



User Manual

For the BCA LEAP Application

Role	Owner Representative
Version	1.9
Date	7 May 2026



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>
1.9	7 May 2026	<p>Addition of Section 2 Paying PTO fees for equipment(s)</p> <p>Revision of Section 3 Renew PTO equipment</p> <p>Revision of Section 4 New PTO application</p> <p>Revision of Section 5 Recommission PTO application</p> <p>Revision of Section 8 Equipment details</p>

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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
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
Submitted to Vendors@Gov	Owner made payment through PayBCA and selected Vendors@Gov

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.
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.



LEAP

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

- 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)

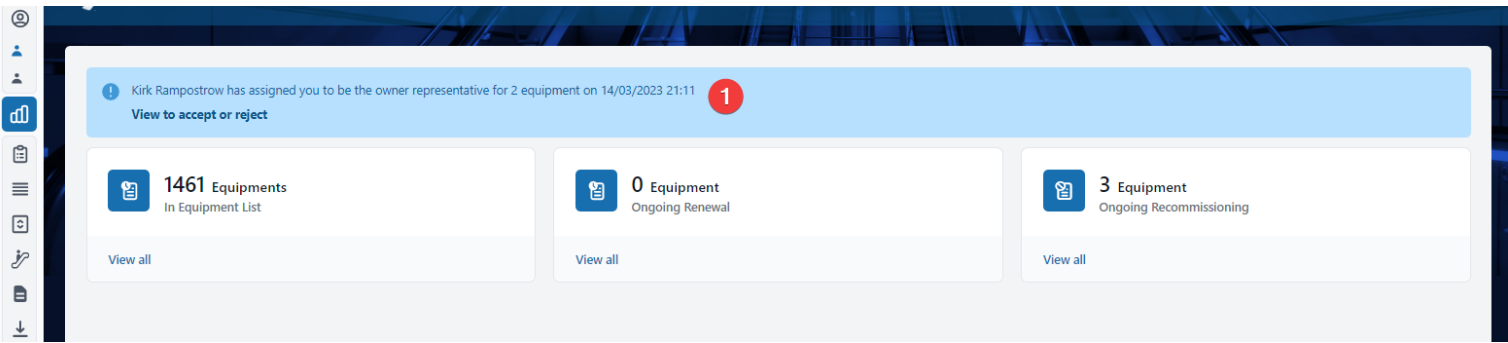
LEAP USER MANUAL

- 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.



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

1. Click on the dashboard notification.

Confirm Ownership

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

Request date
01/11/2023

1 item(s) selected Clear All Column Filters

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

Documents

safety gear report AH06 1600kg.pdf
Download

Remarks

Please describe details of the discrepancies.

Cancel Reject Accept

2. Select the request
3. Select accept

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...	EQUIP
Jon Bieber	L414	Set for auto renew			666 purple road	N/A	N/A	At

Documents

safety gear report AH06 1600kg.pdf
Download

Remarks

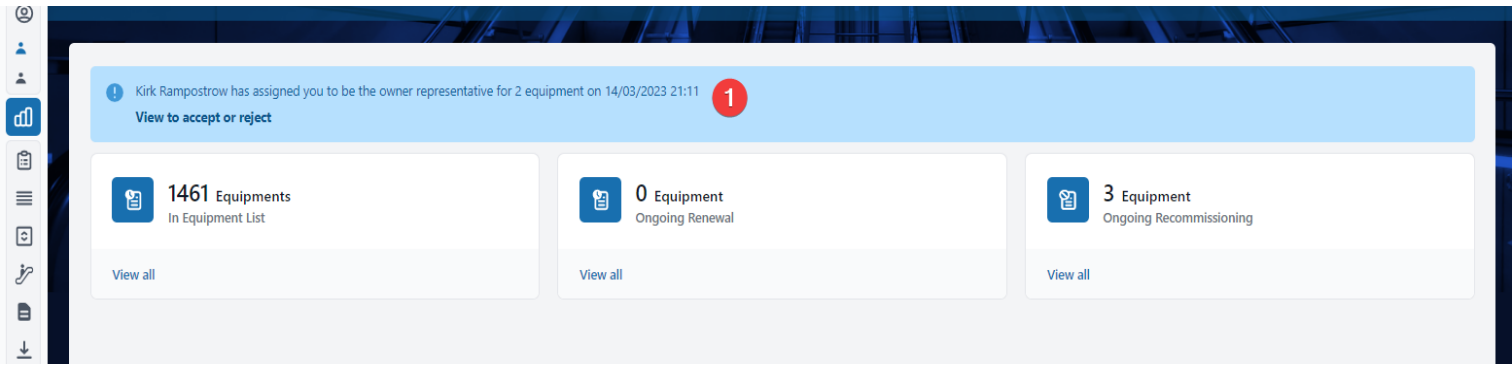
Please describe details of the discrepancies.

Cancel Reject Accept

4. Confirm acceptance of request

1.5 Rejecting an owner representative request

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



The screenshot displays the LEAP dashboard interface. At the top, a blue notification banner reads: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a "View to accept or reject" link. Below the notification are three equipment status cards: "1461 Equipments In Equipment List", "0 Equipment Ongoing Renewal", and "3 Equipment Ongoing Recommissioning". Each card has a "View all" link. A vertical sidebar on the left contains various navigation icons.

1. Click on the dashboard notification.

Confirm Ownership

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

Request date
01/11/2023

1 item(s) selected Clear All Column Filters

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

Documents

safety gear report AH06 1600kg.pdf
Download

Remarks

Cancel Reject Accept

2. Select the request
3. Select reject

4. Confirm rejection

Confirm Ownership

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

Request date
01/11/2023

1 item(s) selected

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

Documents

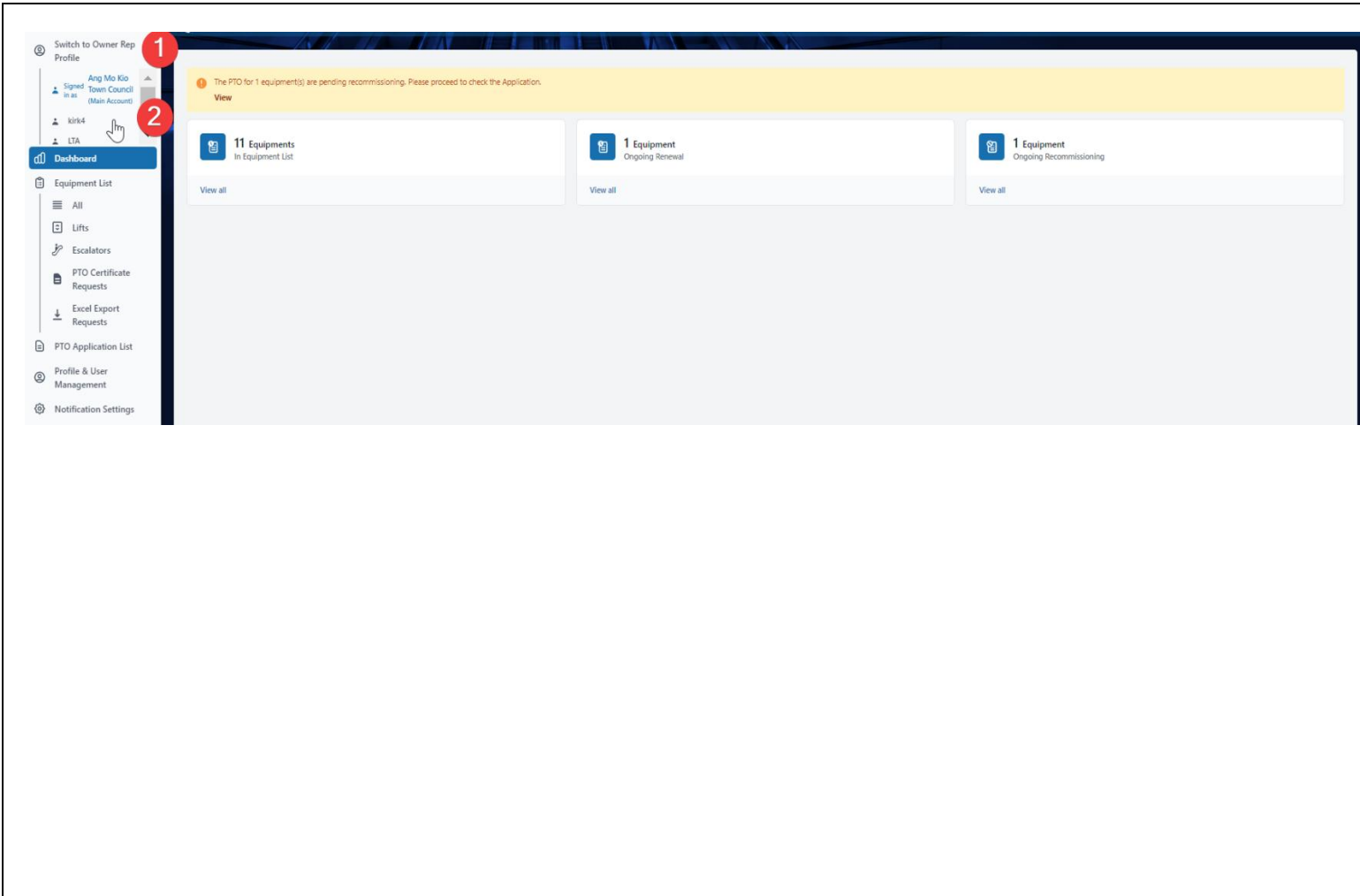
safety gear report AH06 1600kg.pdf
[Download](#)

Remarks

Please describe details of the discrepancies.

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 system dashboard. On the left sidebar, the 'Switch to Owner Rep Profile' option is highlighted with a red circle and the number '1'. Below it, the 'Signed in as' section shows the current user 'Ang Mo Kio Town Council (Main Account)'. A red circle with the number '2' is placed over the 'kirk4' user profile in the sidebar, indicating the selection of the Owner Representative profile. The main dashboard area shows a yellow 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 equipment status cards: '11 Equipments In Equipment List', '1 Equipment Ongoing Renewal', and '1 Equipment Ongoing Recommissioning'. Each card has a 'View all' link.

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

The screenshot displays the LEAP application interface. At the top, there is a navigation bar with the LEAP logo and several menu items: All, Lifts, Escalators, and PTO Certificate Requests. On the right side of the navigation bar, there are buttons for 'Owner (User Manual)', 'Owner Rep (User Manual)', 'Retrieve Another OPTO Account', and 'LTA edit updated test edit updated'. Below the navigation bar, there is a sidebar on the left with a 'Profile' section showing 'Signed in as Lucky Guy' (highlighted with a red circle and the number 4). The main content area is titled 'Equipment List' and contains several summary cards for different equipment statuses. Below these cards is a table with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, and Equ Action. The first row of the table is highlighted with a red circle and the number 5. The table shows 6 results, with the first row being 'L395'.

Equipment ID	Equipment No	Address	BLK	Street Name	Postal Code	Building Name	PTO Expiry Date	Next Full Load Test Expiry Date	Application Status	Application Type	Equ Action
L395	SL7866	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	31/05/2024	16/10/2028	Pending SPE Inspection	Renewal PTO	+ Su View ...
L389	PI 23	Block 23, Ramsy street, 1, 234234	Block 23	Ramsy street	234234	N/A	30/06/2024	N/A	Complete	Renewal PTO	+ Su View ...
L391	CL76803	Street 76803	N/A	Street 76803	N/A	N/A	31/07/2024	N/A	Complete	Recomission PTO	+ Su View ...
L279	TestCL01	TestCL01	N/A	TestCL01	N/A	N/A	31/08/2024	N/A	Complete	New PTO	+ Su View ...
L161	pl4234	blk5768997, test street	blk5768997	test street	N/A	N/A	21 days 31/10/2024	N/A	Complete	Recomission PTO	+ Su View ...
L394	12312	blk234ff, test st	blk234ff	test st	N/A	N/A	30/09/2025	19/07/2029	Complete	Renewal PTO	+ Ac View ...

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 web application interface. The top right corner features a user profile dropdown menu with a red circle '2' highlighting it. Below the header, there are several summary cards for equipment status. The main area contains 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, APPLICATION TYPE, and EQU ACTION. The table lists 6 equipment items. At the bottom right, there is a pagination control with 'Rows per page' set to 10 and a page number '1' highlighted with a red circle '1'.

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

The screenshot displays the LEAP application interface. The top navigation bar shows the user is logged in as 'Lucky Guy' and is viewing the 'Equipment List'. The main content area features a table with columns for Equipment ID, Equipment No, Address, Blk, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, Application Type, and Equ Action. The table contains six rows of equipment data. A red callout box '1' points to a notification in the top right corner. A red callout box '2' points to a dropdown menu for 'Lucky Guy' in the top right corner. A red callout box '3' points to the '0 Equipment(s)' label in the table header.

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

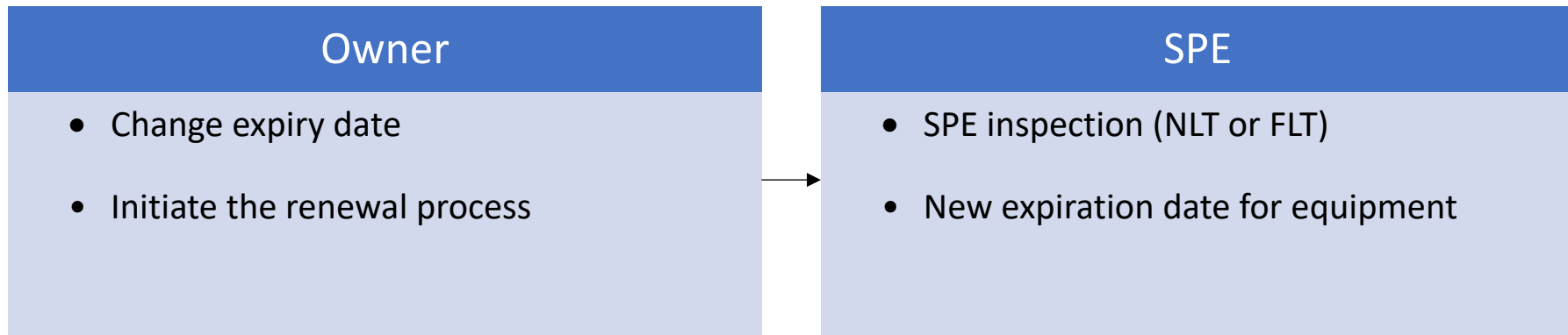
Note: You will not be seeing your own equipment until you switch back to your own profile by selecting your account from the left sidebar. You will notice a slight difference in the view you had before switching profile. For example, you will not see “Profile & User Management” and “Notification Settings”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

1.7 Flow of Owner main functions

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

1.7.1 Owner flow: Renewal process

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



1.7.2 Owner flow: Create New PTO process

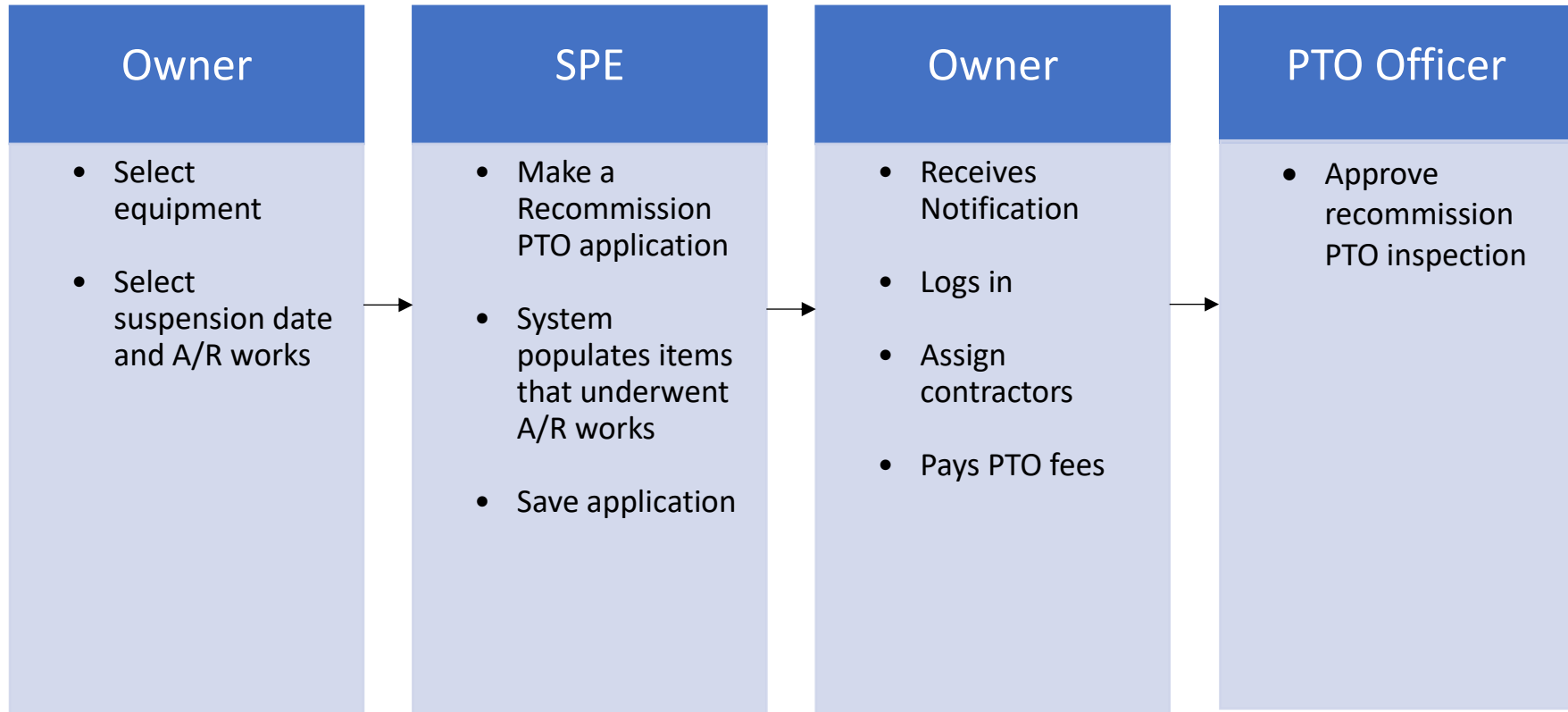
The process of creating a new PTO begins with the SPE. Once created, the SPE conducts the inspection. The Owner will then receive an email alert and can then commence the new PTO on their end, selecting the necessary contractors and SPE. The next step would be to proceed to



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

1.7.3 Owner flow: Recommission process

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



1.8 Owner Registration

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

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

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

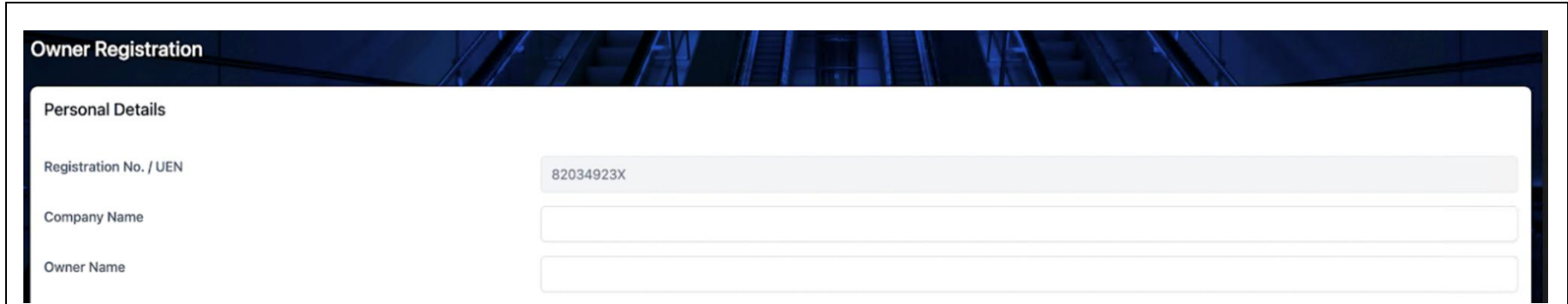
- Personal Details (1):** Owner Name * (New User), Owner NRIC (S1114F).
- Address Details (2):** Block/House Number (12), Street Name * (12), Floor Number (12), Unit Number (12), Building/Estate Name (Building Name), Postal Code (121212).
- Contact Details (3):** Email * (theneuser@email.com) with a 'Send OTP' button. A yellow box below the email field contains the text: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'
- Phone (4):** Phone * (65 22394455).
- Declaration (4):** A checkbox with the text 'I have reviewed the information provided and declare that it is true and accurate.'
- Buttons (5):** 'Cancel' and 'Register' buttons.

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.



The screenshot shows a web form titled "Owner Registration" with a dark blue header. Below the header is a white box labeled "Personal Details". Inside this box, there are three input fields. The first field is labeled "Registration No. / UEN" and contains the text "82034923X". The second field is labeled "Company Name" and is empty. The third field is labeled "Owner Name" and is empty.

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](#)

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

1.10 Smart filter View

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

The screenshot displays the 'Equipment List' interface. At the top right, there are buttons for 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these are eight filter cards, each with an icon and a count of equipment or applications:

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

Below the filters are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '1461 / 1484 equipment(s)' and '0 item(s) selected'. There are also buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters', along with a search box.

<input type="checkbox"/>	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	ACTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

1.10.1 View equipment expiring in 3 months

Select PTO expiring in 3 months 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](#)

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'. The dashboard features several filter cards:

- 412 Equipment** PTO Expiring in 3 months
- 0 Equipment** Full Load Test window open (highlighted with a red box)
- 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

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

1.10.3 View equipment with no contractor for less than 1 month

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

Equipment List

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

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](#)

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 summary cards arranged in two rows. The top 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' (highlighted with a red border). The bottom 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 of the dashboard, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'.

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

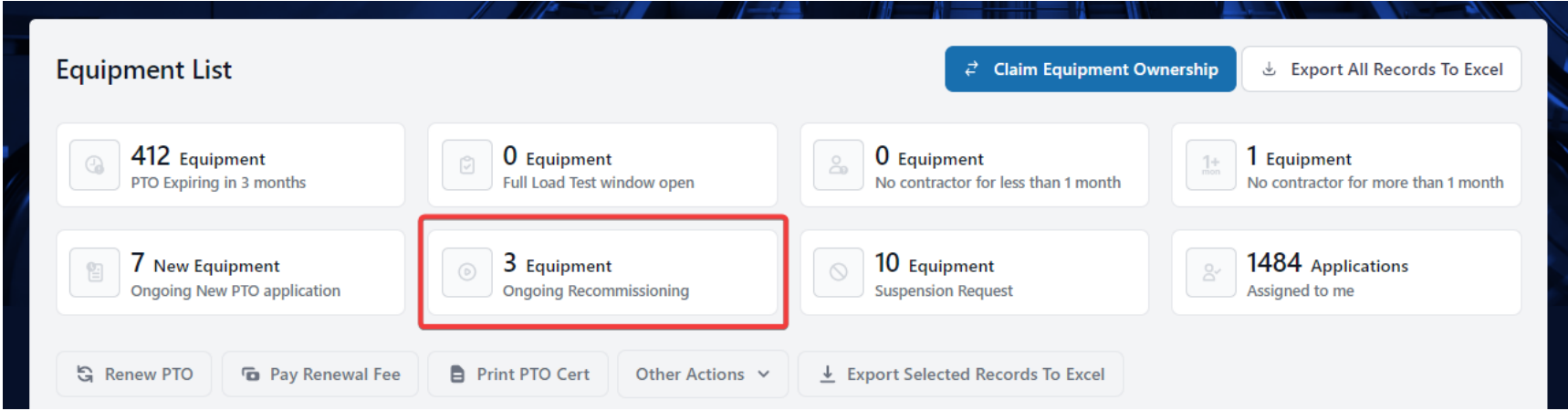
1.10.5 View equipment with ongoing new PTO application

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

1.10.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.



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

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

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

1.10.7 View equipment with suspension request

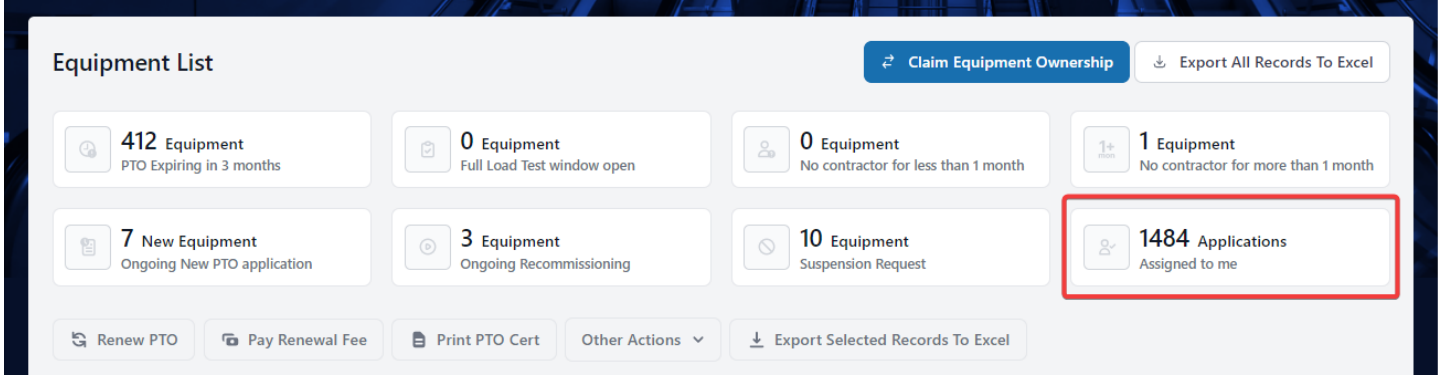
Select Suspension Request smart filter.

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

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

1.10.8 View all equipment assigned

Select Assigned to me smart filter.



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

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

At the bottom, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and '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 Paying PTO fees for equipment(s)

Payment is done through PayBCA – A one-stop payment portal which allows users to process payments to BCA; access Tax Invoices and Receipts; and apply for electronic GIRO² to facilitate payments to BCA.

GIRO users may make payments for Renewal, New, and Recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP.

² For setting up GIRO account, please go to <https://eportal.bca.gov.sg/paybca> and refer to the PayBCA User Guide for detailed step-by-step instructions.

Confirm Email & Make Payment

[Print To PDF](#)

[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	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

1 Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal.
GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

[← Previous](#) **1** [Proceed To Payment →](#)

1. At the payment page, select Proceed to Payment

1 Confirm Billing Details 2 Review Proforma Invoice 3 Payment Summary 4 Completion

Proforma Invoice: PAYBCA-CY2026-001766

Review Billing Information

Details

Name: Kirk4 NRIC

Billing Address Details
Required for invoicing

Search For Address: Search... (2)

Block / House Number *: 138

Street Name *: Cecil Street-2026-03-03 05:24

Floor: 12

Unit: 02/03

Building Name: Cecil Court

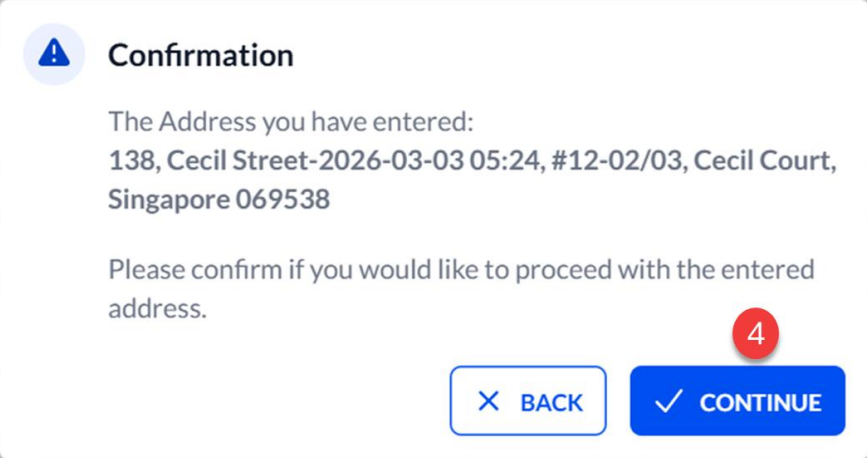
Postal Code *: 069538

BACK CONTINUE (3)

Owner will be redirected to PayBCA portal to make payment.

2. Fill in Billing Address Details

3. Click "Continue"

 <p>Confirmation</p> <p>The Address you have entered: 138, Cecil Street-2026-03-03 05:24, #12-02/03, Cecil Court, Singapore 069538</p> <p>Please confirm if you would like to proceed with the entered address.</p> <p><input type="button" value="X BACK"/> <input checked="" type="button" value="✓ CONTINUE"/></p>	<p>4. Confirm address details and click "Continue"</p>
---	--

Confirm Billing Details **2 Review Proforma Invoice** 3 Payment Summary 4 Completion

Proforma Invoice: PAYBCA-CY2026-001766 Pending Payment [BACK TO LEAP](#) [EDIT BILLING INFORMATION](#) [CONTINUE](#)

Please make payment by clicking on the CONTINUE button. **5**

Proforma Invoice

Kirk4 NRIC
138, Cecil Street-2026-03-03 05:24, #12-02/03
Cecil Court
Singapore 069538

UEN : T08GB0005B
GST Registration No. : M90002855T

Proforma Invoice No. : PAYBCA-CY2026-001766
Invoice Date : 13 March 2026
Payment Terms : Immediate
Due Date : 13 March 2026
Memo : A-202603-001260

Serial Number	Line Description	Quantity	Unit Price	GST	Amount
1	Renewal: Permit to Operate Application Fee For CarLift No. pl0009 (Equipment ID: L1025) at 9923ABCDEF, Aaburnum Avenue Laburnum Avenues, The Pastures The Pastures The Pastures The Pastures 1, 123 - 12345, 123445	1.00	20.00	OUT	20.00
Amount (Exclude GST):					20.00
GST:					
			Out of Scope	20.00	0.00
Amount (Include GST):					SGD 20.00

5. Review Proforma Invoice details and click "Continue"

✓ Confirm Billing Details

✓ Review Proforma Invoice

3 Payment Summary

4 Completion

Payment Summary

← BACK TO LEAP

Total Amount: \$20.00

e-Service	Memo	Proforma Invoice No.	Date	Amount (including GST)
LEAP	A-202604-001007	BCA-PFI-CY2026-000800	24 Apr 2026	\$20.00

✎ EDIT SUB-BU
👁️ VIEW PROFORMA INVOICE

Billing Address

1, Hampshire Road, Singapore 219428

Payment Method

Vendors@Gov
If your payment is urgent, please select GIRO or PaySG instead

GIRO

PaySG (Payments up to \$200,000)
Credit/Debit Card, PayNow, Apple Pay, Google Pay

PROCEED

6. Select Payment method and click “Proceed” (PaySG method is illustrated below)

Note: Available Payment Methods

- a. Vendors@Gov – Only available for government agencies
- b. GIRO – Available to GIRO³ registered users
- c. PaySG – Available for all users

³ For setting up GIRO account, please go to <https://eportal.bca.gov.sg/paybca> and refer to the PayBCA User Guide for detailed step-by-step instructions.

← Building and Construction Authority

Name Kirk4 NRIC
Identifier T6734614E

Summary

Description	Qty	Price	Amount (SGD)
PAYBCA-CY2026-001766	1	\$20.00	\$20.00
Total			\$20.00

Complete payment

Card PAYNOW PayNow

Card number: 1234 1234 1234 1234 Expiration date: MM / YY Security code: CVC

Country: Singapore

Pay \$20.00

PAYSF
© 2024. [Pay.gov.sg](https://pay.gov.sg). All Rights Reserved.

7 (points to the Card/PAYNOW selection area)

8 (points to the Pay \$20.00 button)

7. Owner will be redirected to PaySG payment page. Choose preferred mode of payment and fill out necessary details

8. Click "Pay"

<p>✔ Your payment was successful. We will process your application and notify you of the outcome 9</p>			
✔ REVIEW	✔ ASSIGN CONTRACTORS	✔ MAKE PAYMENT	04 COMPLETION
Completion			

9. After payment, Owner will see a success message

3 Renew PTO equipment

The steps below outline the renewal process from the perspective of an Owner Representative. This is required when the equipment is about to reach its expiry and the Owner/Owner Representative wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. (1) Equipment is expiring in 3 months; And (2) equipment is currently active. The main function of this process would be to make payment for the renewal. Using the system, multiple equipment of the same type may be selected to be renewed at the same time.

3.1 Initiating Renewal Process

The screenshot shows the 'Equipment List' interface. At the top, there are several filter cards: '6 Equipment PTO Expiring in 3 months' (marked with a red '1'), '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '0 Equipment No contractor for more than 1 month'. Below these are '125 New Equipment Ongoing New PTO application', '27 Equipment Ongoing Recommissioning', '633 Equipment Suspension Request', and '811 Applications Assigned to me'. A toolbar contains buttons for 'Renew PTO' (marked with a red '3'), 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filter controls are also present. The table below has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. One row is highlighted in blue, with a red '2' next to its checkbox. A tooltip on the left states: 'Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'.

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 equipments 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.

Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

Equipment List Claim Equipment Ownership Export All Records To Excel

8 Equipment
PTO Expiring in 3 months

599 New Equipment
Ongoing New PTO application

1 / 3545 equipment(s) 1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDR
<input checked="" type="checkbox"/>	L1003	
<input checked="" type="checkbox"/>	L1003	24324 tt, blk

Showing 1 to 1 of 1 results

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.

I Would Like To Return To Equipment List

I Wish To Proceed With The Initiation Of PTO Renewal 4

Building and Construction Authority
The Building and Construction Authority (BCA) champions the development and transformation of the built environment sector, in order to improve Singapore's living environment. BCA oversees areas such as safety, quality, inclusiveness, sustainability and

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

Renewal

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk

01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE

02 CONFIRM EMAIL & 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 5

Declarations

I, the owner of the fixed installation, hereby appoint the following for the purpose of my application to renew the permit to operate the fixed installation:

6 (a) the above fixed installation service contractor to examine, inspect and test the fixed installation within 3 months before the date the current permit to operate expires; and

(b) the above specialist professional engineer to supervise the appointed fixed installation service contractor's examining, inspecting and testing of the fixed installation. 7

← Previous

Back To Equipment List Page To Change Contractor

Next →

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

5. Select “No”
6. Tick declaration box
7. Click Next to proceed

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

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:

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

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

5.c Click Save

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

The screenshot shows the LEAP application interface. The main screen is titled "Renewal (Application ID: A-202509-000571)". A yellow banner indicates: "You are initiating PTO Renewal for - 1 Cargo Lift L57 at Hill Street 1-12B S123456 in the Hill Estate building." Below this, there are two steps: "01 ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE" and "02 MAKE PAYME". A red error message states: "SPE/Maintenance/Test Contractor has/have not been assigned to the following: 1) Equipment No CL01, Equipment ID L57, installed at Hill Street, Hill Estate". There are buttons for "Display/Hide Columns" and "Clear All Column Filters". A table with columns "ADDRESS" and "SPE" is visible, containing the address "Hill Street, Hill Estate, 1 - 12B, 123456" and a "Select an option" button. A "Showing 1 to 1 of 1 results" message is present. A "Previous" button is at the bottom left.

Overlaid on the right is a modal titled "Select Maintenance Contractor" with a close button (X). The text inside the modal says: "Please select Maintenance Contractor for Equipment L57:". Below this, there is a label "Maintenance Contractor" and a dropdown menu showing "Contractor Z || ID : Z44217772Z" with a red circle 'b' next to it. At the bottom of the modal are "Cancel" and "Save" buttons, with a red circle 'c' next to the "Save" button.

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	TEST SPE 1 ID : 1234	Contractor_BTj2BtG

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

d Update SPE/Contractor

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

Renewal (Application ID: A-202603-001260)

✔ Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk

✔ ASSIGN TEST CONTRACTOR, MAINTENANCE CONTRACTOR & SPE 02 CONFIRM EMAIL & MAKE PAYMENT 03 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email * [Update](#)
Verified 7

Print To PDF

Clear All Column Filters

7. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 11

9

You are initiating PTO Renewal for
- 1 Car Lift L1025 at 9923ABCDEF Aaburnum Avenue Laburnum Avenues 123-12345 S123445 in the The Pastures The Pastures The Pastures The Pastures The Pastures 1 building, owned by Kirk

1

02

03

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

8

Verification Code

Validate

10

Required

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

8. Edit email address and click "Send OTP"
9. A success message will appear at the top indicating "OTP Sent"
10. Check inbox for OTP and enter and click "Validate OTP"

Note:
There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

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

Once email is verified, you will see a success message "Email Verified".

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS
L1025	Car Lift	9923ABCDEF, Aaburnum Avenue Laburnum Avenues, The Pastures The Pastures The Pastures The Pastures The Pastures 1, 123 - 12345, 12344

Showing 1 to 1 of 1 results

Rows per page 10

First < 1 > Last

Total Amount **\$ 20**

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

11

11. Click Proceed to payment

Refer to [Section 2](#) for payment steps.

3.2 Making payment for Renewal equipment

If the Owner Representative wishes 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.

The screenshot displays the 'Equipment List' dashboard. At the top, there are several summary cards: '413 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 these are cards for '7 New Equipment Ongoing New PTO application', '3 Equipment Ongoing Recommissioning', '10 Equipment Suspension Request', and '1484 Applications Assigned to me'. A navigation bar includes 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 above the 'Pay Renewal Fee' button states: 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the navigation bar is a search bar and a table of equipment. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row (L287) is highlighted in blue, and its 'Pay Renewal Fee' button is highlighted with a red circle 2. The second row (L229) is not highlighted.

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

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

Note:

If you do not have an ongoing renewal application and PTO expiry date is 3 months from today, please click "Renew PTO" instead. (Refer to [Section 3.1](#))

Renewal (Application ID: A-202412-013812)

Renewal application has been created successfully

You are initiating PTO Renewal for
- 1 Passenger Lift L549 at 34 Hill View, owned by

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

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 <ul style="list-style-type: none">\$20/Escalator for 1st 10 Escalator(s)\$10/Escalator for subsequent Escalator(s)	Lift <ul style="list-style-type: none">\$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. Proceed to payment
Refer to [Section 2](#) for payment steps.

4

3.3 Change equipment expiry date

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

The screenshot displays the 'Equipment List' interface. A sidebar on the left contains navigation icons. The main area shows a dashboard with equipment status cards and a table of equipment. A table with columns 'EQUIPMENT ID', 'EQUIPMENT NO', 'ADDRESS', 'NAME', 'POSTAL CODE', 'BUILDING NAME', 'PTO EXPIRY DATE', 'NEXT FULL LOAD TEST EXPIRY DATE', 'APPLICATION STATUS', and 'AF ACTION' is visible. The first row is selected, and a dropdown menu is open over the 'Other Actions' button, with 'Change Expiry Date' highlighted.

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

Owner Representatives 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.

4 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

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

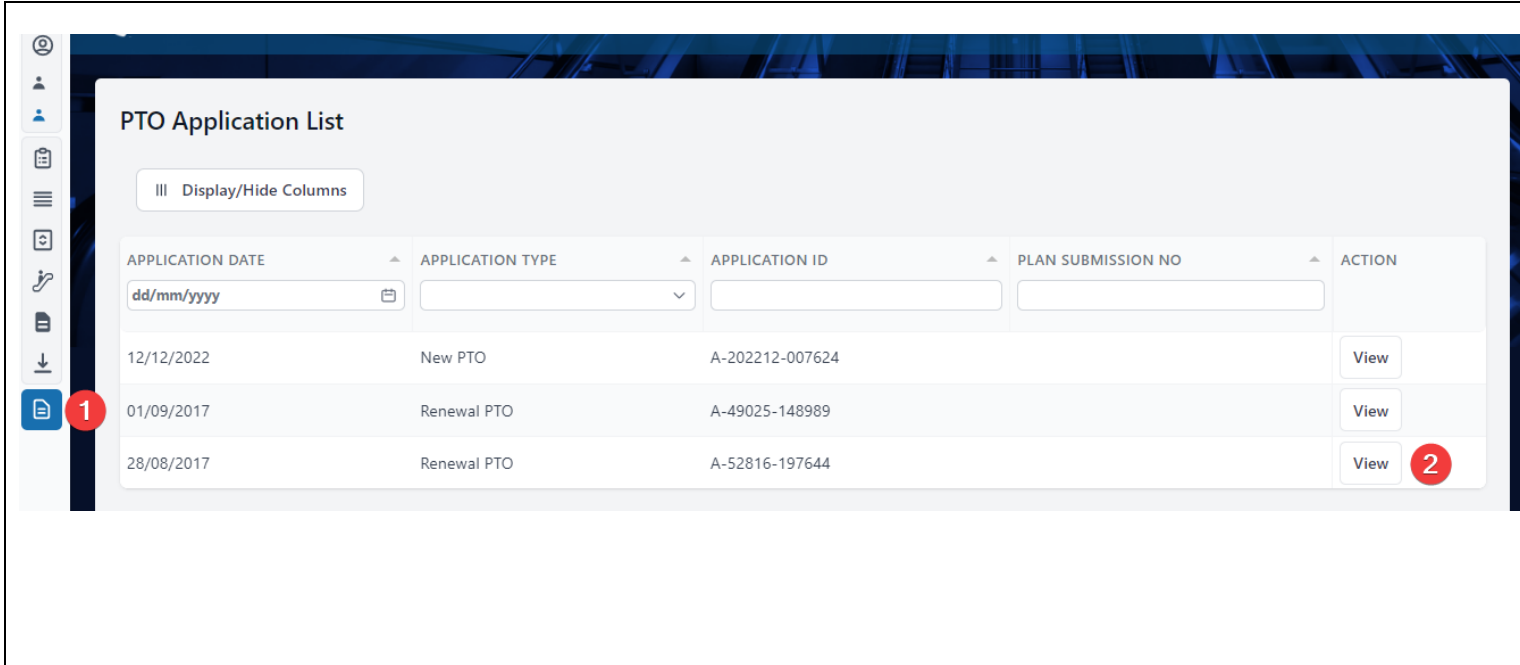
First < 1 2 3 4 5 > Last

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.

Note:
Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

4.1 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

PTO Application List

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

Export As PDF

0 item(s) selected

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

3. Next click on view equipment

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

Applicable Standard(s) 4

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

[Show less](#) ^

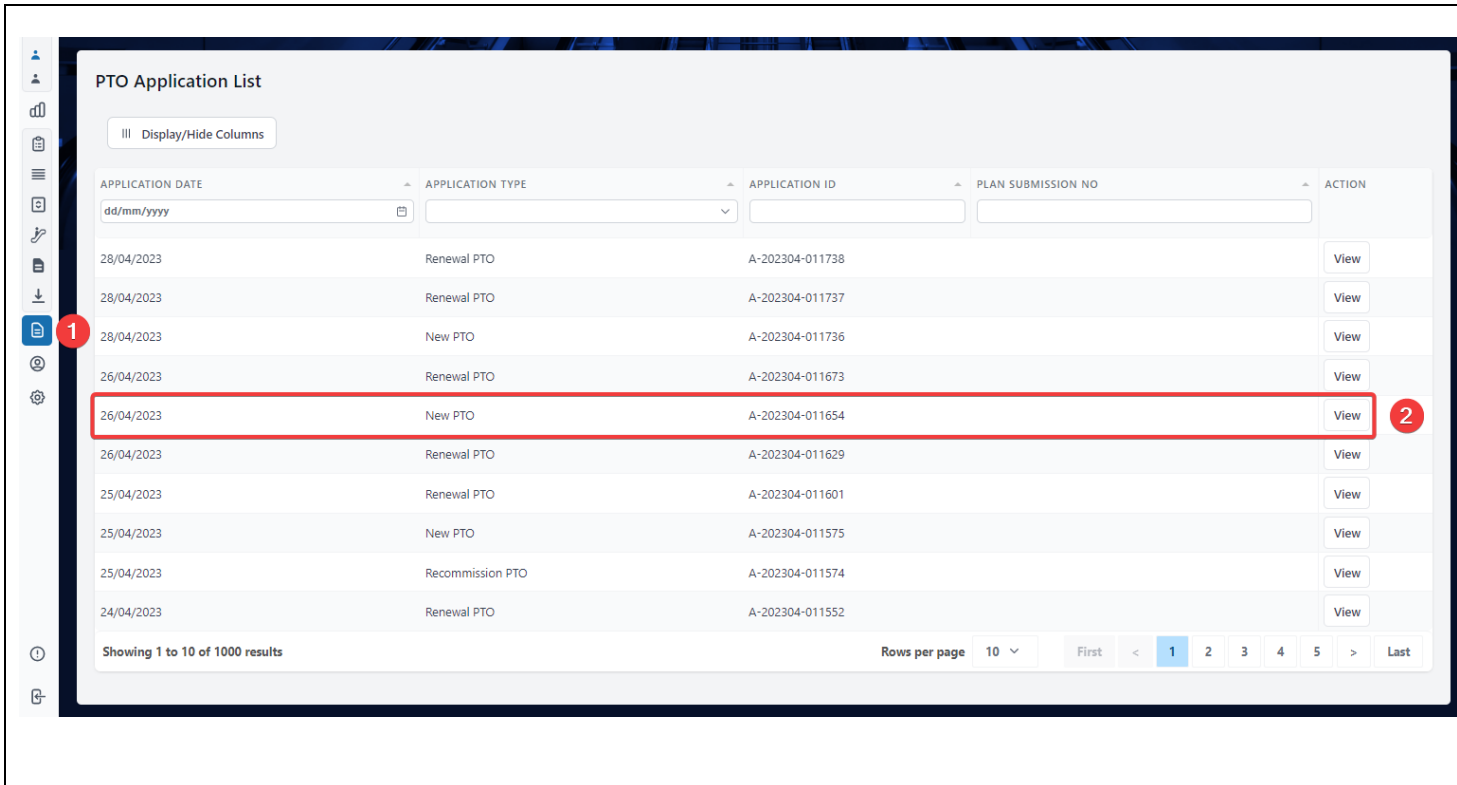
Remarks

5

4. Scroll down to bottom of the page
5. Select “Accept”

4.2 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

PTO Application List

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

Export As PDF

0 item(s) selected

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 3 Print past receipt

3. Click on view equipment

The screenshot displays the LEAP application interface with the following details:

- Equipment Details:**
 - ARD Brand: N/A
 - ARD Model: N/A
 - UPS Brand: N/A
 - UPS Model: N/A
 - Capacity: N/A
 - Machine room/Machine Roomless: Machine room
 - Rated Load: 33 kg
 - Rated Speed: 33 m/s
 - Cabin Height: 33 mm
 - Cabin Breadth: 33 mm
 - Cabin Length: 33 mm
- Applicable Standard(s):**
 - CODE OF STANDARD: Any other lift: SS 550:2009
 - REMARKS: (Empty)
 - APPLICATION TYPE: New PTO
 - Link: [Show less](#)
- Remarks:**
 - Field: (Empty text area)
- Buttons:**
 - Route Back To SPE (Highlighted with red circle 6)
 - Accept

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

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

4.3 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

METHOD 1

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

PTO Application List

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

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT	ACTION
					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

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 **1**

2 Equipment Ongoing Re-commissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Commence New PTO Other Actions Export Selected Records To Excel

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

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

METHOD 2

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

Making payment

Resume PTO Application

01 REVIEW 02 ASSIGN CONTRACTORS 03 MAKE PAYMENT 04 COMPLETION

Review

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

← Previous Next → **4**

4. Select Next after reviewing equipment

Resume PTO Application

✓ REVIEW

02 ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE PAYMENT

04 COMPLETION

Assign Contractors

Test Contractor	Powlowski, Ledner and Abernathy testtest ID : F6835124F
Maintenance Contractor *	9G ELEVATOR PTE LTD ID : T18SS0001A 5
Installation Contractor *	9G ELEVATOR PTE LTD ID : T18SS0001A
SPE	Sushi: Best Friend of Hasani ID : 49

Declarations 6

- I, the owner of the fixed installation, hereby appoint the following for the purpose of my application for a permit to operate the fixed installation:
 - (a) the above fixed installation works contractor to examine, inspect, test and commission the fixed installation; and
 - (b) the above supervisor QP to supervise the fixed installation works contractor's examining, inspecting, testing and commissioning of the fixed installation.
- I, the owner of the fixed installation, declare that I have obtained the maintenance control plan from the appointed fixed installation service contractor for this fixed installation. 7

← Previous
Next →

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

Note:
Test Contractor, Installation Contractor will be selected by SPE before routing this New PTO application to Owner. Hence, it is disabled.
If you wish to reassign, please refer to [Section 6.2 Change Contractor](#)

SPE field cannot be edited as well.

For re-assignment of SPE, please refer to [Section 6.3 Changing of SPE](#) for selected equipment

Resume PTO Application

🕒 New contractor has been assigned to the equipment

✓ REVIEW

✓ ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE PAYMENT

04 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on "Update" if there is a change to the registered email address of the owner.

Email *

Verified

ezra_tan+22@tsp.dev

🔄 Update

8

Confirm Email & Make Payment

📄 Print To PDF

🗑️ Clear All Column Filters

8. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 12

Resume PTO Application

10

✓
REVIEW

✓
ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE PAYMENT

04 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

9

11

OTP has been sent. Resend OTP in 1:55

Required

Email Verification!

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

9. Edit email address and click "Send OTP"

10. A success message will appear at the top indicating "OTP Sent"

11. Check inbox for OTP and enter and click "Validate OTP"

Note:

There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.

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

Once email is verified, you will see a success message "Email Verified".

Confirm Email & Make Payment

[Print To PDF](#)

[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	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

1 Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal. GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

[← Previous](#) **12** [Proceed To Payment →](#)

12. Click Proceed to Payment

Refer to [Section 2](#) for payment steps.

5 Recommission PTO application

The recommission process begins after the equipment is suspended. This can be done either by Owner Representative manually suspending the equipment, or automatically by the system for the expired equipment. The SPE is required to initiate the recommission process.

The screenshot shows the 'Equipment List' page. At the top, there are several summary cards for different equipment statuses. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table lists equipment records with columns for ID, number, address, name, postal code, building name, PTO expiry date, next full load test expiry date, application status, and action. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Suspend', and 'Print Past Receipt'. Red callouts 1-4 highlight the sidebar, a table row, the 'Other Actions' dropdown, and the 'Suspend' option respectively.

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

Note: Different equipment types (E.g. Lift and Escalator) are unable to be combined in one application.

Suspend

Start Date 13/03/2026

Type of A/R works *

- Increasing the available car area.
- Adding a car entrance.
- Add a landing entrance.
- Changing the brake system.
- Changing the car mass by 5% or more.
- Changing the type of drive system.
- Changing the rated load.
- Changing the rated speed.
- Changing the travel distance.
- Changing the ascending car overspeed protection means.
- Changing the buffer.
- Changing the car bottom clearances and overhead clearances.
- Changing the door locking device type.

Specialist Professional Engineer (SPE) The Mighty Mrubensm || ID : 44

Plan Submission is required? Yes No

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

[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMEN
L1056	oi3209845	awan	N/A	awan	N/A	N/A	Active	Service Lif

Showing 1 to 1 of 1 results Rows per page 10

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

The screenshot displays the 'Equipment List' page. At the top, there are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test wind/stoppen', '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 cards are buttons for 'Commence Recommission PTO' (highlighted with a red circle '3'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below shows 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 row for equipment L82 is highlighted in blue and has its checkbox selected (highlighted with a red circle '2').

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	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

Recommission PTO Application

You are initiating PTO Recommission for the following equipment:
- Service Lift L1056 at awan

- 01 ASSIGN CONTRACTORS
- 02 CONFIRM EMAIL & MAKE PAYMENT
- 03 COMPLETION

Assign Contractors

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

Maintenance Contractor * **4**: 9G ELEVATOR PTE LTD || ID : T18SS0001A

SPE: The Mighty Mrubensm || ID : 44

Declarations **5**

- I, the owner of the fixed installation, hereby appoint the following for the purpose of my application for a permit to operate the fixed installation:
 - (a) the above fixed installation works contractor to examine, inspect, test and commission the fixed installation; and
 - (b) the above supervisor QP to supervise the fixed installation works contractor's examining, inspecting, testing and commissioning of the fixed installation.
- I, the owner of the fixed installation, declare that I have obtained the maintenance control plan from the appointed fixed installation service contractor for this fixed installation.

6
Next →

4. Assign contractors by clicking the dropdown list
5. Tick declaration boxes
6. Click "Next"

<h3>Recommission PTO Application</h3> <p>🕒 New contractor has been assigned to the equipment</p> <p>You are initiating PTO Recommission for the following equipment: - Service Lift L1056 at awan</p> <p>01 <input checked="" type="checkbox"/> ASSIGN CONTRACTORS 02 <input type="checkbox"/> CONFIRM EMAIL & MAKE PAYMENT 03 <input type="checkbox"/> COMPLETION</p> <h4>Contact Details</h4> <p>This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on "Update" if there is a change to the registered email address of the owner.</p> <p>Email * <input type="text" value="ezra_tan+223@tsp.dev"/> 7</p> <p>Verified ↻ Update</p>	<p>7. If Owner Representative wishes to update Contact Details, click on "Update". If not, proceed to Step 11</p>
--	---

Recommission PTO Application

9
✔ OTP Sent

You are initiating PTO Recommission for the following equipment:
- Service Lift L1056 at awan

✔ ASSIGN CONTRACTORS

02 CONFIRM EMAIL & MAKE PAYMENT

03 COMPLETION

Contact Details

This is the latest verified email address of the owner. This email address is intended for the purpose of receiving notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence. Please click on **"Update"** if there is a change to the registered email address of the owner.

Email *

8

10

Required

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

8. Edit email address and click "Send OTP"
 9. A success message will appear at the top indicating "OTP Sent"
 10. Check inbox for OTP and enter and click "Validate OTP"
- Note:**
There will be a countdown timer of 2 minutes before "Resend OTP" button is enabled.
- The OTP may arrive in a few minutes time, and will expire in 3 hours.
- Once email is verified, you will see a success message "Email Verified".

Confirm Email & Make Payment

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	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

1 Payments are made via PayBCA. Click 'Proceed to Payment' to access the portal. GIRO users may make payments for renewal, new, and recommissioning applications in PayBCA. Upon successful deduction, the payment status will be automatically updated in LEAP. GIRO users no longer need to initiate payments before the PTO expiry month.

11
← Previous
Proceed To Payment →

11. Click “Proceed To Payment

Refer to [Section 2](#) for payment steps.

6 Reactivating terminated equipment

To reactivate a terminated equipment, Owner Representative 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

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

1 / 86 equipment(s) 2 item(s) selected

UILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANC	ACTION
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. Scroll to the bottom and click on more action and click Reactivate

Applicable Standard(s)

! No Data Available

[Show less](#) ^

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

📄 Export As Excel 📄 Export As PDF

0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
<input type="checkbox"/> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> ^ v </div>	<input type="text" value=""/>	<input type="text" value="dd/mm/yyyy"/> 📅	<div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> ^ v </div>
<input type="checkbox"/> Renewal PTO	A-20590-111242	14/08/2017	Complete

2 Reactivate

More Actions ^

3. Click Save

Reactivate

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

[Show more](#) ▾

Upload proof



Upload a file or drag and drop

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

Remarks

Cancel

Save

3

1 / 1343 equipment

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

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.

7 Existing equipment

7.1 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.**

7.1.1 Print PTO Certificate for less than 25 equipment selected

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for equipment status: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '0 Equipment No contractor for more than 1 month'. Below these are cards for '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'. 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 also present. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row (L219) is selected. The bottom of the page shows 'Showing 81 to 86 of 86 results' and pagination controls.

1. Selecting the equipment list from the sidebar
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

7.1.2 Print PTO Certificate for 25 or more equipment selected

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for equipment status. Below these, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar indicates '86 / 86 equipment(s) 6 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 contains several rows of equipment data. At the bottom, there is a pagination control showing '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	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. Select 25 or more equipment from the equipment list table using the checkbox
2. Select all the desired equipment from the equipment list that requires the PTO certificate to be printed
3. Select the Print PTO Cert button

PTO Certificate Requests

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

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

5 / 5 request(s)

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

Historical Records

5 / 5 request(s)

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

For older items/records, please contact admin

4. You will be redirected to a new page. The bulk request will take some time. Click the download button once the request status is "Success".

7.2 Change Contractor

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

Contractor Details

1 New Testing Contractor Name *

New Testing Contract Start Date *


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

New Maintenance Contractor Name *

New Maintenance Contract Start Date *

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

2 Upload proof of change



Upload a file or drag and drop

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

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

4

Here Owner Representatives 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

7.3 Changing SPE for selected equipment

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

The screenshot shows the LEAP web application interface. On the left is a sidebar with navigation options. The main area displays an 'Equipment List' with a table of equipment records. A dropdown menu is open over the table, showing various actions like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. Red circles with numbers 1 through 4 highlight the sidebar, the 'Equipment List' menu item, a summary card, and the 'Change SPE' option respectively.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pl2312	blk323da, test st							Rej View ...
EN-21729-113969	234234	blk7654500, pink, purple		urple street	N/A	N/A	Pending Payment	Renewal PTO	Act View ...
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Acc View ...
N/A	pl23234j	blk233fl, file uploadong		loadong	N/A	N/A	Pending SPE Inspection	New PTO	Acc View ...
EN-39143-600505	234234	blk7654500, pink, purple street	blk7654500	pink, purple street	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View ...
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	Pending SPE Inspection	New PTO	Acc View ...
N/A	213123	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Acc View ...
N/A	23423	blk832sdf, testing payment issue	blk832sdf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Acc View ...
N/A	pl3434	blkd23d, test	blkd23d	test	N/A	N/A	Pending Payment	New PTO	Rej View ...
N/A	123123	spech, test st	spech	test st	N/A	N/A	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.

7.4 Printing past receipts

Owner Representatives 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. A sidebar on the left contains 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 (5 Equipment, 0 Equipment, 0 Equipment, 1 Equipment) and a table of 1241 equipment items. A red circle '1' highlights the 'Equipment List' sidebar item. A red circle '2' highlights the 'Print PTO Cert' button. A red circle '3' highlights the 'Other Actions' dropdown menu. A red circle '4' highlights the 'Print Past Receipt' option within the dropdown menu. A tooltip below the 'Print Past Receipt' option reads 'any necessary past equipment'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	T NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pi2312	blk323da, test st								Rej View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pi23234j	blk233ff, file uploadon						Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blk7654500, pink purple street	blk7654500, pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blk832sdf, testing payment issue	blk832sdf, testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blk832sdf, testing payment issue	blk832sdf, testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pi3434	blkd23d, test	blkd23d, test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Rej View
N/A	123123	spech, test st	spech, test st	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

Check downloads within your browser

Note:

If payment was done by Owner Representative, the payee name will be Owner Representative's name.

7.5 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', etc. The main area displays a table of equipment with columns for 'EQUIPMENT ID', 'EQUIPMENT NO', 'ADDRESS', 'F 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 such as 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Print Past Receipt', and 'Renew PTO'. The 'Suspend' option is highlighted, and a tooltip indicates 'Any equipment with a valid equipment number'. Red callouts are placed as follows: 1. On the 'Equipment List' sidebar item. 2. On the '1241 / 1241 equipment(s)' header. 3. On the 'Suspend' option in the dropdown menu. 4. On the 'Suspend' option in the dropdown 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

2 Type of A/R works *

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

Specialist Professional Engineer (SPE)

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

3

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.

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

Cancel 2 Save

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

7.7 Viewing inspection for an equipment

The screenshot displays the 'Equipment List' page in the LEAP system. The page includes a sidebar with navigation icons, a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons, and a dashboard with several summary cards. Below the dashboard are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment records is shown below, with the first row selected. A pagination bar at the bottom indicates '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
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
<input type="checkbox"/>	L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	31/08/2024	N/A	Complete	View
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View

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

Equipment Details

Export Equipment Details

Renew PTO

Commence Recommission PTO

Edit Recommission

Edit

Actions

4

- Pay Renewal Fee
- View Inspection 5
- Change Contractor
- Change SPE
- Transfer Ownership

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

4. Select actions

5. Select view inspection

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

View Inspection Download PDF

<p>Equipment ID N/A</p> <p>Owner Name, ID LTA, G7801208K</p> <p>Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A</p> <p>SPE, ID chester.muller, 33</p> <p>Show more</p>	<p>Equipment Type Car Lift</p> <p>PTO Expiry Date N/A</p> <p>Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A</p> <p>LEI, Reg No. N/A</p> <p>Inspection Start Date 24/07/2023</p> <p>Inspection Type No Load Test</p> <p>Inspection Report Authorised Date & Time 02/08/2023 12:40</p>	<p>Equipment No (e.g., PL01) pl232</p> <p>Equipment Status Accepted By Owner</p> <p>Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q</p> <p>Commissioning Date N/A</p> <p>Reviewer N/A</p> <p>Application Status Pending Amendment By SPE</p>
---	--	---

Tested by
chester.muller

Inspection Status
Saved as Draft

Application Type
New PTO

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 Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T185S0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

Upload List

A-202307-008026_pl232_testing signsg_.pdf Document has been authorised by chester.muller on 02/08/2023 12:40	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.

8 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP system. At the top, there are several summary cards for different equipment categories. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table of equipment records is displayed below, with columns for Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The first row of the table is highlighted in blue. A red circle '1' points to the sidebar menu, a red circle '2' points to the table, and a red circle '3' points to the 'View' button in the action column of the first row.

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

8.1 Advance Filter (Search)

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

Equipment List

Create New PTO Application Export All Records To Excel

0 Equipment Due for 5 Year Full Load Test

0 Equipment Pending Authorisation By SPE

9 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

5 Equipment Pending amendments - BCA Comments

9 Equipment Ongoing Renewal

21 Equipment Ongoing Recommissioning

686 Applications Assigned to me

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date dd/mm/yyyy

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset Filter

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

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

8.2 Edit equipment details

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

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

Equipment Details

↓ Export Equipment Details

↻ Renew PTO

⌂ Commence Recommission PTO

✎ Edit Recommission

✎ Edit

Actions ▾

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

4. Select Edit

Edit Equipment EN-52757-543721

Address Details

Search for Address 5

Search by block, street name, building name or postal code

Block/House Number	<input type="text" value="71"/>	Street Name *	<input type="text" value="ROBINSON ROAD"/>
Floor Number	<input type="text" value="2"/>	Unit Number	<input type="text" value="2"/>
Building/Estate Name	<input type="text" value="71 ROBINSON"/>	Postal Code	<input type="text" value="068895"/>
Development Type *	<input type="text" value="Residential Non-landed (HDB)"/>		

Cancel
6 Save Address Details

Address Details

Search for Address

Search by block, street name, building name or postal code

Block/House Number	<input type="text"/>	<input type="text" value="579700"/>	
Floor Number	<input type="text"/>		
Building/Estate Name	<input type="text"/>		
Development Type *	<input type="text" value="Select an option"/>		

200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700

200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700

200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700

200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700

200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700

200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

Technical Information

Equipment No (e.g., PL01) *	<input type="text"/>	Equipment Type *	<input type="text" value="Select an option"/>
-----------------------------	----------------------	------------------	---

5. Make required changes for Address Details

Note: Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.

6. Click “Save Address Details”

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

Edit Equipment Action ▾

🔄 Equipment data updated successfully 3

Company Address Details

Block/House Number	<input type="text" value="1621396"/>	Street Name *	<input type="text" value="file uploadong"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text"/>	Postal Code	<input type="text"/>

Technical Information

Equipment No (e.g., PL01) *	<input type="text" value="p021234"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Development Type *	<input type="text" value="Civil, Community & Cultural Institutions"/>	Make *	<input type="text" value="Hyundai"/>
Year of Installation *	<input type="text" value="2000"/>	ARD Brand	<input type="text"/>
Model *	<input type="text" value="model"/>	UPS Brand	<input type="text"/>
ARD Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
UPS Model	<input type="text"/>	Rated Load *	<input type="text" value="33"/> kg
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Cabin Height *	<input type="text" value="33"/> mm
Rated Speed *	<input type="text" value="33"/> m/s	Cabin Length *	<input type="text" value="33"/> mm
Cabin Breadth *	<input type="text" value="33"/> mm		

2

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: SS 550:2009

Remarks

1. Make required changes for Technical Details
2. Save Technical Information

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

Year of Installation *	2022	Make *	KONE
Model *	2022	Speed *	2022 m/s
Length *	2022 mm	Width *	2022 mm
Rise *	2022 mm	Span	2022 mm

Applicable Standard(s) *

Choose the applicable standard(s)

SS CP 15:1990

Remove

Choose the applicable standard(s)

SS CP 15:1980

Remove

Cancel Save Technical Information

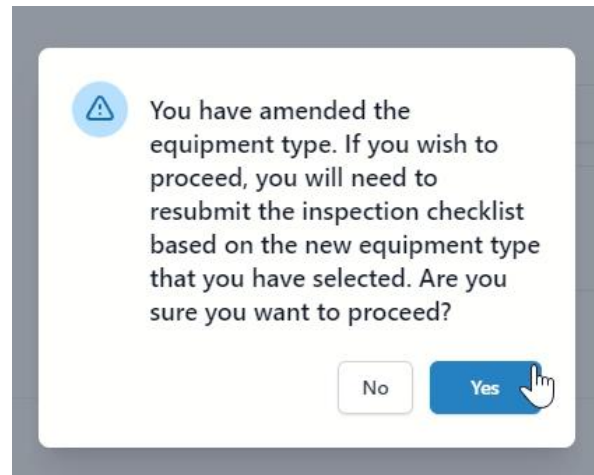
Note: If an equipment has multiple applicable standards, it can be edited and saved. No additions are allowed.

In this case, applicable standards can be removed until only one remain.

3. Success message will be shown

Edit Equipment L690

Equipment data updated 3



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.

Applicable Standard(s)

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
1. Recommission PTO	Any other lift: SS 550:2009	recomm 2	24/04/2026	SPE - Sushi: Best Friend of Hasani
Recommission PTO	Any other lift: SS CP 2:2000		24/04/2026	Officer - Myra Wintheiser
2. Others	Any other lift: SS CP 2:2000	edit	24/04/2026	Owner - Ollie Jacobs
Renewal PTO	Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004		23/04/2026	SPE - Sushi: Best Friend of Hasani
New PTO	Any other lift: Others		23/04/2026	SPE - Sushi: Best Friend of Hasani

Showing 1 to 5 of 5 results

Rows per page: 10 | First < 1 > Last

[Show less](#) ^

Note:
Changes to applicable standard(s) will be reflected in equipment details in the following scenarios:

1. Transition of application type(s). For example, a Renewal PTO with Code of Standard (COS) A undergoes Recommission application and changes to COS B. COS is edited as per [Section 8.2](#).

8.3 View past applications

Owners can view the history of all equipment

1 Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	L219	12	1	N/A	1	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/>	L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/>	L392	23423	bik784993_test uluooo	bik784993_test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

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

1. 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](#)

8.4 View payment history

The screenshot shows the 'Equipment List' page in the LEAP system. The page features a dashboard with several summary cards and a main table of equipment records. Three red callouts are present: '1' points to the 'Equipment List' header, '2' points to the selection checkbox for the first row (L219), and '3' points to the 'View' button for the same row.

Equipment 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 Recommisioning
- 11 Equipment: Suspension Request
- 86 Applications: Assigned to me

Equipment List 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 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"/>	L464	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

Equipment Details

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

PAYMENT HISTORY

DATE	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	AMOUNT	PAID BY	ACTION
28/08/2017		Online Payment	Paid	20		Receipt

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

8.5 View Owner, Contractor & SPE history

1

Equipment List

Claim Equipment Ownership
Export All Records To Excel

3

0 Equipment
PTO Expiring in 3 months

55 New Equipment
Ongoing New PTO application

Renew PTO

0 Equipment
Full Load Test window open

2 Equipment
Ongoing Recommissioning

Pay Renewal Fee

0 Equipment
No contractor for less than 1 month

11 Equipment
Suspension Request

Print PTO Cert

0 Equipment
No contractor for more than 1 month

86 Applications
Assigned to me

Other Actions

86 / 86 equipment(s) 1 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

Search

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

Showing 81 to 86 of 86 results

Rows per page 10

First < 5 6 7 8 9 > Last

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

<

Equipment Details

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

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

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

5 **OWNER, CONTRACTOR & SPE HISTORY**

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

4
More Actions ^

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

8.6 Exporting equipment details to excel

The screenshot displays the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with a red circle '1' pointing to the 'Equipment List' menu item. The main content area features several summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel' (highlighted with a red circle '3'). A table below shows a list of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row (L219) is selected, indicated by a red circle '2'. The table shows 86 results, with the current page displaying rows 81 to 86. The pagination controls at the bottom show 'Rows per page: 10' and page numbers 1 through 9, with page 9 selected.

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

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

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

4. Check all the required information to export

5. Click export. Equipment list should appear as a download

#	A	AQ
1	EQUIPMENT ID	CODE OF STANDARD
2	E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

Note: In column "CODE OF STANDARD", past Code of Standard(s) are denoted by semi-colon ";," in the excel.

8.7 Exporting all equipment to excel

Equipment List

0 Equipment Due For 5 Year Full Load Test

2 Equipment Pending Authorisation By SPE

3 Equipment PTO Expiring in 3 Months

0 New PTO Applications Reported By Owner

Create New PTO Application | Export All Records To Excel

1. Select export all records to Excel

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

Equipment List

0 Equipment Due For 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

Assign LEI | Initiate ReCommission PTO Application | Resume New PTO Application | Export Selected

3 / 848 equipment(s) | 0 item(s) selected | Display/Hide Columns | Group By Column | Clear All Columns

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE
N/A	PLA 02NOV	1, MEYAR, 12ECP, 12 - 2, 123456	1	MEYAR	123456
N/A	PL01	Guillemard Road	N/A	Guillemard Road	N/A
N/A	ESC01a	971, Ang Mo Kio Avenue, 381231	971	Ang Mo Kio Avenue	381231

- Capacity
- ARD Brand
- ARD Model
- UPS Brand
- UPS Model
- Machine room/Machine Roomless
- Rated Load
- Rated Speed
- Cabin Height
- Cabin Breadth
- Cabin Length
- Speed
- Width
- Span
- Length
- Rise
- No Load Test Date
- Full Load Test Date
- Code of Standard
- Owner Name
- Owner Email
- Owner Representative Status
- Owner Representative Name
- Owner Representative Email
- Maintenance Contractor
- Test Contractor
- Specialist Professional Engineer
- Lift Escalator Inspector
- PTO Approved Date
- Development Type

Cancel | Export

2. Check details to be exported
3. Select Export

REQUEST DATE/TIME	REQUEST STATUS	PROCESSED DATE/TIME	ACTION
11/07/2023 12:42:40	Processing	N/A	Download
06/03/2023 18:09:43	Success	06/03/2023 18:11:15	Download
03/03/2023 15:26:15	Success	03/03/2023 15:27:02	Download
09/01/2023 09:59:25	Success	09/01/2023 10:01:07	Download
06/01/2023 18:45:46	Success	06/01/2023 18:49:01	Download
06/01/2023 17:59:44	Success	06/01/2023 18:00:53	Download
06/01/2023 16:23:36	Success	06/01/2023 16:36:12	Download
06/01/2023 15:59:01	Success	06/01/2023 16:15:55	Download
06/01/2023 15:57:54	Success	06/01/2023 16:11:51	Download
06/01/2023 15:54:39	Success	06/01/2023 16:07:47	Download

By selecting the export all download, it will navigate the Owner to the downloading page.

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

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

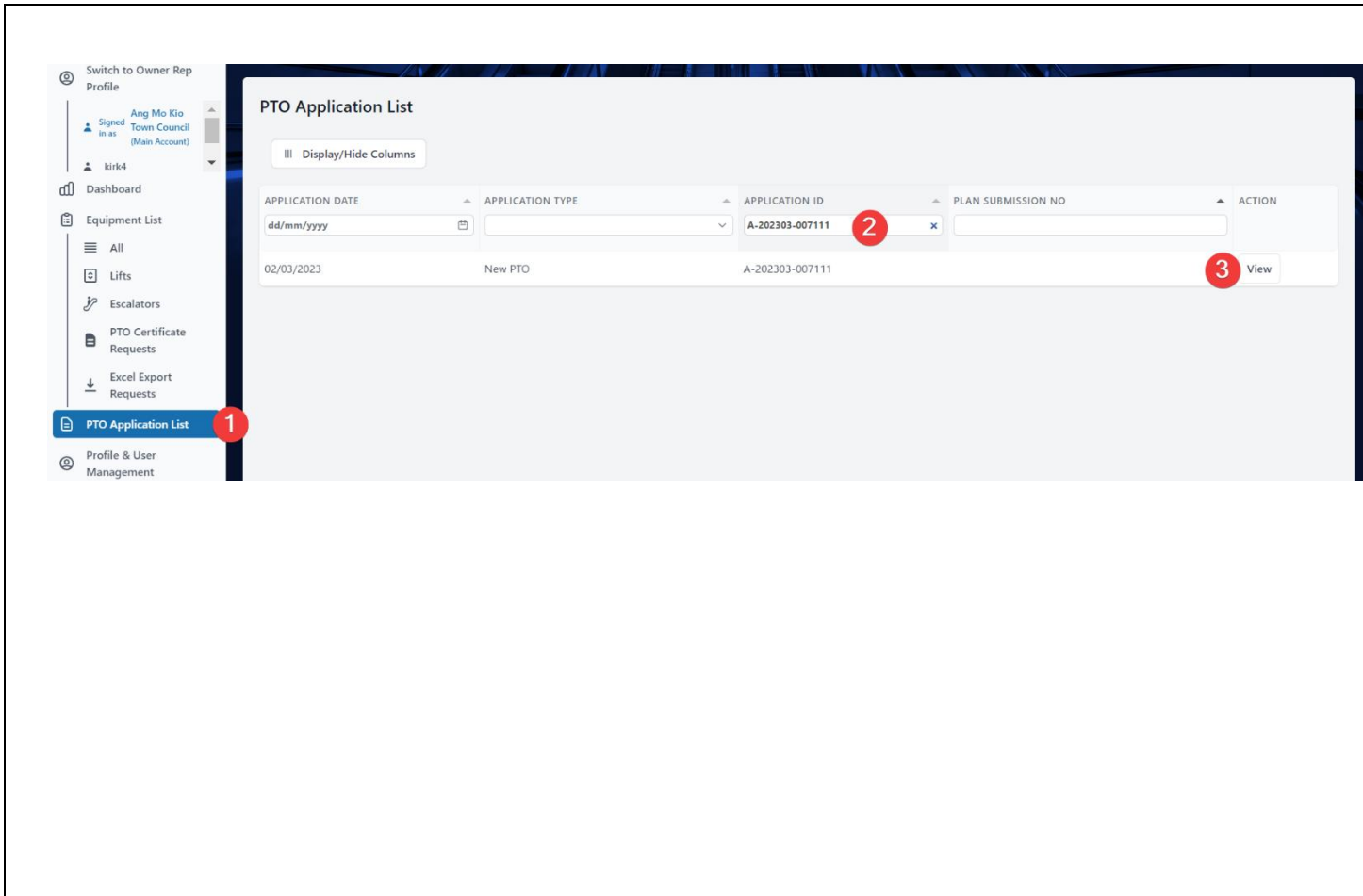
Once ready, the download button will no longer be greyed out.

Note: In column "CODE OF STANDARD", past Code of Standard(s) are denoted by semi-colon ";" in the excel.

AQ
1 EQUIPMENT ID CODE OF STANDARD
2 E104 SS 626:2017; SS CP 15:1980; SS CP 15:1990
3 L173969 Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

9 Viewing equipment in PTO application list

9.1 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.

9.2 If Application ID is not known upfront

Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

Showing 81 to 86 of 86 results

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

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

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

Equipment Details

Equipment ID: L83
Equipment Type: Car Lift
Equipment No (e.g., FL01): FL778

Owner Name, ID: Ang Mo Kio Town Council, F6456123L
PTO Expiry Date: 30/06/2023
Equipment Status: Active

Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A
Maintenance Contractor: 9G ELEVATOR PTE LTD, T18550001A
Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A

SPE, ID: chester.muller, 33
LEI, Reg No: N/A
Commissioning Date: 02/03/2023

Full Load Test Date: 02/03/2023
Next Full Load Test Expiry Date: N/A
No Load Test Date: 02/03/2023

PTO Approved Date: N/A

Show more

PAST APPLICATIONS
(Renewal, ReCommission and New PTO History)

Export As Excel | Export As PDF

0 item(s) selected

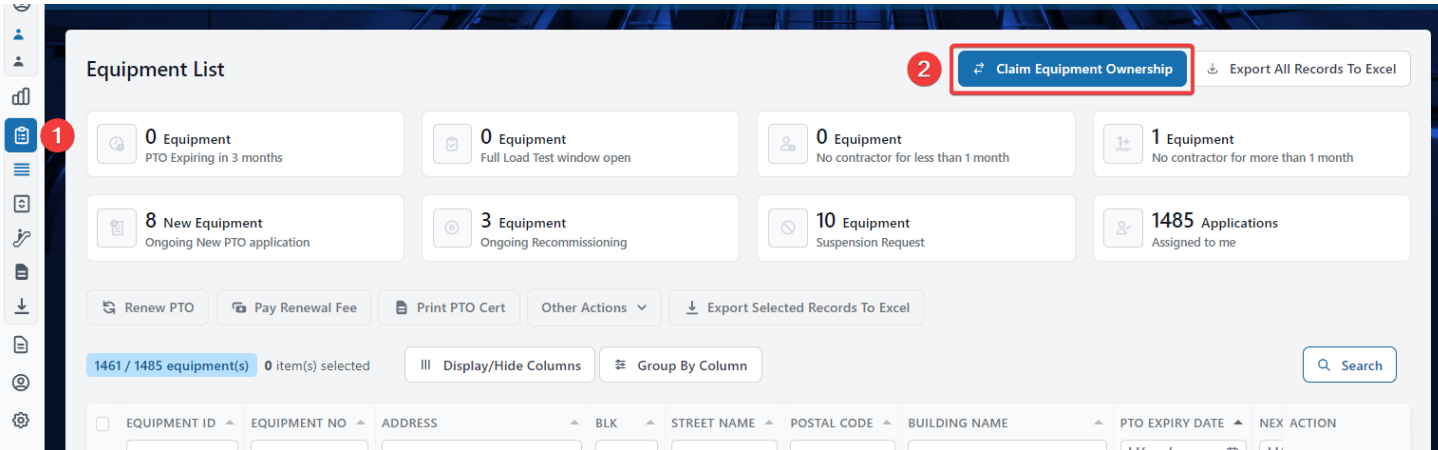
APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
Renewal PTO	A-202304-007241	05/04/2023	Pending SPE inspection
New PTO	A-202303-007111	02/03/2023	Complete

More Actions

4. Scroll down to bottom of the page
5. See Past Applications and note down the Application ID, and refer to [Section 9.1](#)

10 Claiming Ownership

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



The screenshot shows the 'Equipment List' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area features a 'Claim Equipment Ownership' button highlighted with a red circle '2'. Below the dashboard are various filters and a table header.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEX ACTION
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1. Begin by selecting the equipment list from the sidebar
2. Claim Equipment Ownership

Claim Ownership

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

01 PROOF OF OWNERSHIP 02 DECLARATION 03 CONFIRMATION

Proof Of Ownership

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

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

Remarks

4 Add Equipment Address
Required

5 [Next >](#)

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

Claim Ownership

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

✓ PROOF OF OWNERSHIP 02 DECLARATION 03 CONFIRMATION

Declaration

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

6

< Previous Submit > 7

- 6. Check declaration as rightful owner
- 7. Submit

Claim Ownership

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

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

PROOF OF OWNERSHIP DECLARATION 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.

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