building and Construction Authority

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

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1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from inception to termination. The LEAP system would facilitate the involvement of all actors involved in the three main processes of creating, renewing and recommissioning 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

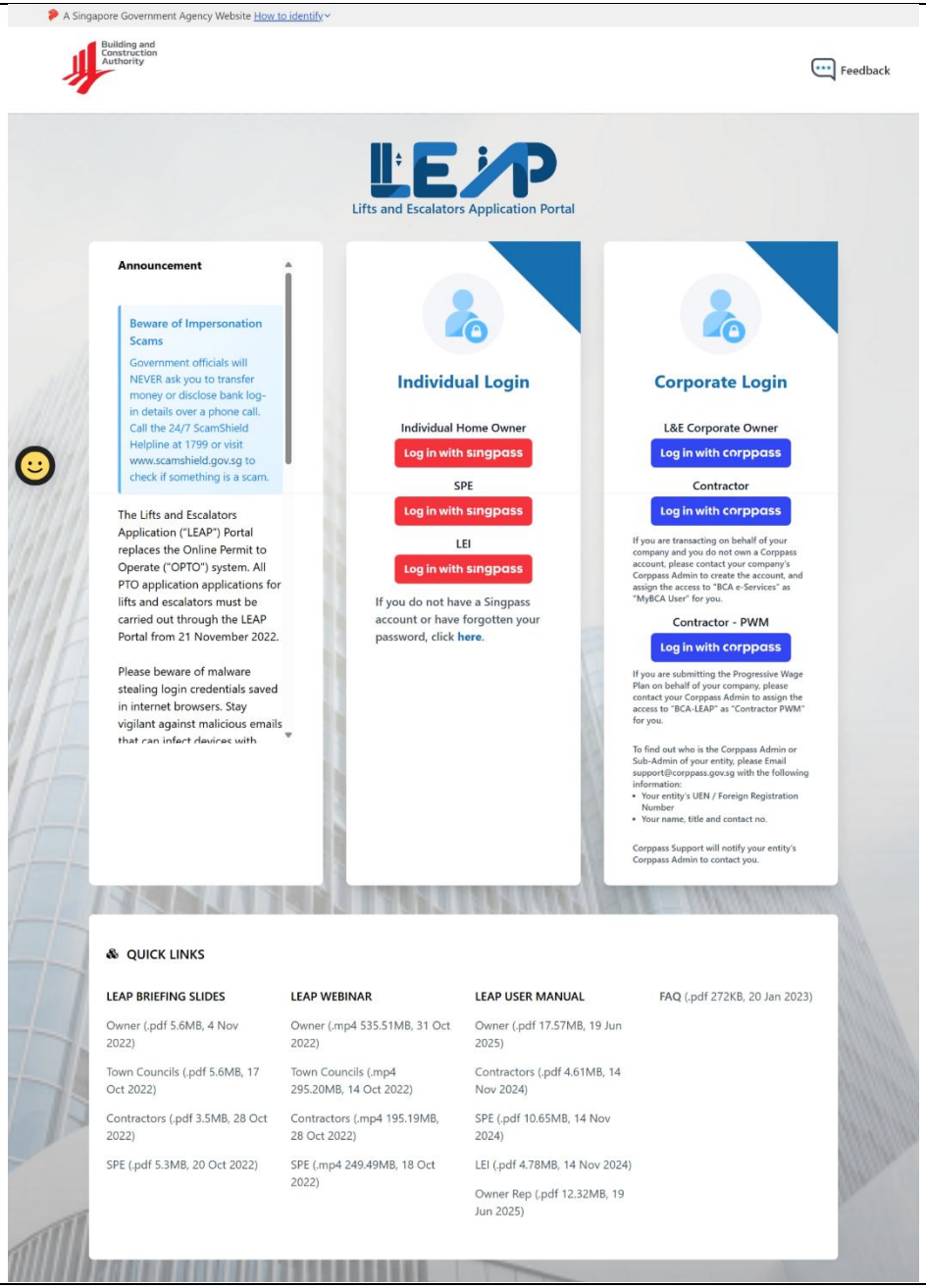
1.2.5 Refund Status

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

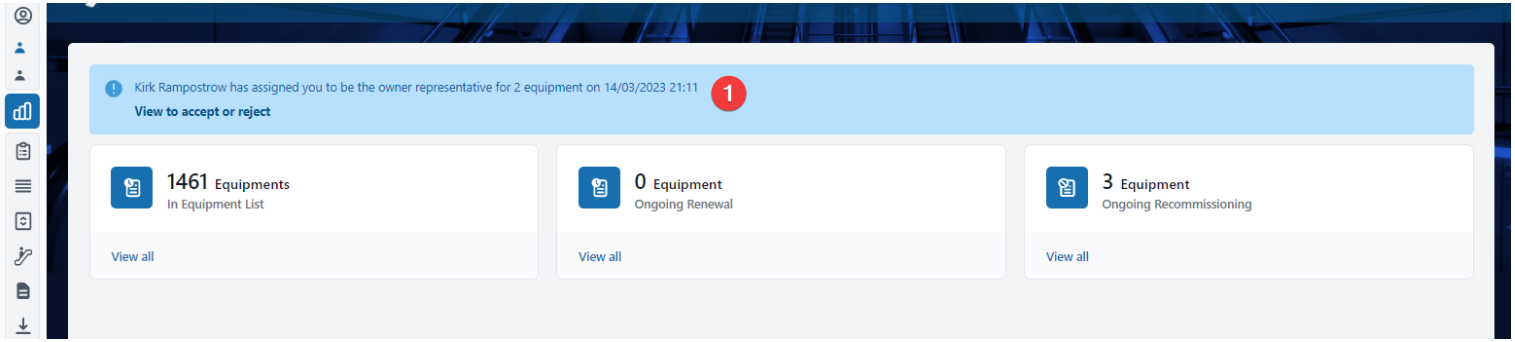
To login into the system, Owner Representatives can log in with their **main account** using Singpass or Corppass.

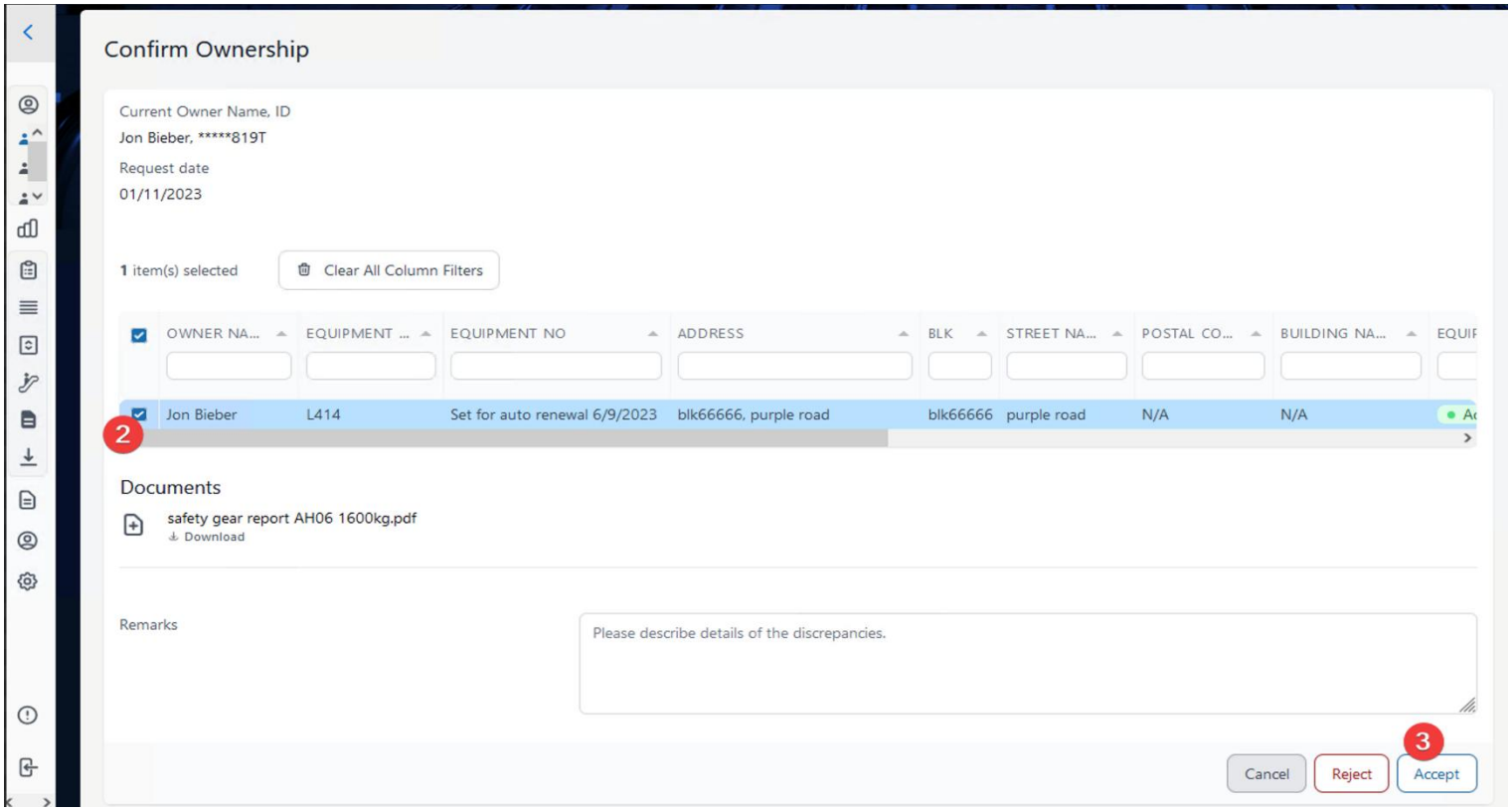
Type of user	Mode of log in	Remarks
Contractor	Corppass (Contractor)	If you are a Registered Lift Contractor (RW02) or Registered Escalator Contractor (RW03), you will be allowed to access LEAP. There is no requirement to register explicitly in LEAP.
Facilities management firm	Corppass (Corporate Owner)	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.


A Singapore Government Agency Website How to identify
Building and Construction Authority
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
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
Owner (.pdf 5.6MB, 4 Nov 2022)
Town Councils (.pdf 5.6MB, 17 Oct 2022)
Contractors (.pdf 3.5MB, 28 Oct 2022)
SPE (.pdf 5.3MB, 20 Oct 2022)
LEAP WEBINAR
Owner (.mp4 535.51MB, 31 Oct 2022)
Town Councils (.mp4 295.20MB, 14 Oct 2022)
Contractors (.mp4 195.19MB, 28 Oct 2022)
SPE (.mp4 249.49MB, 18 Oct 2022)
LEAP USER MANUAL
Owner (.pdf 17.57MB, 19 Jun 2025)
Contractors (.pdf 4.61MB, 14 Nov 2024)
SPE (.pdf 10.65MB, 14 Nov 2024)
LEI (.pdf 4.78MB, 14 Nov 2024)
Owner Rep (.pdf 12.32MB, 19 Jun 2025)
FAQ (.pdf 272KB, 20 Jan 2023)

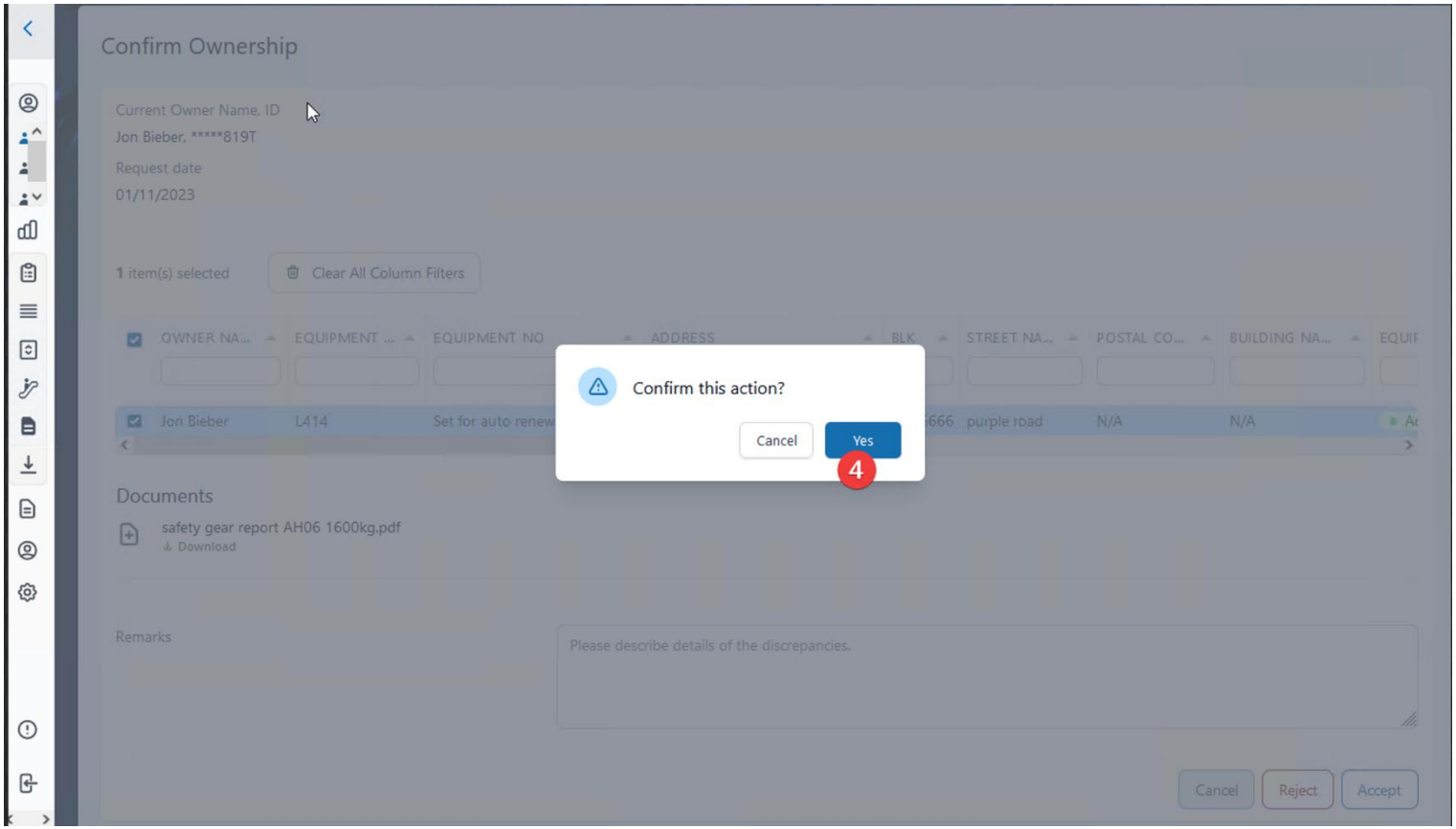
1.4 Accepting an owner's representative request

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

	1. Click on the dashboard notification.



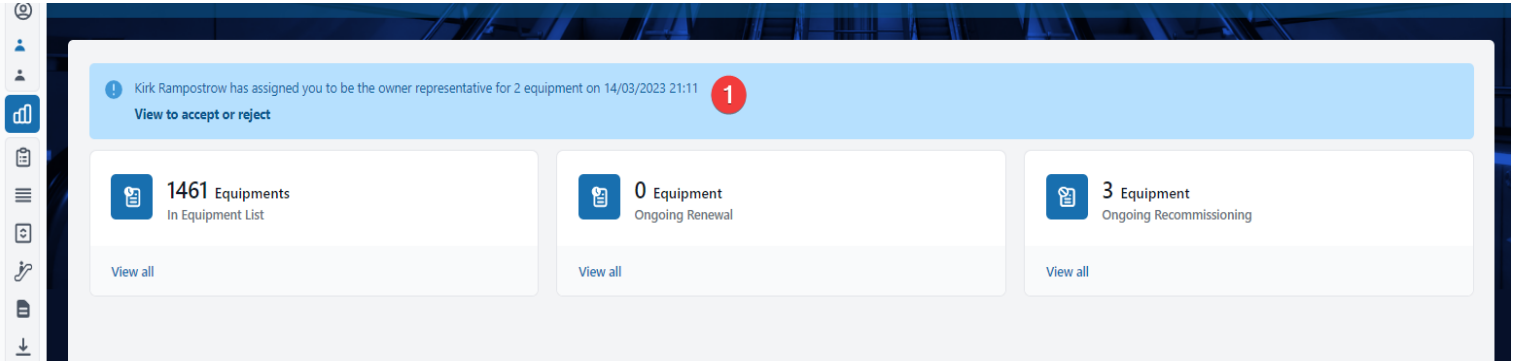
2. Select the request
3. Select accept



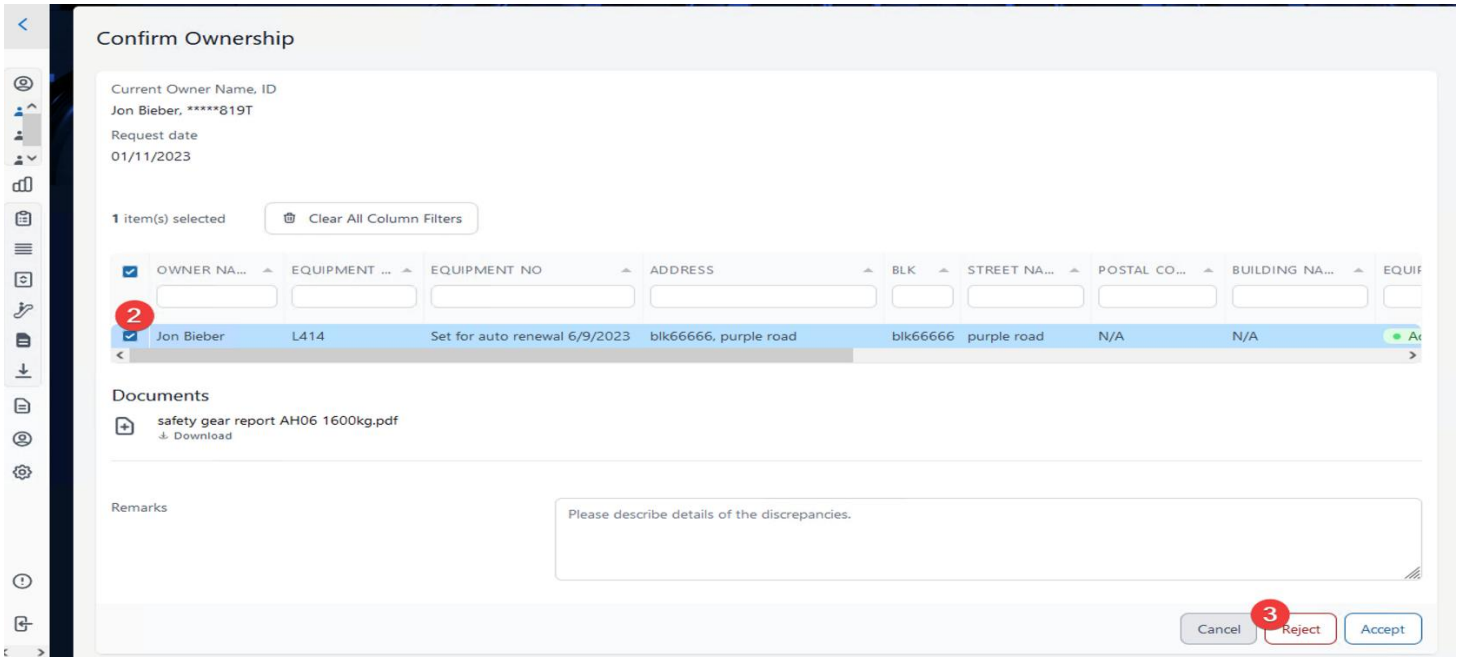
4. Confirm acceptance of request

1.5 Rejecting an owner representative request

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

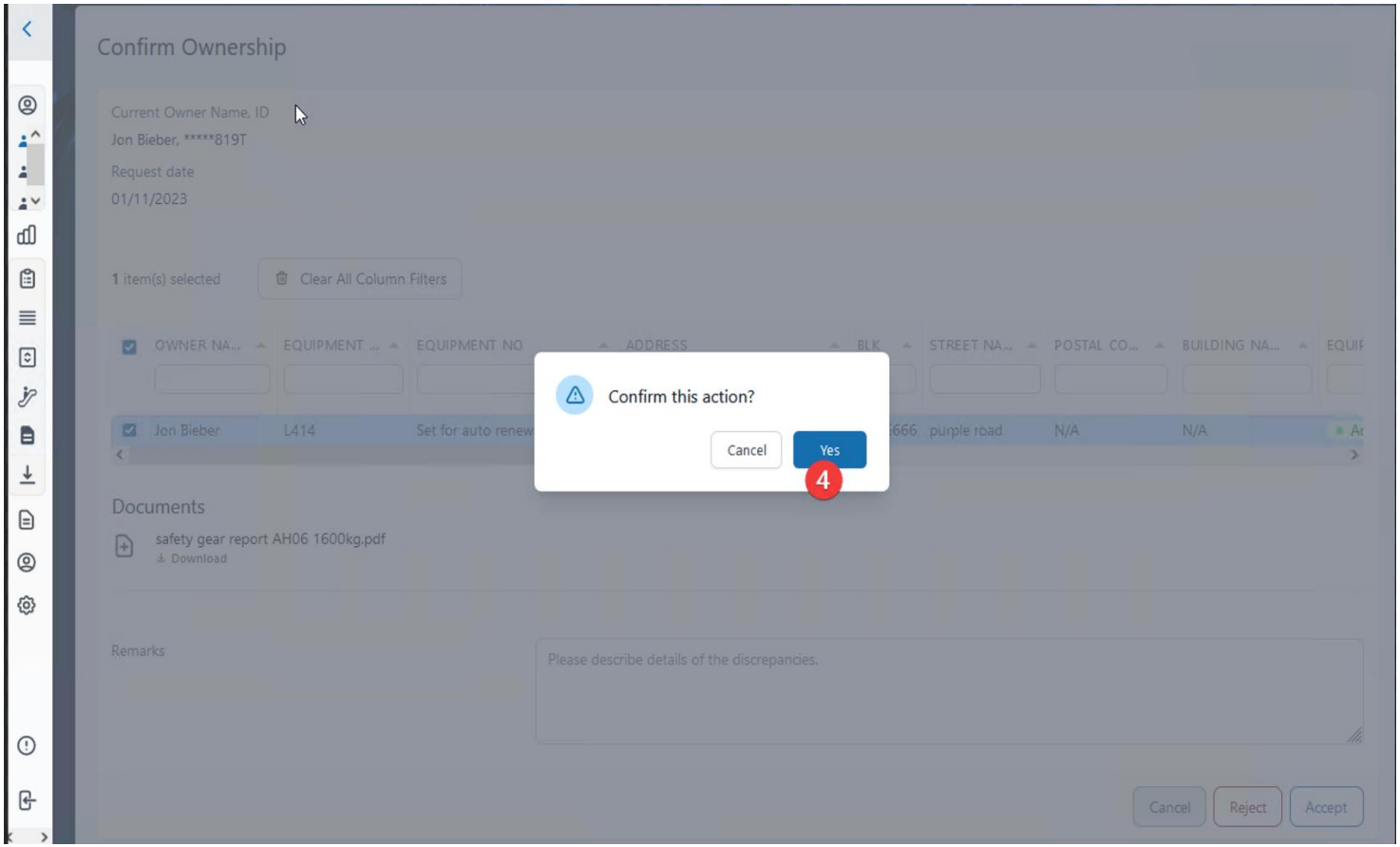


1. Click on the dashboard notification.



2. Select the request

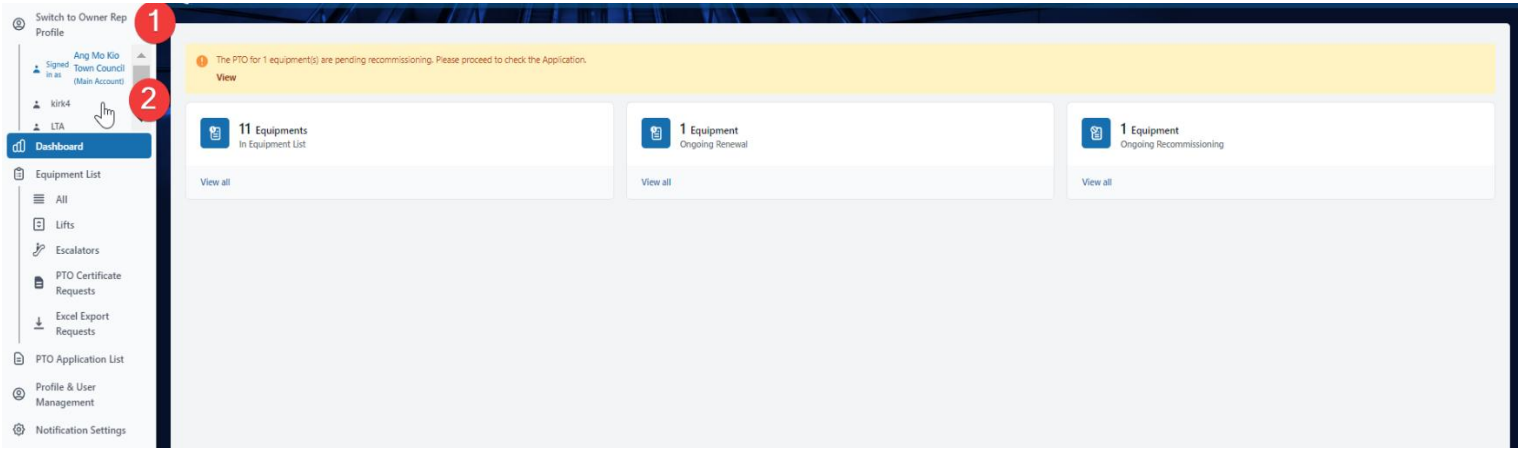
3. Select reject



4. Confirm rejection

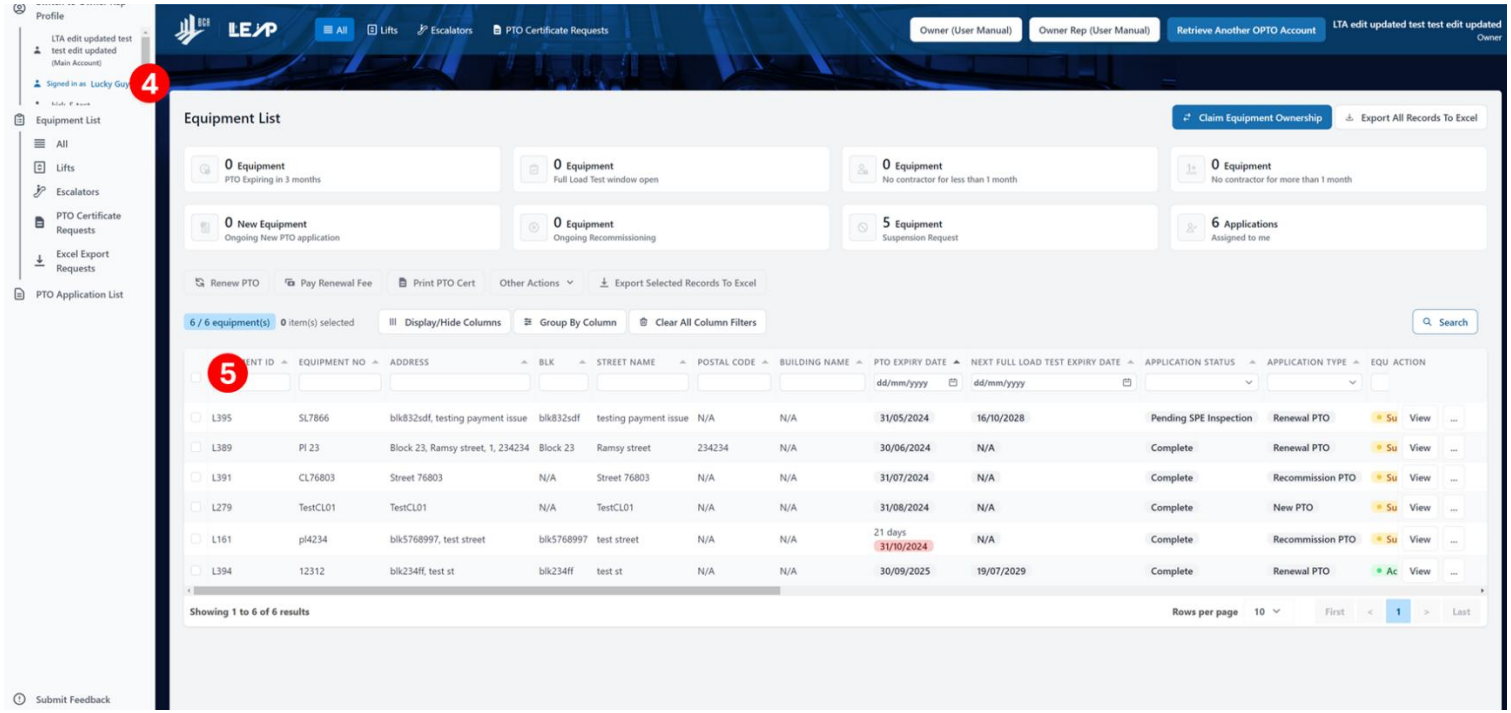
1.6 Access Owner's profile as an Owner Representative

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



1. Select the desired assigned Owner Representative account from the left sidebar.

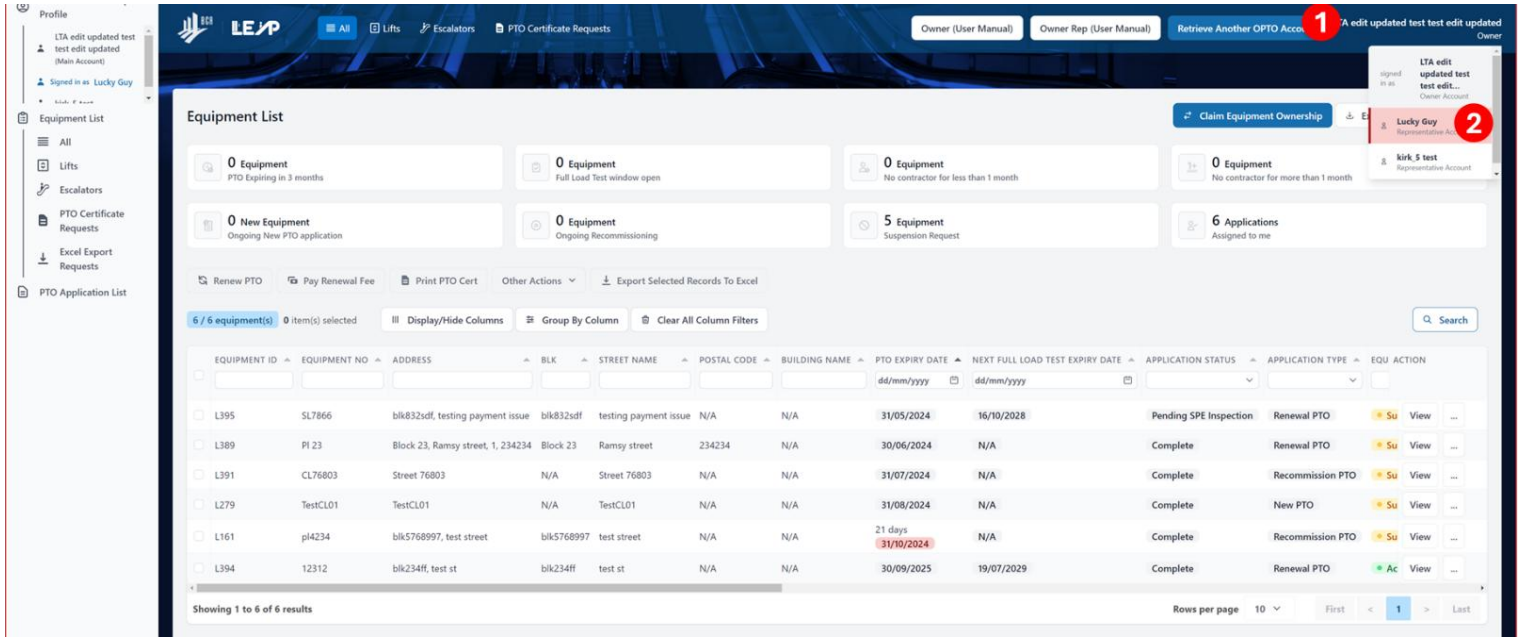
2. Profile has been switched.



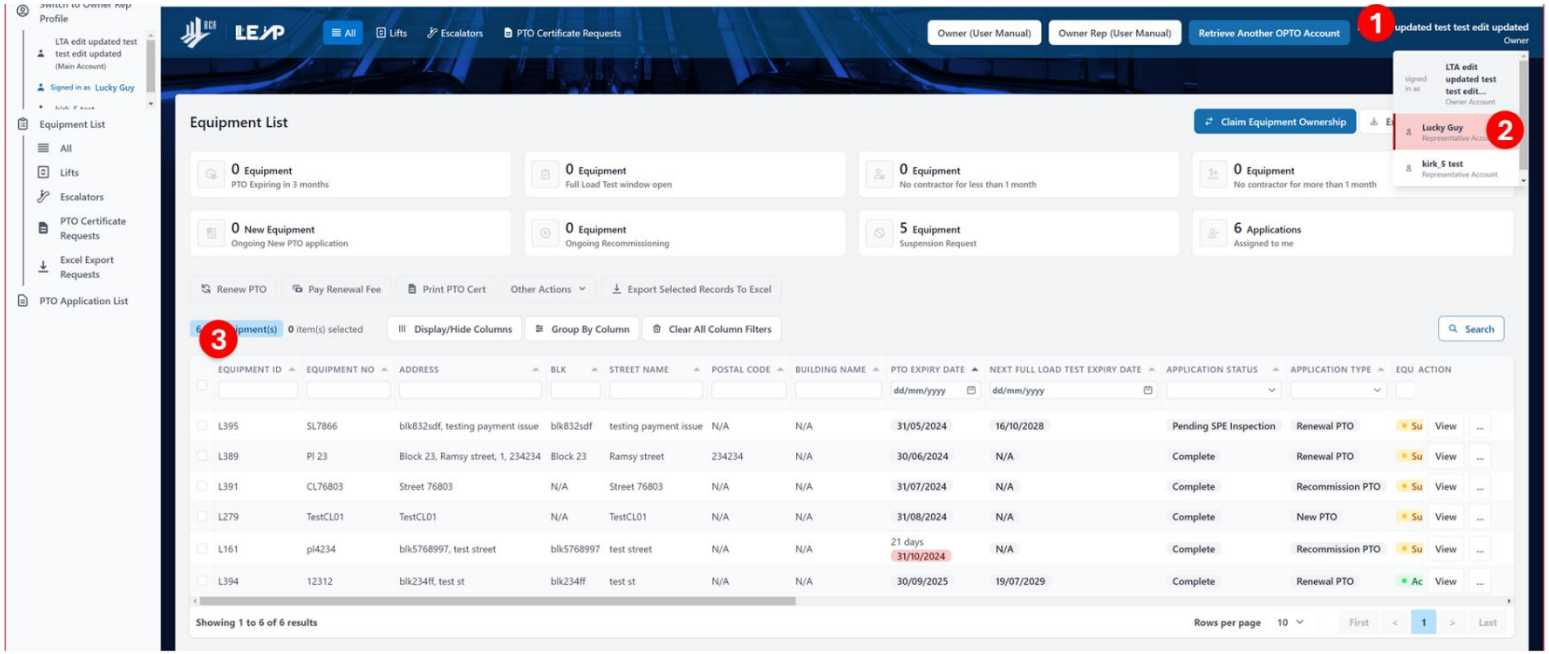
1. The “signed in as” will be updated.
2. A red border will be shown.
3. Equipment assigned to you which you have accepted will be shown.

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



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



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

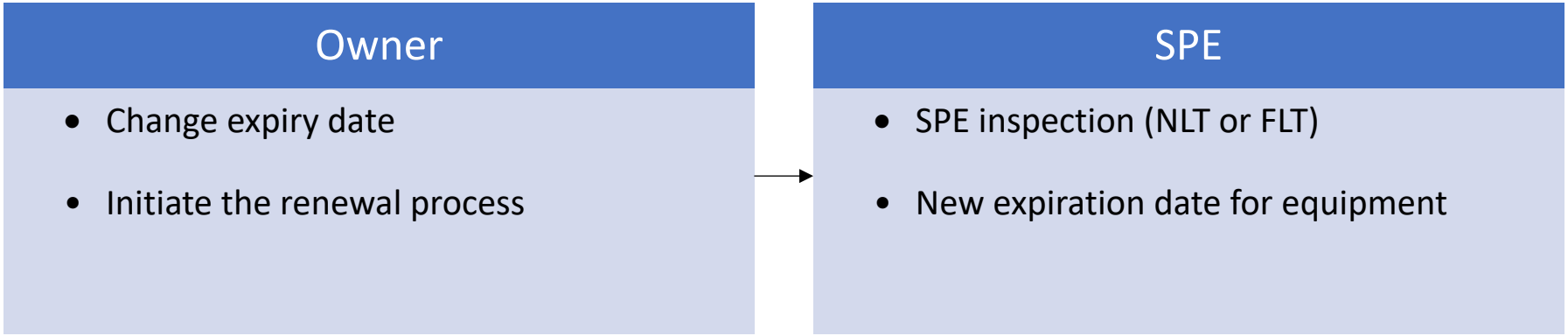
1. The signed in profile will be highlighted.
2. A red border will be shown.
3. Equipment assigned to you which you have accepted will be shown.

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.

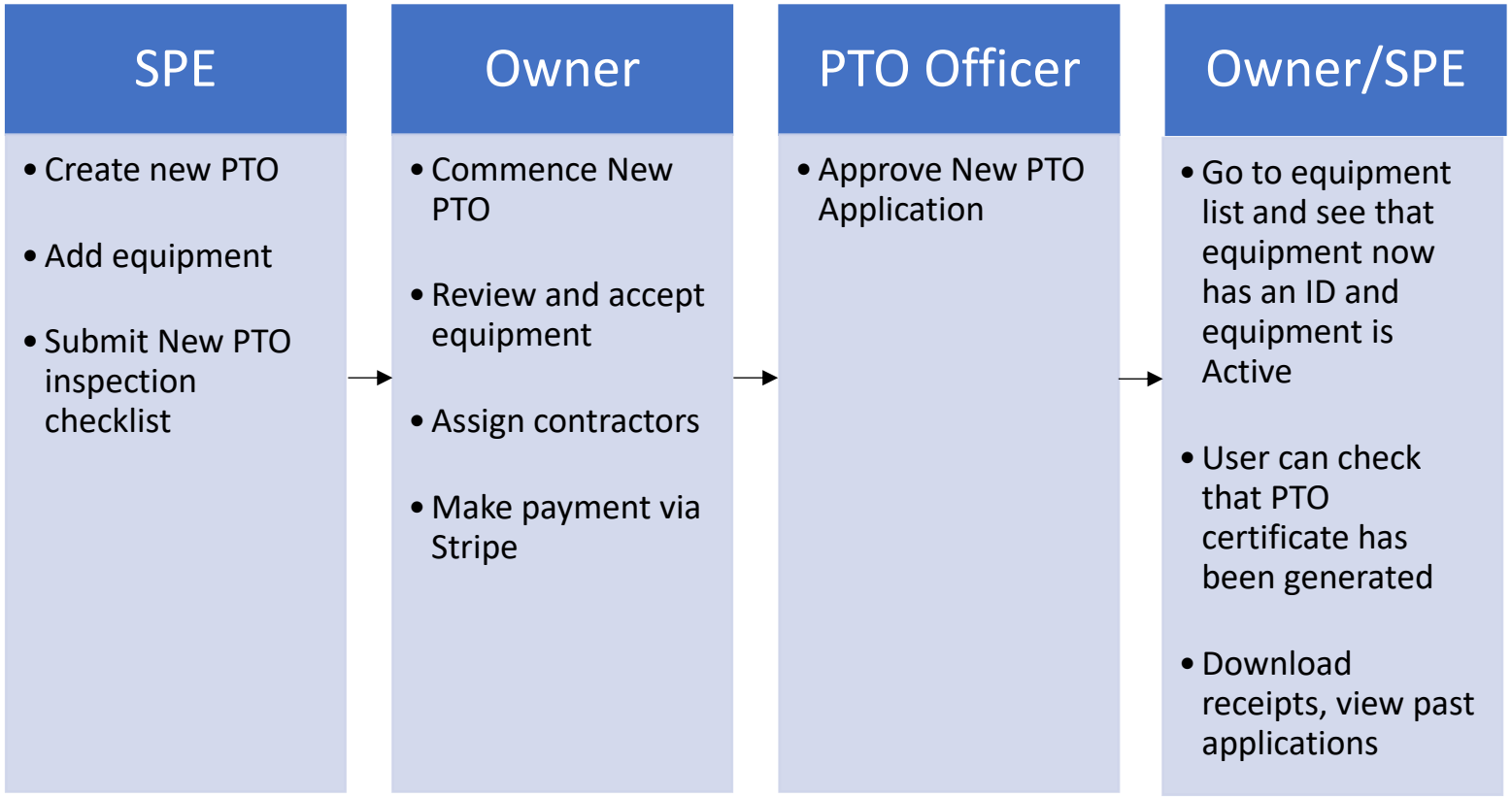
1.7.1 Owner flow: Renewal process

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

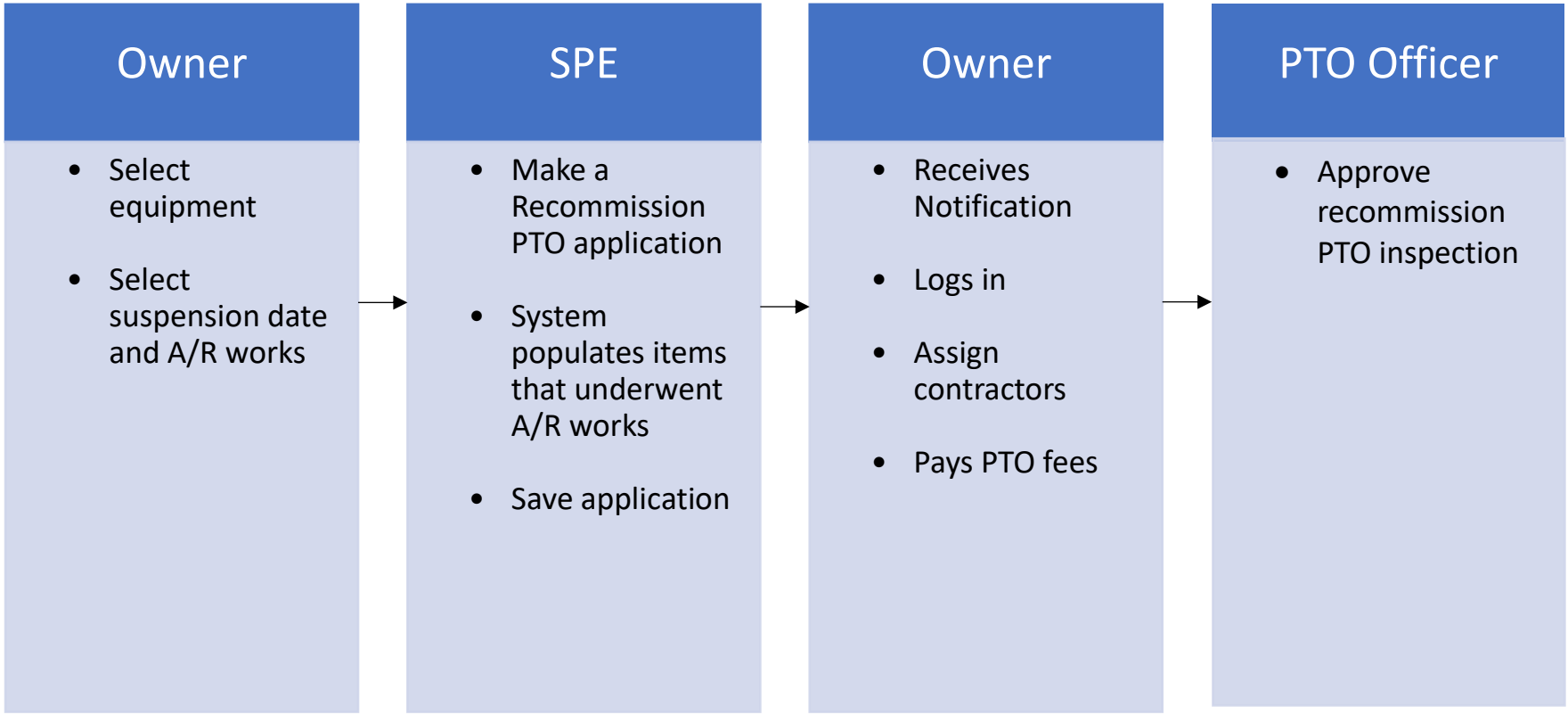
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



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

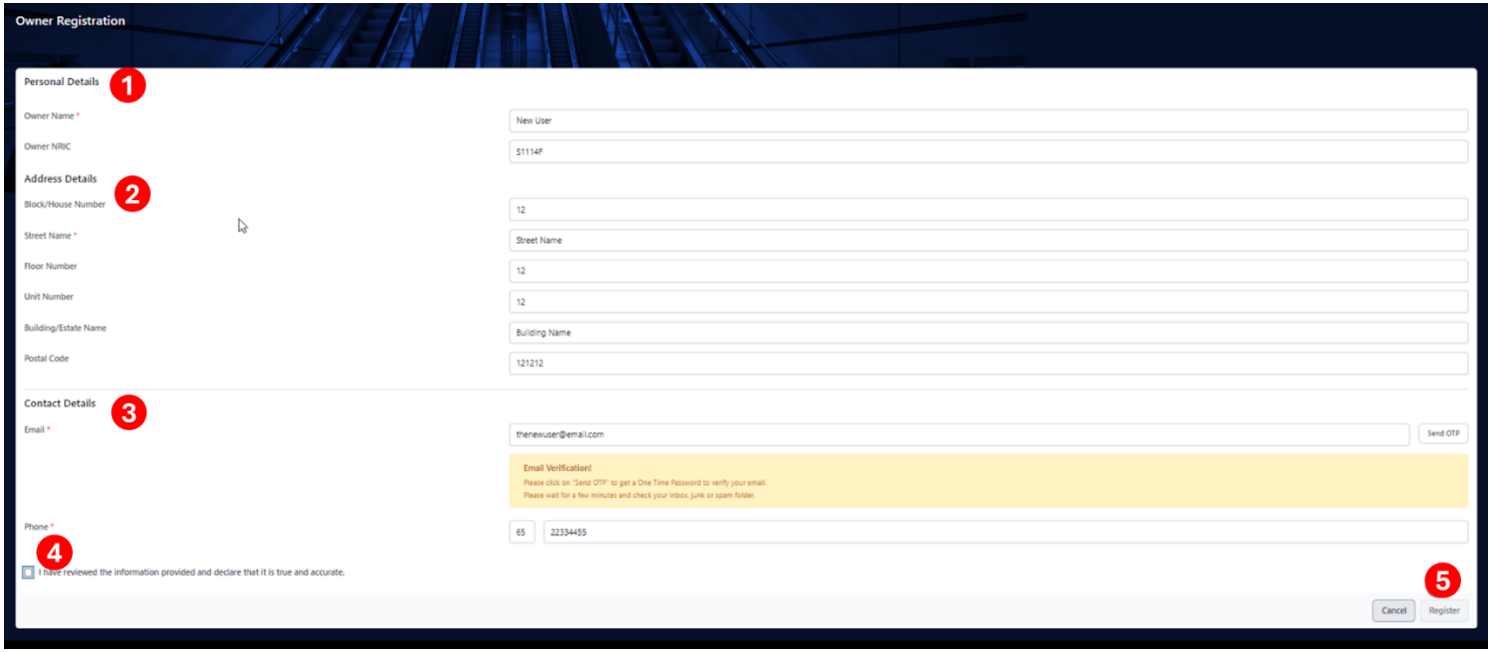
The process of recommission begins at the time the owner suspends the equipment. This process is outlined in Section 4. After the period of suspension, the SPE has to initiate the recommission process. The Owner then receives an email notification indicating that the recommission process has been started 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.

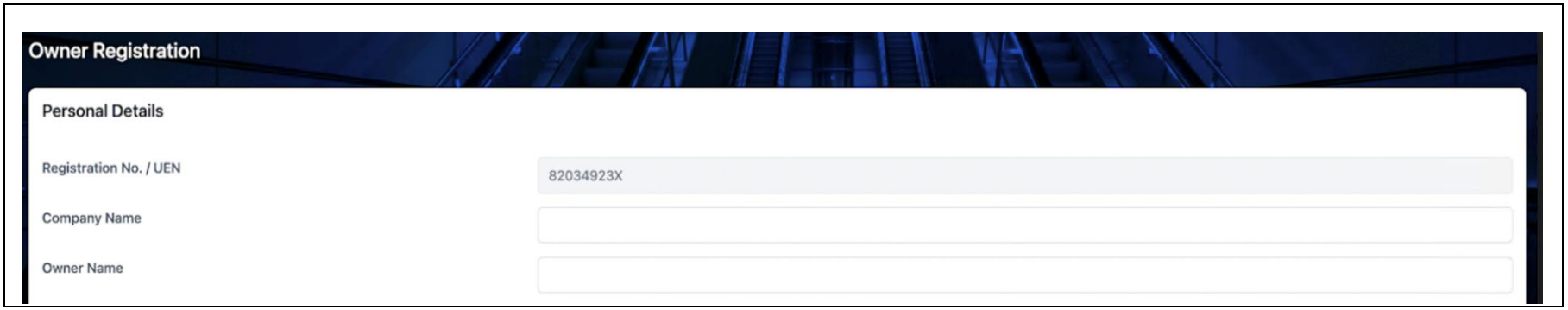


Note that on the users screen that the Owner's details would be pre-populated based on users Singpass or Corppass details

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

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

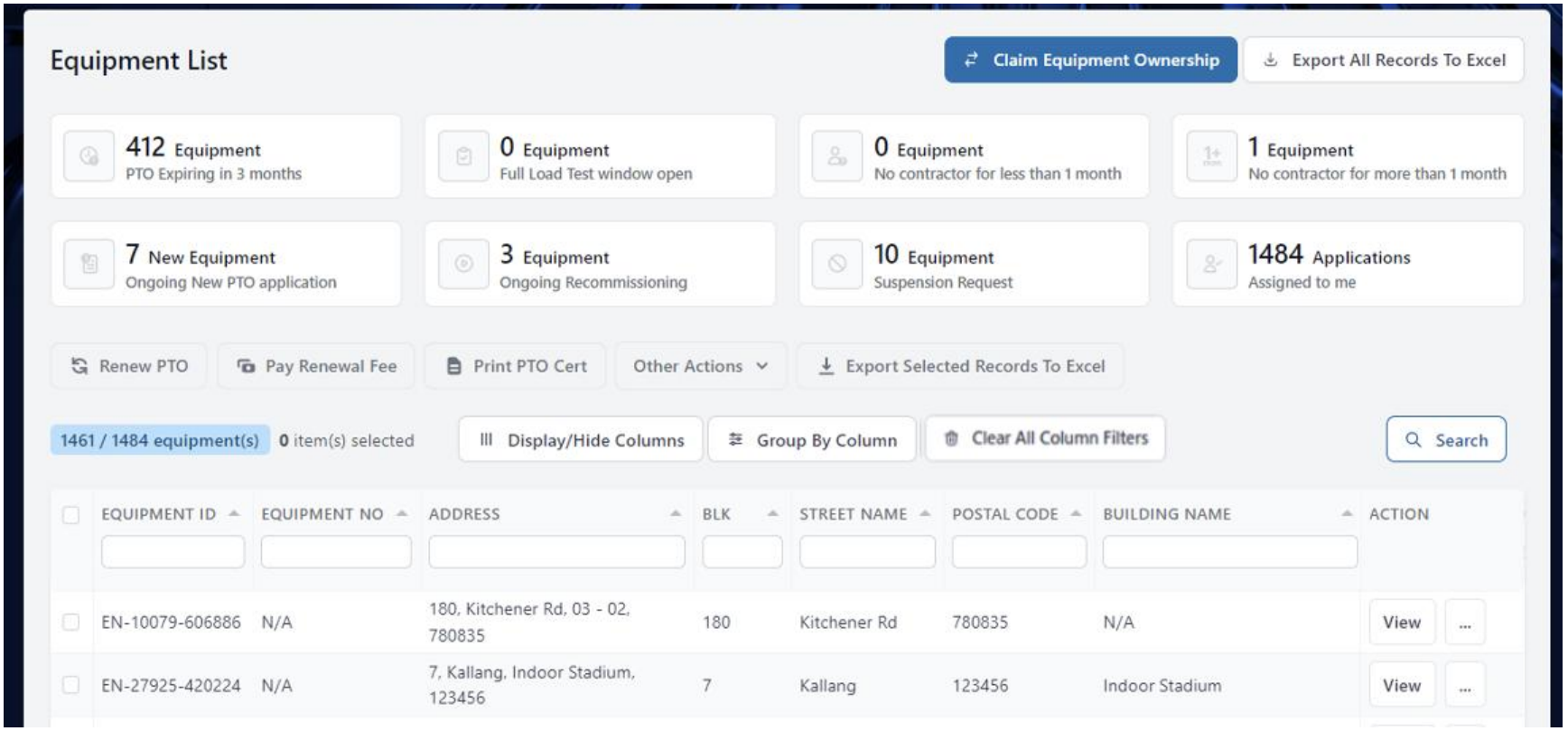
For Corporate Owner, personal details include Registration No./UEN, Company Name and Owner Name.



1.9 Equipment list

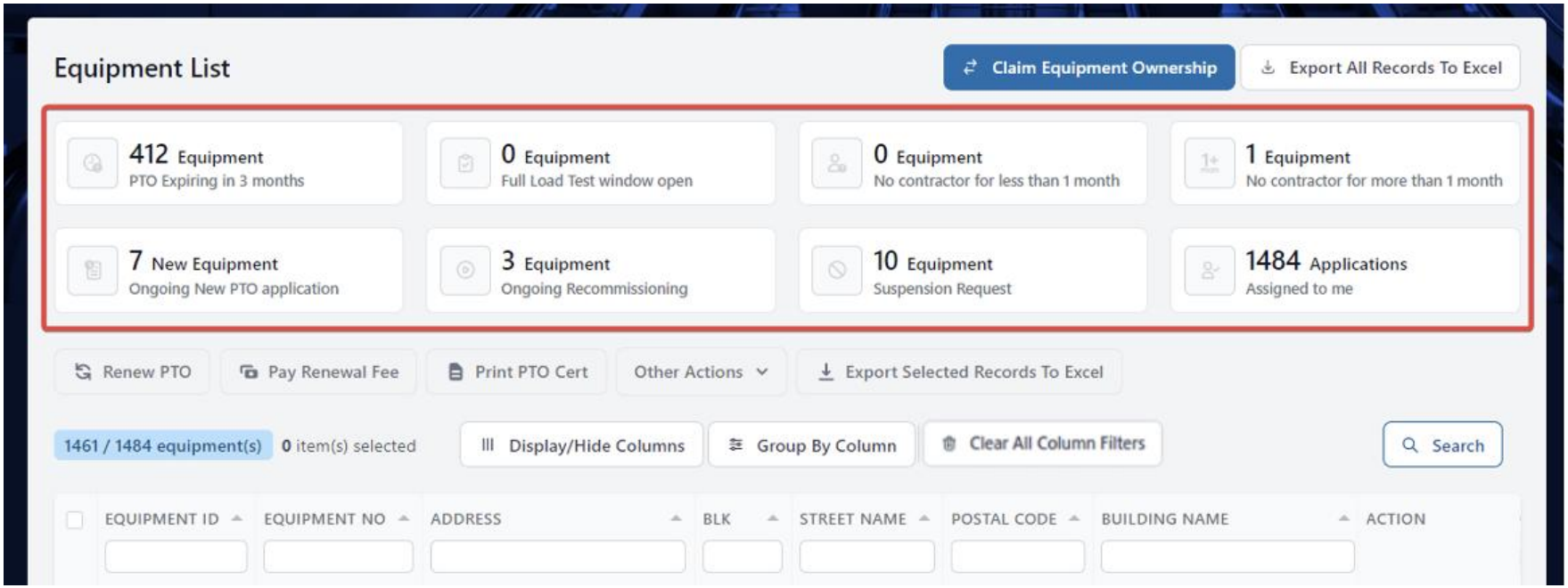
The equipment list involves the main activities of LEAP, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the user itself and can be easily filtered according to user's needs.

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.



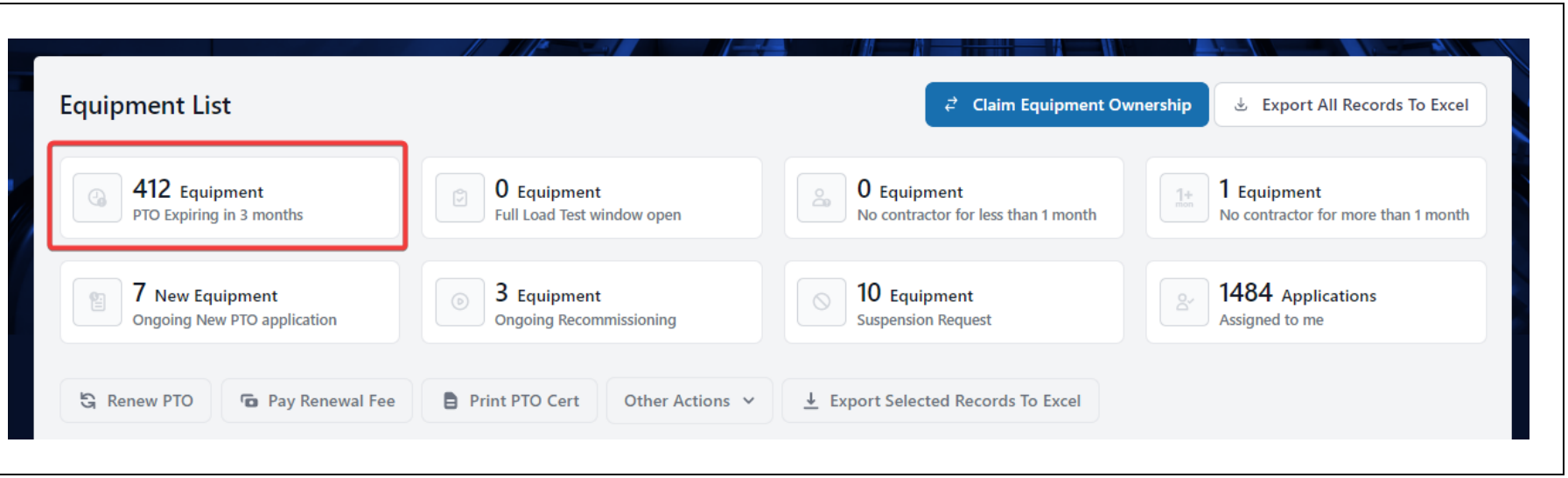
1.10 Smart filter View

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.



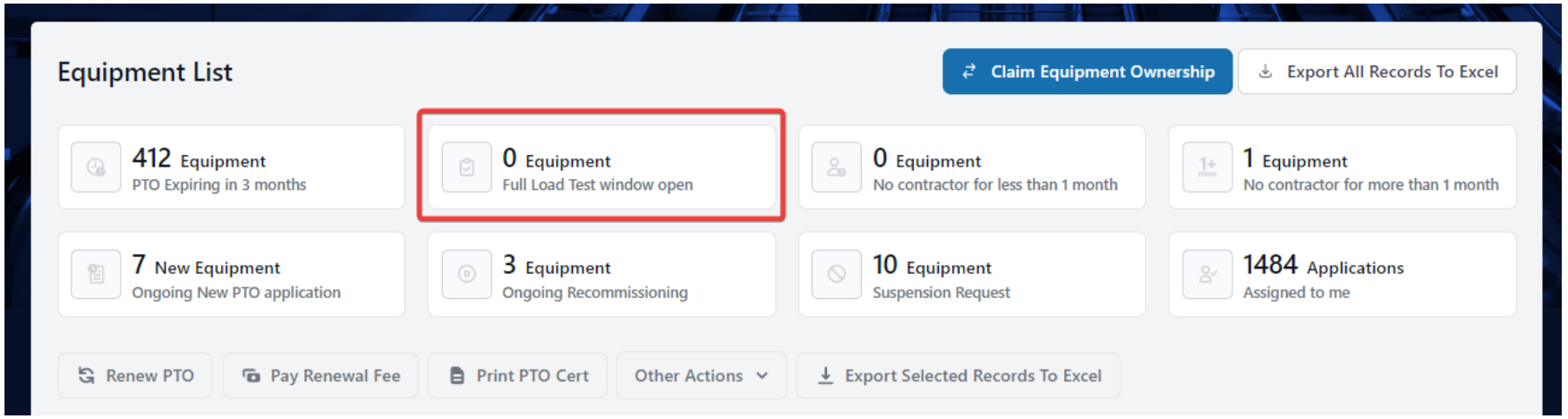
1.10.1 View equipment expiring in 3 months

Select PTO expiring in 3 months smart filter.



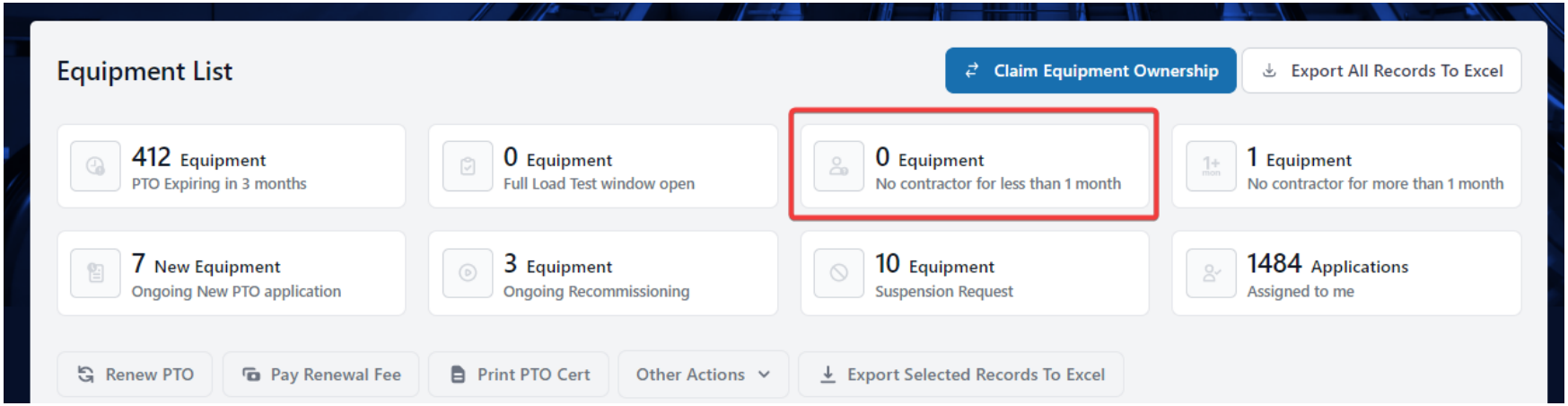
1.10.2 View equipment with full load test window open

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



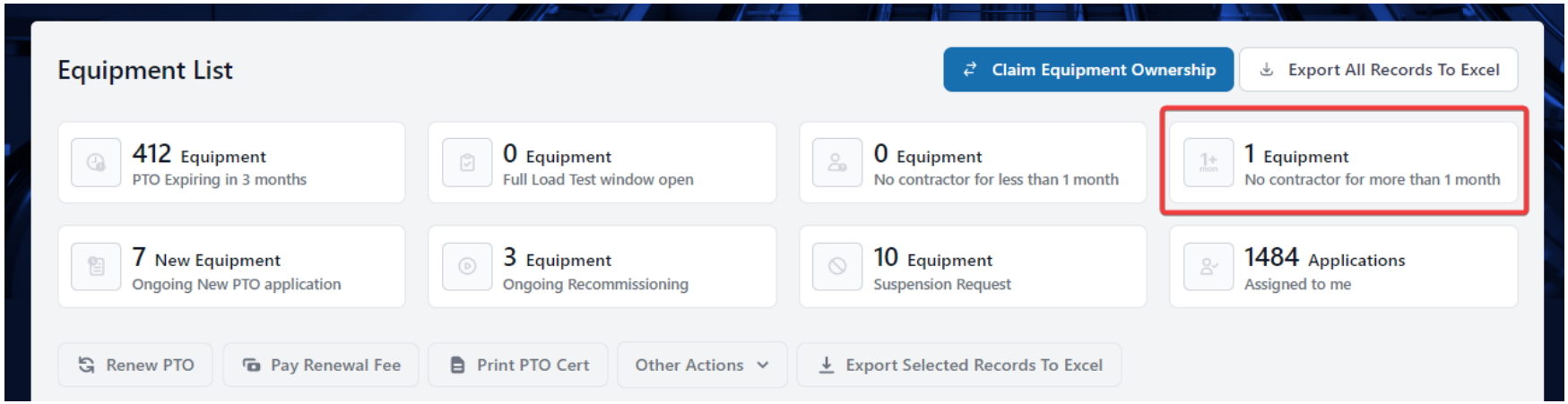
1.10.3 View equipment with no contractor for less than 1 month

Select No contractor for less than 1-month smart filter.



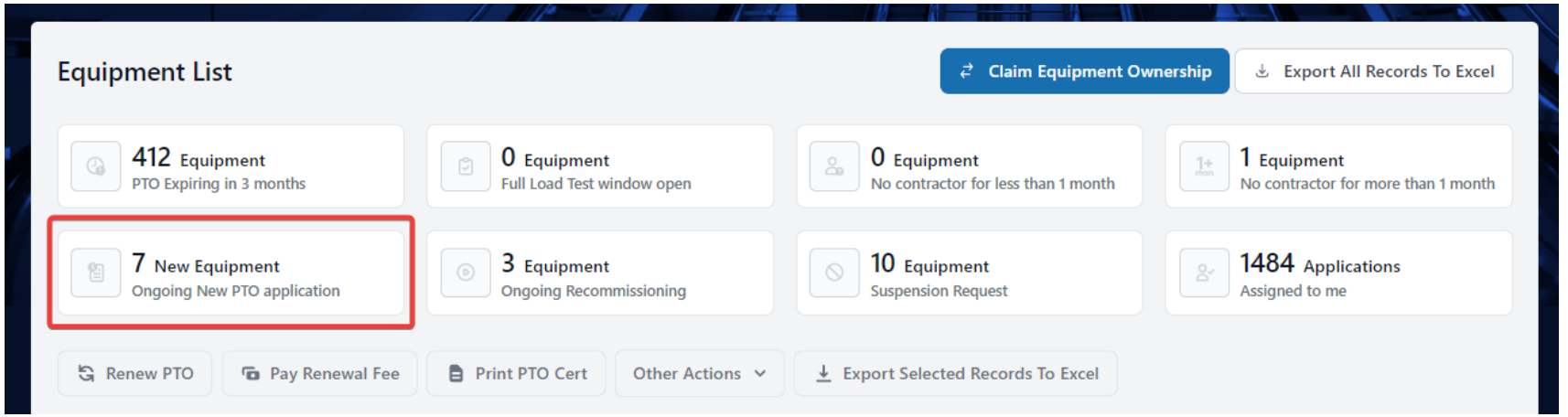
1.10.4 View equipment with no contractor for more than 1 month

Select No contractor from more than 1-month smart filter.



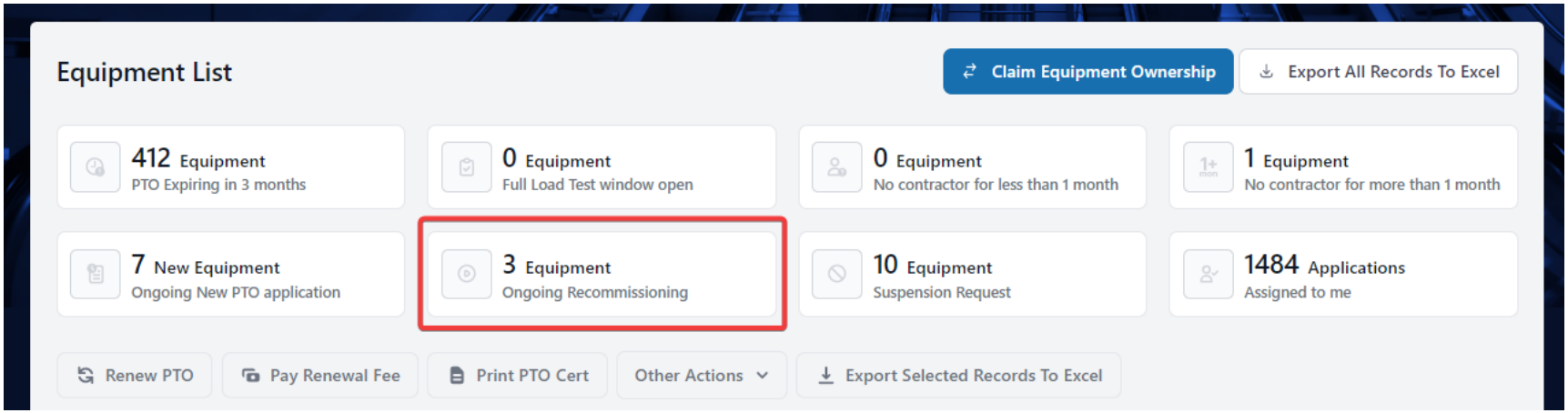
1.10.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.



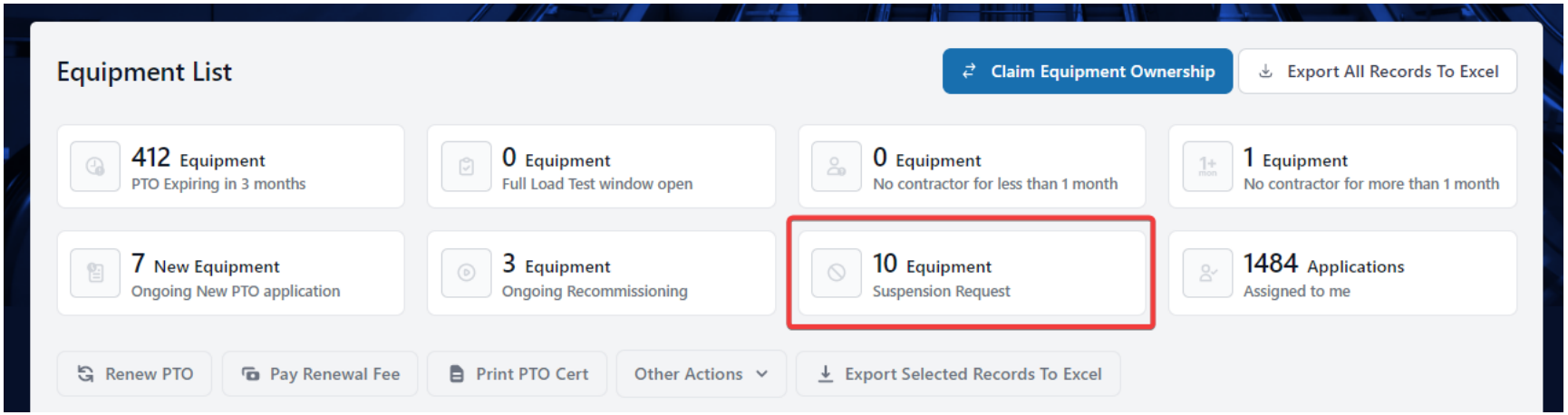
1.10.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.



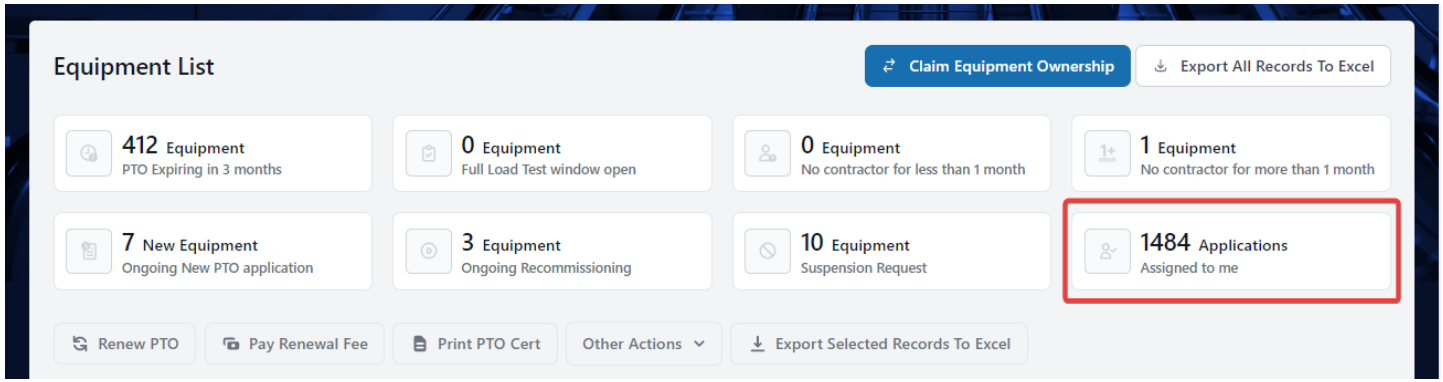
1.10.7 View equipment with suspension request

Select Suspension Request smart filter.



1.10.8 View all equipment assigned

Select Assigned to me smart filter.

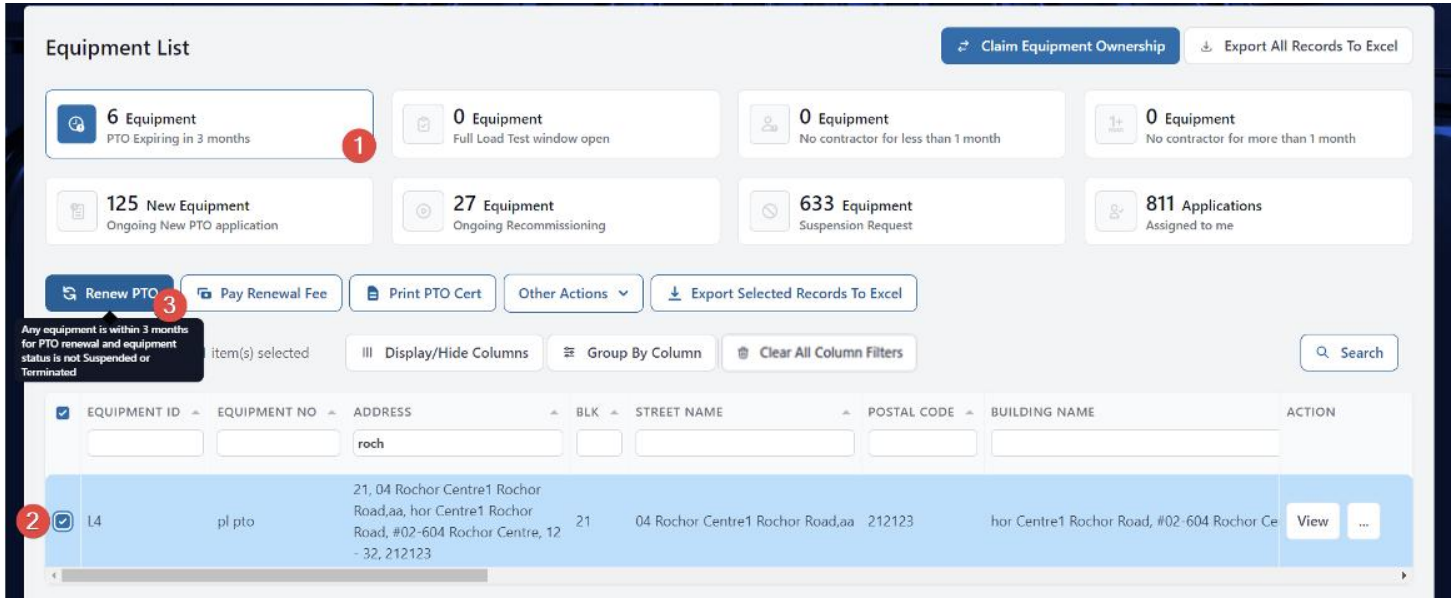
	Owners can check the equipment that has been transferred by selecting the smart filter that indicates applications assigned to me.

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.

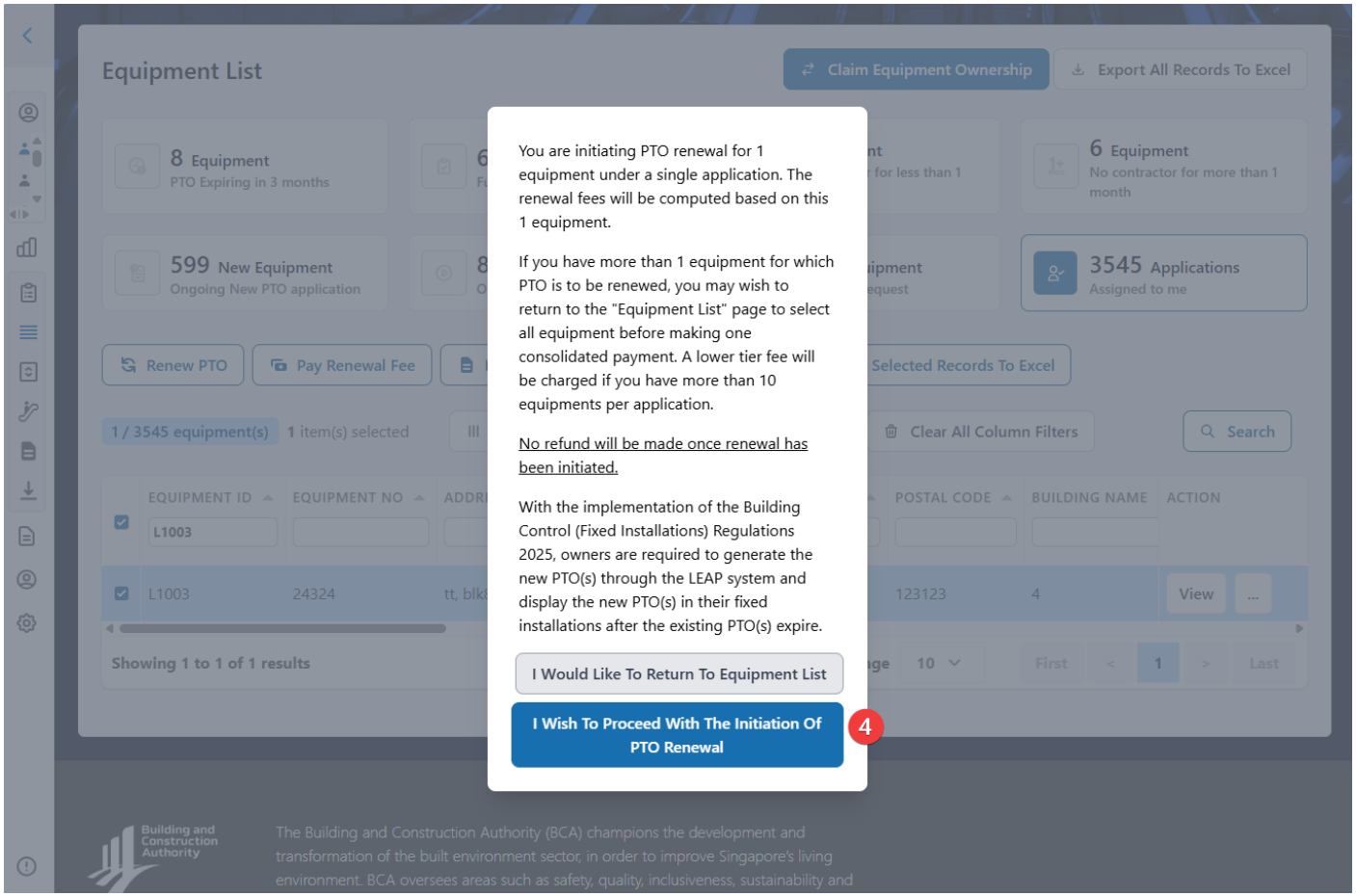
Payment options would include E-Payment methods such as Credit Cards and PayNow via Stripe, or Internet Bank Transfer or Continue with GIRO. Do note that GIRO deductions are carried out in the following month. Please note the following:

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.



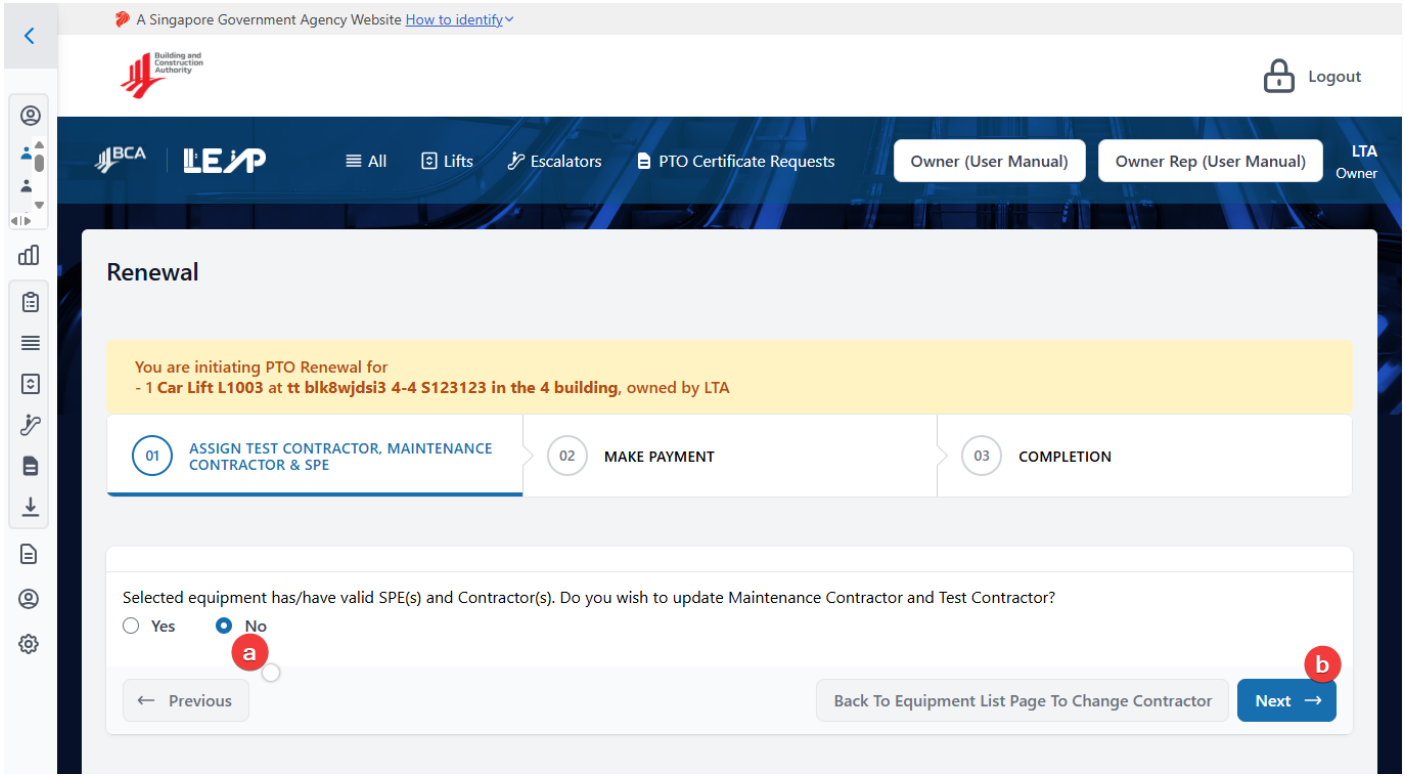
1. Select the filter PTO expiring in 3 months
2. Select the equipment that requires renewal
3. Select renew PTO

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.



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.

4. Click “I Wish to Proceed With Initiation of PTO Renewal” if you acknowledge the information and wish to proceed with the renewal application



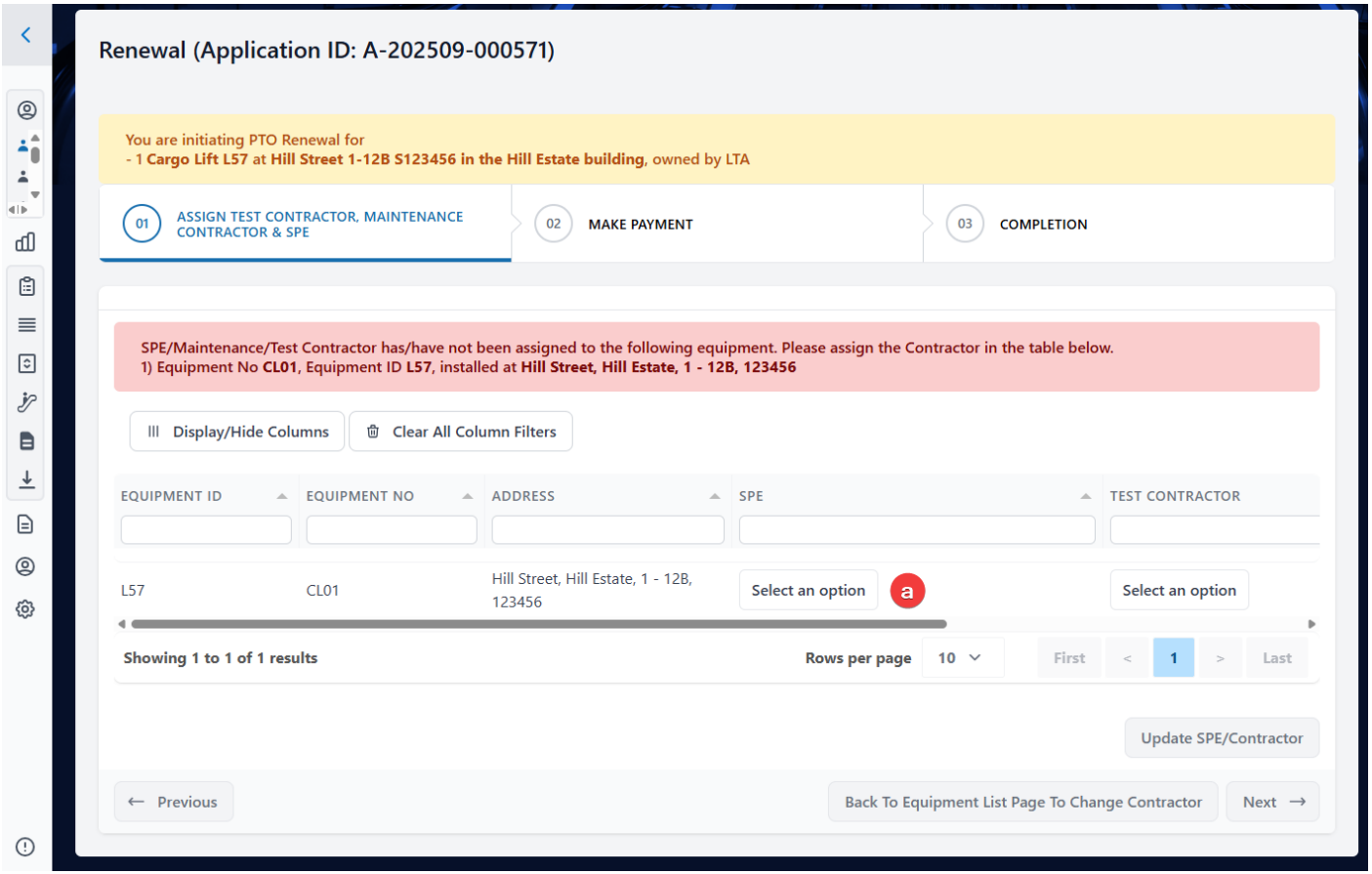
If the current SPE & Contractor assignments for the equipment is valid.

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.

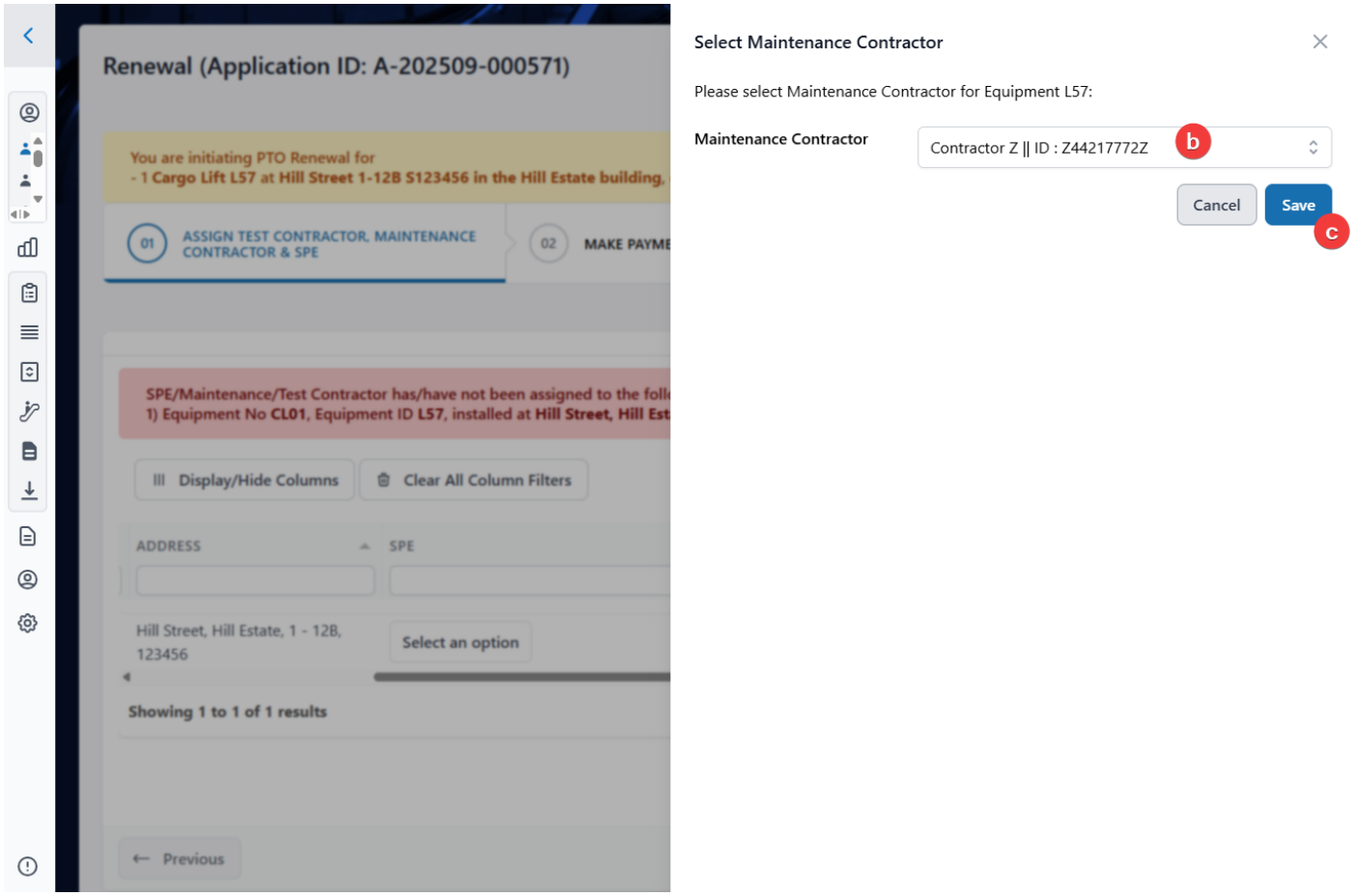
Should you need to Change SPE in the future not specific to renewal, please refer to Section 6.3



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

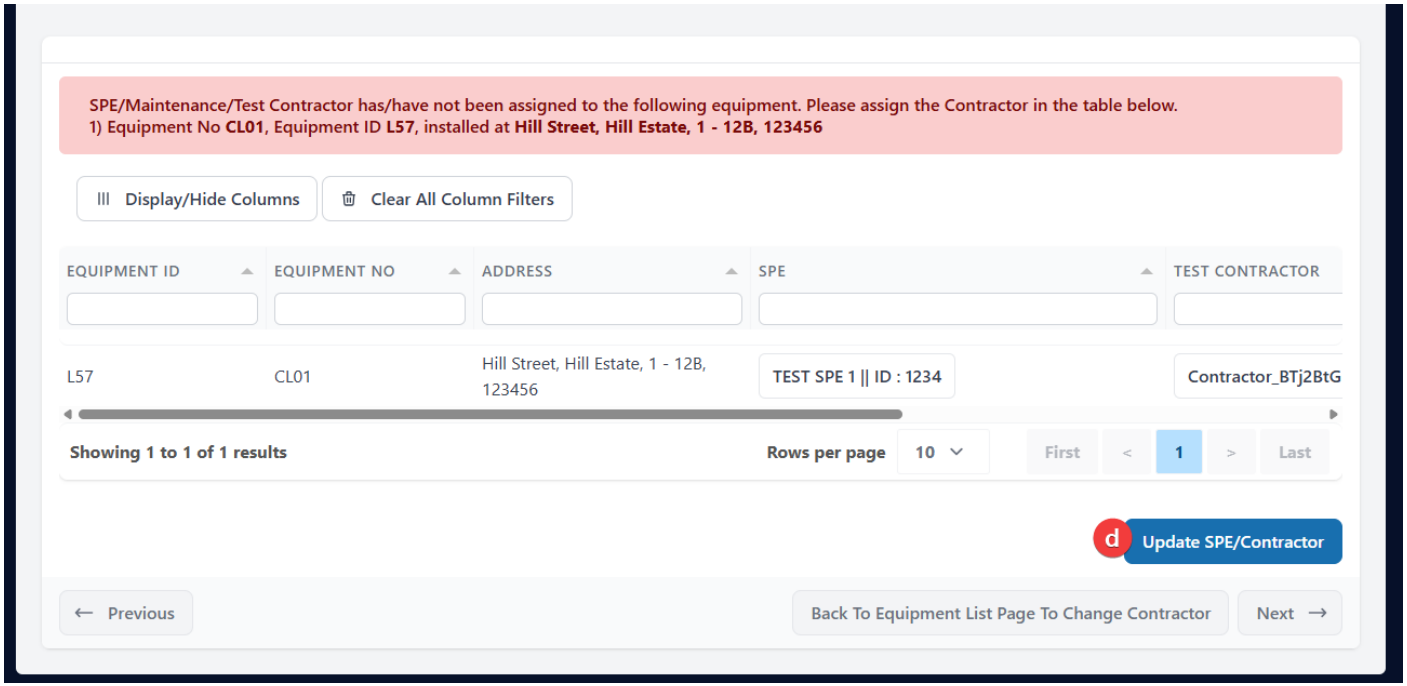
To assign the SPE or Contractor for the equipment:

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

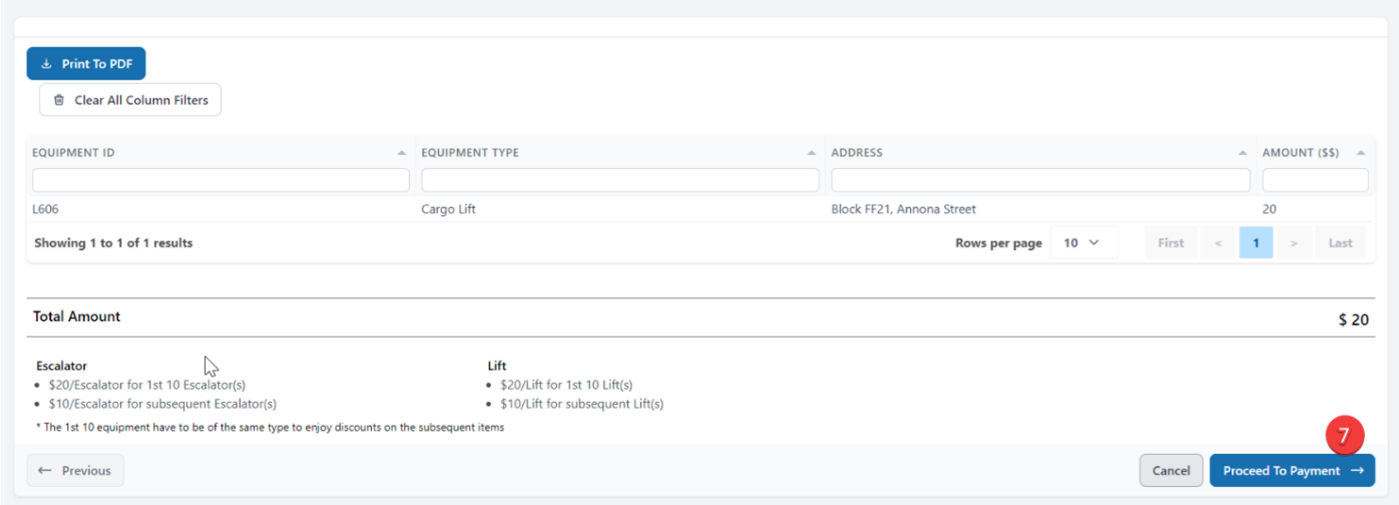


6.b Assign SPE/Contractor by clicking the dropdown list

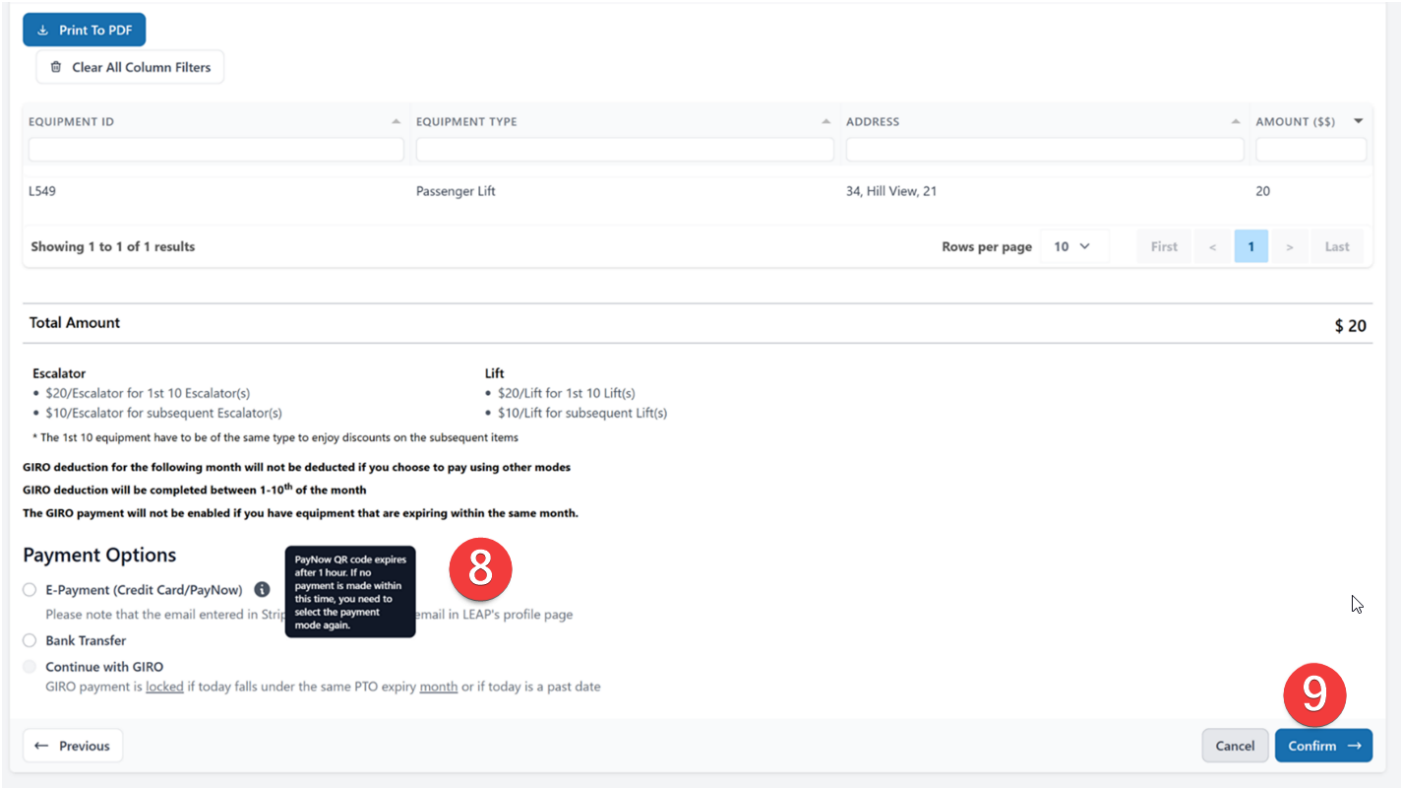
6.c Click Save



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



7. Proceed to payment



8. Select mode of payment

9. Confirm

Payment can be made via:

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

B) Bank transfer

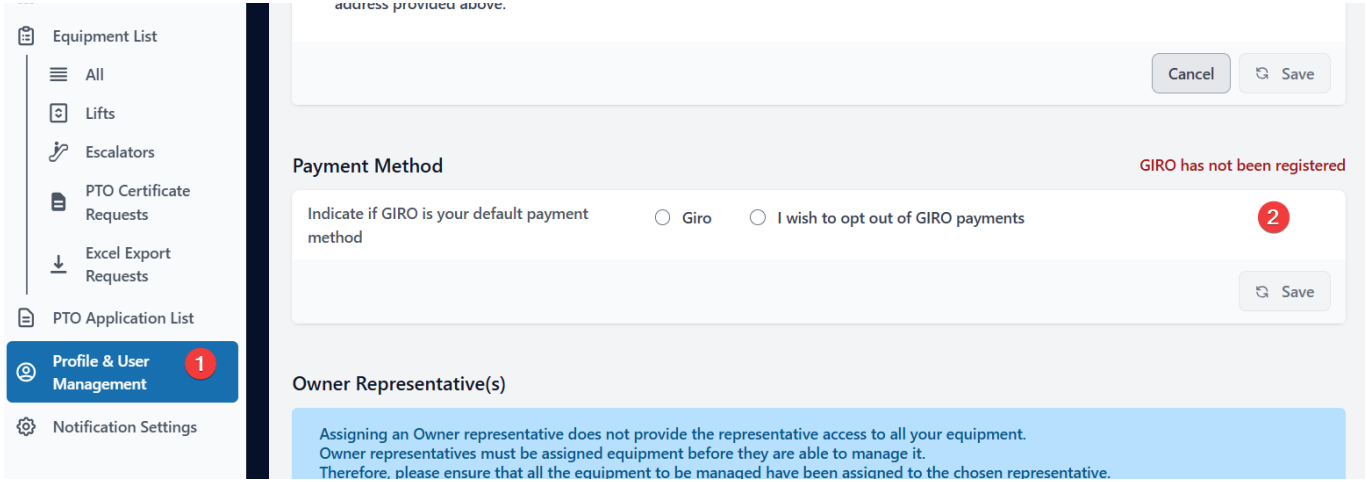
C) GIRO

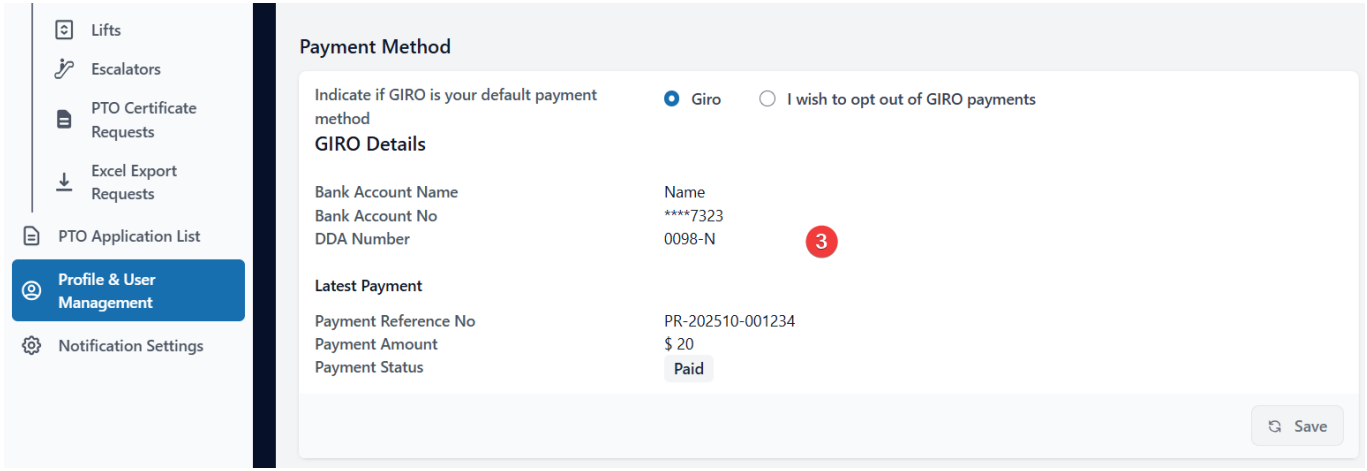
Payment methods are covered in Section 2.2.

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:





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

1. Select Profile & User Management

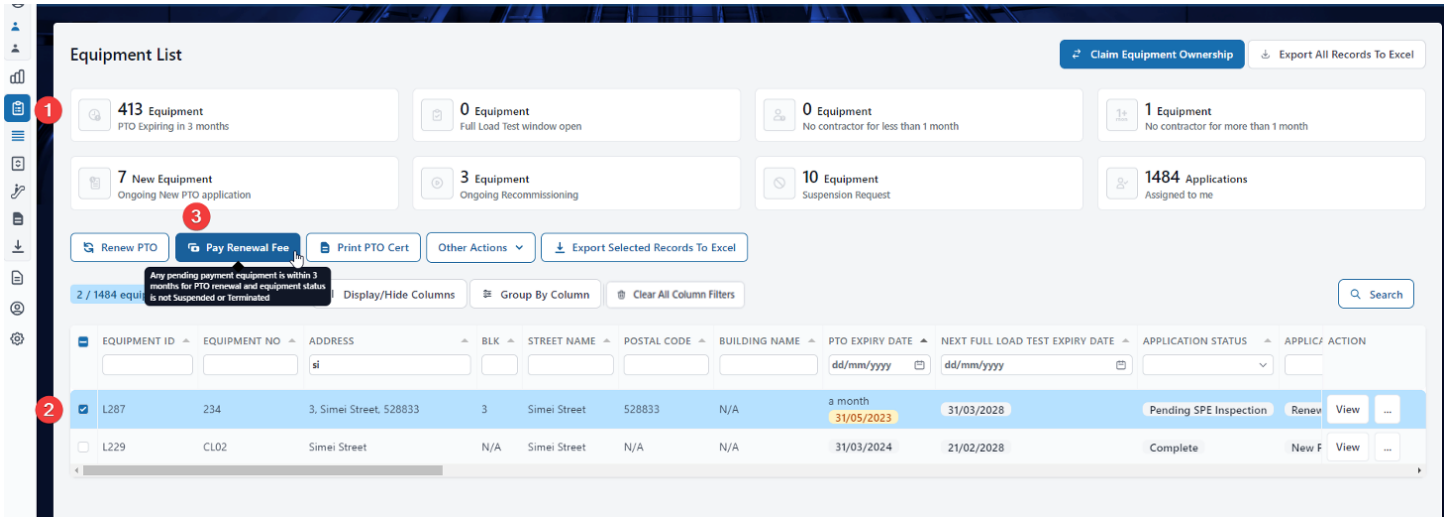
2. If a message appears indicating that your Giro has not been registered, you will be required to set up your eGIRO application via BCA eGiro. Please contact the PTO Officer for more details.

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

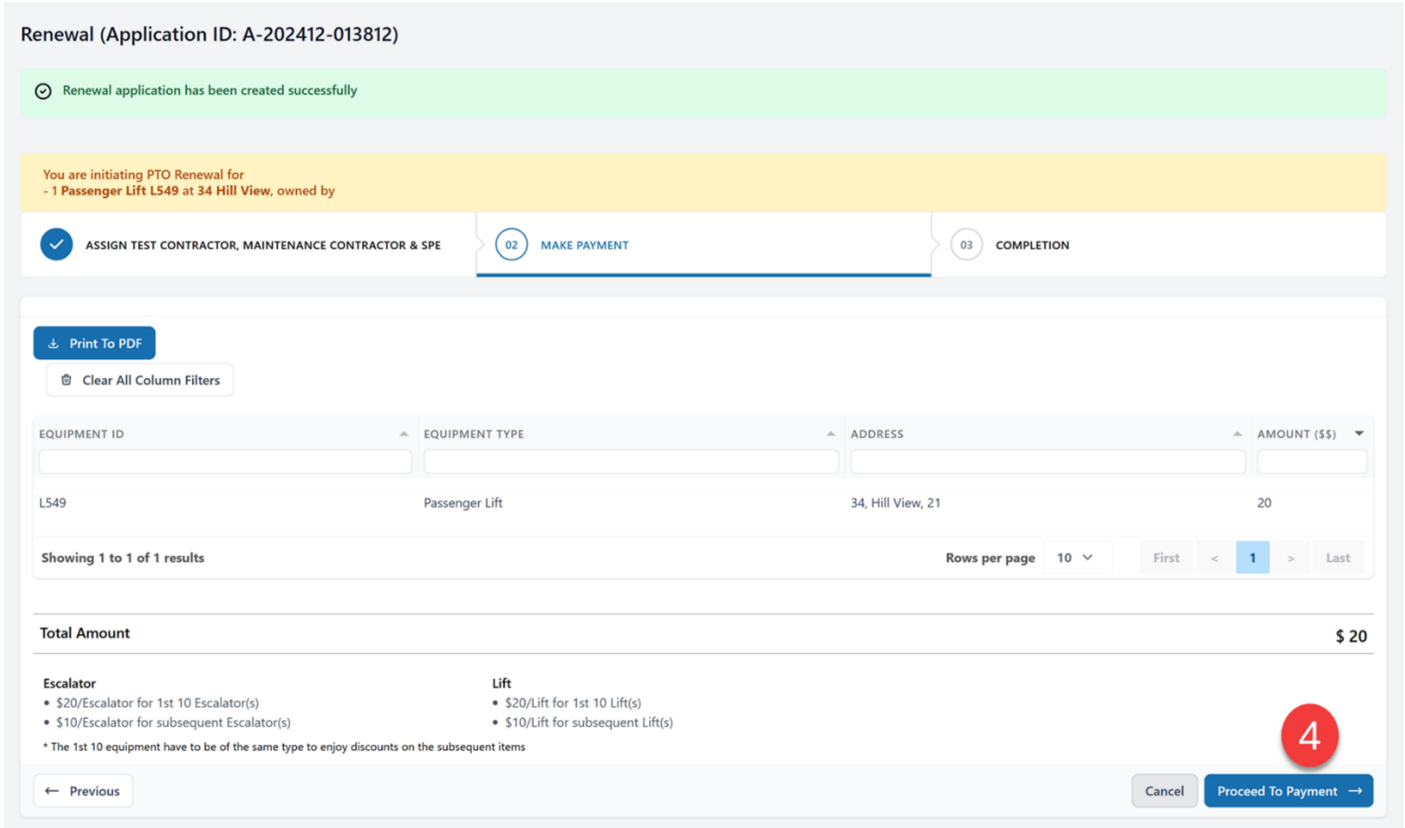
A second method is to pay the renewal fee of an equipment or for equipment that renew requests have already been initiated but is pending payment, the process would be as follows. Do note that the selected equipment must be currently active as well as be expiring in 3 months. As Renewal of PTO is not 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.



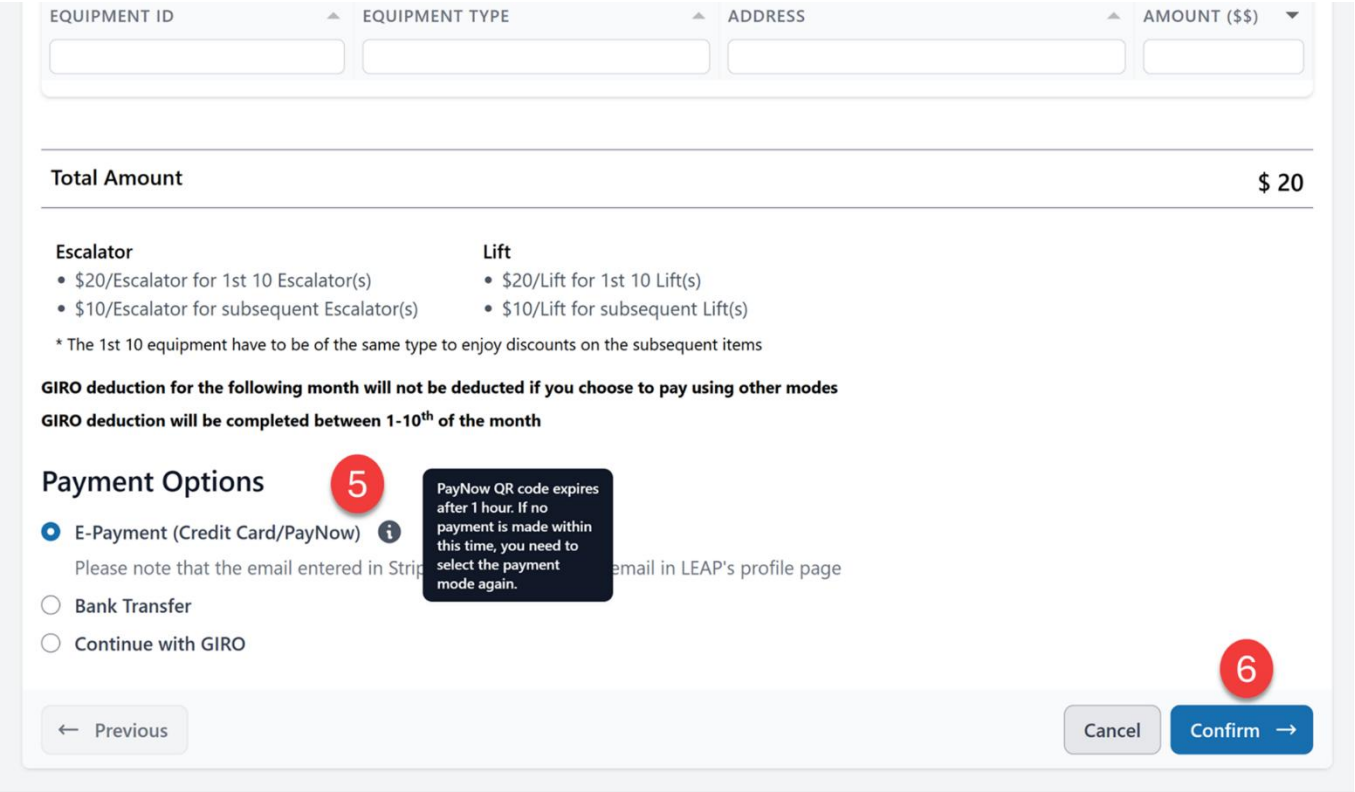
1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list that requires the renewal fee
3. Select pay renewal fee

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



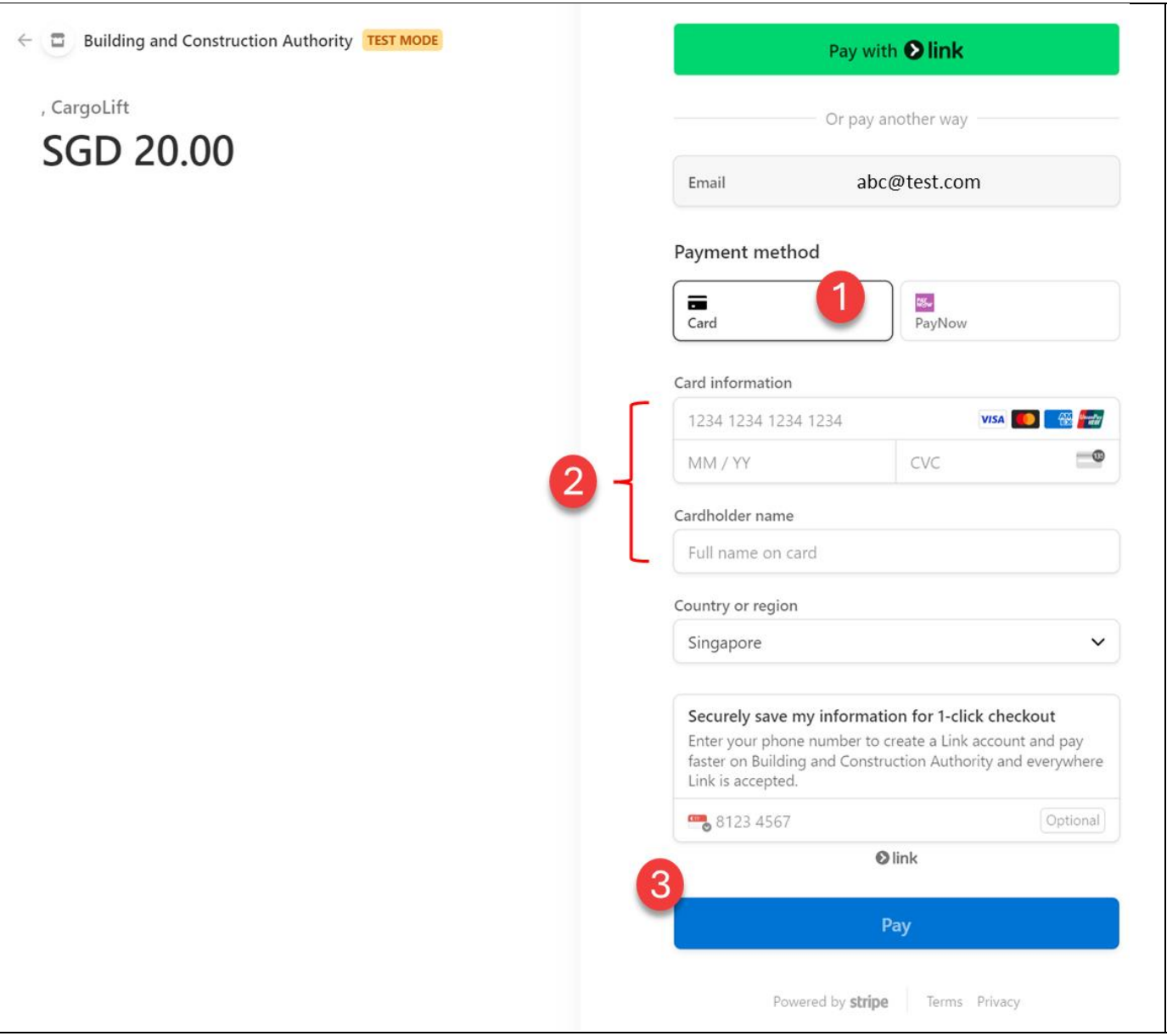
5. Select the type of payment.
   a. For Credit Card, please refer to Section 2.2.1
   b. For Paynow, please refer to Section 2.2.2
   c. For Internet Bank Transfer, please refer to Section 2.2.3
   d. For GIRO, please refer to Section 2.2.4.

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.

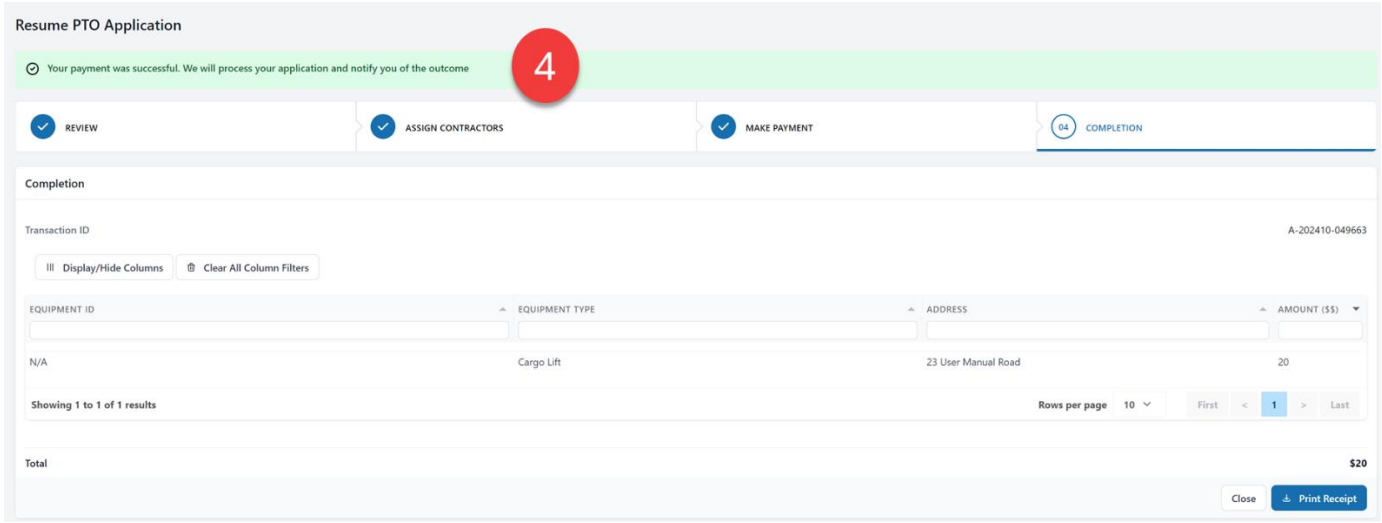
2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card)



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

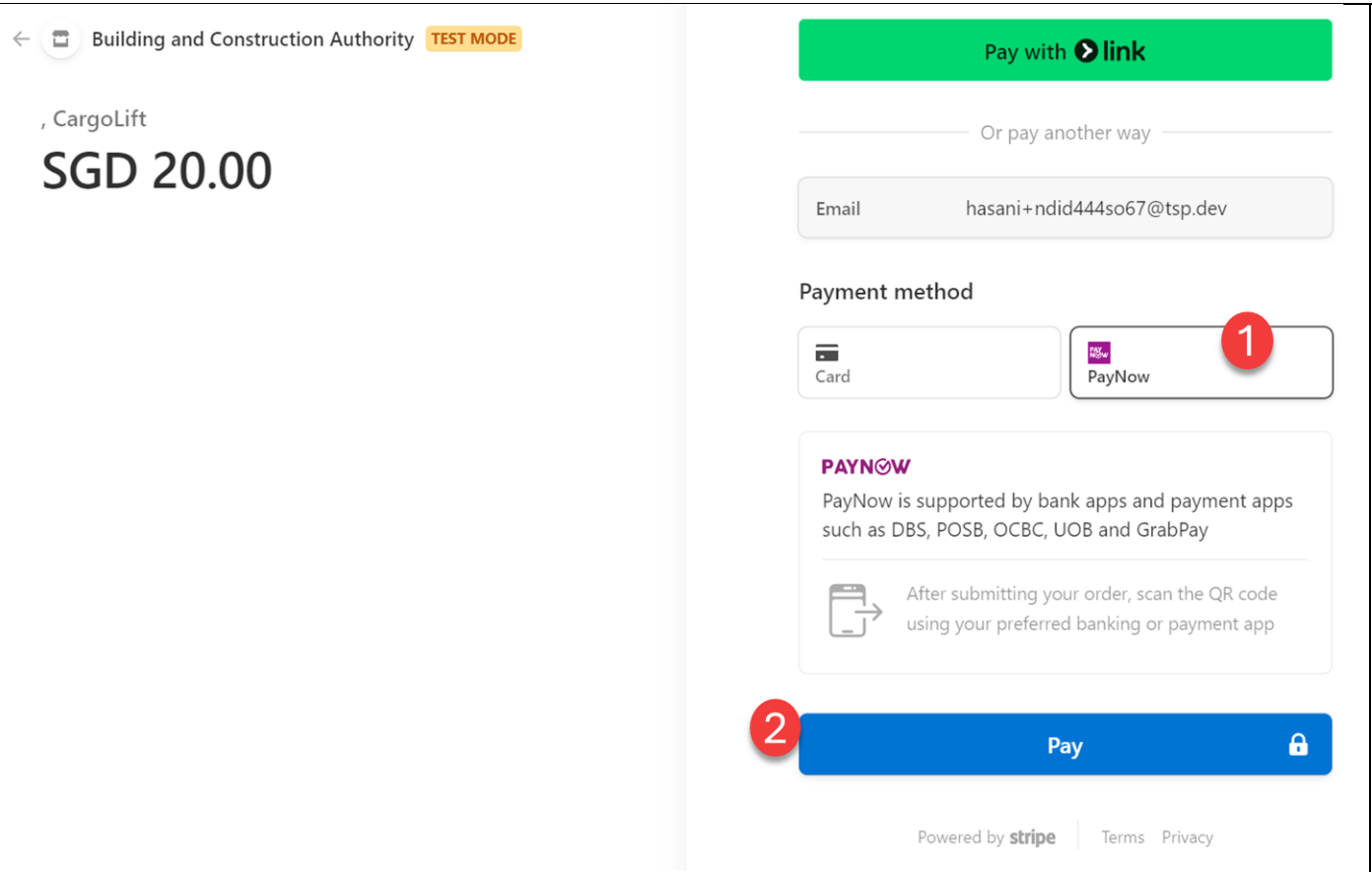
1. Choose Card payment
2. Fill up card details
3. Press “Pay”

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



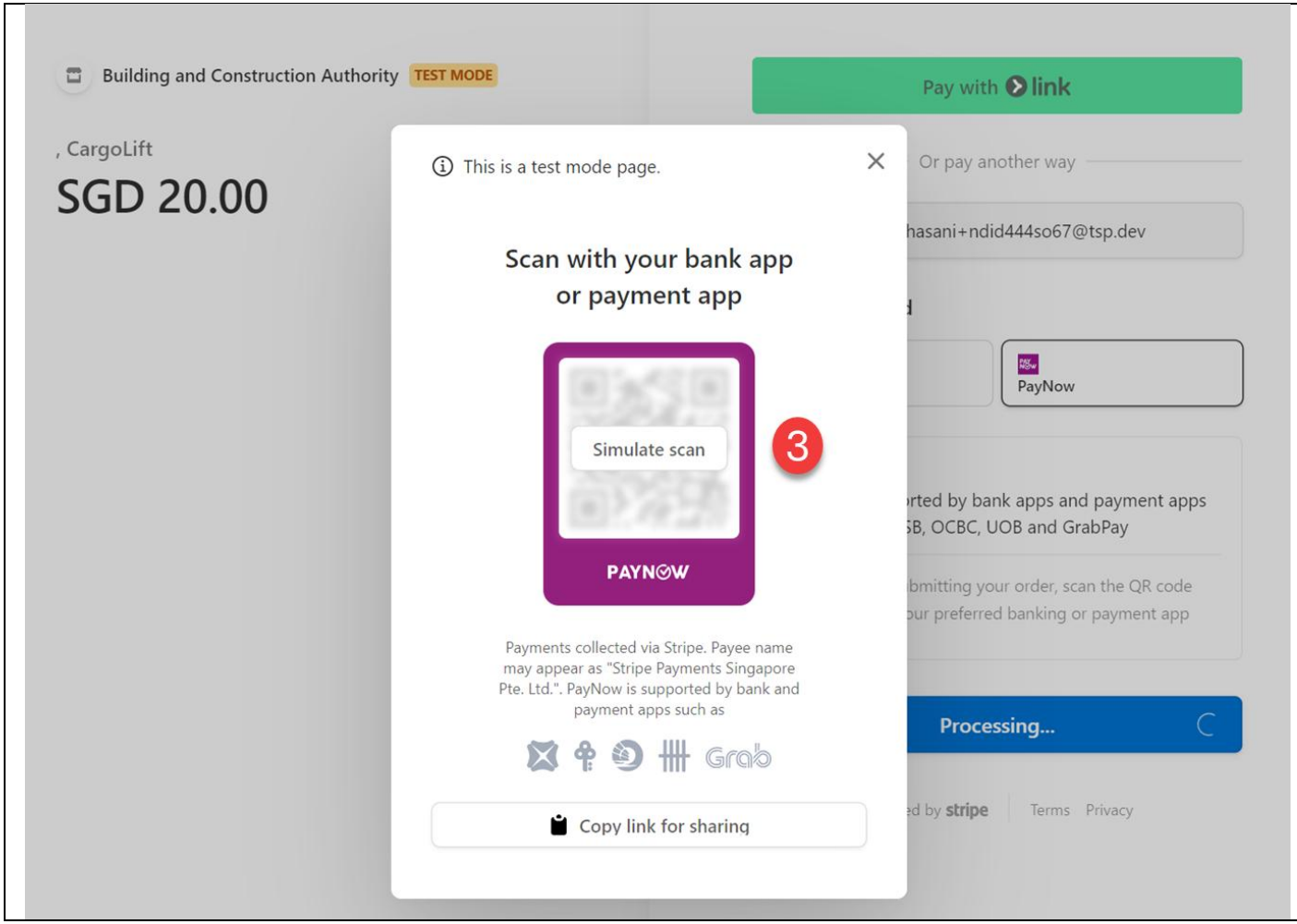
4. A successful message will appear indicating that process is completed.

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



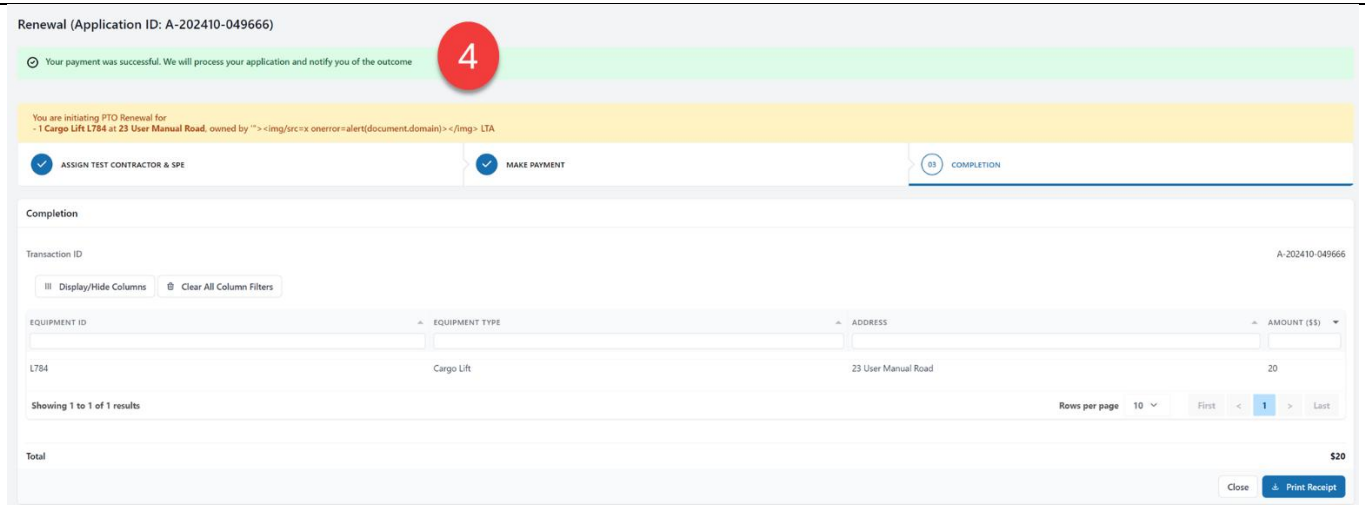
After clicking the Confirm button from LEAP, you will be redirected to Stripe page. Upon selecting PayNow, you will need to scan the QR code to make payment.

1. Choose PayNow payment
2. Press “Pay”



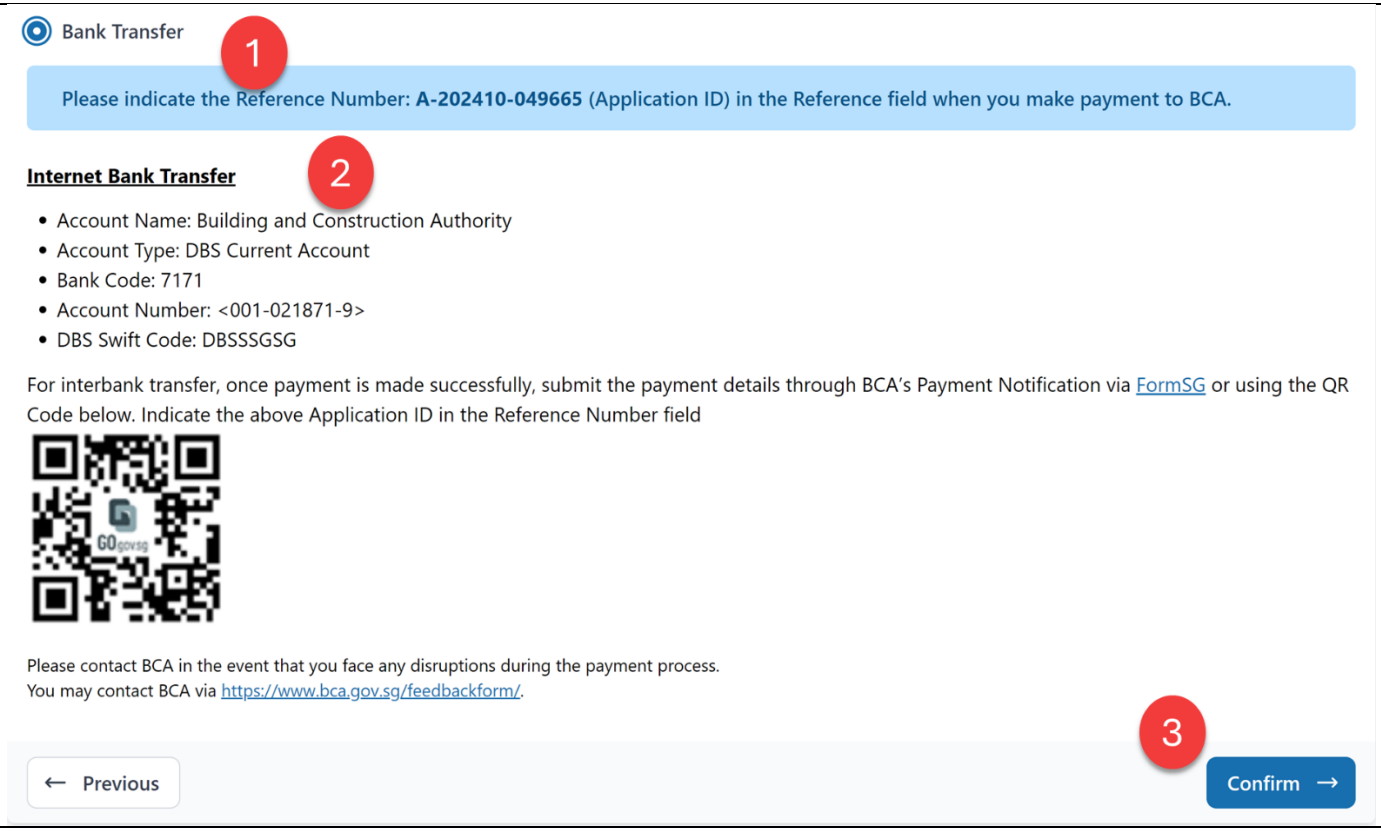
3. Scan the PayNow QR Code to make payment

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



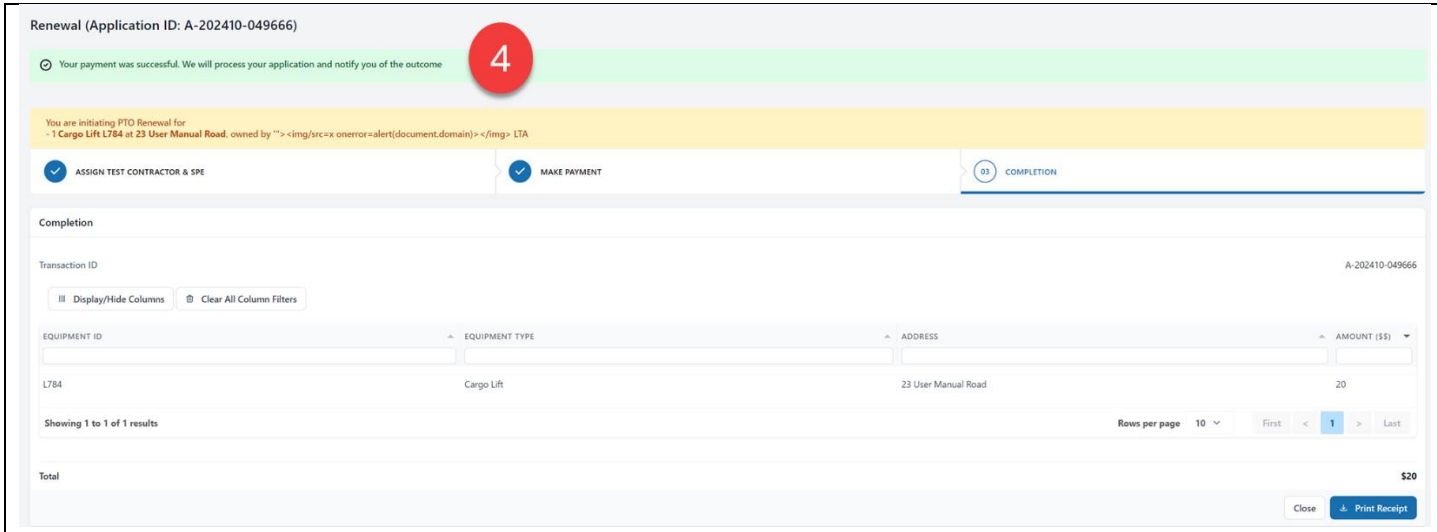
4. A success message will appear indicating that process is completed.

2.2.3 Paying the renewal fee of an equipment – Bank Transfer



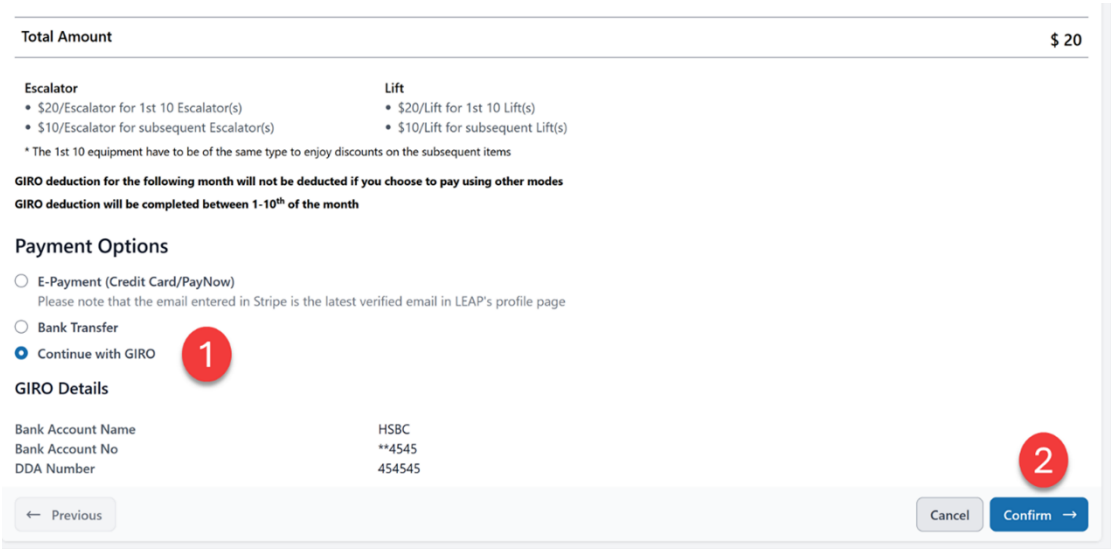
1. Select "Bank Transfer" as payment option
2. Complete the Bank Transfer
3. Owners can select Confirm.

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



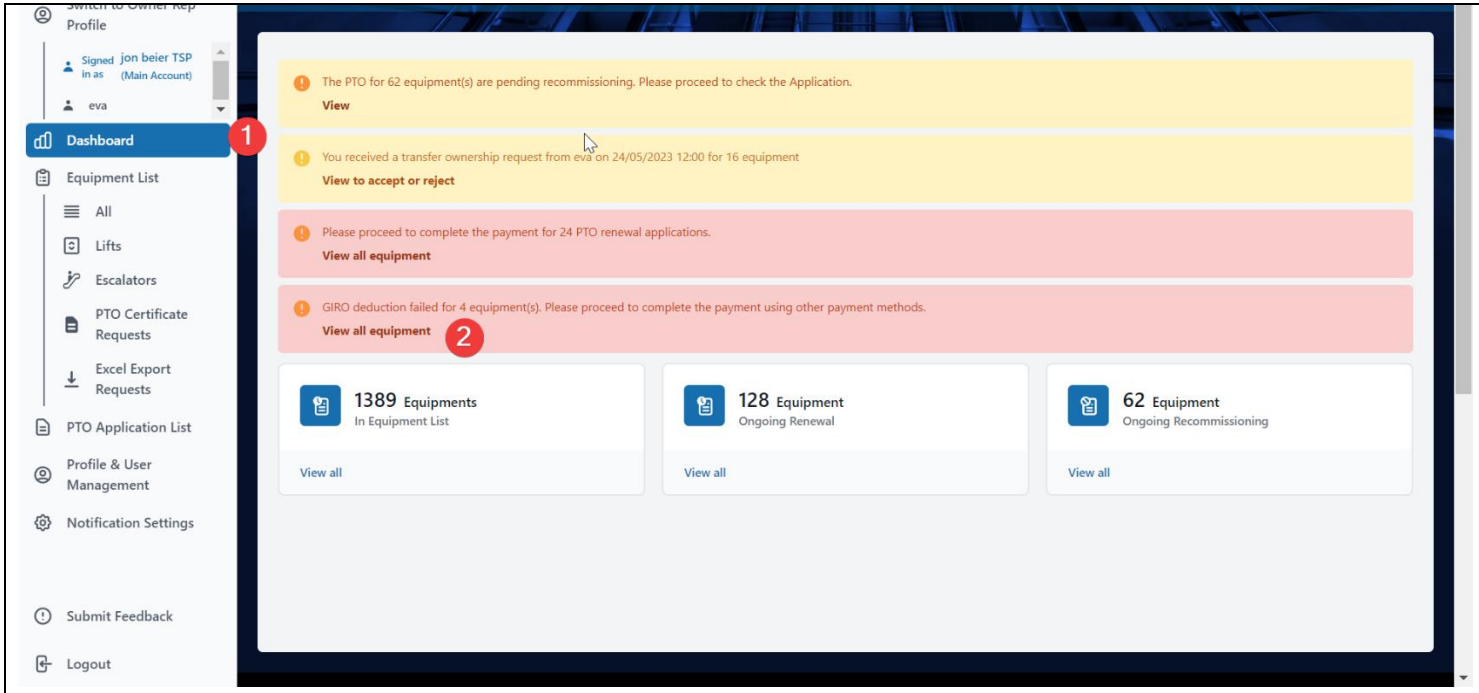
4. A success message will appear indicating that process is completed.

2.2.4 Paying the renewal fee of an equipment – GIRO



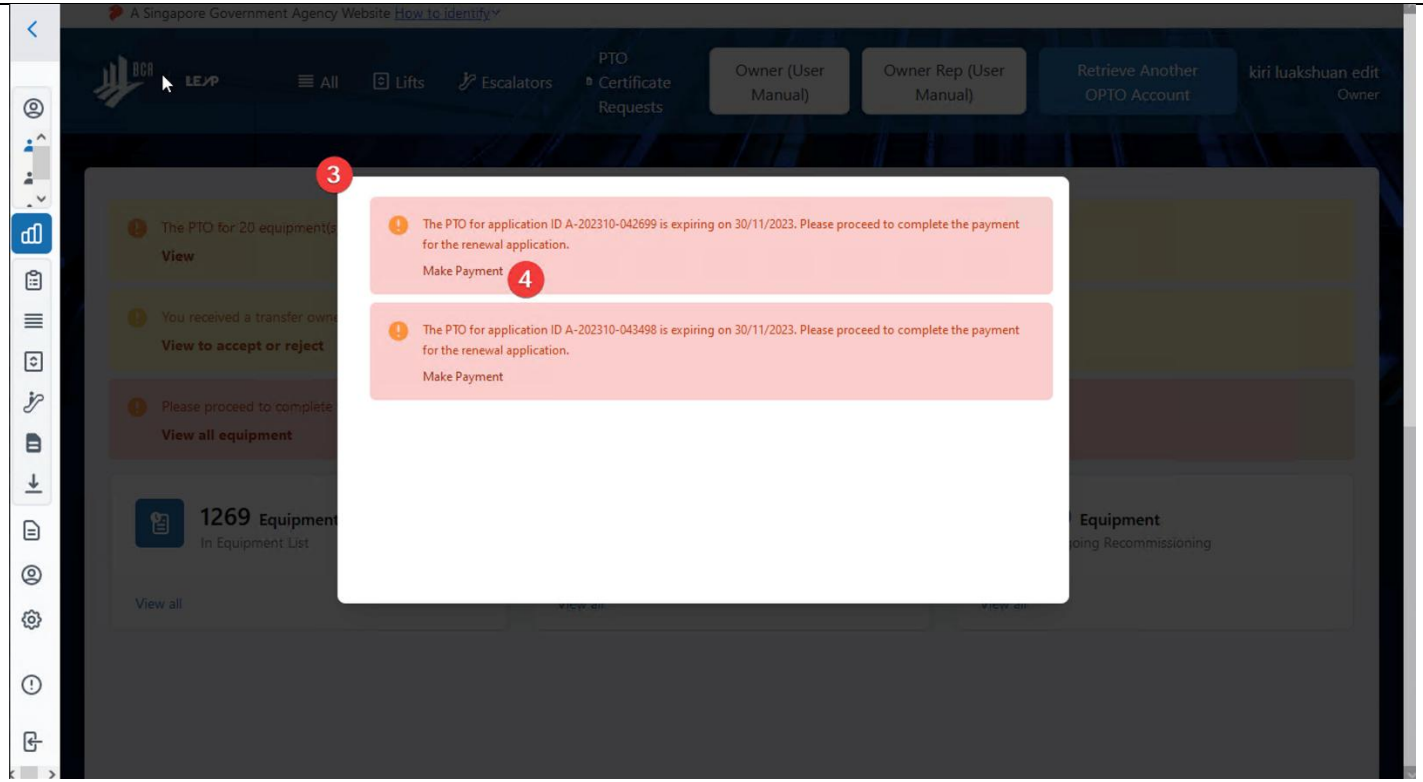
1. Select continue with GIRO
2. Confirm

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



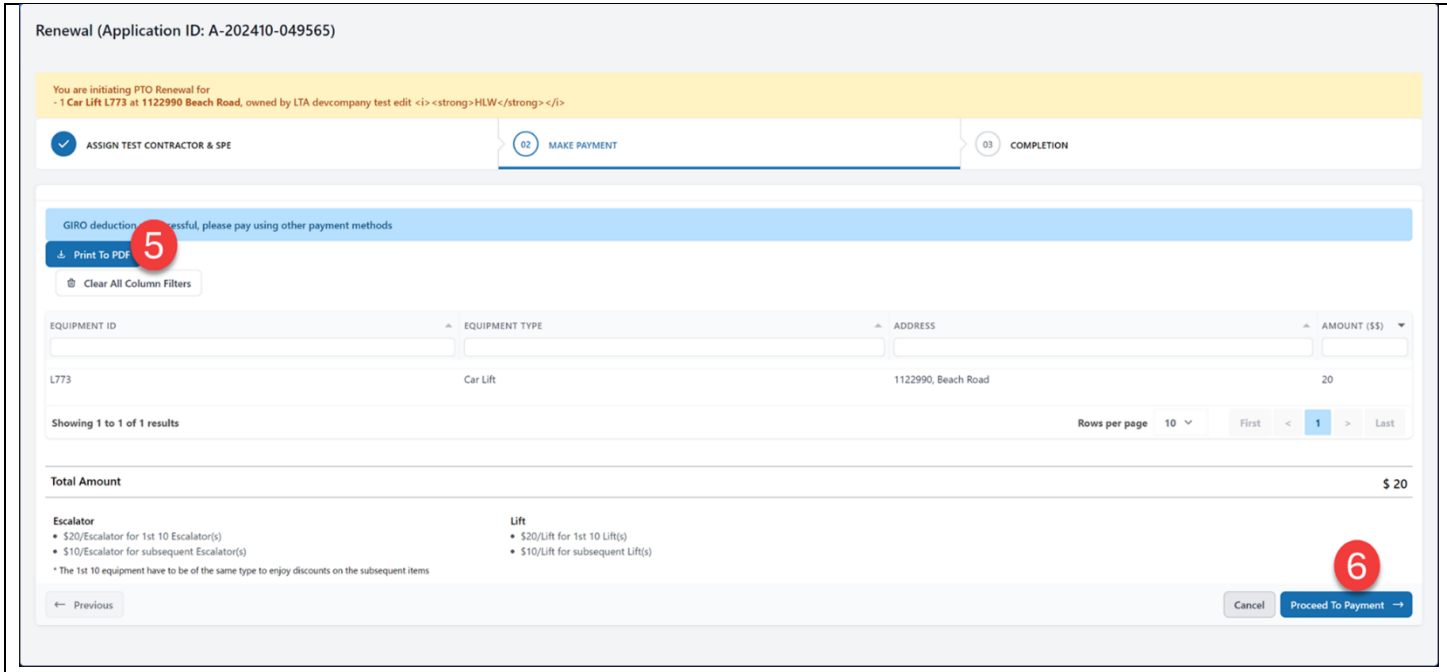
1. Begin by selecting the Dashboard from the sidebar

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



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

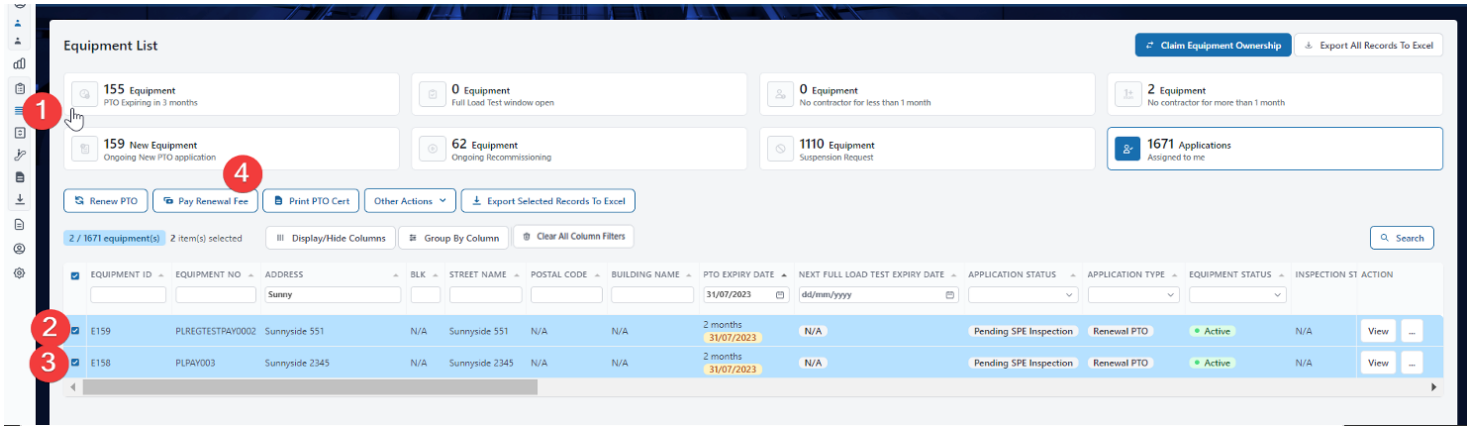
6. Proceed to payment

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



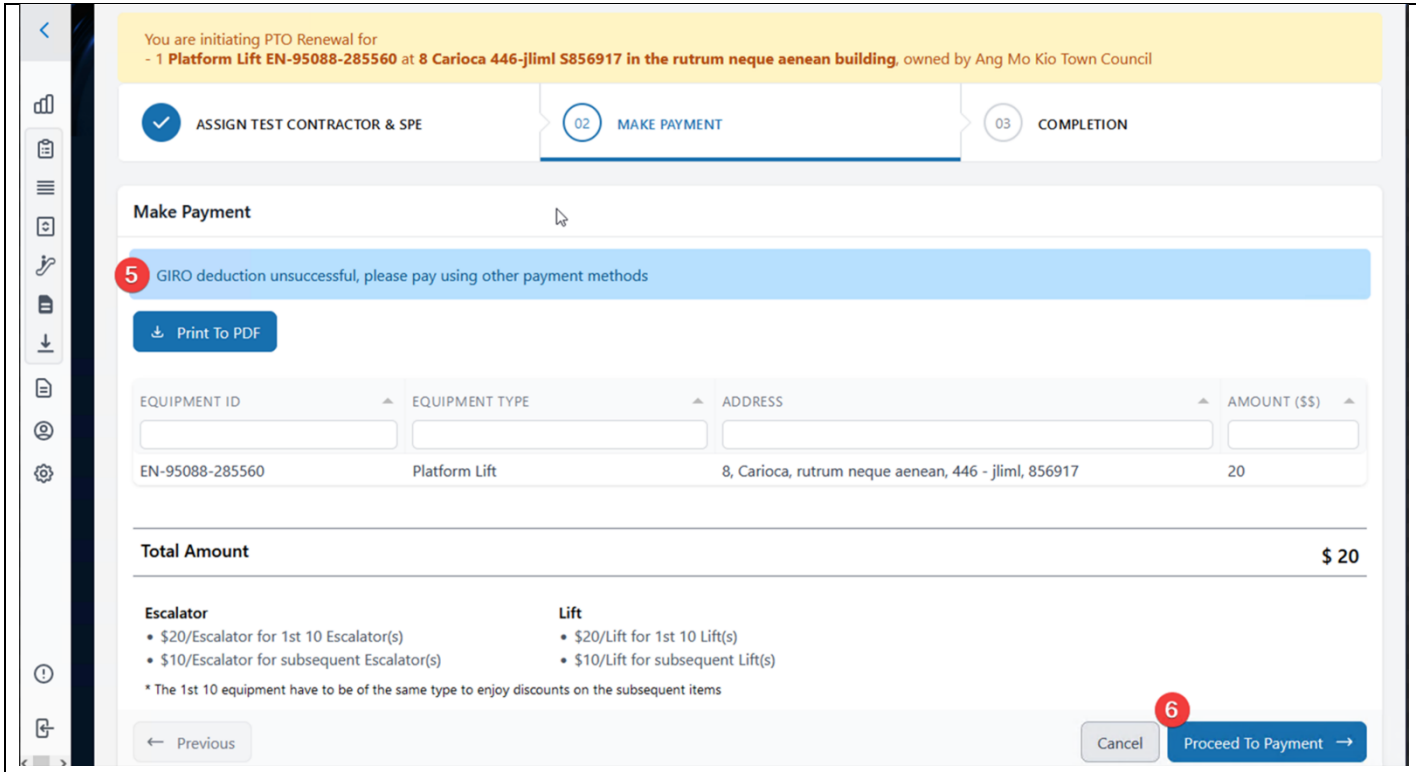
1. Begin by selecting the Equipment List from the sidebar

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.



5. GIRO deduction unsuccessful message displayed in Payment page

6. Proceed to payment

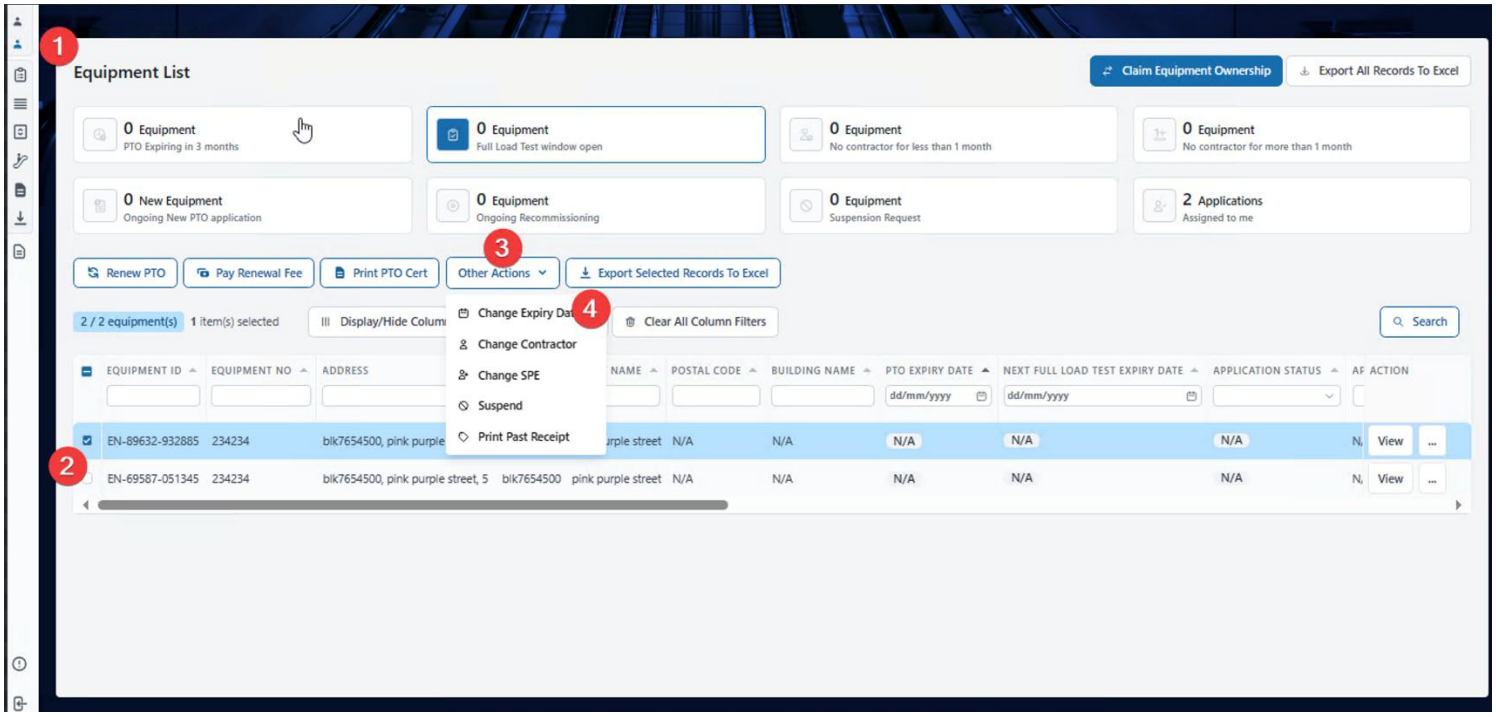
7. Select payment option

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

8. Click Confirm

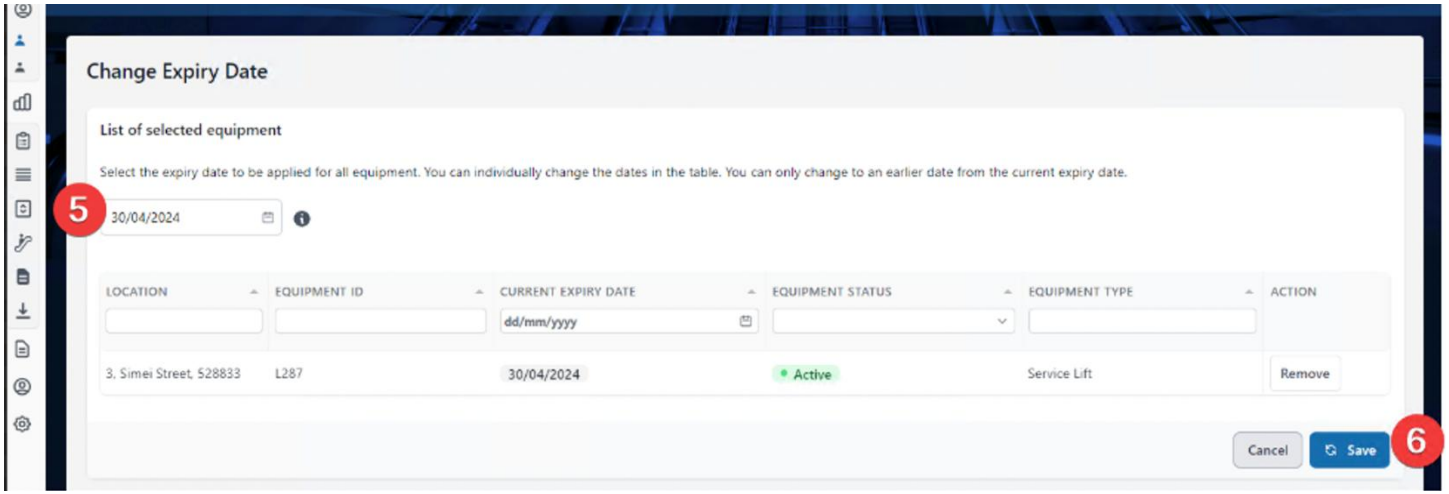
2.5 Change equipment expiry date

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.



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



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.

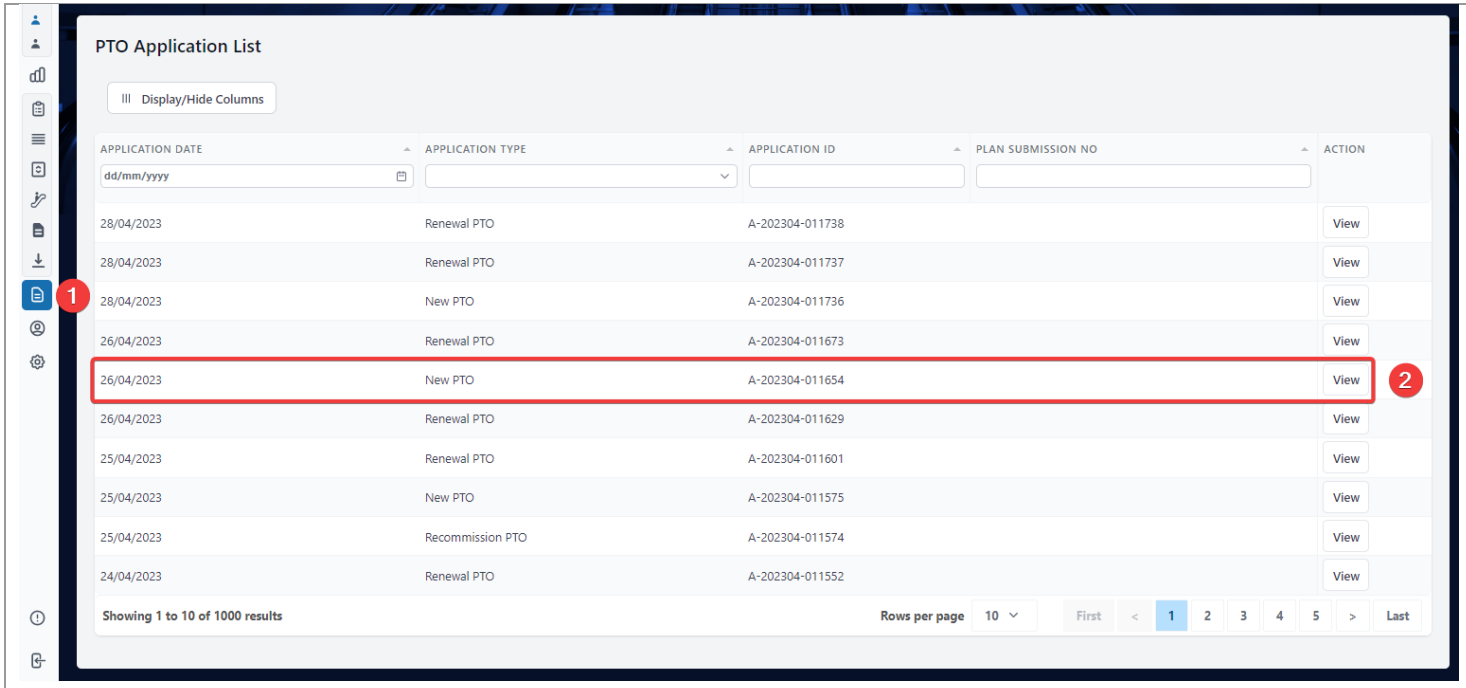
5. Change new expiry date

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.



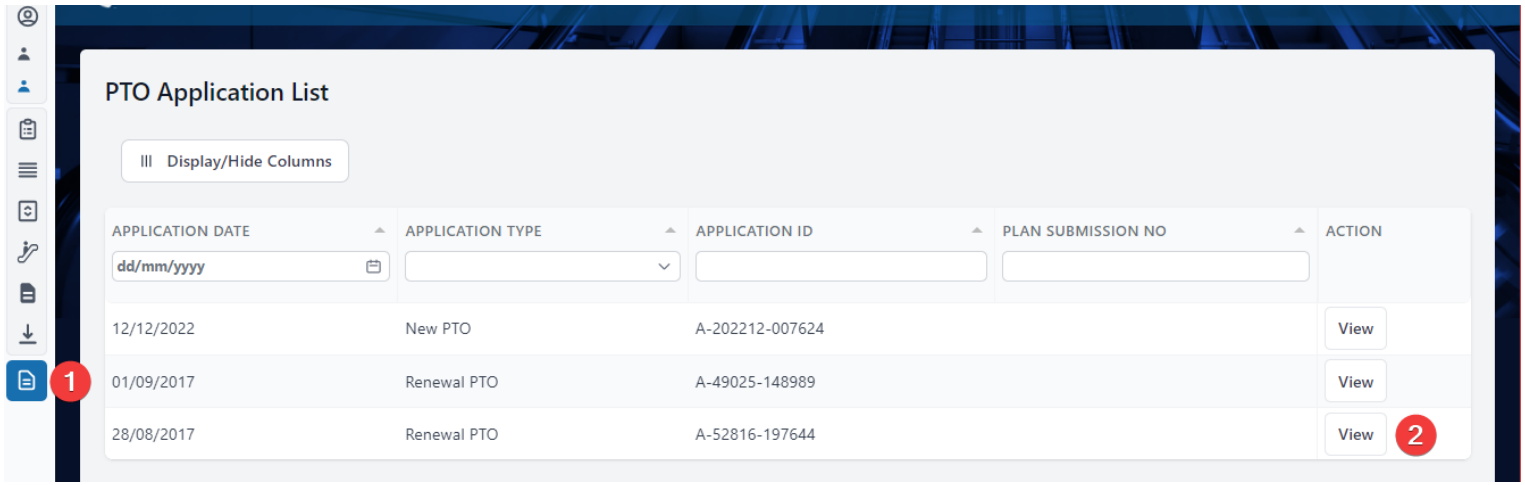
1. Begin by selecting PTO Application List from the sidebar

2. Then select view for desired equipment

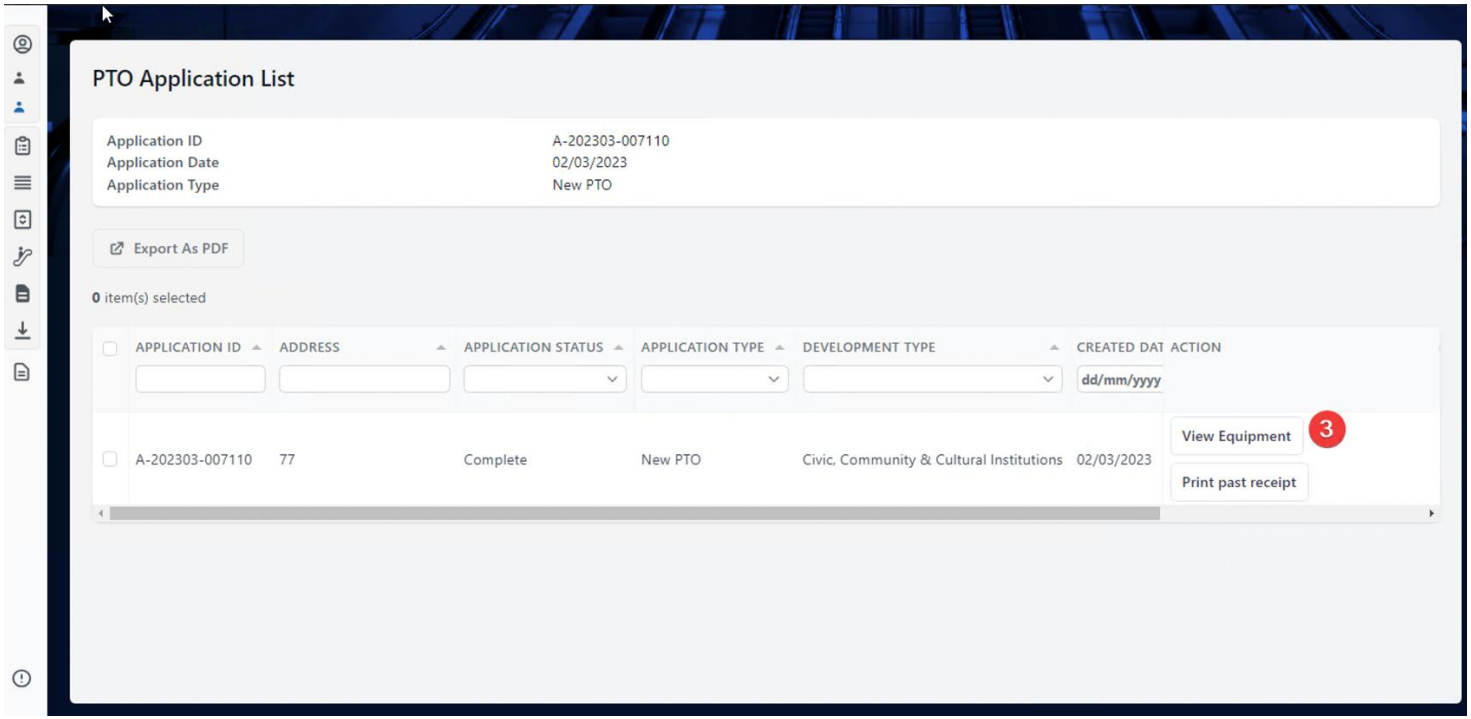
This will then take you to the next screen that shows the individual application. See Section 8 Viewing equipment in PTO application list and Section 3.1 to accept assigned PTO.

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

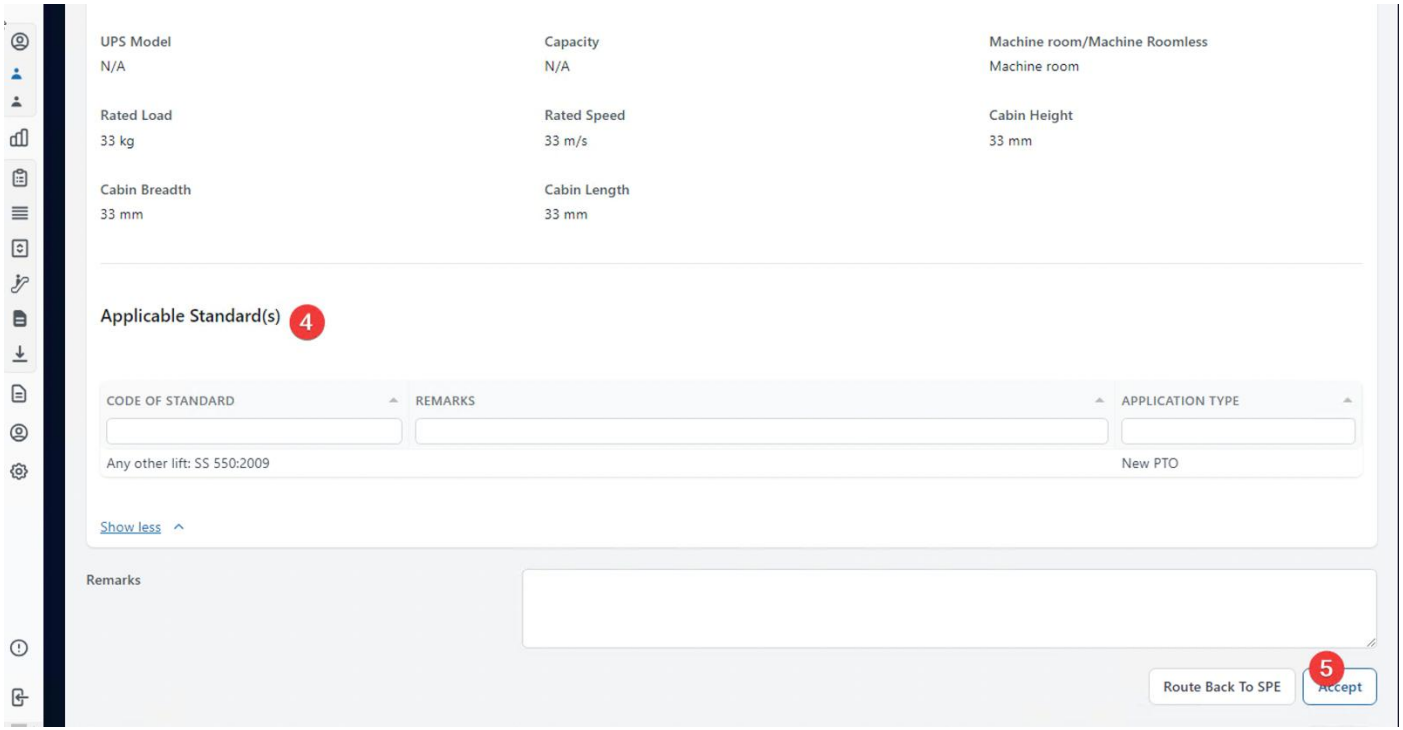
3.1 Accepting assigned equipment for New PTO application



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



3. Next click on view equipment

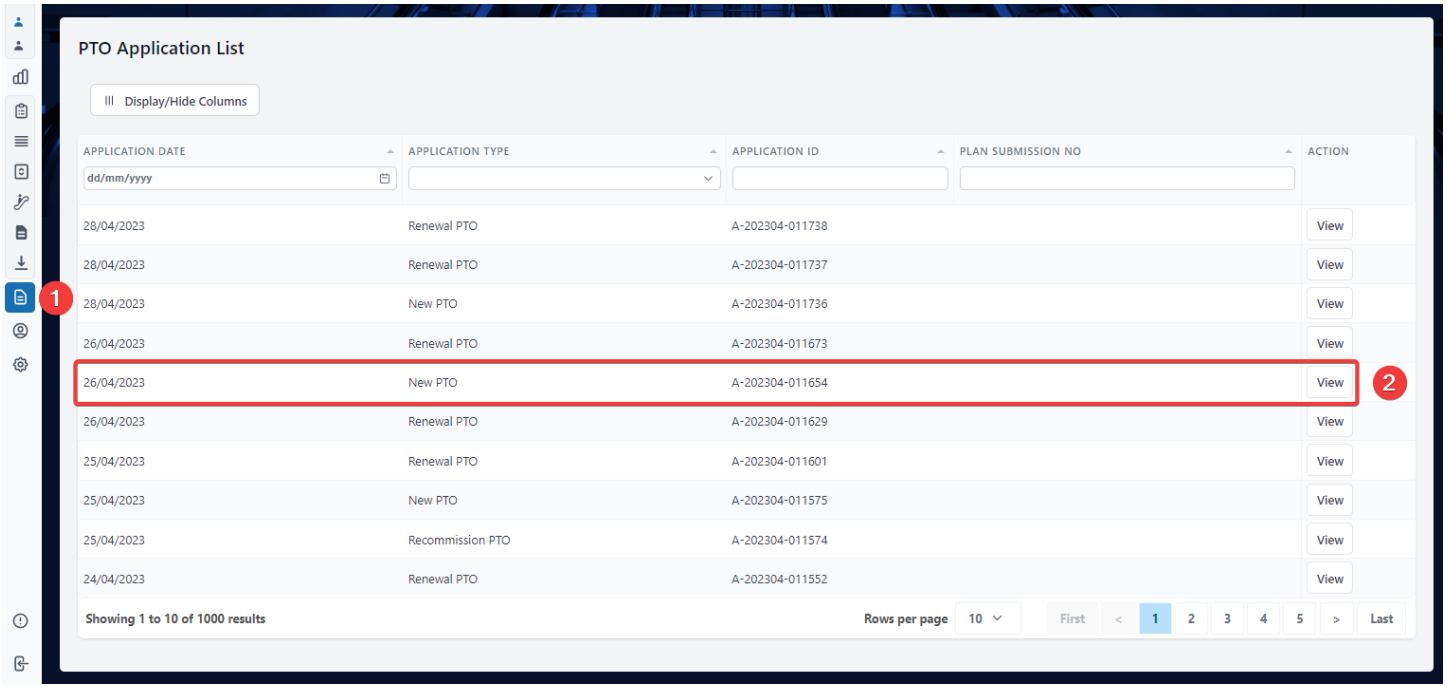


4. Scroll down to bottom of the page

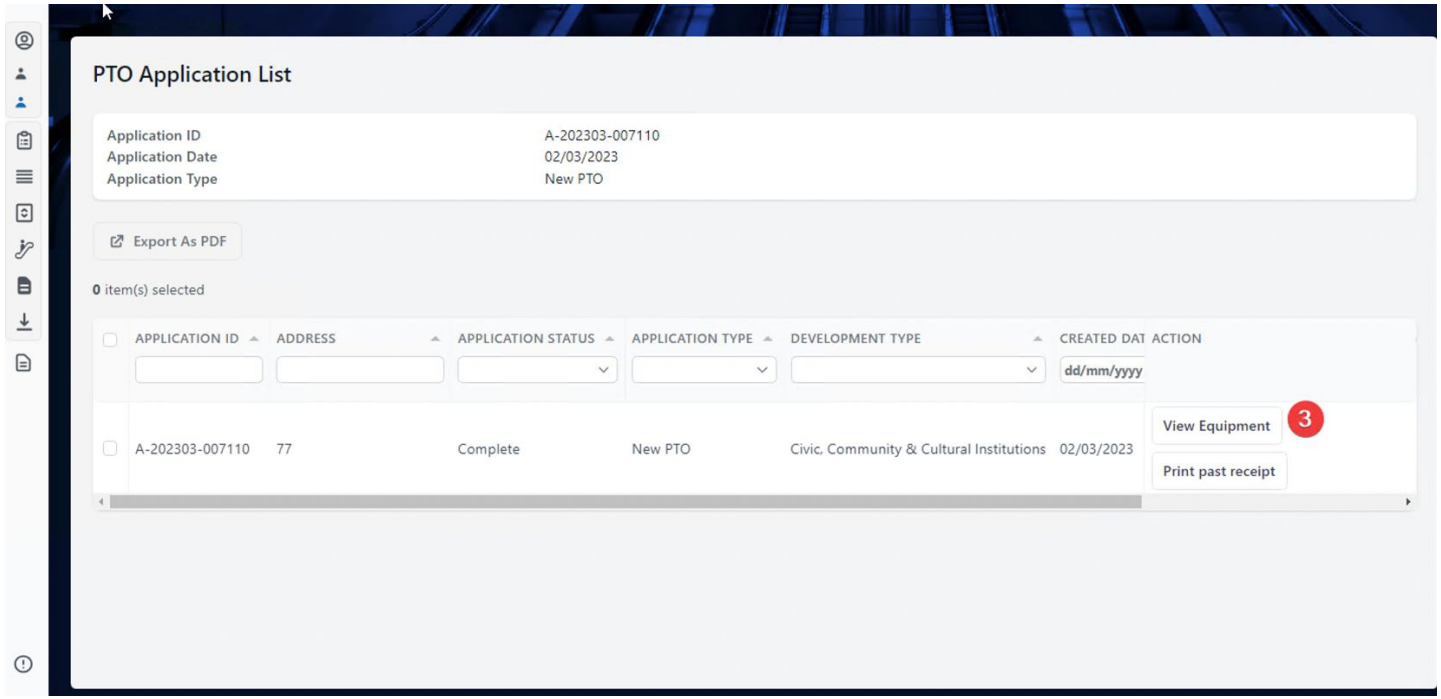
5. Select accept

3.2 Rejecting assigned equipment for New PTO application

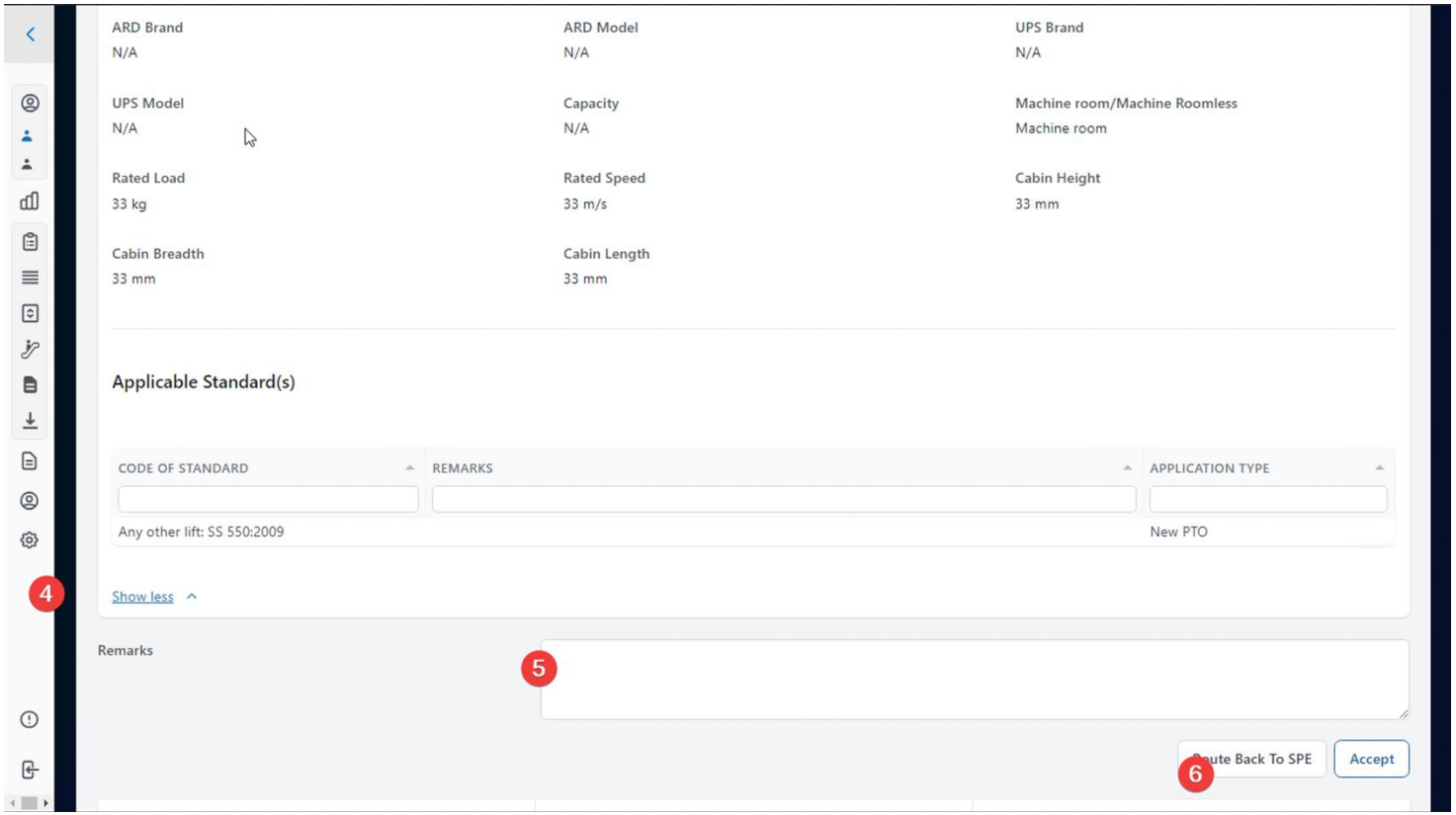
Owners can also reject equipment that has been assigned. In this case, selected equipment must fulfil two conditions. Its application status must indicate pending, and the application type must be a new PTO. Do note that as long as owner did not accept the equipment and make payment, this New PTO application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



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



3. Click on view equipment



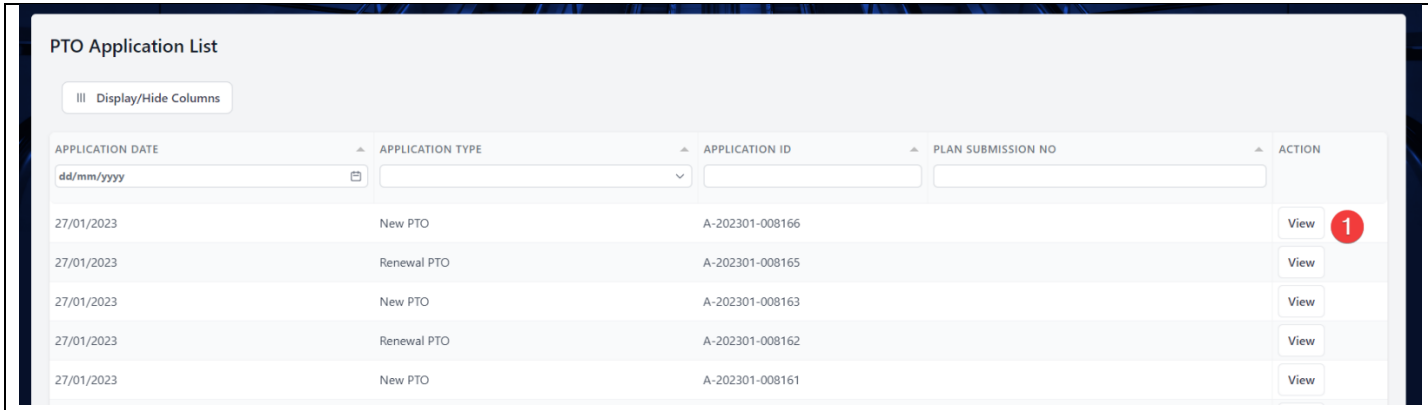
4. Scroll down to bottom of the page

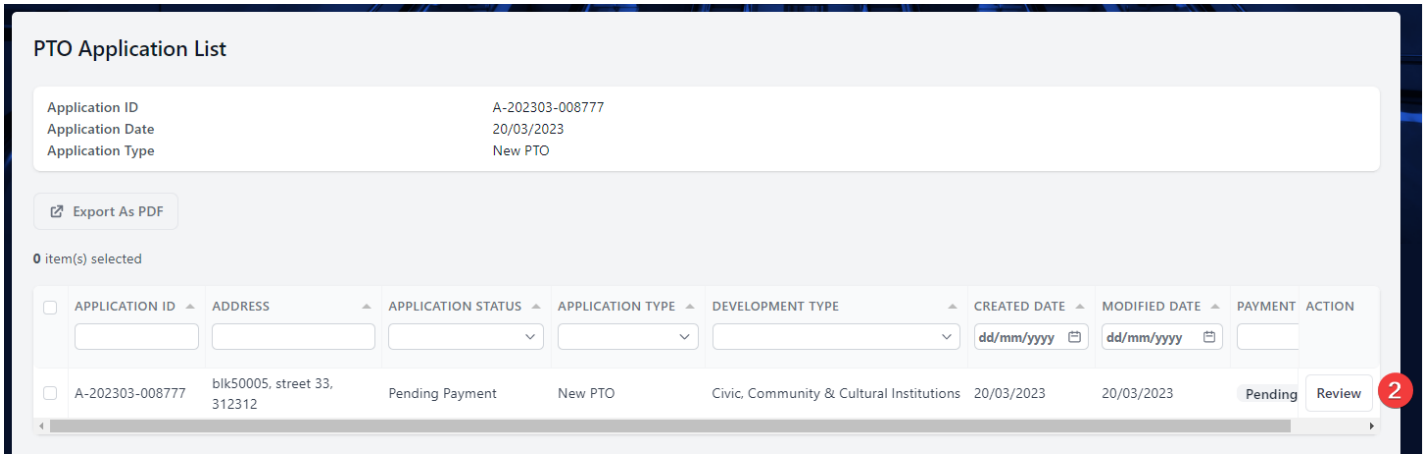
5. Add remarks

6. Select Route Back To SPE

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

3.3 Making payment for new PTO application

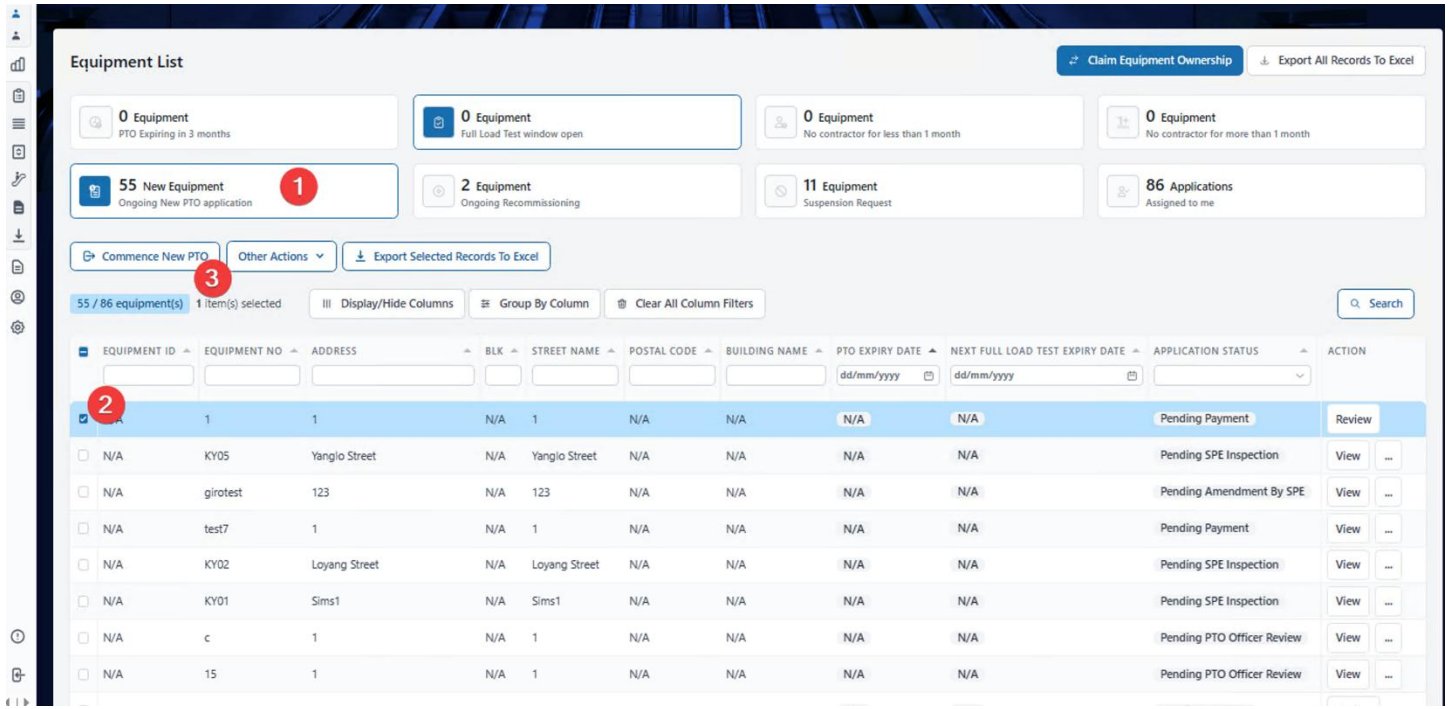




METHOD 1

1. From the PTO Application List page, select View

2. Select Review



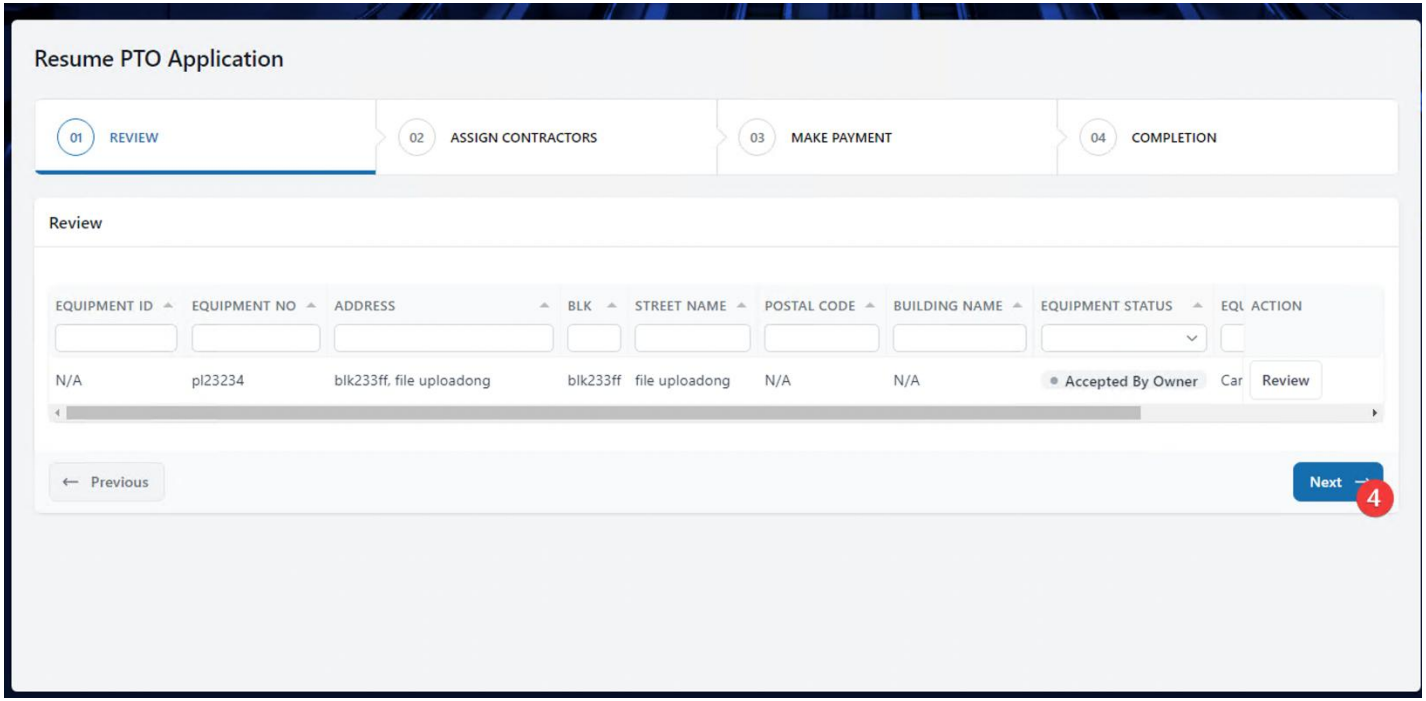
METHOD 2

1. From the Equipment List page, select smart filter that indicates ongoing new PTO application

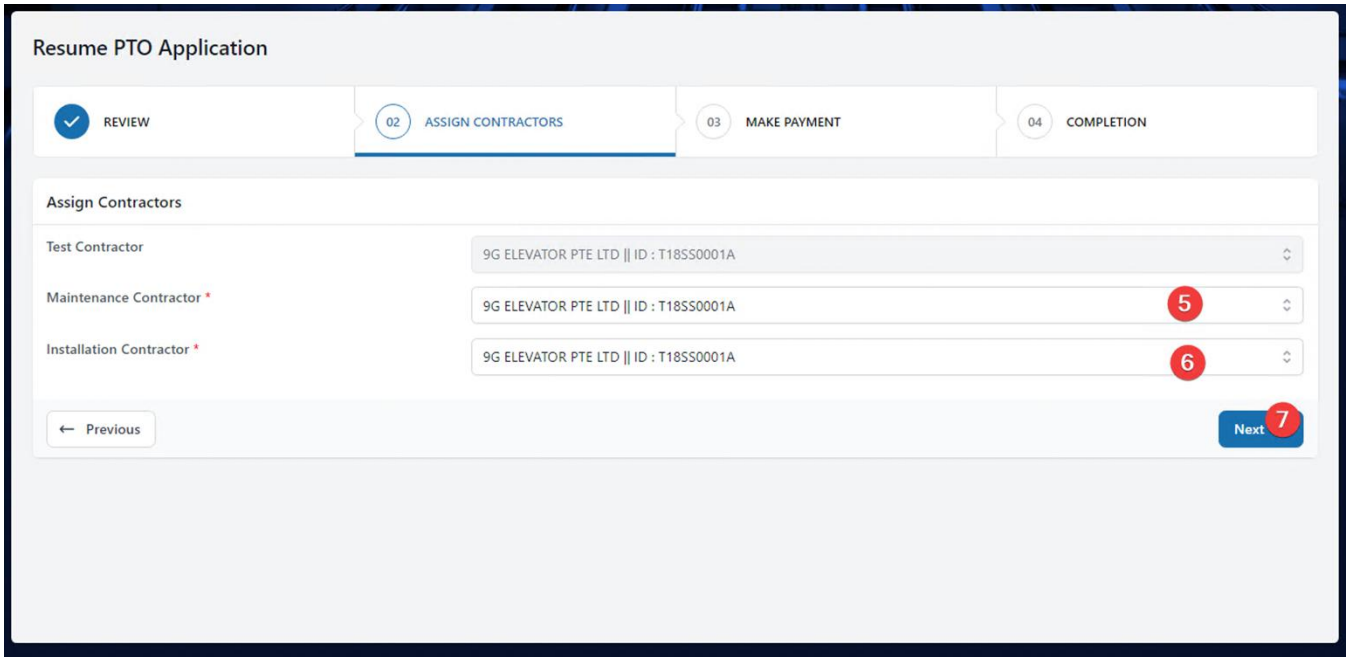
2. Select equipment

3. Select Commence New PTO

Making payment

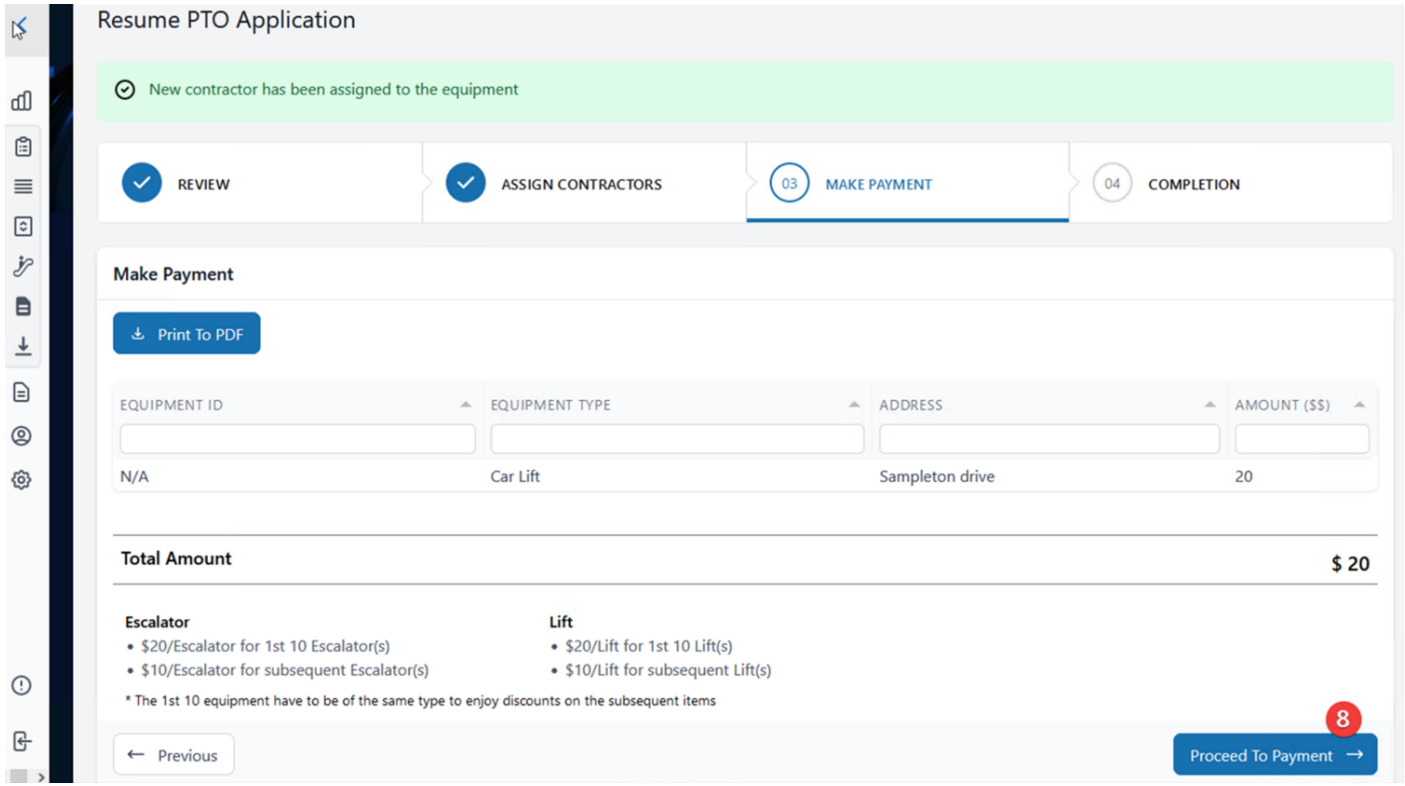


4. Select Next after reviewing equipment

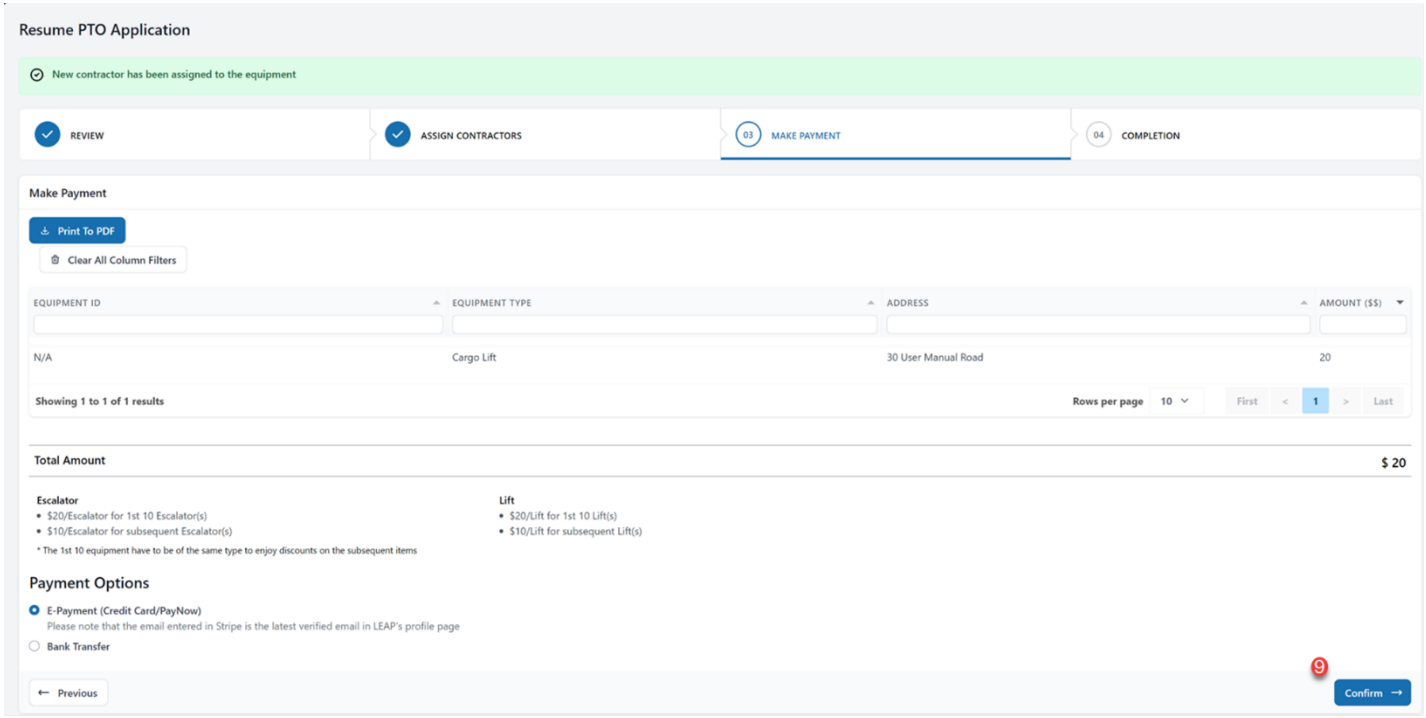


5. Select maintenance contractor
6. Select installation contractor
7. Select next

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



8. Select procced to payment



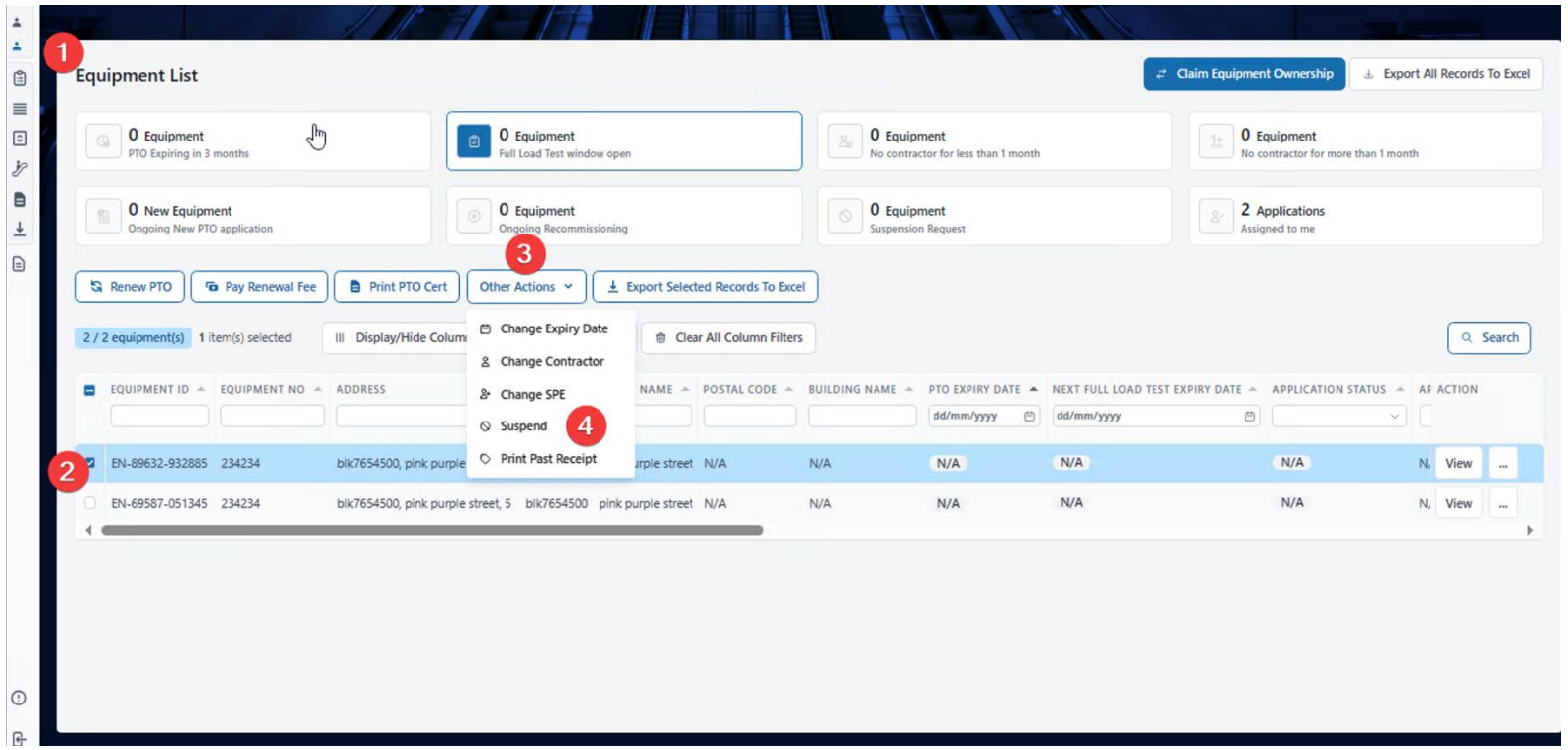
9. Select either E-Payment or pay later then select confirm

Payment methods are covered in Section 2.2

Note: PayNow payment method has been moved to "E-Payment".

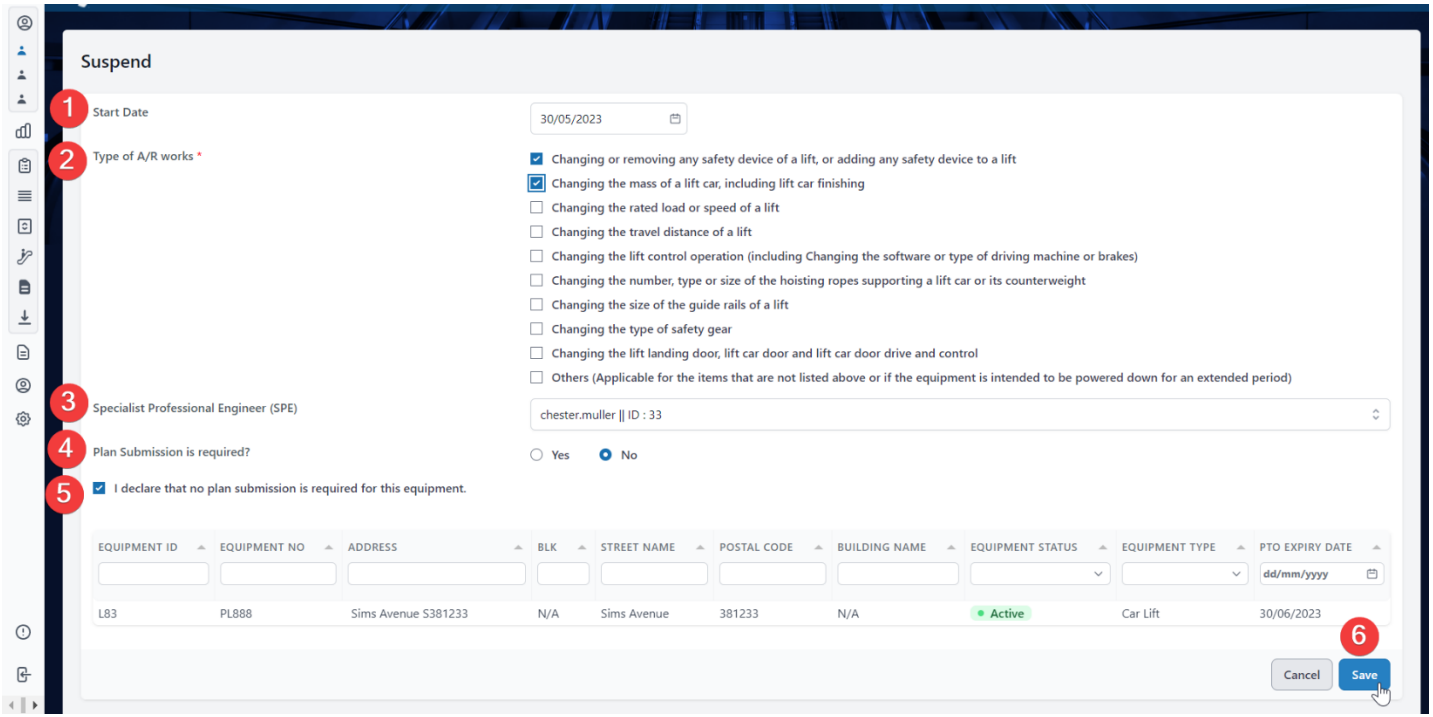
4 Recommission PTO application

The recommission process begins after the equipment is suspended.



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.

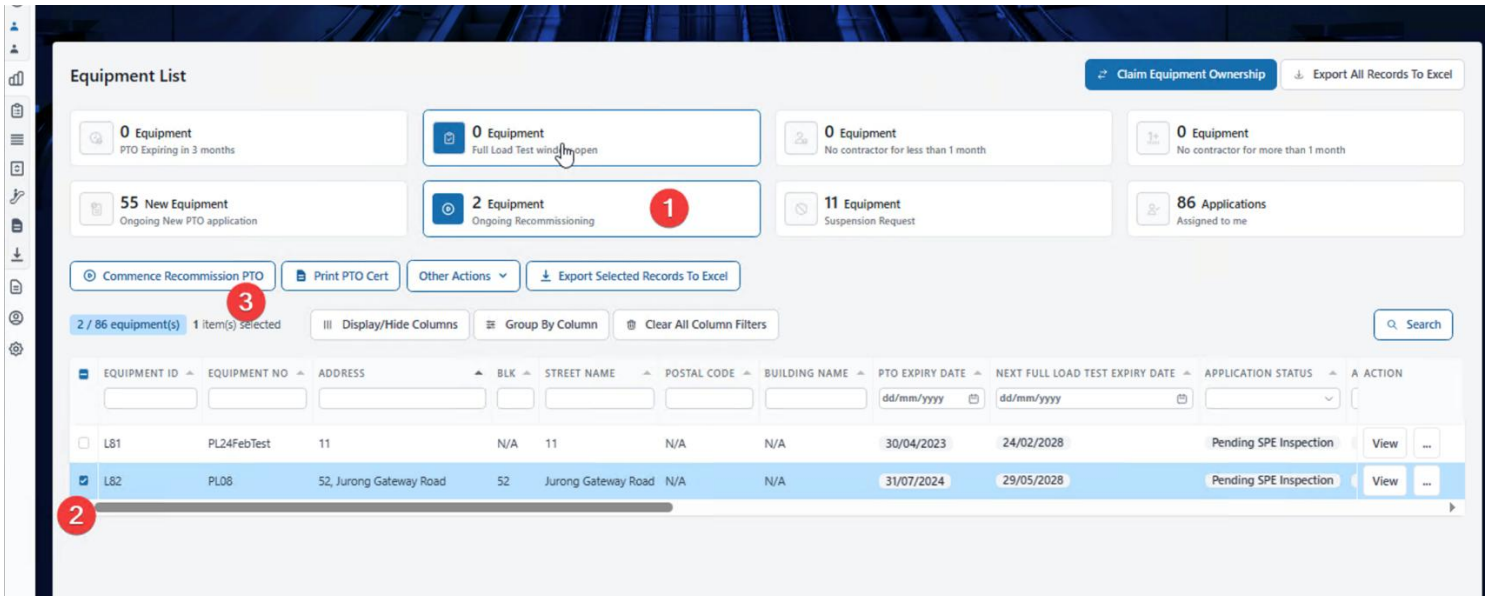


1. Select start of suspension date
2. Select Type of A/R works
3. Select SPE
4. Select Yes or No for Plan submission requirement
5. Check declaration
6. Select Save

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

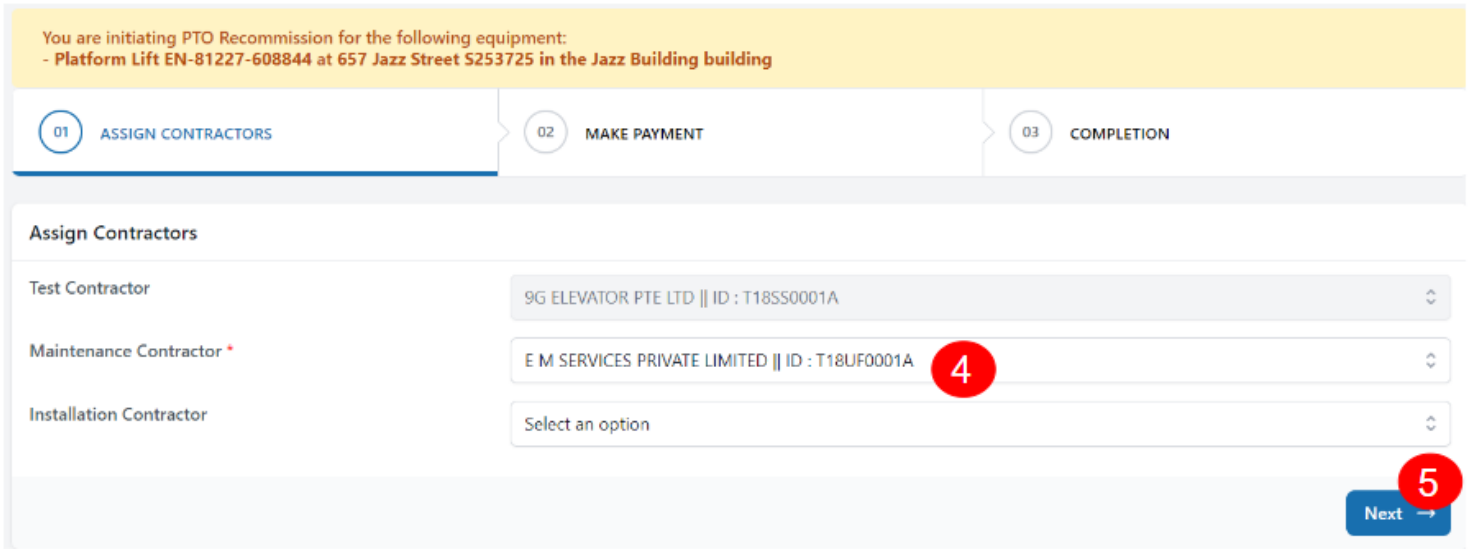
As part of the next step, the SPE then retrieves the QR code and begins to initiate the recommission process.

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

<table>
<tr>
<td> 
</td>
<td>1. Select ongoing recommission filter

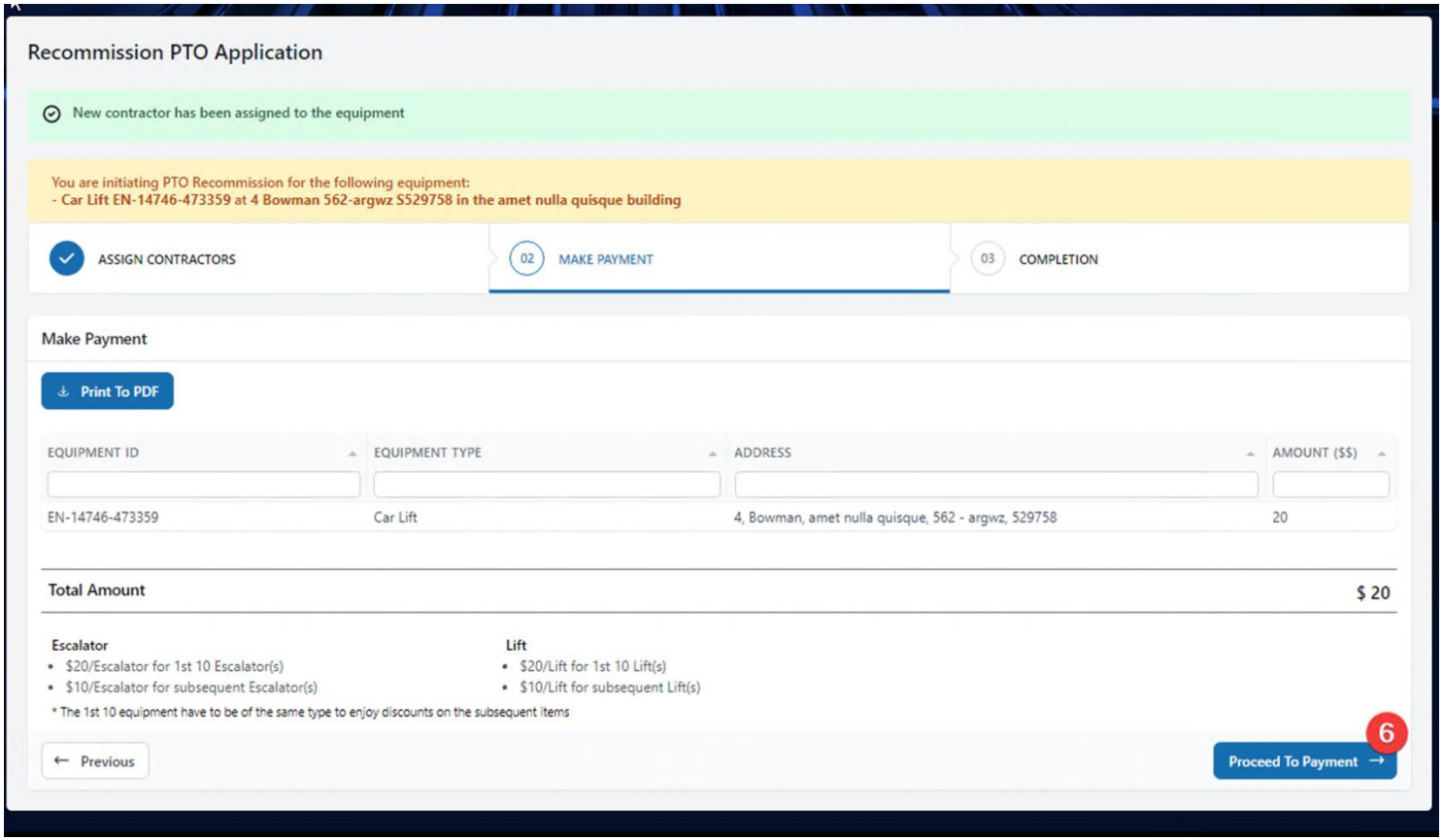
2. Select equipment for recommission

3. Select commence recommission PTO</td>
</tr>
</table>

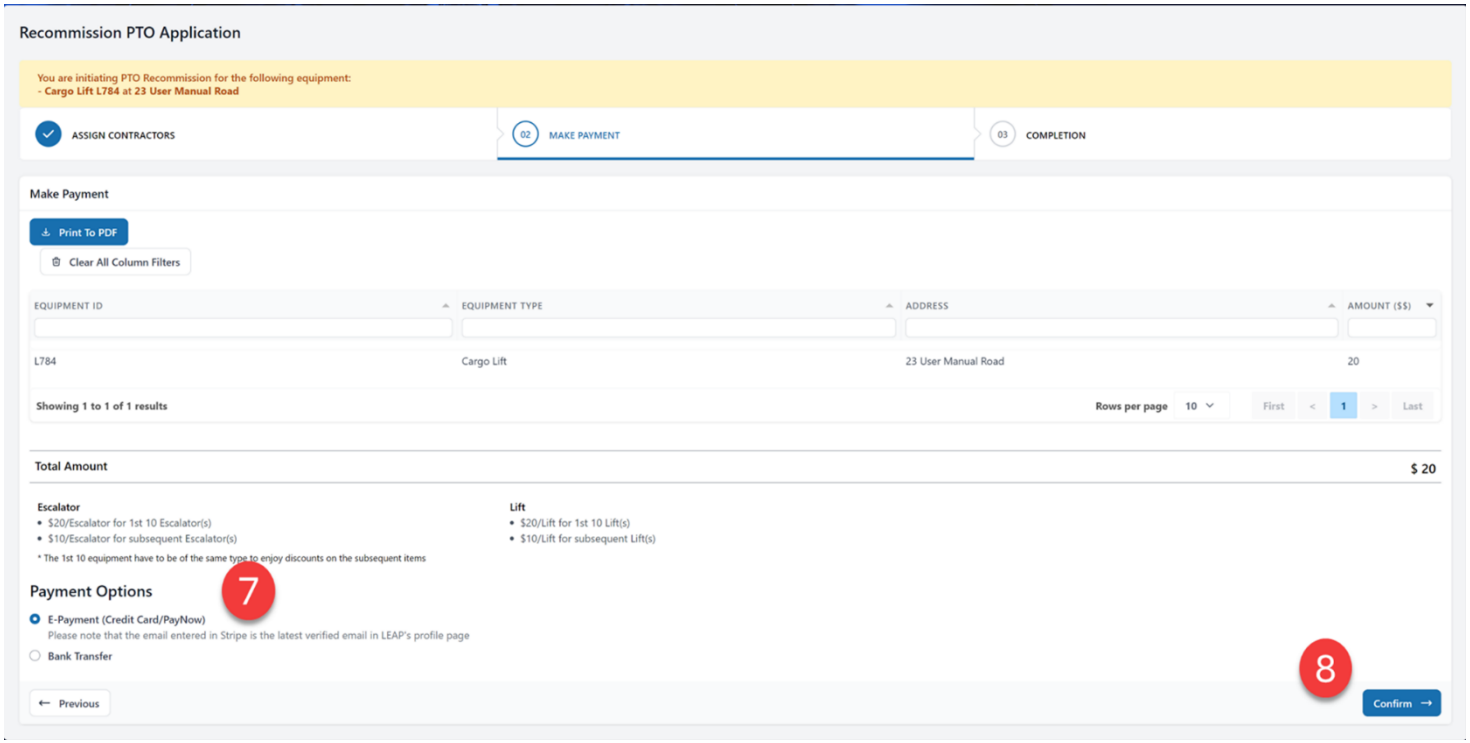


4. Assign contractors by clicking the dropdown list

5. Click next



6. Check total payment and proceed to payment



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

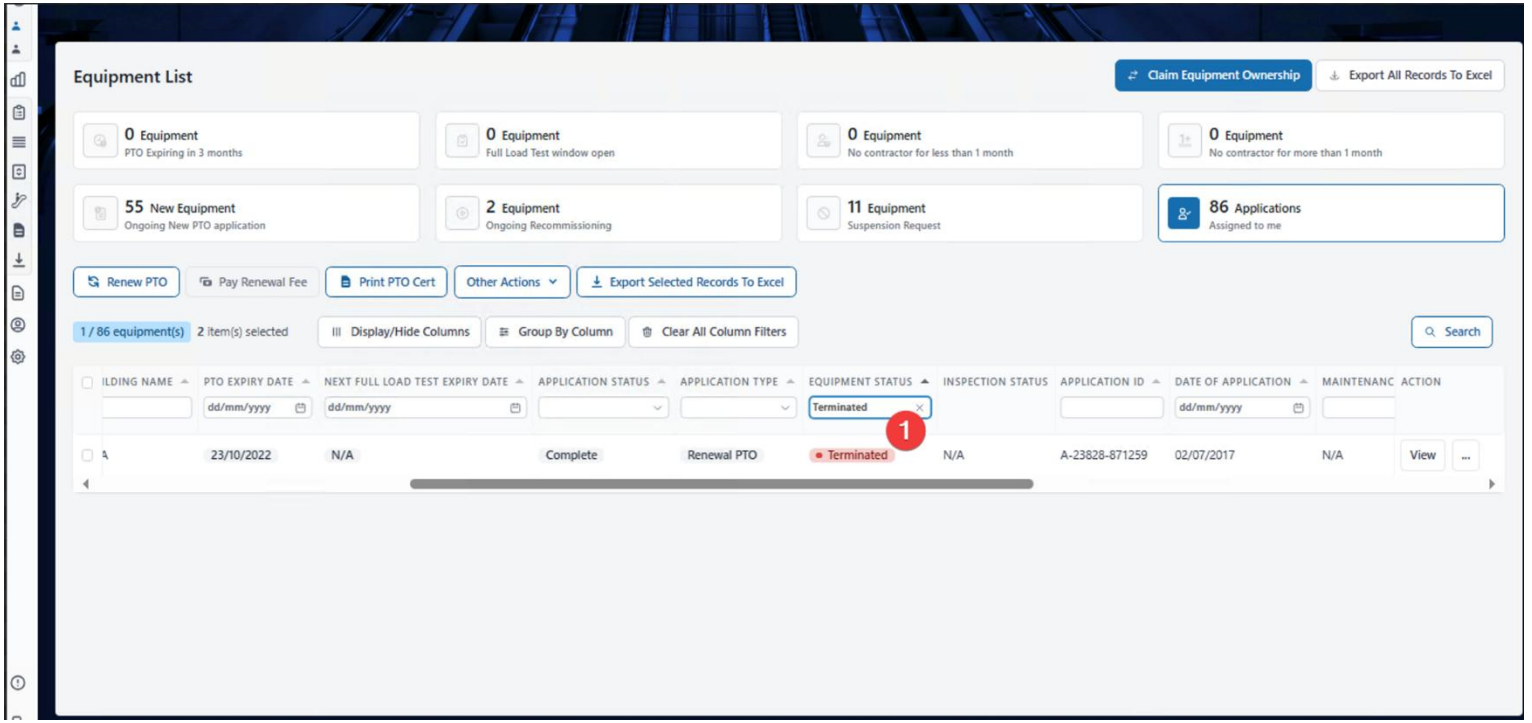
8. Confirm to make payment.

Payment methods are covered in Section 2.2.

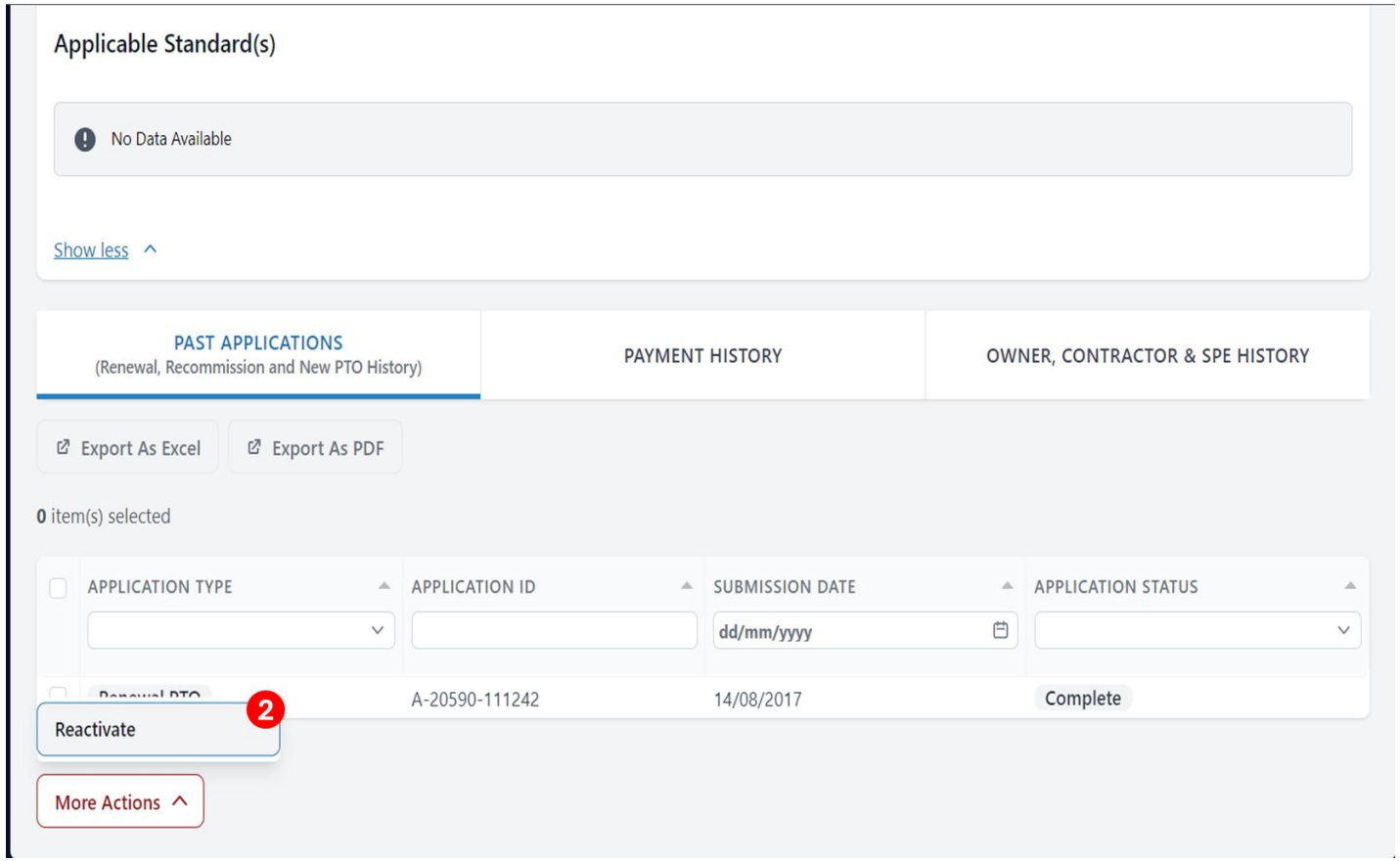
Note: PayNow payment method has been moved to “E-Payment”

5 Reactivating terminated equipment

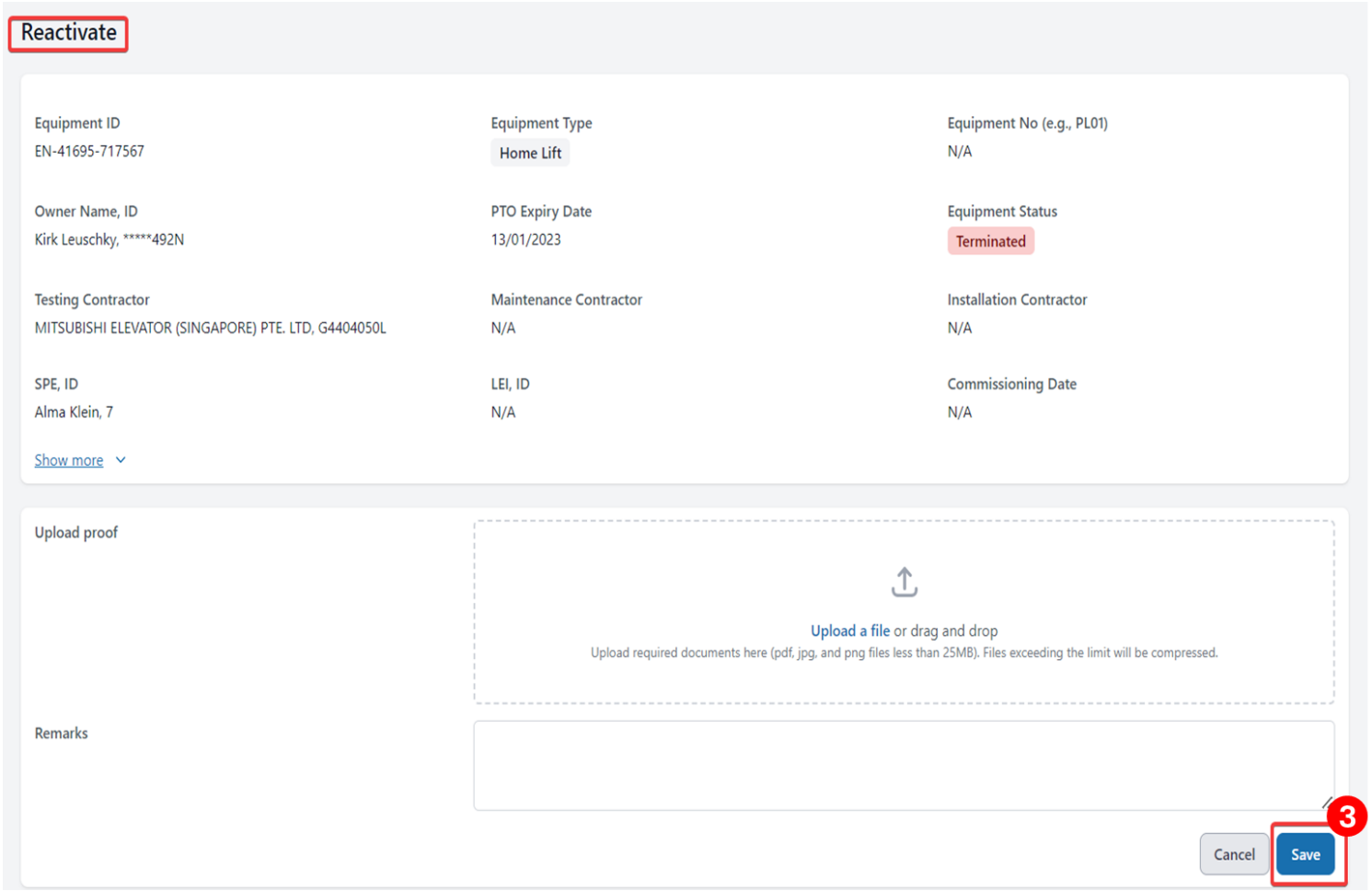
To reactivate a terminated equipment, Owner will have to submit a request and seek BCA assistance to reinstate the equipment.



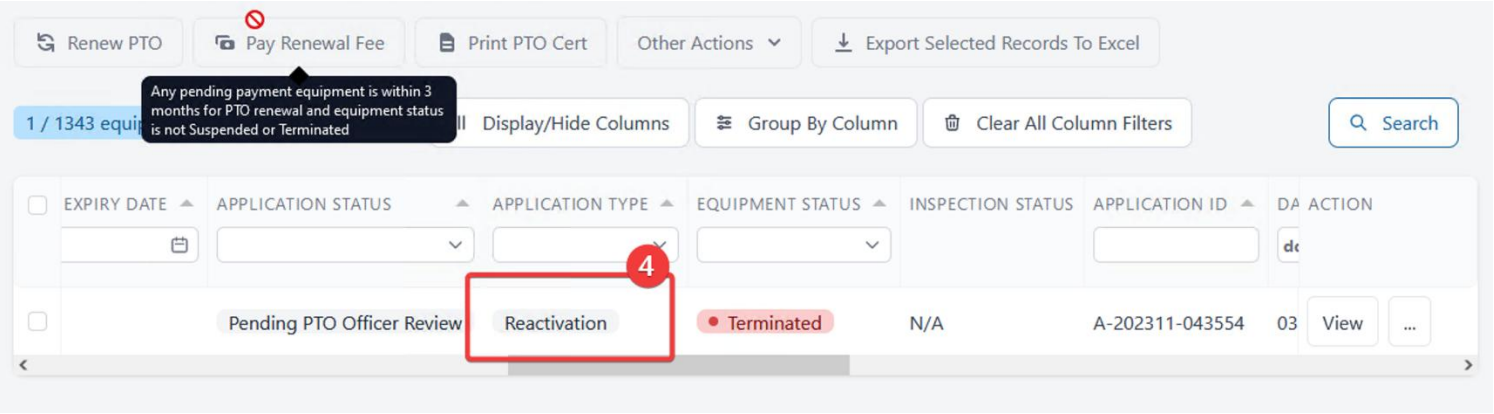
1. Search for equipment with terminated equipment status



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


Reactivate
Equipment ID
EN-41695-717567
Equipment Type
Home Lift
Equipment No (e.g., PL01)
N/A
Owner Name, ID
Kirk Leuschky, *****492N
PTO Expiry Date
13/01/2023
Equipment Status
Terminated
Testing Contractor
MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, G4404050L
Maintenance Contractor
N/A
Installation Contractor
N/A
SPE, ID
Alma Klein, 7
LEI, ID
N/A
Commissioning Date
N/A
Show more
Upload proof
Upload a file or drag and drop
Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed.
Remarks
3
Cancel
Save

3. Click Save



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.

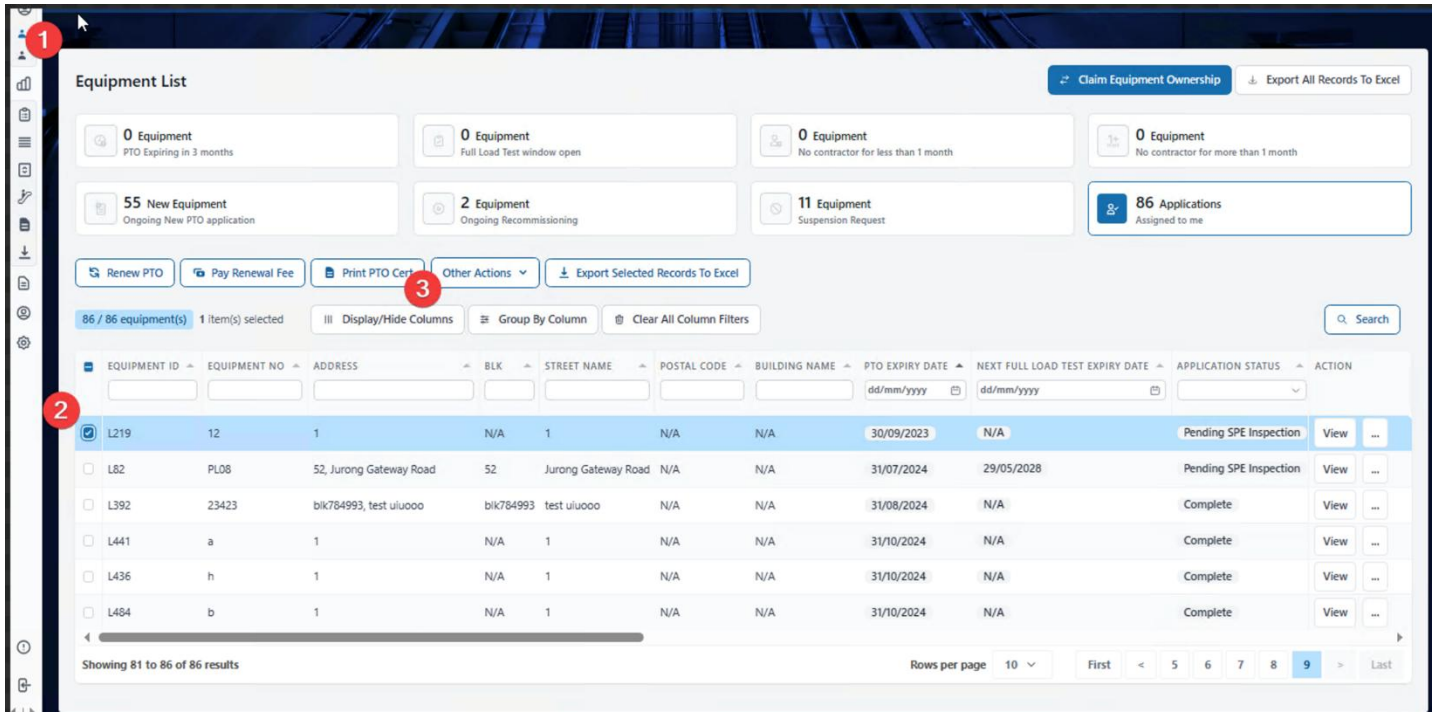
1. Equipment will be **Active** if it was originally Active prior to termination, and equipment is still within permit validity at the point of resumption.
2. Equipment will be **Suspended** if it was originally Active prior to termination, but equipment has passed expiry date at the point of resumption.
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

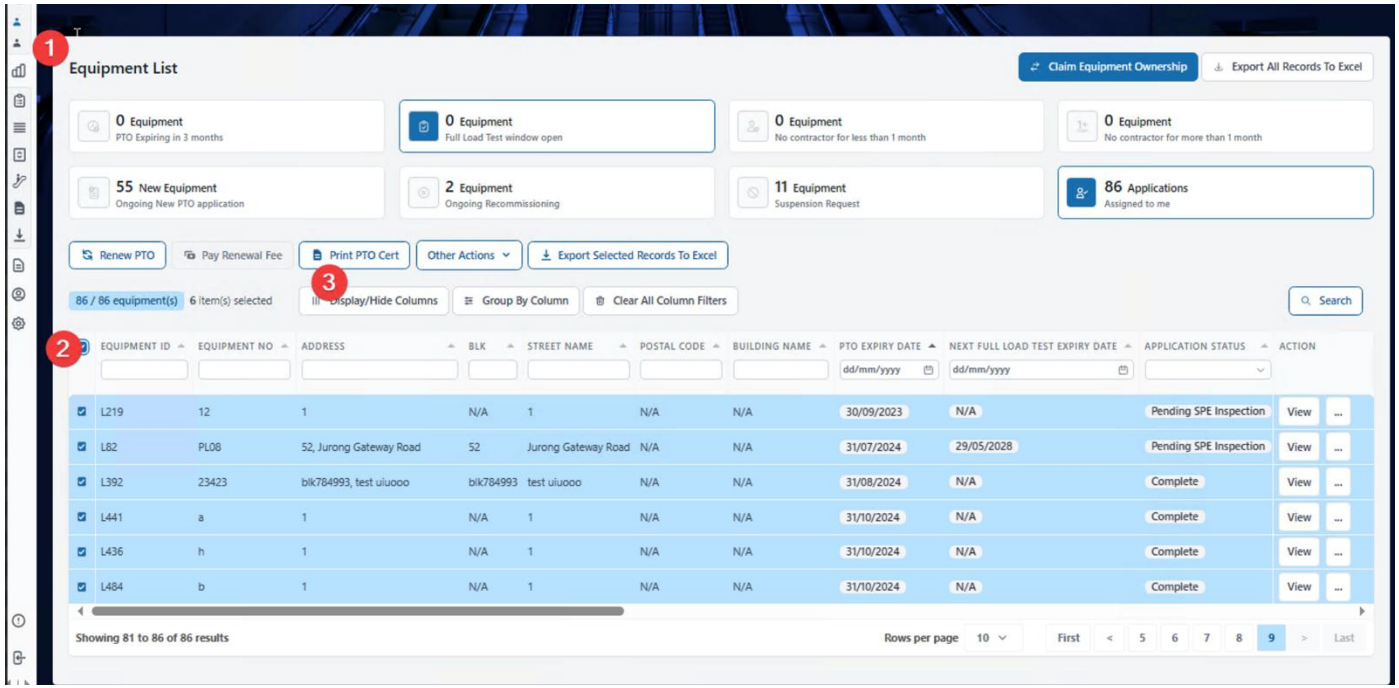
PTO certificates are required to be displayed near the equipment. When intending to print the PTO certificate of equipment, note that the equipment must be currently active. **Multiple equipment may be selected for the printing of PTO certs.**

6.1.1 Print PTO Certificate for less than 25 equipment selected

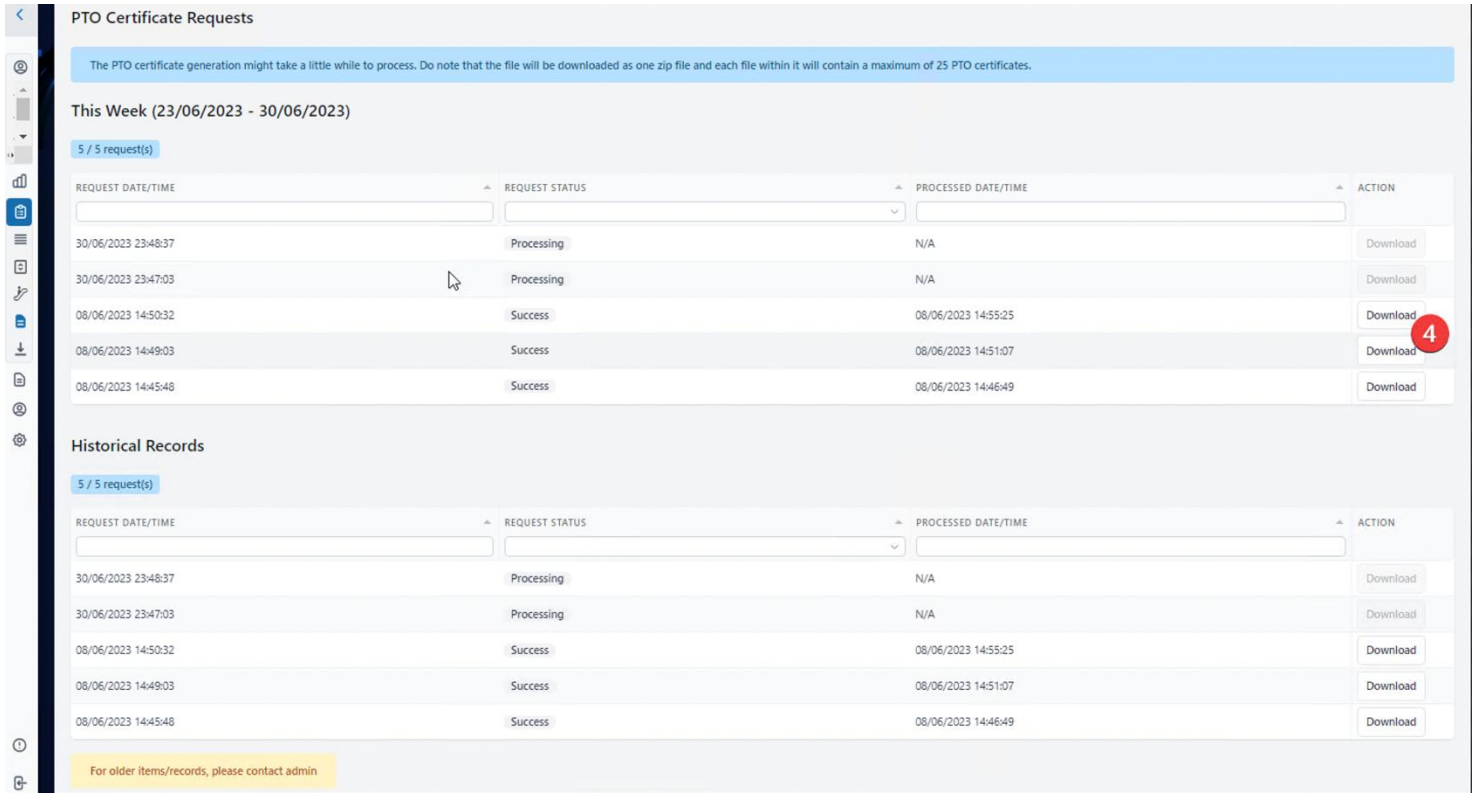


1. Select <25 equipment from the equipment list table using the checkbox
2. Select the desired equipment(s) from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button and the file will be automatically downloaded on this page

6.1.2 Print PTO Certificate for 25 or more equipment selected



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



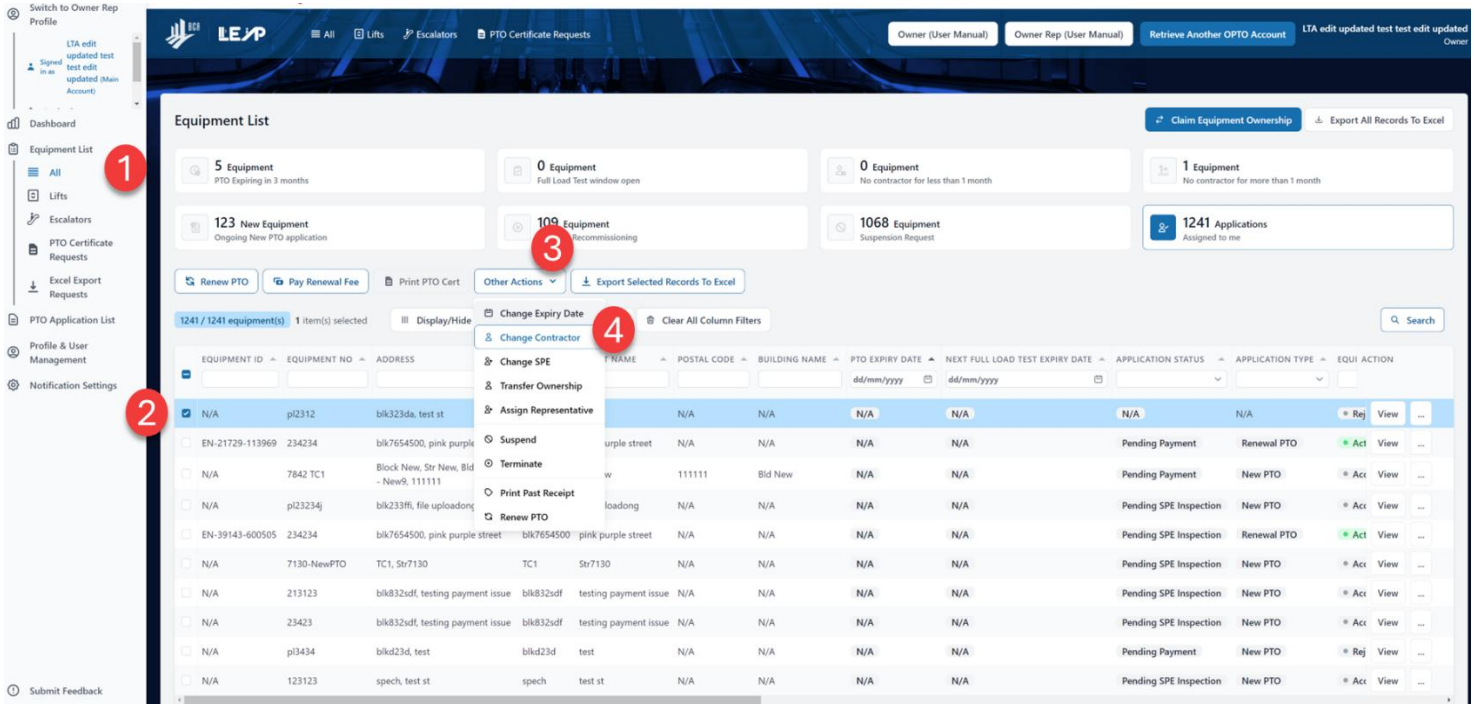
Because of the quantity of items being transferred to excel, the download may take some time.

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

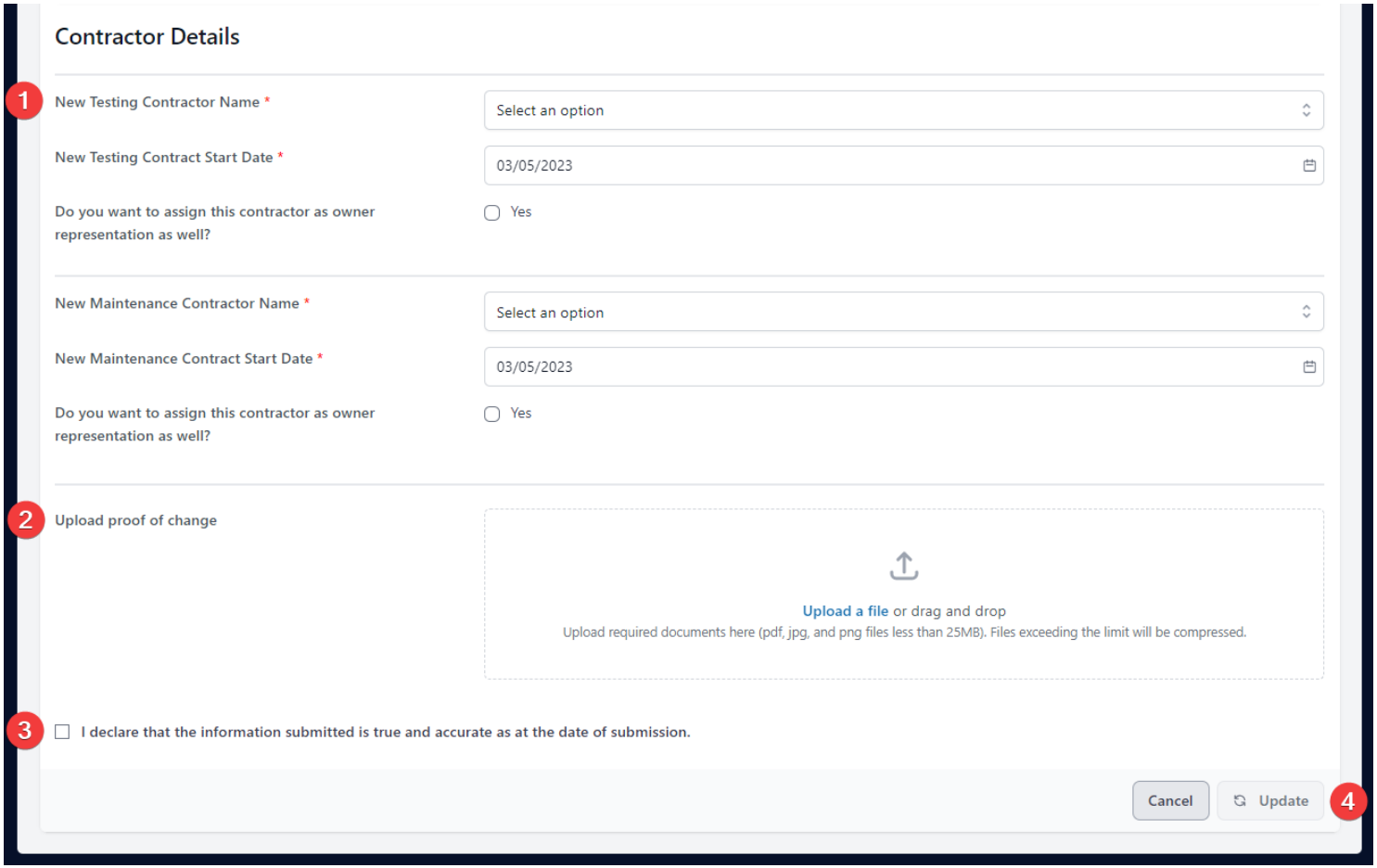
If there is a need for change, the Owner can assign the Test Contractor by going through the following change contractor flow which will require the Owner to current Test Contractor. This process will also allow for a change in Maintenance Contractor and the required Start Date. Owners can choose to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



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



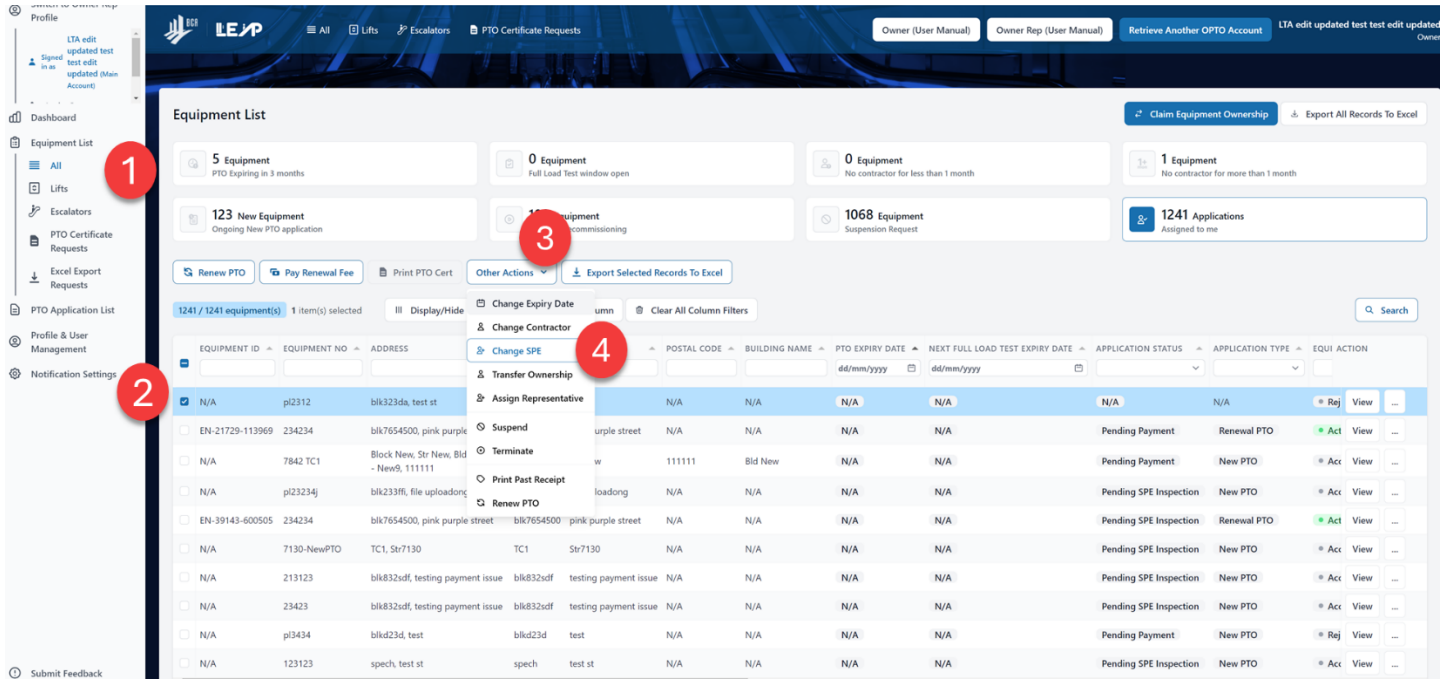
Here owners may input the new intended contractor for the equipment selected. Owners can also decide to assign the new contractor as owner representation moving forward.

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

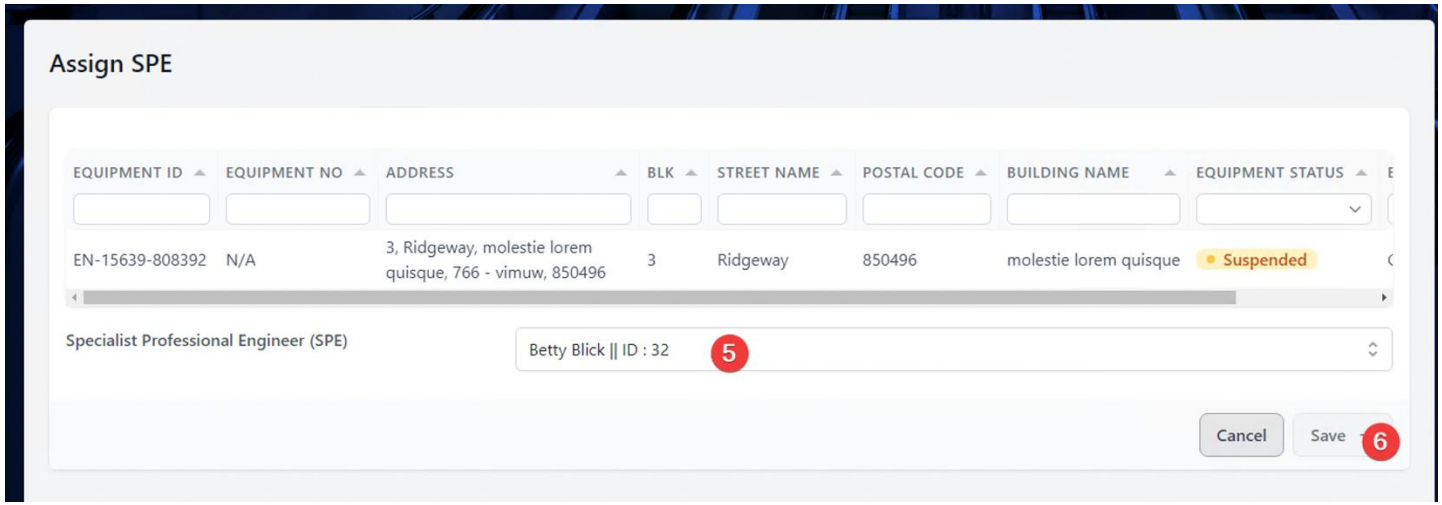
6.3 Changing SPE for selected equipment

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



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



5. Select SPE dropdown box to change SPE

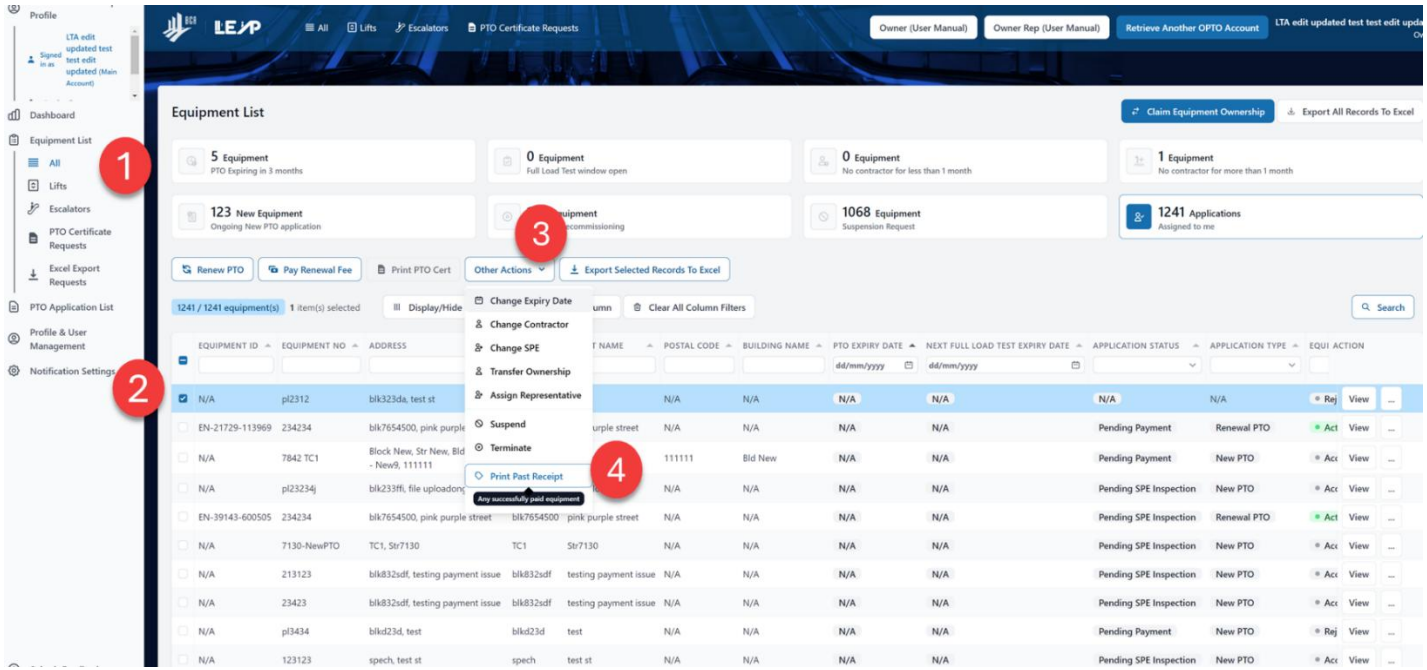
6. Select save

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.



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).

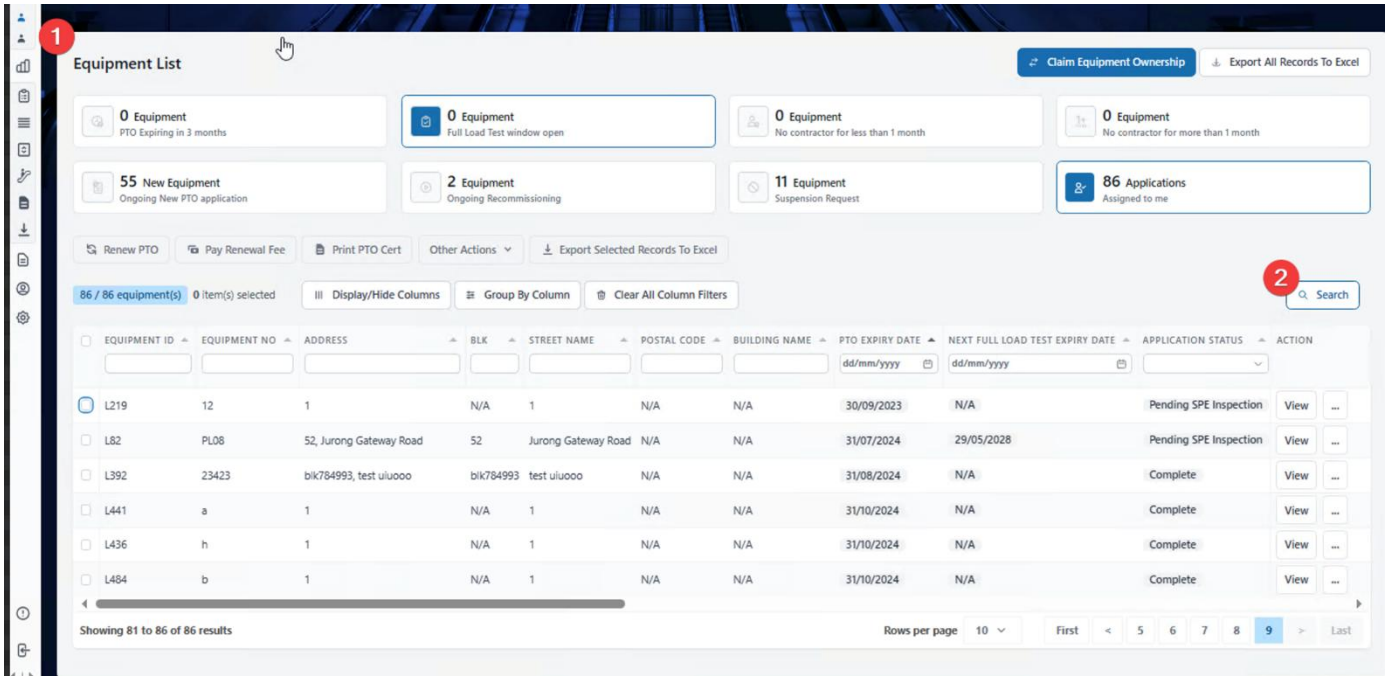
1. Begin by selecting the equipment list from the sidebar. You can filter to get the equipment(s) that require the receipts.
2. Then select the desired equipment(s) from the equipment list
3. Select other actions
4. Select print past receipt

Check downloads within your browser

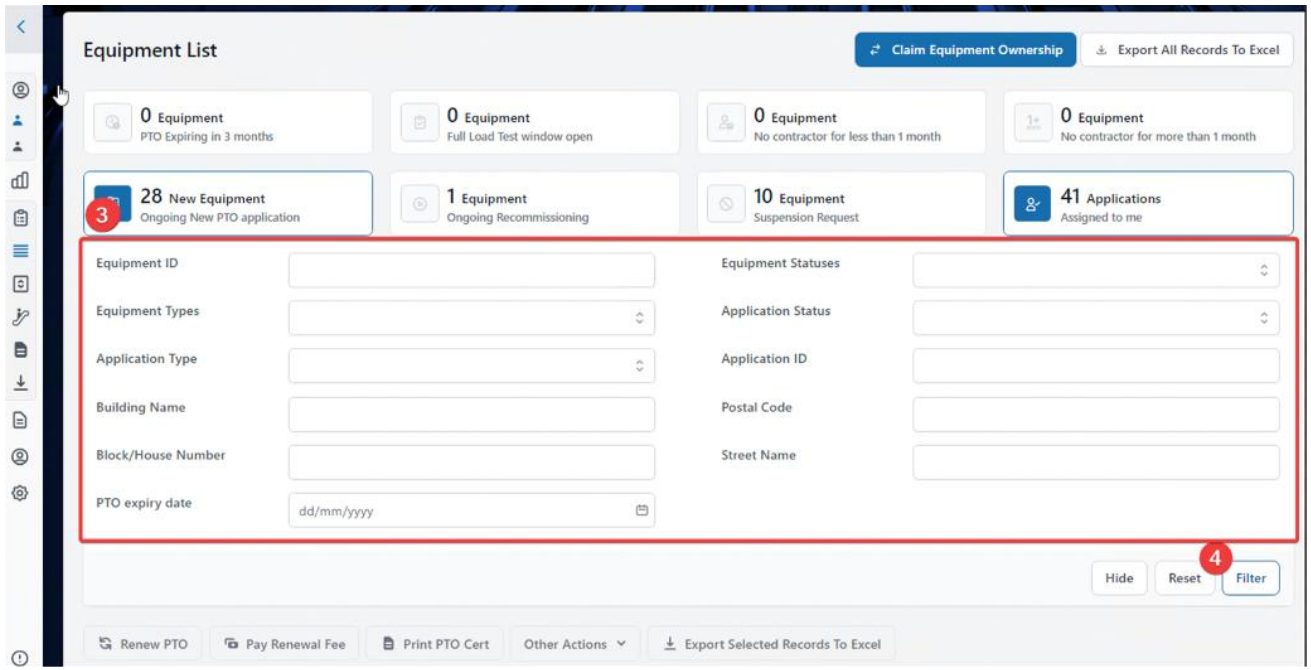
Note:
Payee name will be Owner Rep's name.

6.5 Advanced filter (Search)

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



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



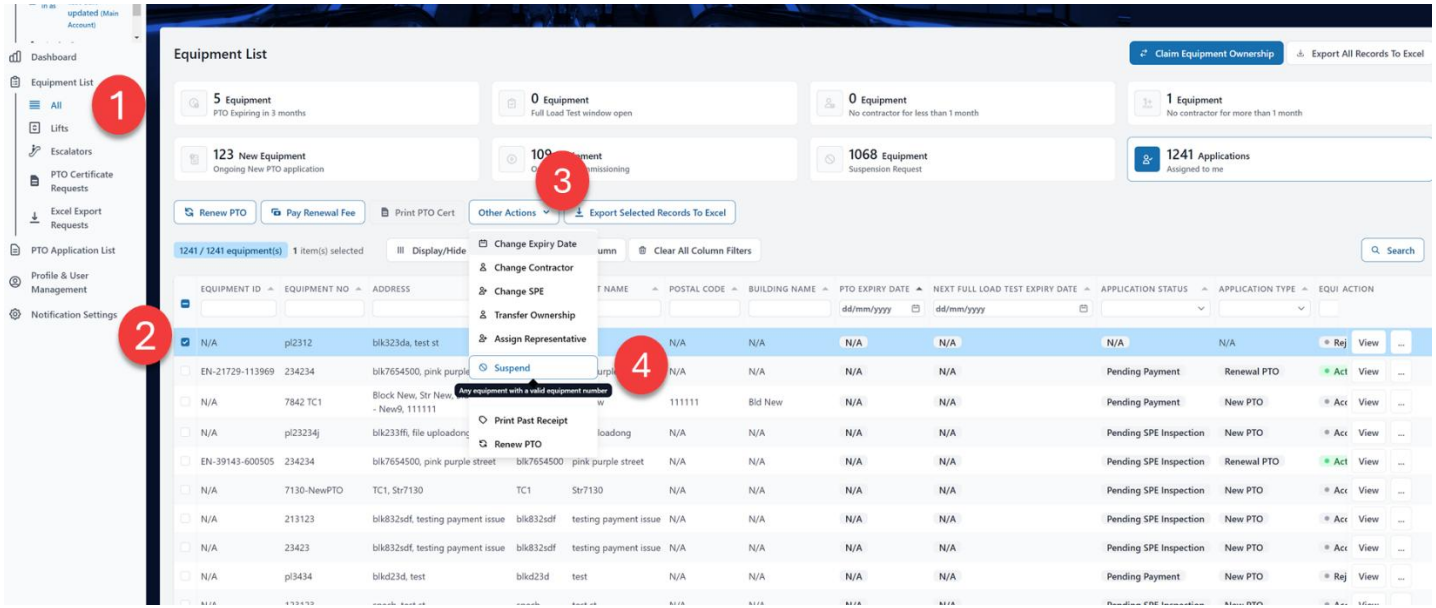
3. A modal will appear with the search parameters. The equipment can be searched by keying in either of these fields.

4. Select filter button and the search results will appear in the Equipment List table below.

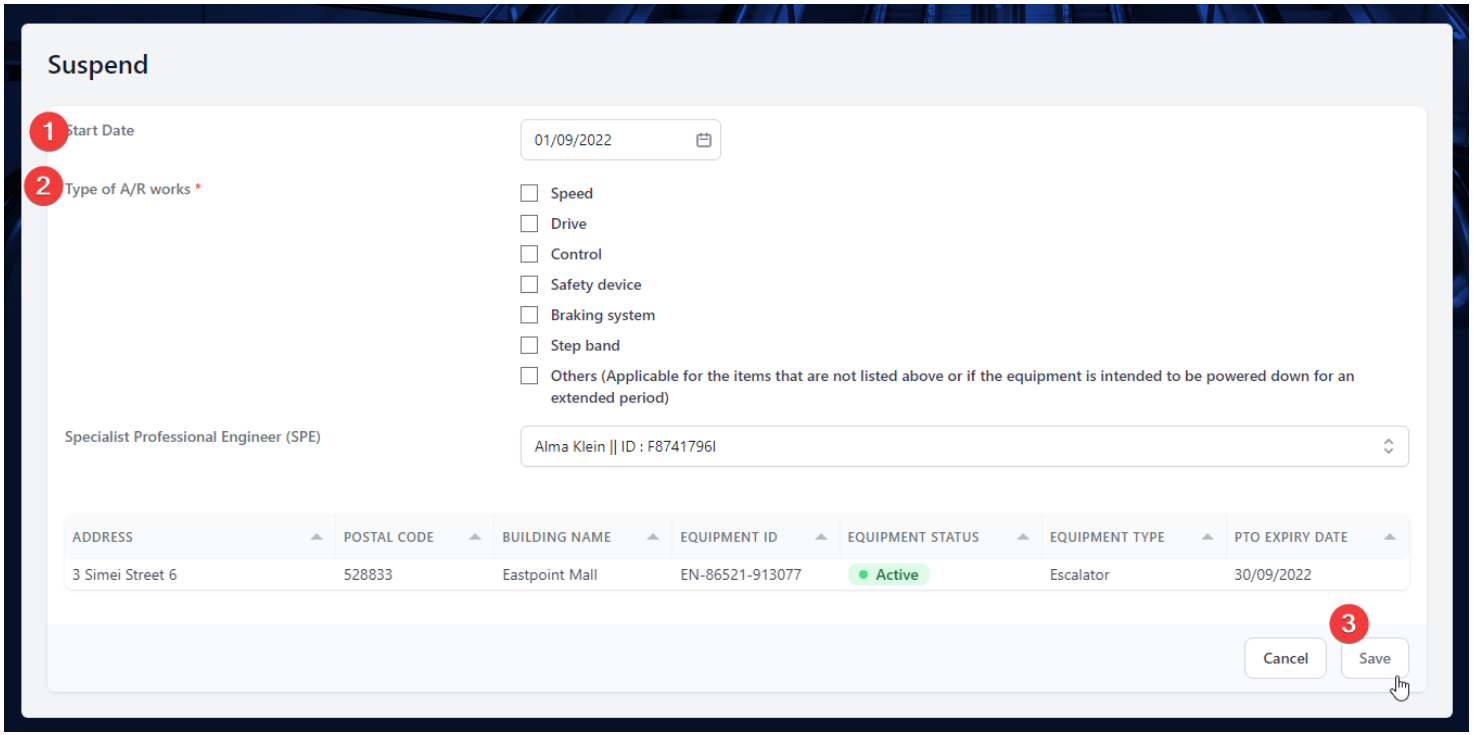
6.6 Suspend equipment

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.



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



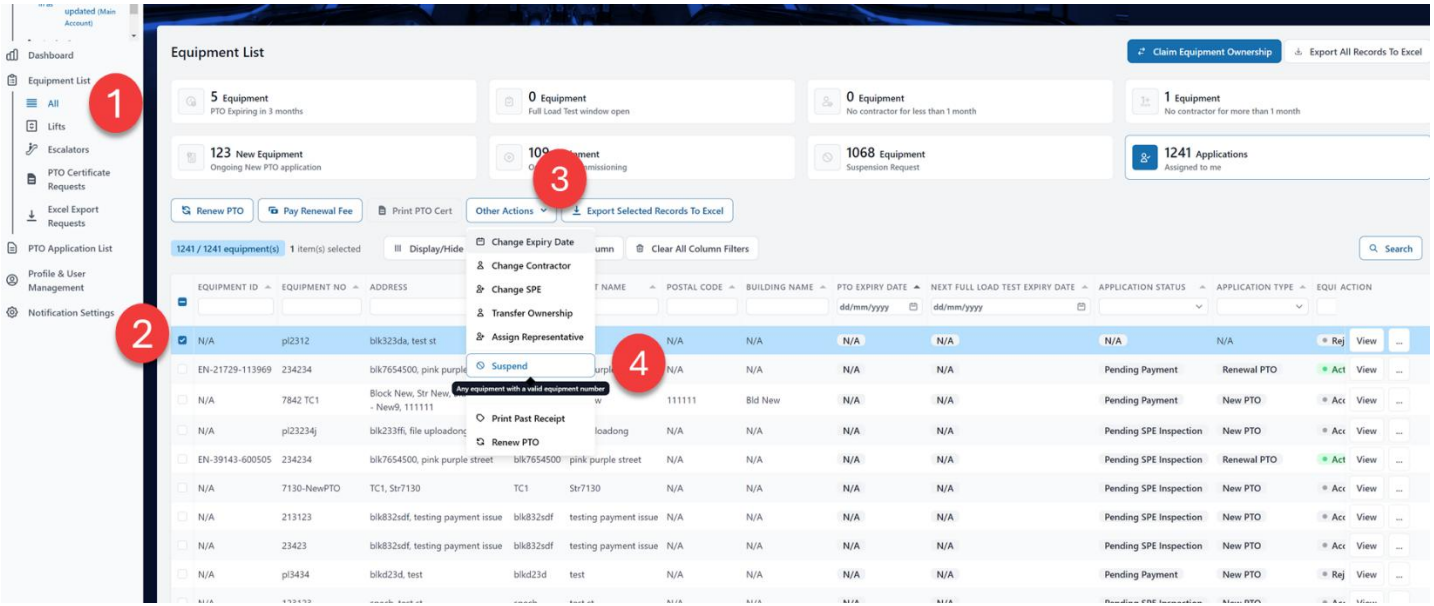
Owners can choose the date of suspension and the reasons for suspension on this screen

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

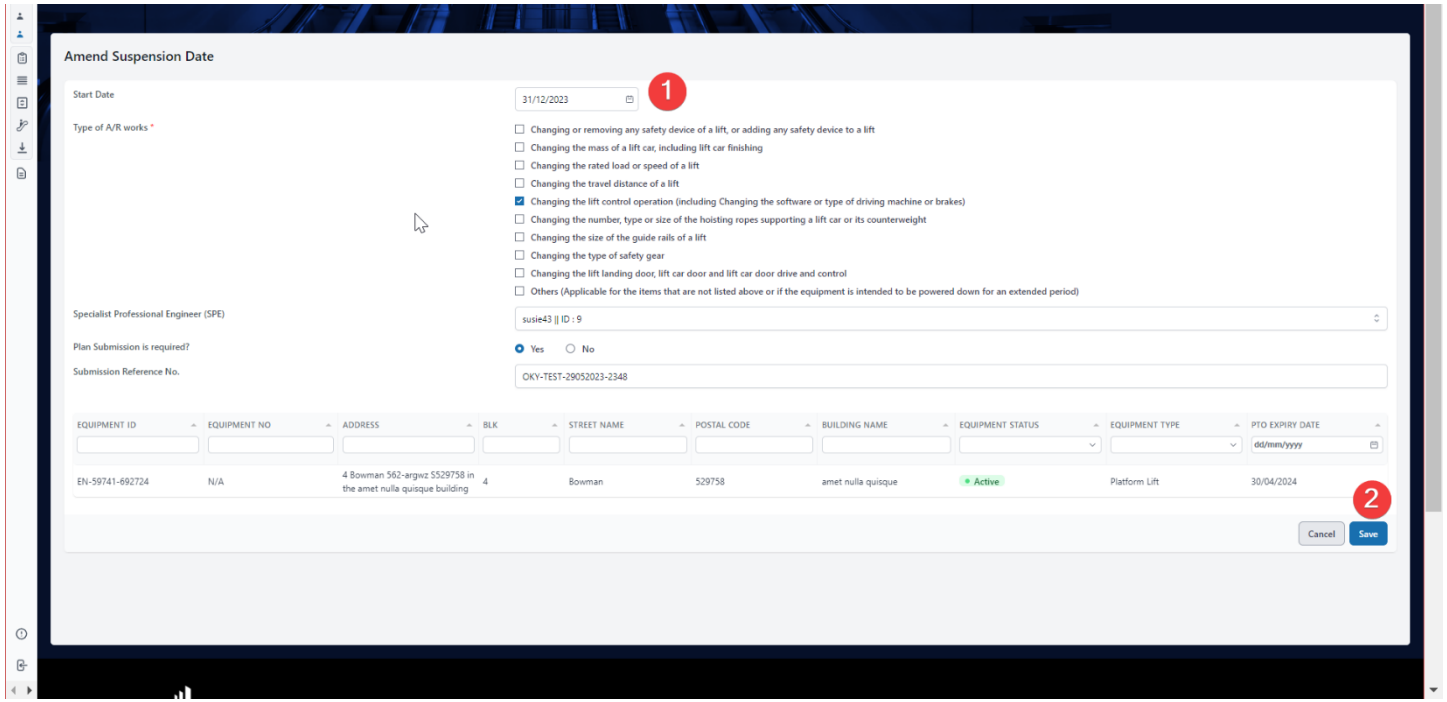
Note:
The selection of A/R works can be non-mutually exclusive.

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



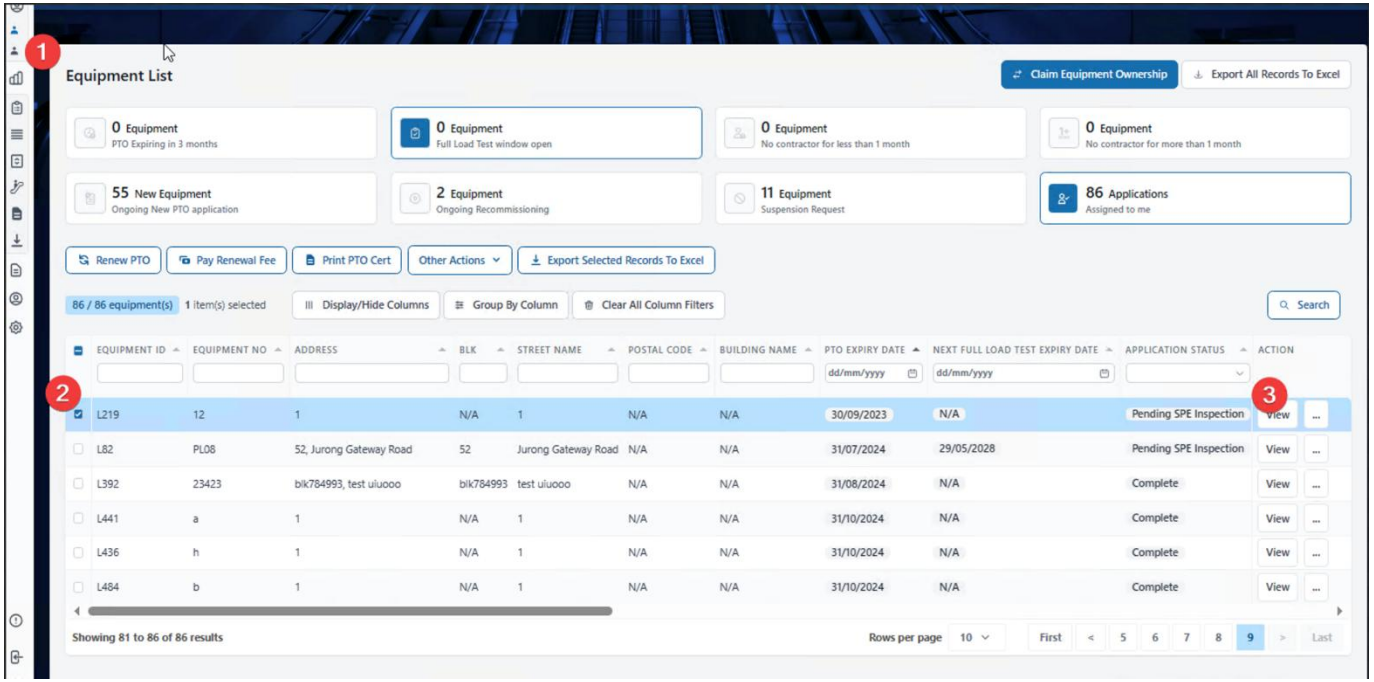
The details will be populated based on what was submitted for the suspension request.

1. Amend the start date

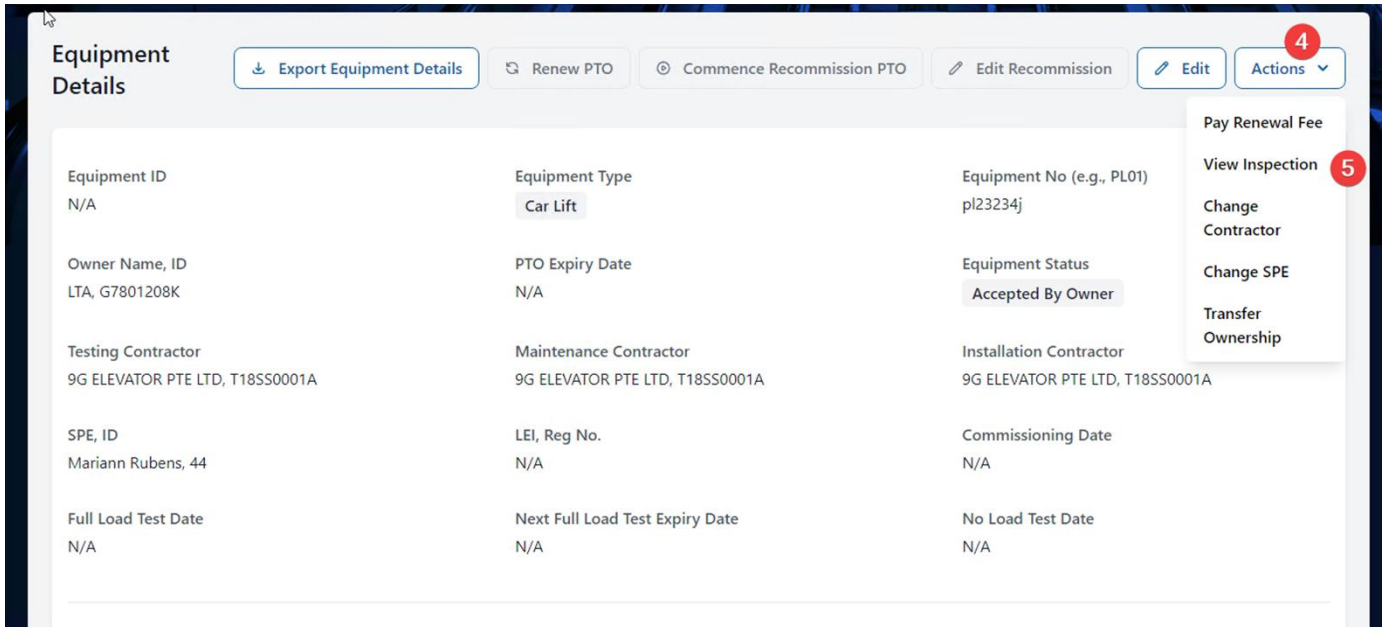
2. Select Save

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

6.8 Viewing inspection for an equipment

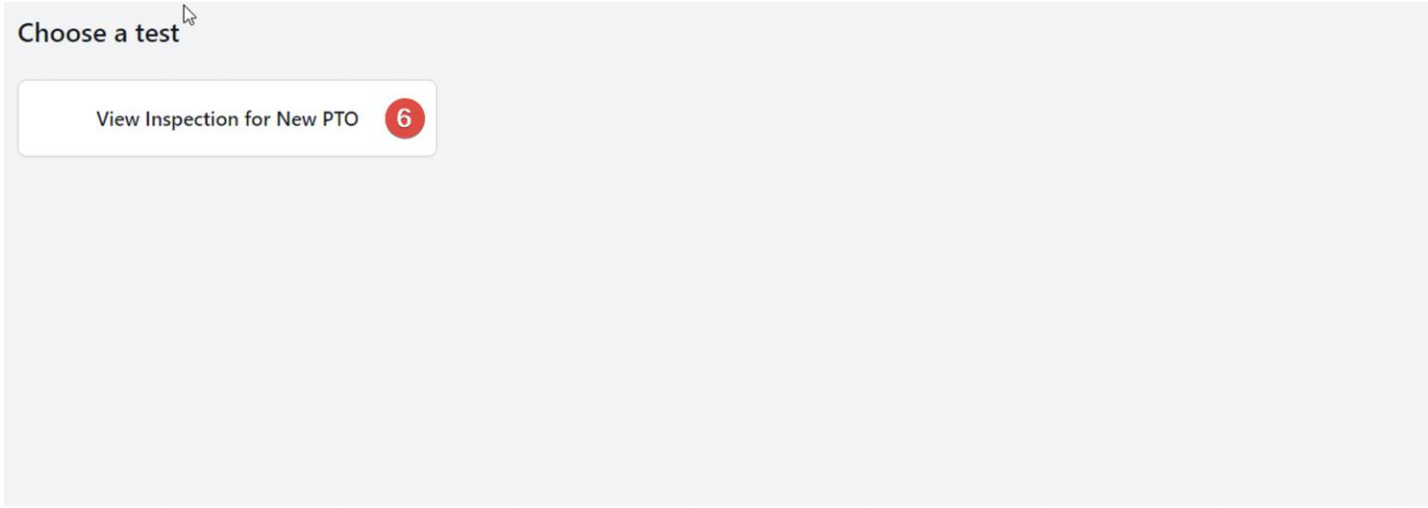


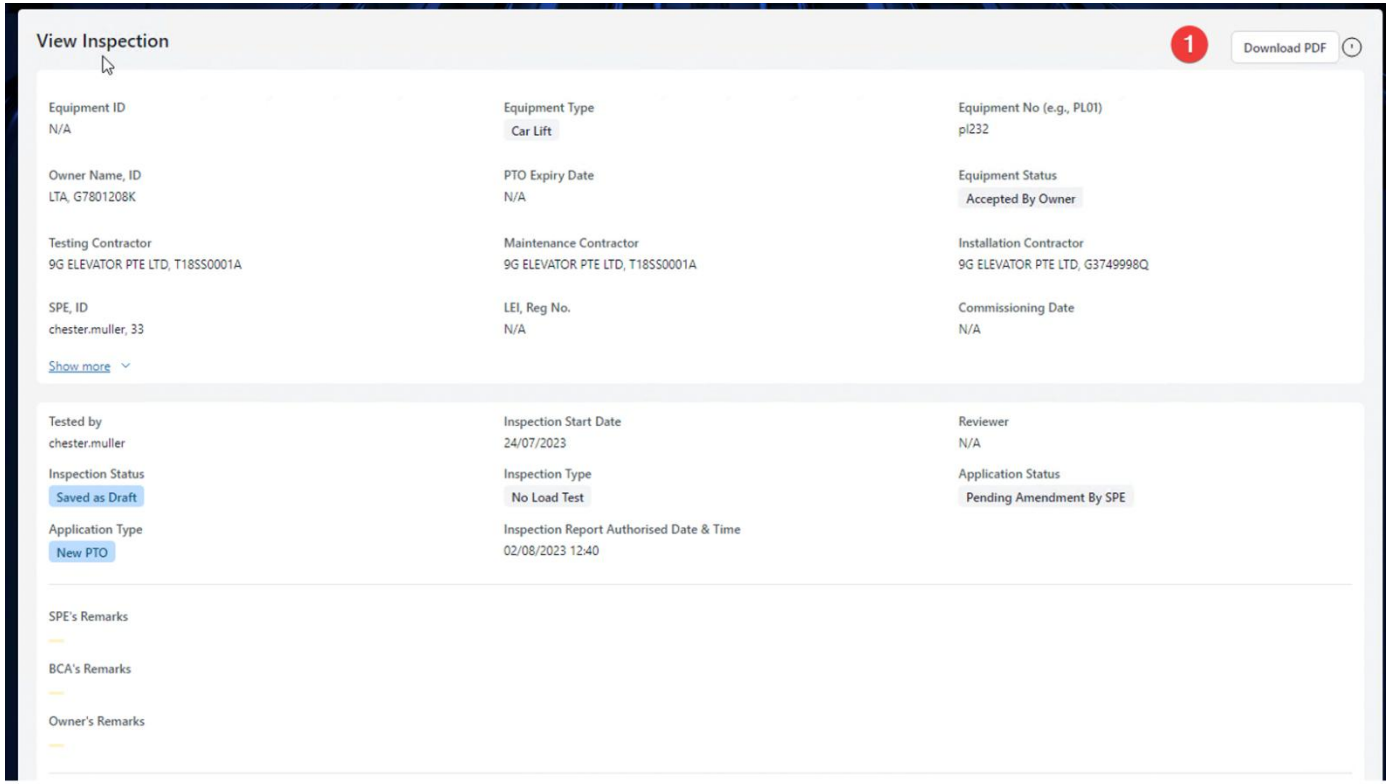
1. Select equipment list
2. Select desired equipment
3. Select View



4. Select actions

5. Select view inspection

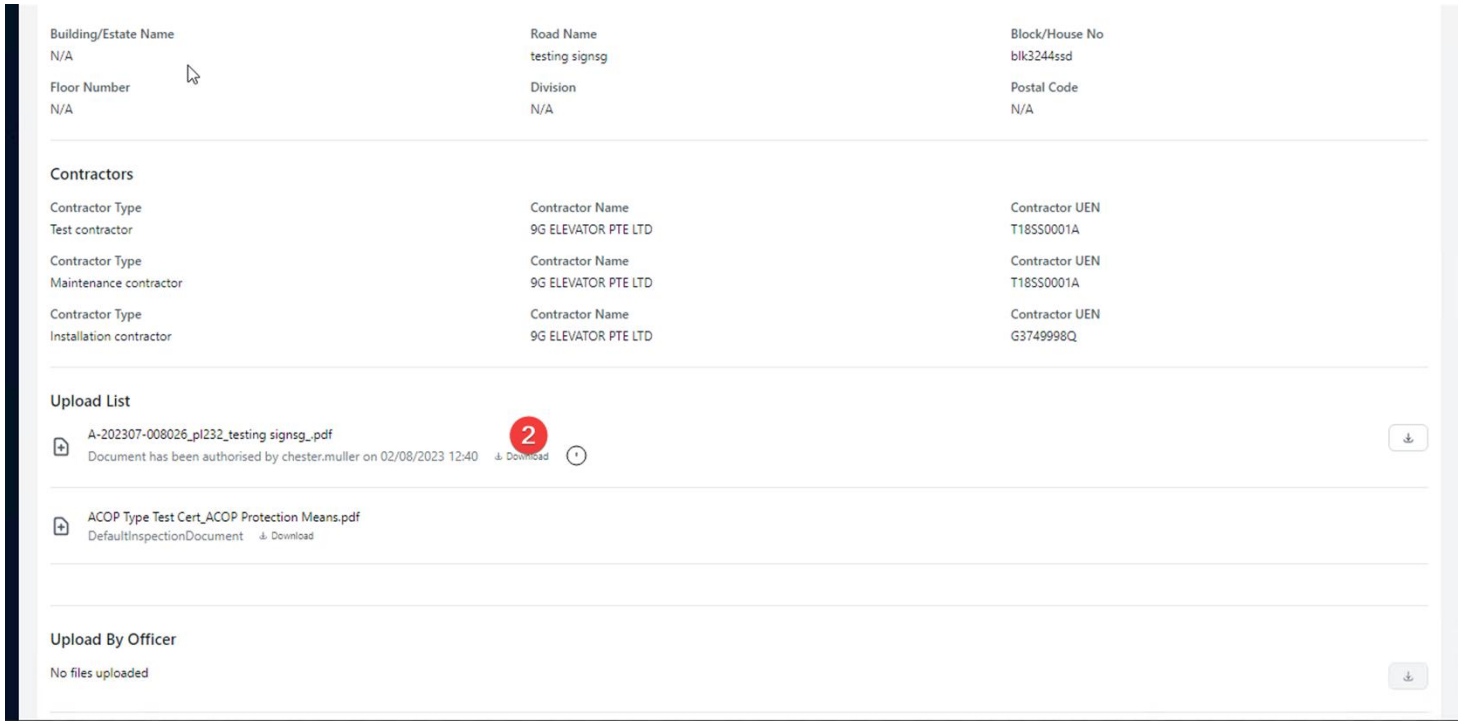
	6. Choose inspection to view



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”

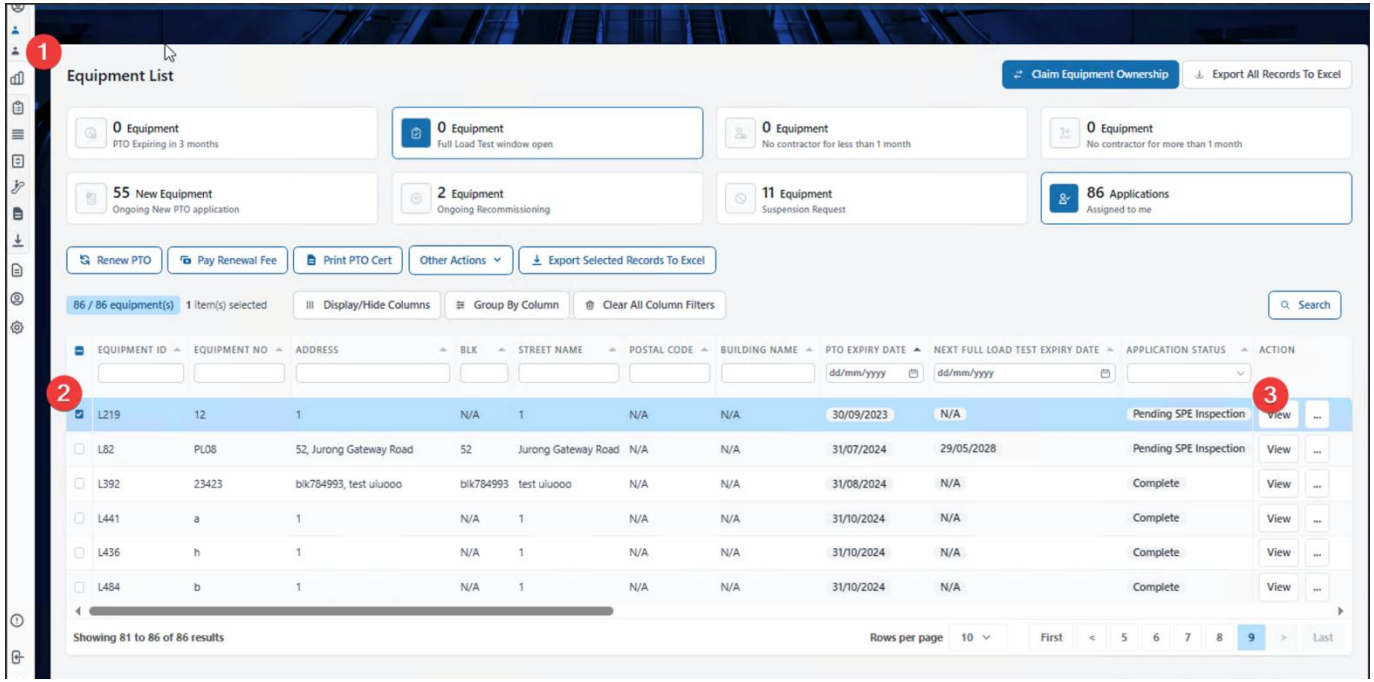


PDF will be downloaded to Owner Rep's computer.

Or

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

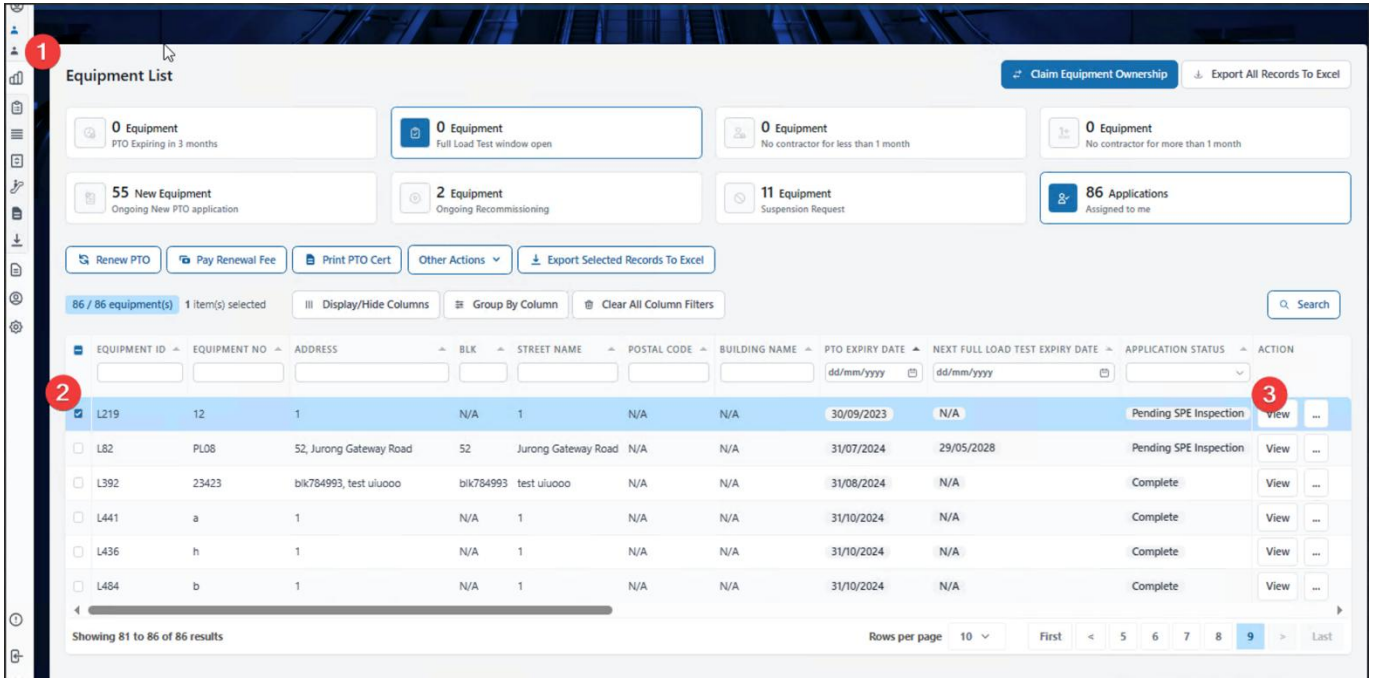
7 Equipment details



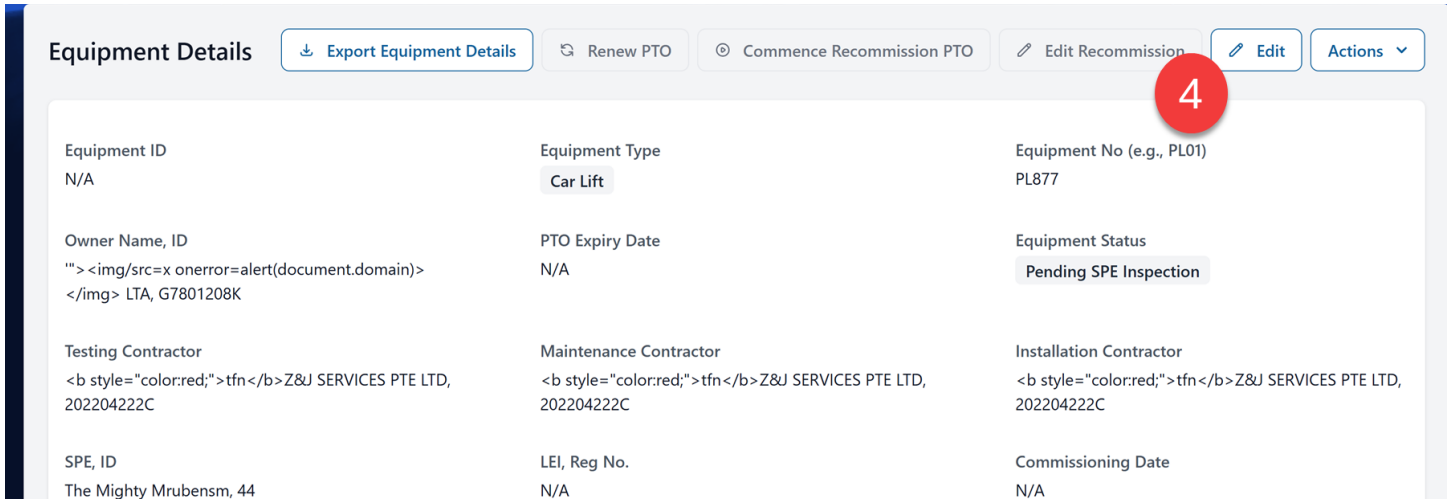
1. To view equipment details, begin by selecting equipment list from the sidebar
2. Select desired equipment
3. Select View

7.1 Edit equipment details

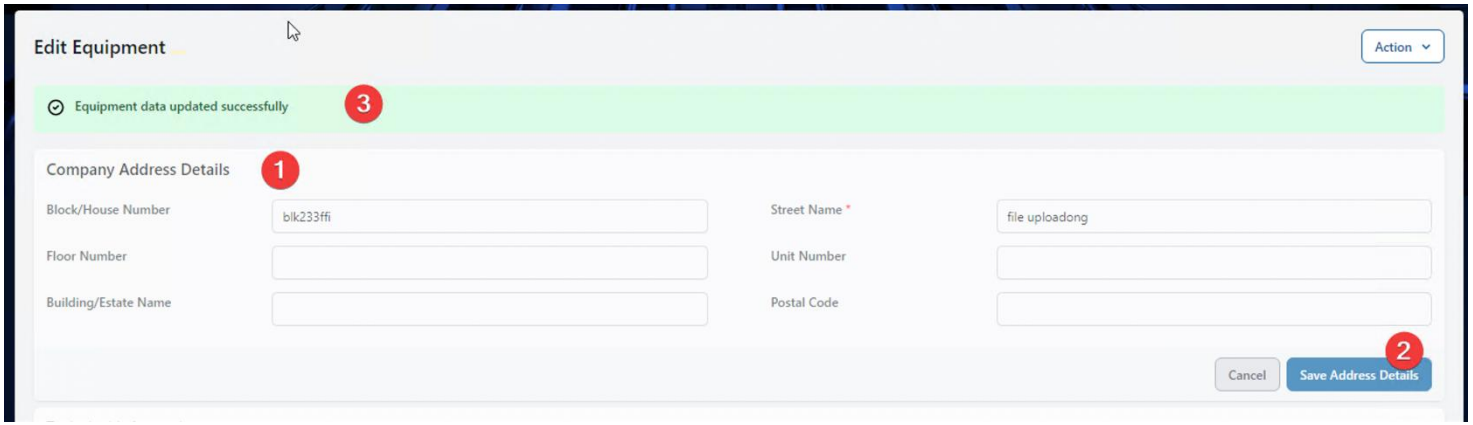
Edit equipment details is a useful tool to make quick changes to the equipment's address, technical information and applicable standards.



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



4. Select Edit

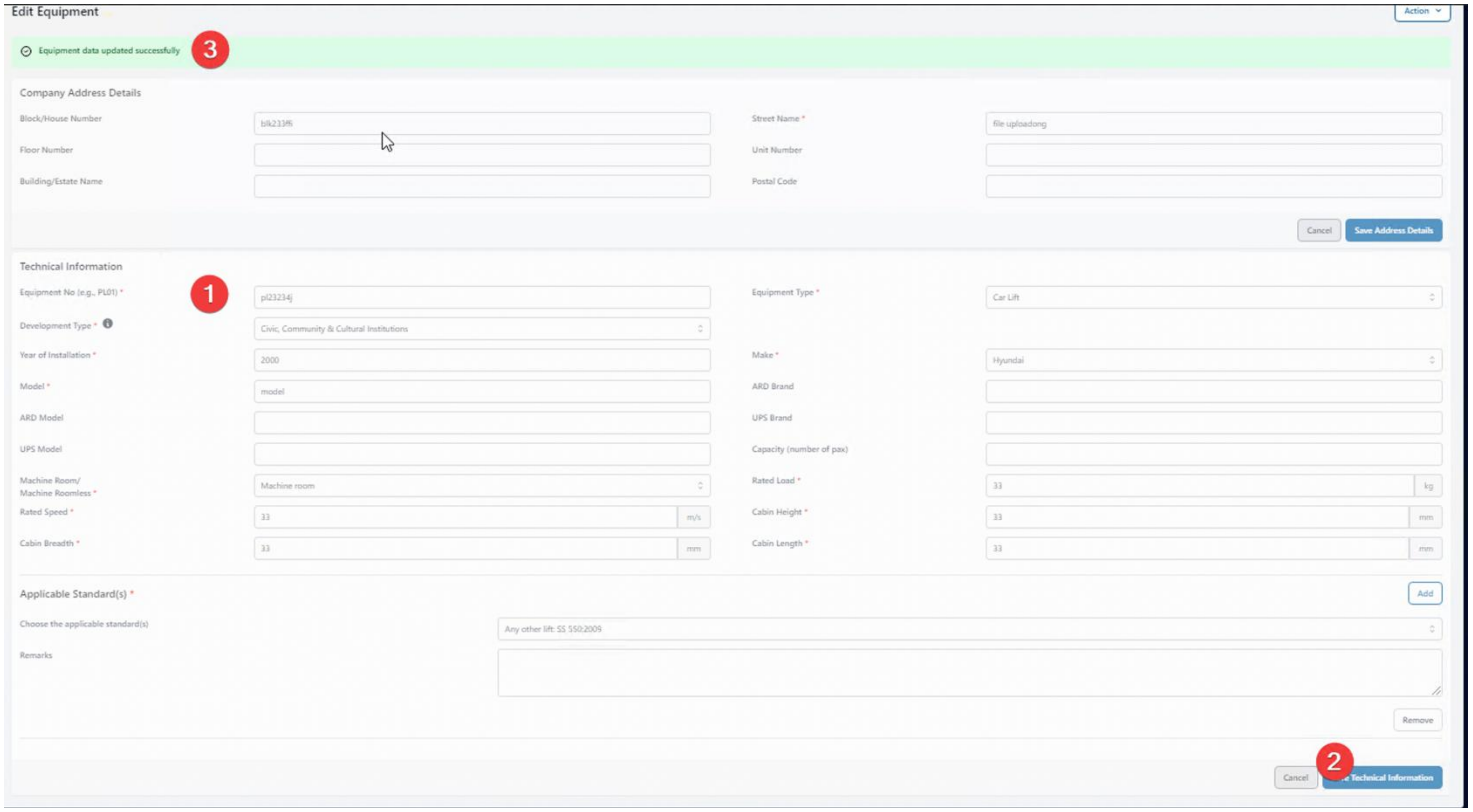


1. Make required changes for Address Details

2. Save Address Details

3. Success message will be shown

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

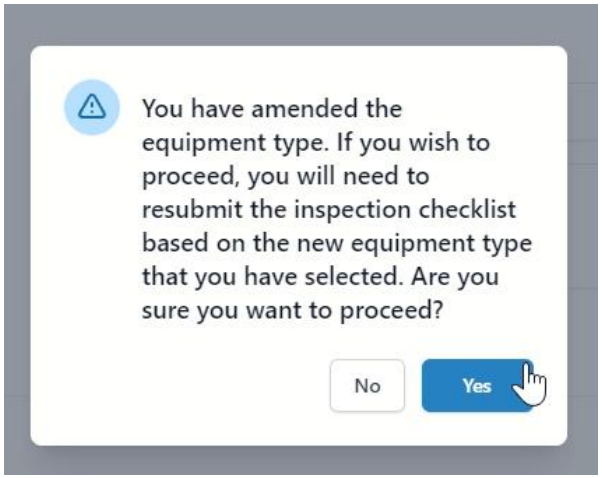


1. Make required changes for Technical Details

2. Save Technical Information

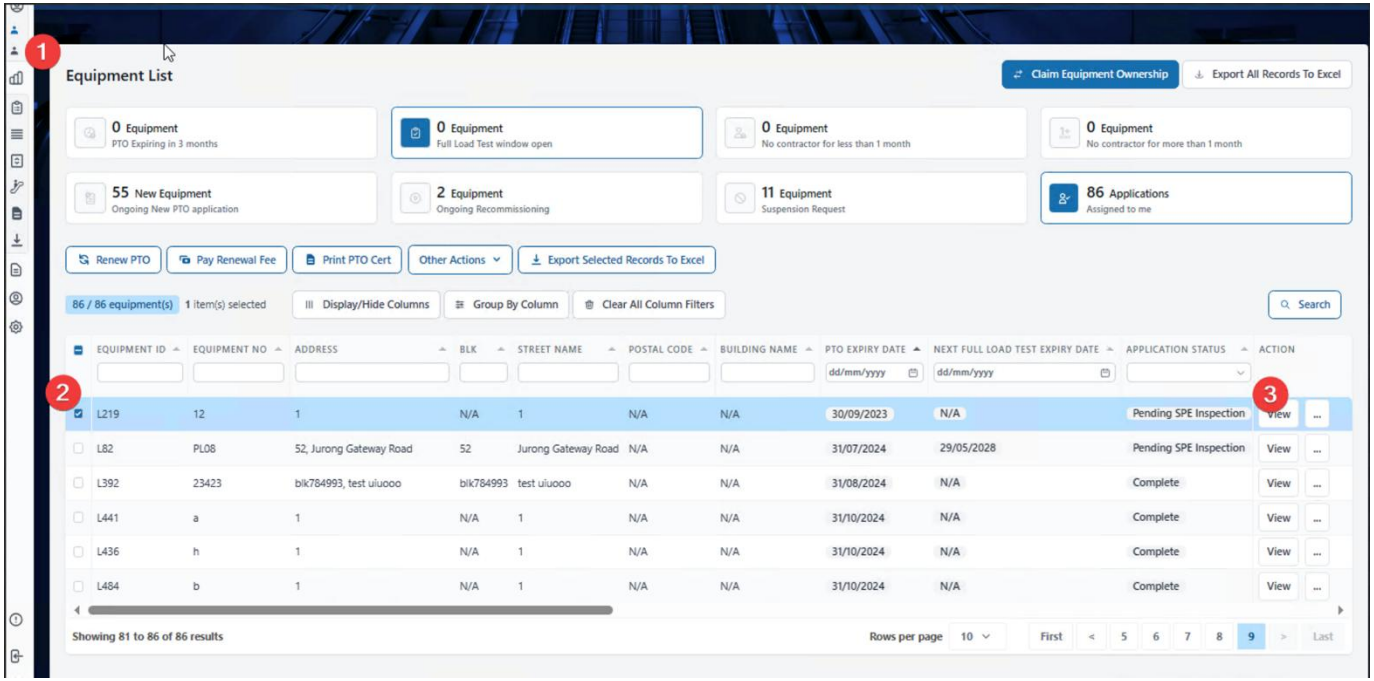
3. Success message will be shown

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

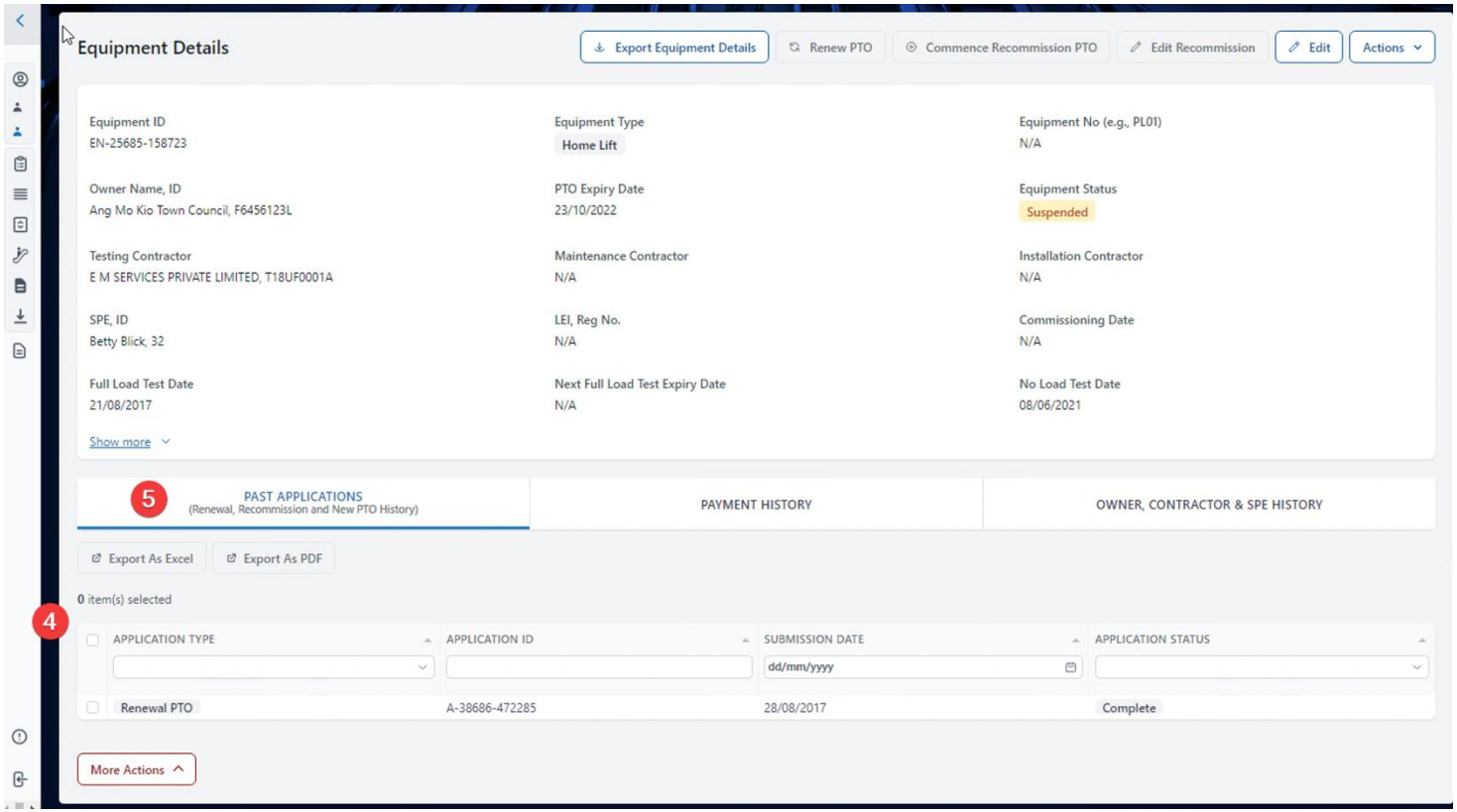
	**Note:** If an equipment's status is in ongoing inspection, Owner will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.

7.2 View past applications

Owners can view the history of all equipment



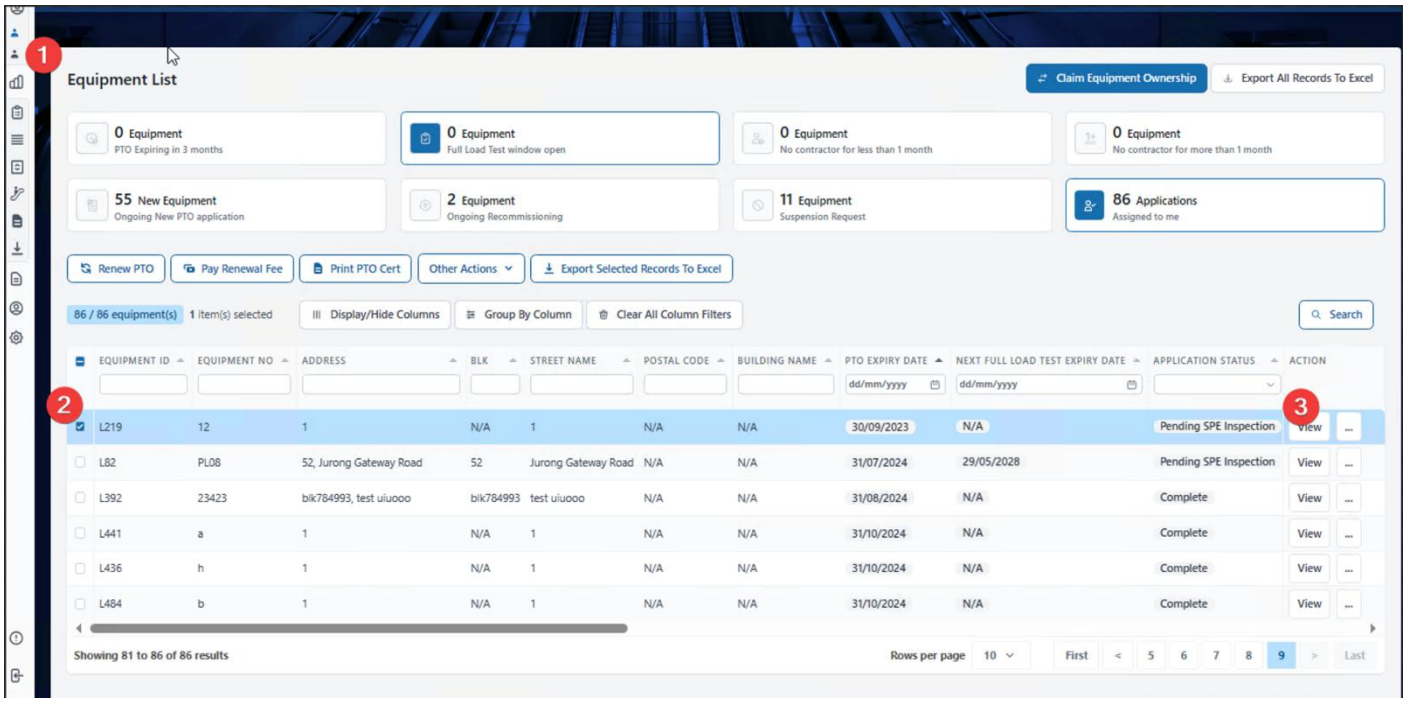
1. Go to Equipment List page
2. Select the equipment
3. View the equipment



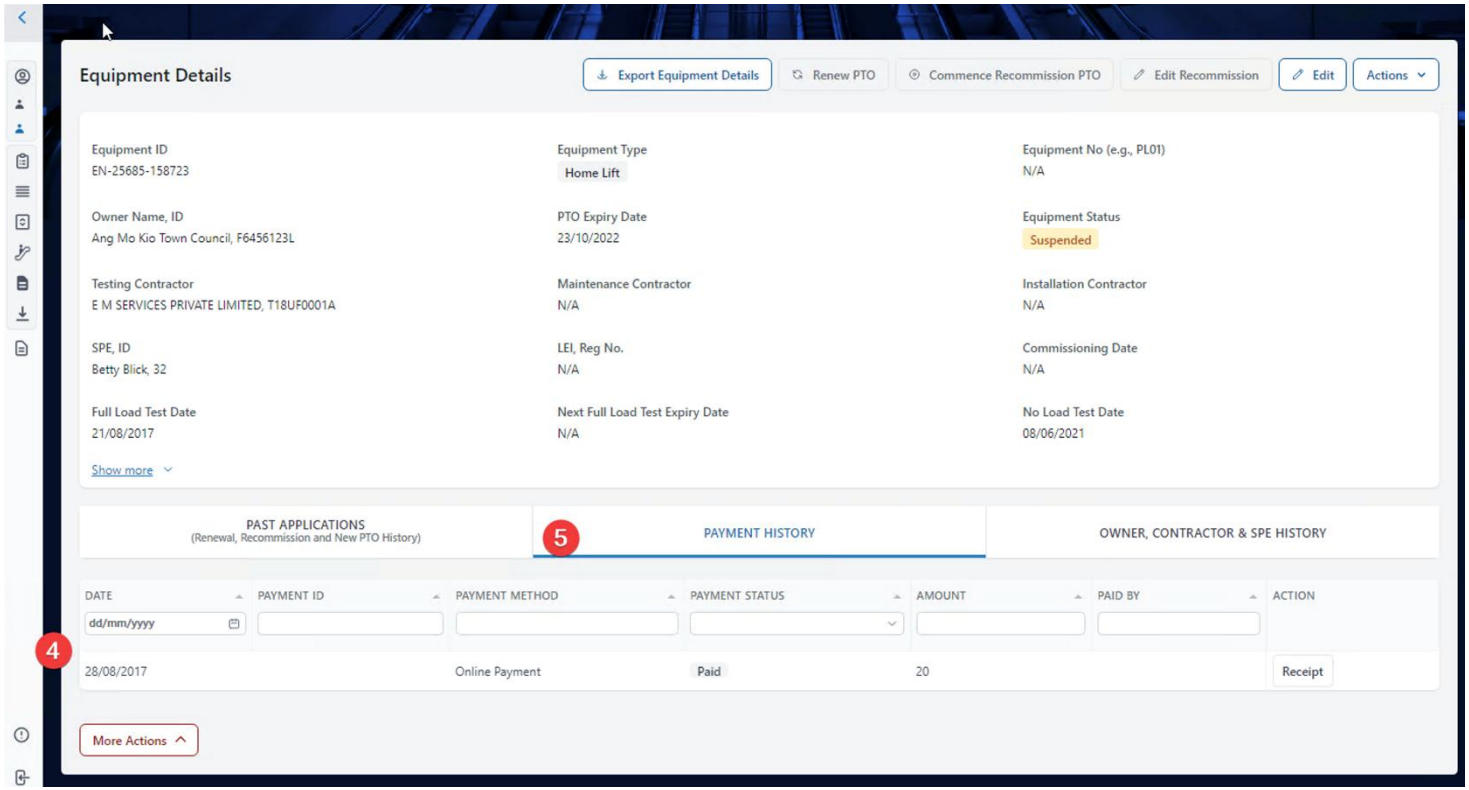
4. Scroll down to bottom of the page

5. See Past Applications and note down the Application ID, and refer to Section 8.1

7.3 View payment history



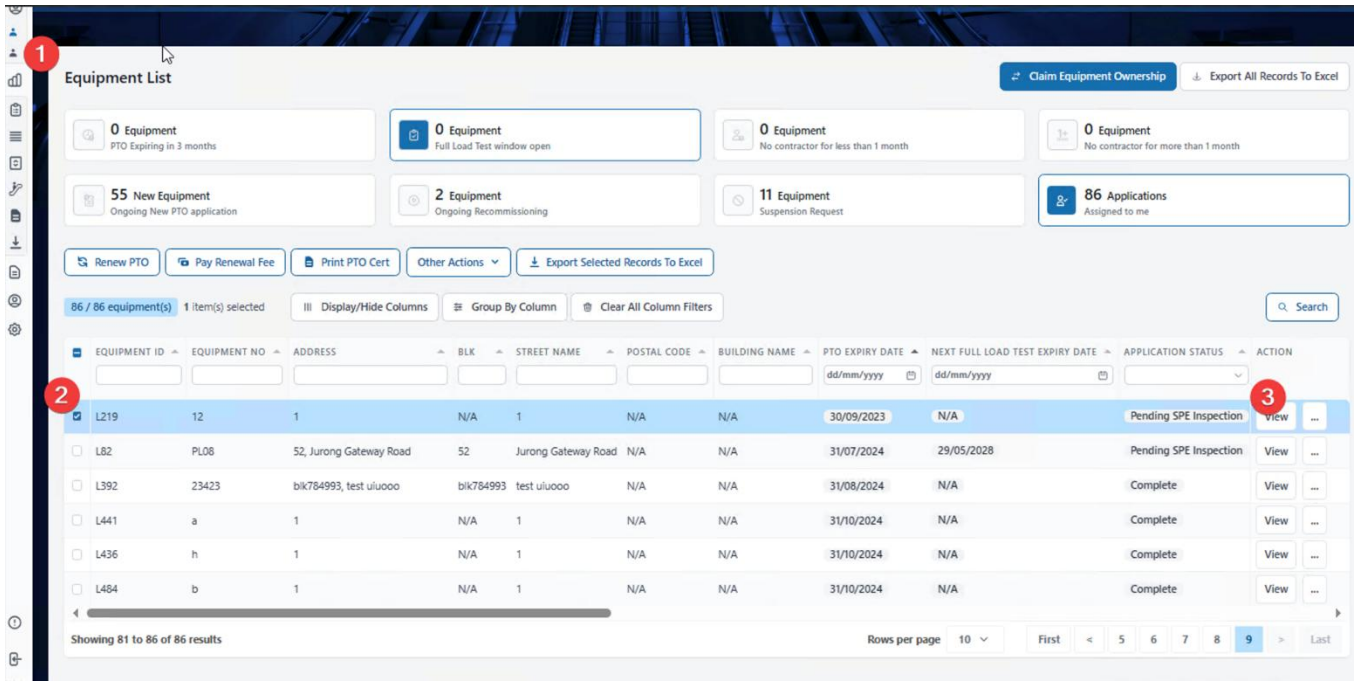
1. Go to Equipment List page
2. Select the equipment
3. View the equipment



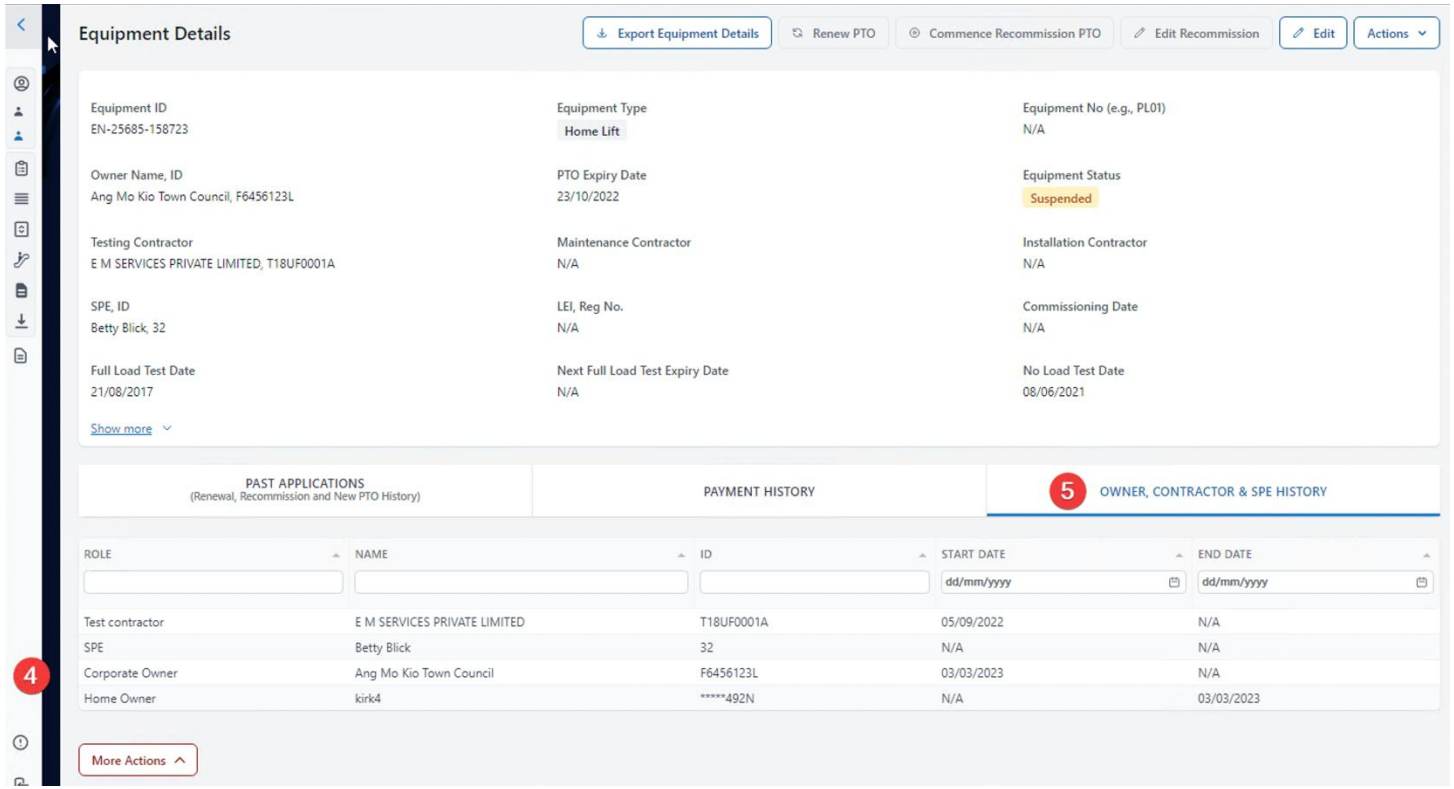
4. Scroll down to bottom of the page

5. See Payment History

7.4 View Owner, Contractor & SPE history



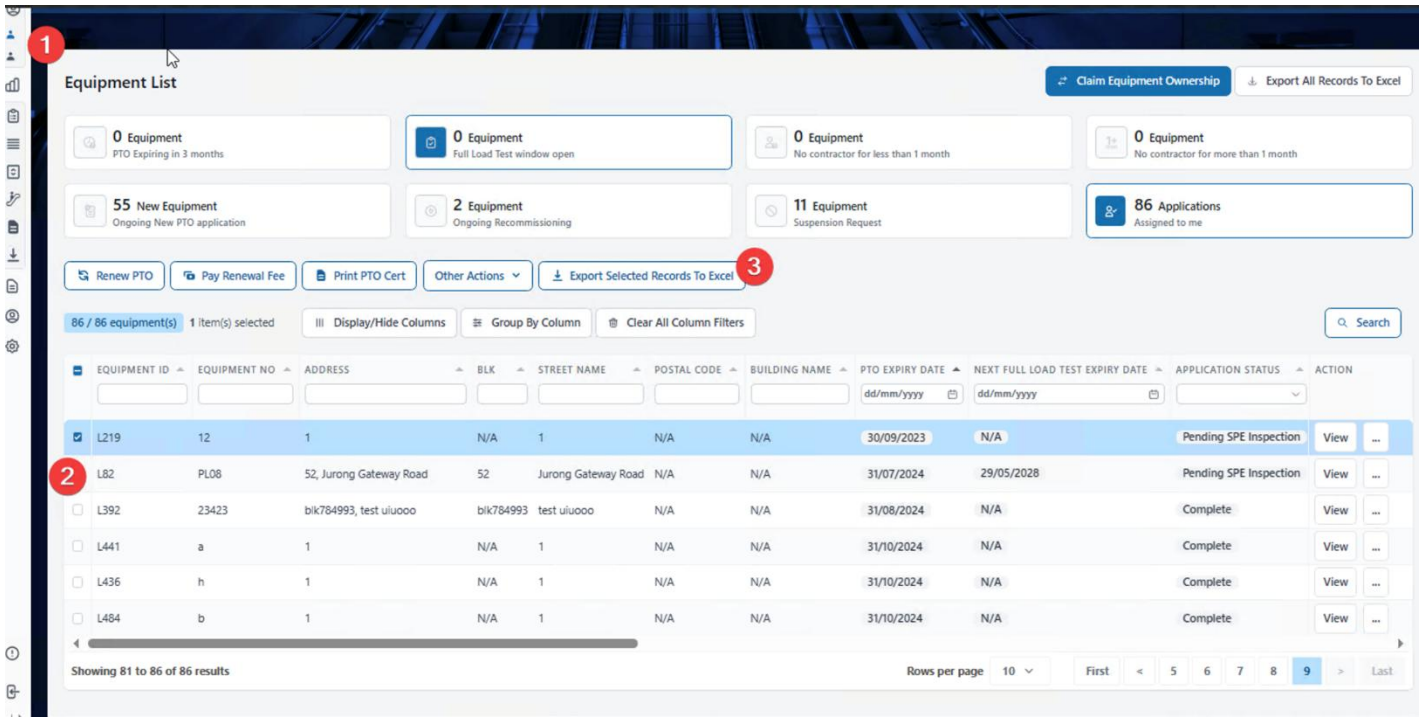
1. Go to Equipment List page
2. Select the equipment
3. View the equipment



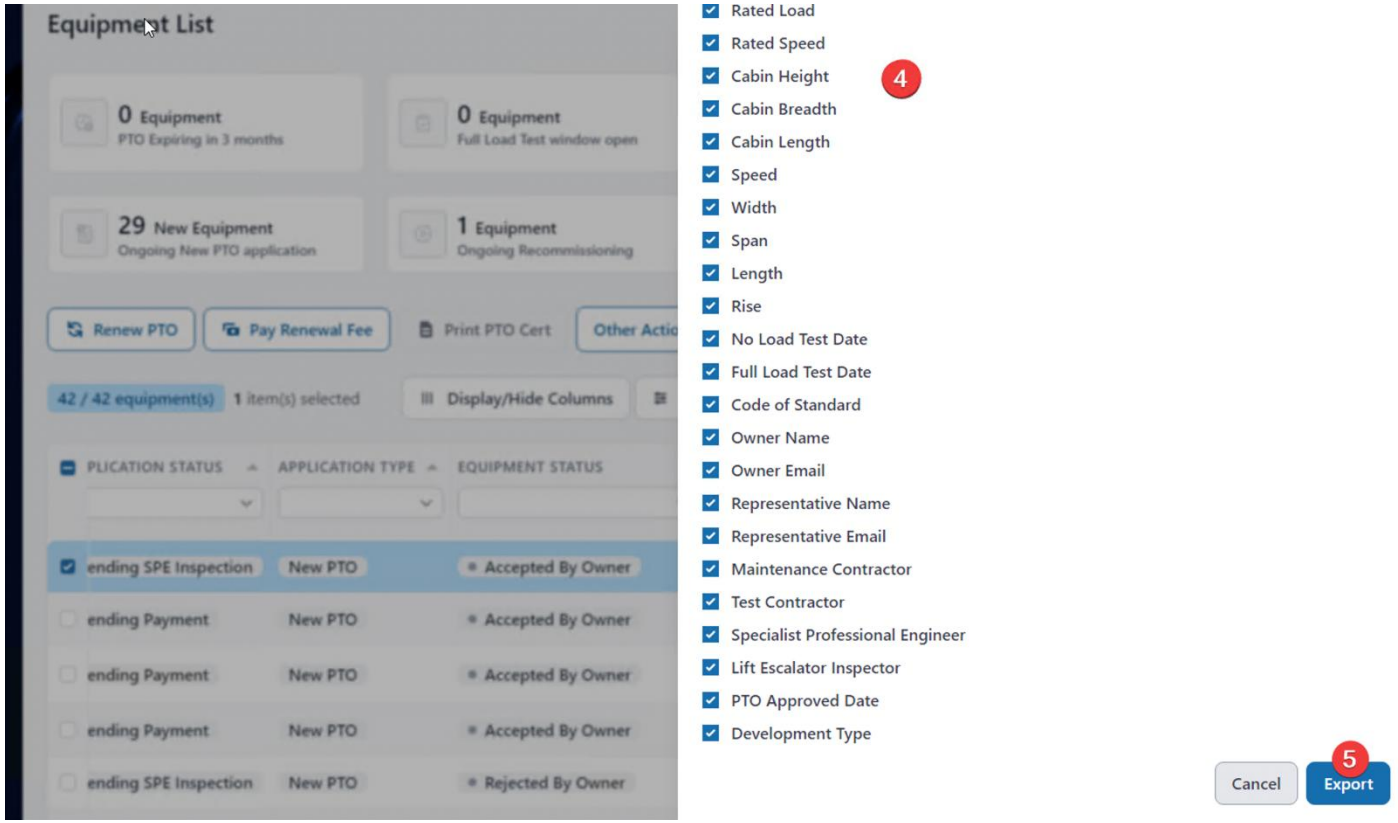
4. Scroll down to bottom of the page

5. See Owner, Contractor & SPE History

7.5 Exporting equipment details to excel



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

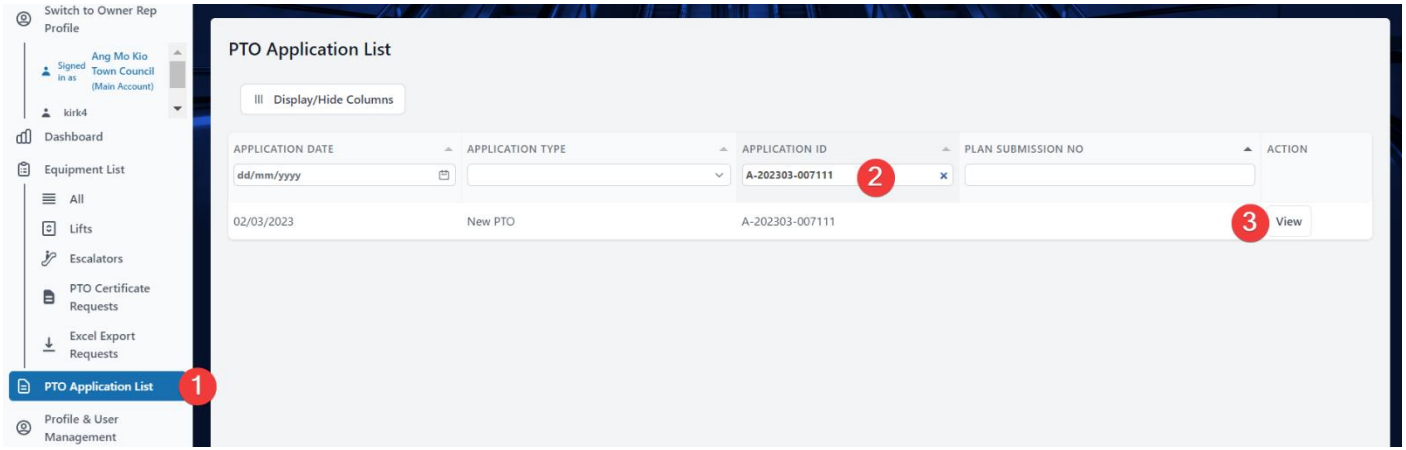


4. Check all the required information to export

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



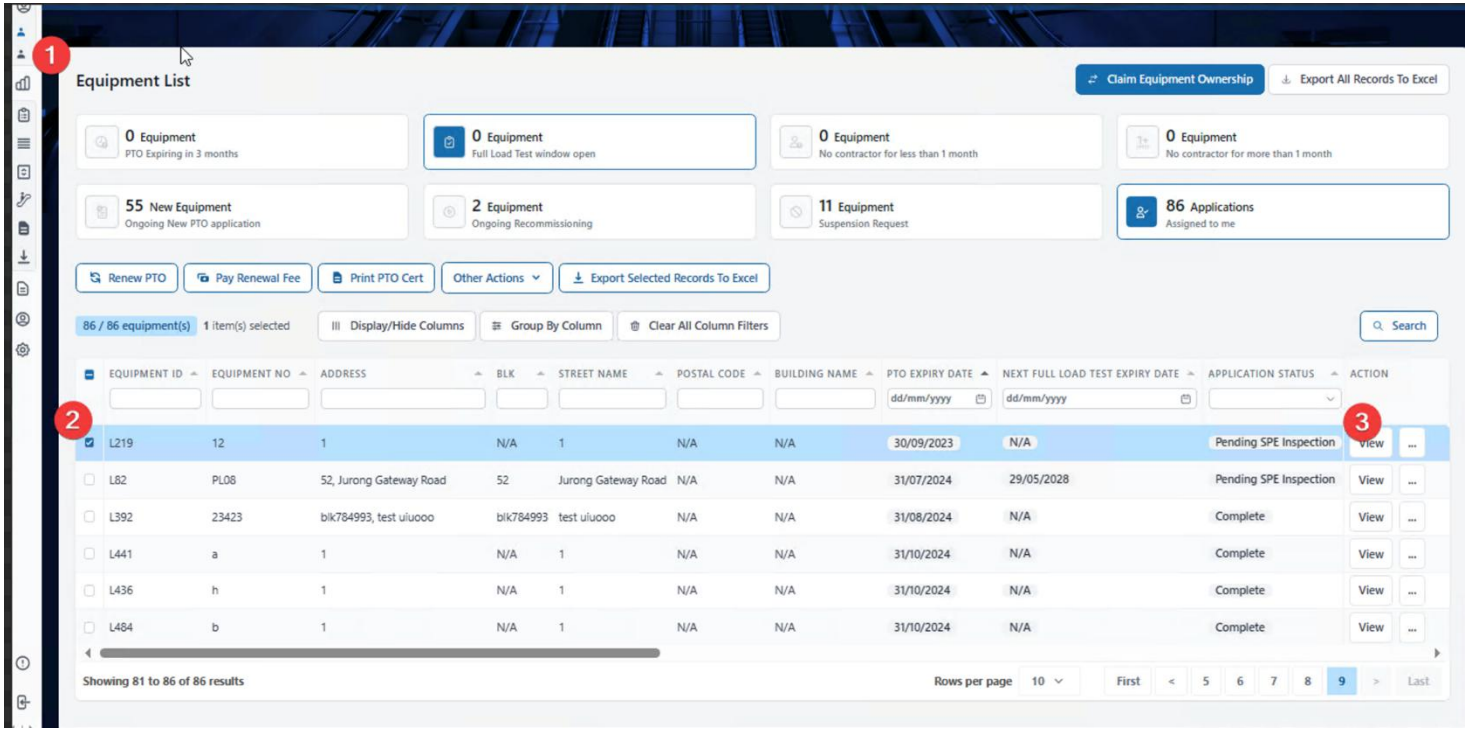
If you are aware of the Application ID, you may proceed with:

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

Note:

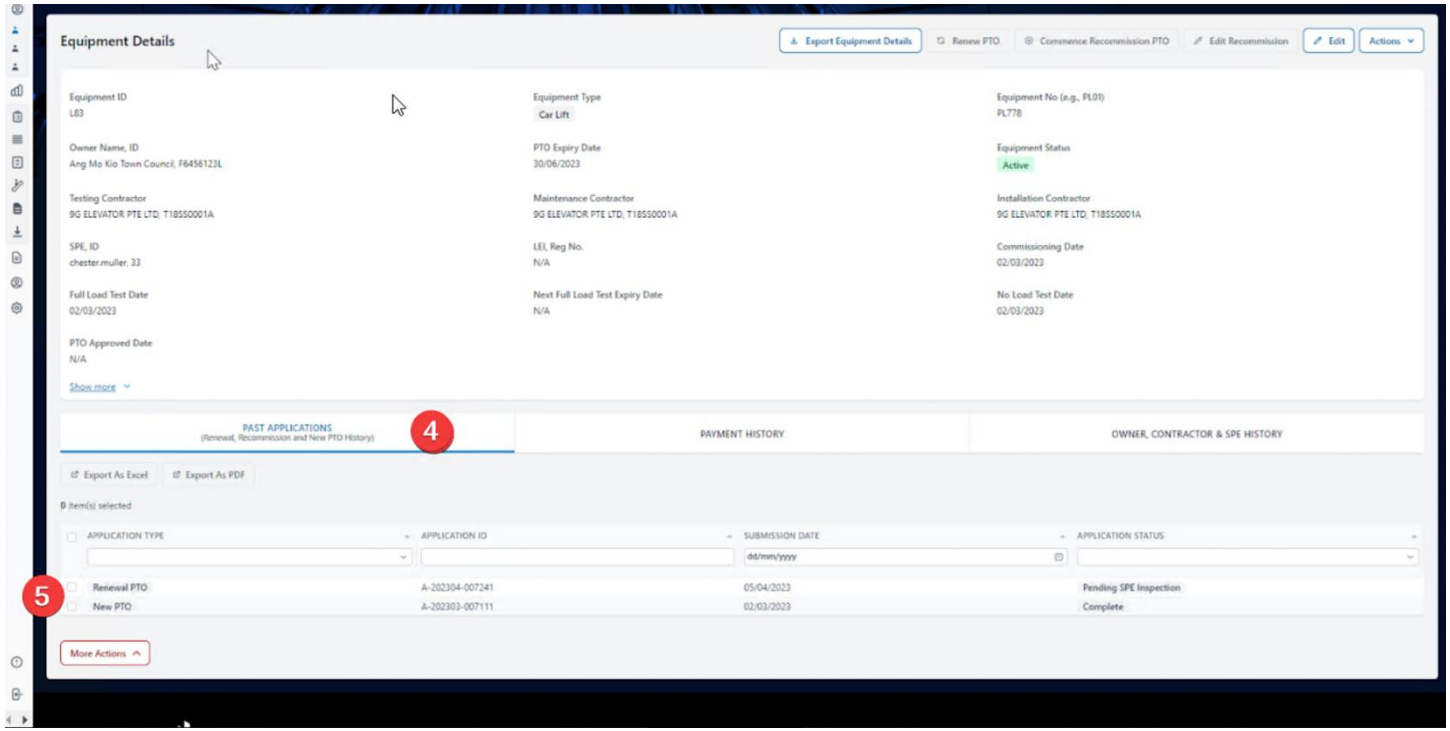
All the past applications can be found here which will link you up with the equipment. Should you wish to look up for a previous application ID, you may search from the equipment.

8.2 If Application ID is not known upfront



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

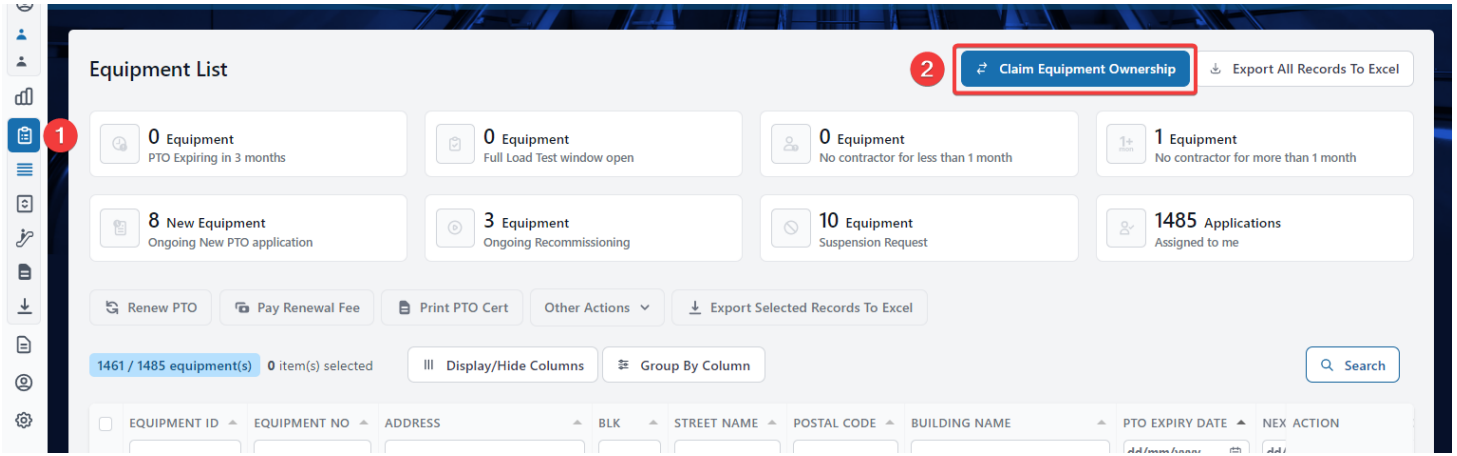


4. Scroll down to bottom of the page

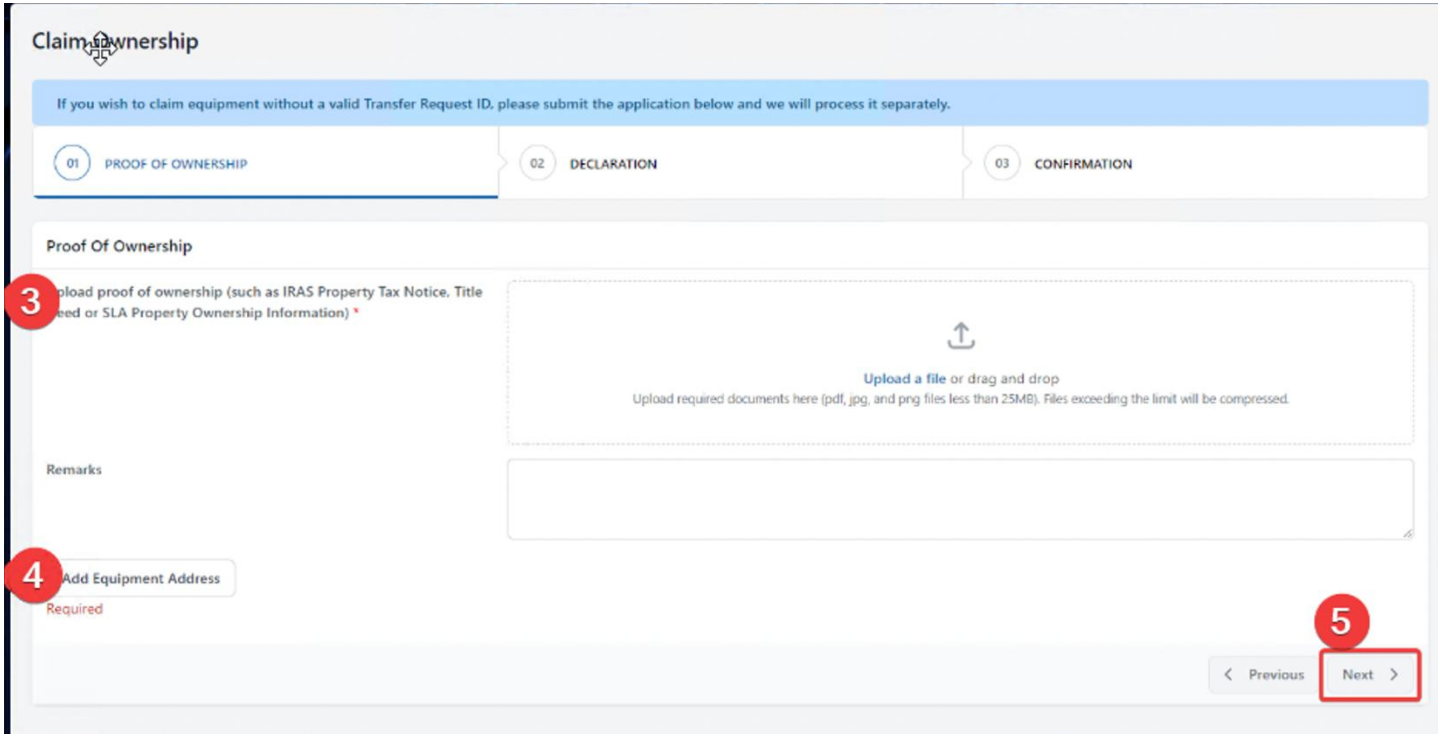
5. See Past Applications and note down the Application ID, and refer to Section 8.1

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.



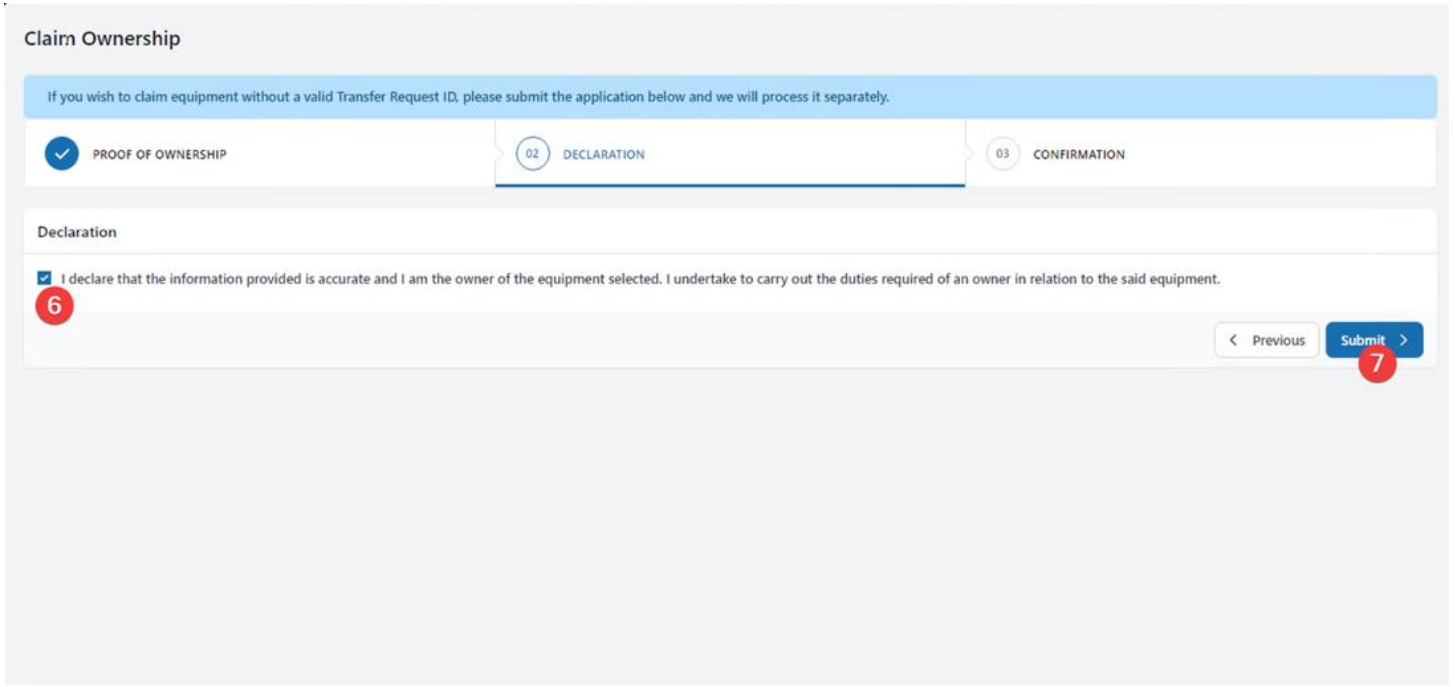
1. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership



3. Owners may submit proof of ownership.

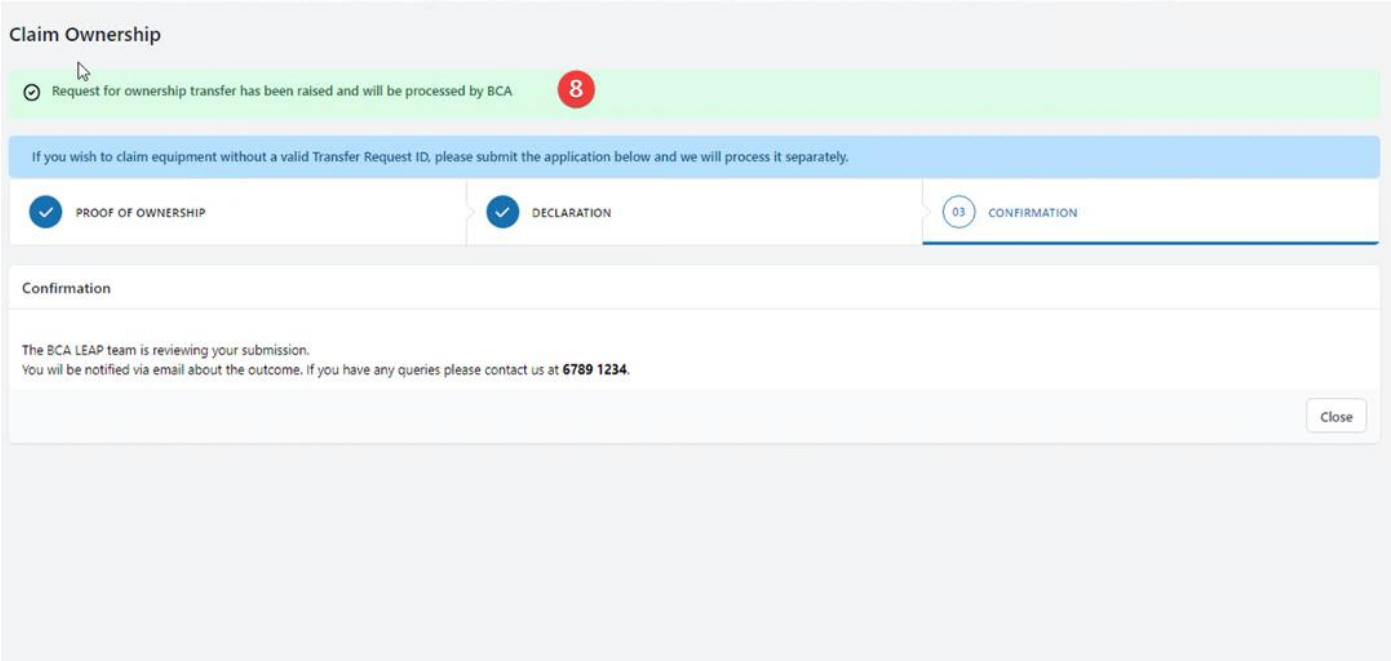
4. Add equipment address

5. Select Next



6. Check declaration as rightful owner

7. Submit



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

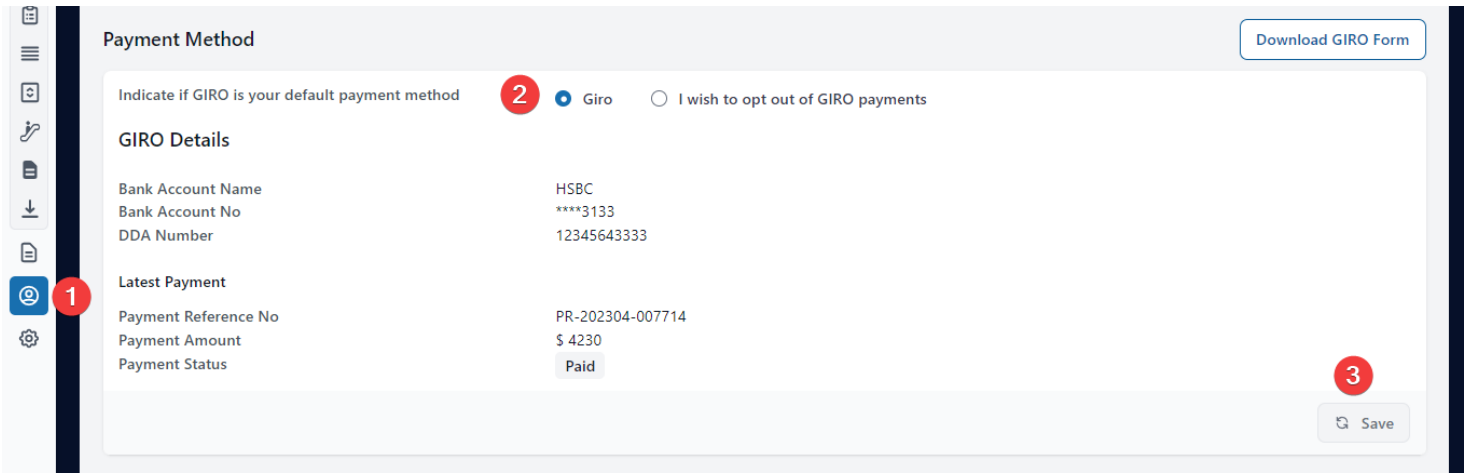
Note:

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