



# User Manual

For the BCA LEAP Application

Role	Owner
Version	1.13
Date	7 May 2026



# Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	5 December 2022	Addition of user flow and updates to user interface
1.2	18 January 2023	Addition to manual based on user feedback
1.3	9 February 2023	Addition to manual based on user feedback
1.4	8 June 2023	Addition to manual based on user feedback
1.5	14 July 2023	Addition to manual based on user feedback Revision of Section 1.6 Owner registration Revision of Section 2.1 GIRO Application Revision of Section 2.2 Paying renewal fee for an equipment Revision of Section 4 Recommission PTO application Revision of Section 6.5 Advanced filter (Search) Revision of Section 6.9 View inspection for an equipment Revision of Section 7.3 View payment history Revision of Section 8.2 If application ID is not known upfront Addition of Section 9.1 Owner representative created Addition of Section 9.2 Owner representative not created Addition of Section 9.7 Remove equipment assigned to an owner representative Revision of Section 10.2 Reject transfer ownership request Revision of Section 10.3 Claiming ownership of an equipment Revision of Section 11 Profile and user management Revision of Section 11.1 Owner details Revision of Section 11.2 Changing address details Revision of Section 11.4 Changing contact details (email) Revision of Section 12 Notification
1.6	7 August 2023	Revision of Section 6.9 View inspection for an equipment
1.7	6 October 2023	Revision of Section 3 New PTO Application Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO Application

Version	Date Updated	Remarks
		Revision of Section 5 Migration from OPTO to LEAP
1.8	6 November 2023	Revision of Section 2.5 Change equipment expiry date Deletion of Section 2.7 Request Refund Revision of Section 5 Reactivating a terminated equipment Revision of Section 6.6 Suspend Equipment Revision of Section 6.7 Terminate Equipment Revision of Section 9.1.1 Owner representative profile created
1.9	27 June 2024	Revision of 1.5 Migrating from OPTO to LEAP (email verification) Revision of 1.7 Owner Dashboard (email verification) Revision of Section 6.6 Suspend Equipment Revision of 7.1 Editing Equipment Details (warning message if equipment is ongoing inspection)
1.10	14 November 2024	Addition of Section 2.2.1 Paying the renewal fee of an equipment – E-Payment (Credit Card) Addition of Section 2.2.2 Paying the renewal fee of an equipment – E-Payment (PayNow) Addition of Section 2.2.3 Paying the renewal fee of an equipment – Bank Transfer Addition of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of 2.3 Paying the renewal fee of an equipment if GIRO deduction failed – Method 1 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4.1 Making Payment for Recommission PTO Revision of Section 6.2 Change Contractor Revision of Section 6.3 Changing SPE for selected equipment Revision of Section 6.4 Printing past receipts Revision of Section 6.6 Suspend equipment Revision of Section 6.7 Terminate Equipment Revision of Section 7.1 Edit equipment details
1.11	19 June 2025	Revision of Section 2 Renew PTO Application Revision of Section 2.2 Paying the renewal fee of an equipment Revision of Section 2.2.4 Paying the renewal fee of an equipment – GIRO Revision of Section 2.3 Paying the renewal fee of an equipment if GIRO deduction failed Revision of Section 2.4 Paying the renewal fee of an equipment if GIRO deduction failed – Method 2 Revision of Section 3.3 Making payment for new PTO application Revision of Section 4 Recommission PTO application

Version	Date Updated	Remarks
1.12	13 November 2025	Updating of BCA Logo Revision of Section 1.4 Logging into the system Revision of Section 2 Renew PTO equipment Revision of Section 2.1 GIRO application Revision of Section 10 Transferring Ownership
1.13	7 May 2026	Addition of Section 2 Paying PTO fees for equipment(s) Revision of Section 3 Renew PTO equipment Revision of Section 4 New PTO application Revision of Section 5 Recommission PTO application Revision of Section 8 Equipment details Revision of Section 12 Profile and user management

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# 1 Introduction

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

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

## 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

## 1.2 Statuses used in LEAP

### 1.2.1 Application Status

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

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

## 1.2.2 Equipment Status

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

## 1.2.3 Inspection Status

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

## 1.2.4 Payment Status

Status	Description
Pending Payment	Payment has not been received.
Paid	Owner makes payment and selected E-Payment and paid via Stripe successfully, or Finance Officer updates the payment status to Paid after verifying payment received from Pay Later, or GIRO Deduction is successful
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

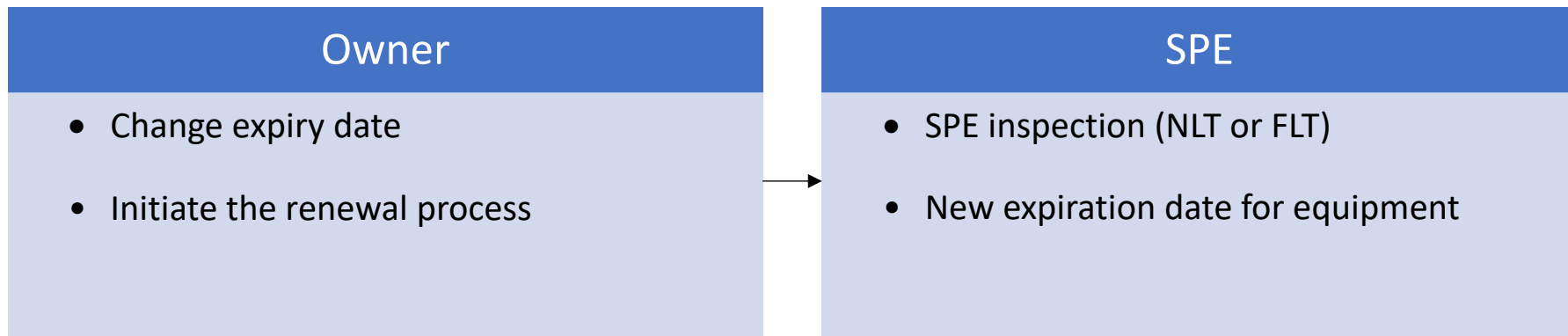
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

## 1.3 Flow of Owners main functions

The three main functions of the LEAP system are for owners to renew PTO, create new PTOs as well as recommission a PTO. This section will be used to elaborate on the flow of these 3 main uses.

### 1.3.1 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.



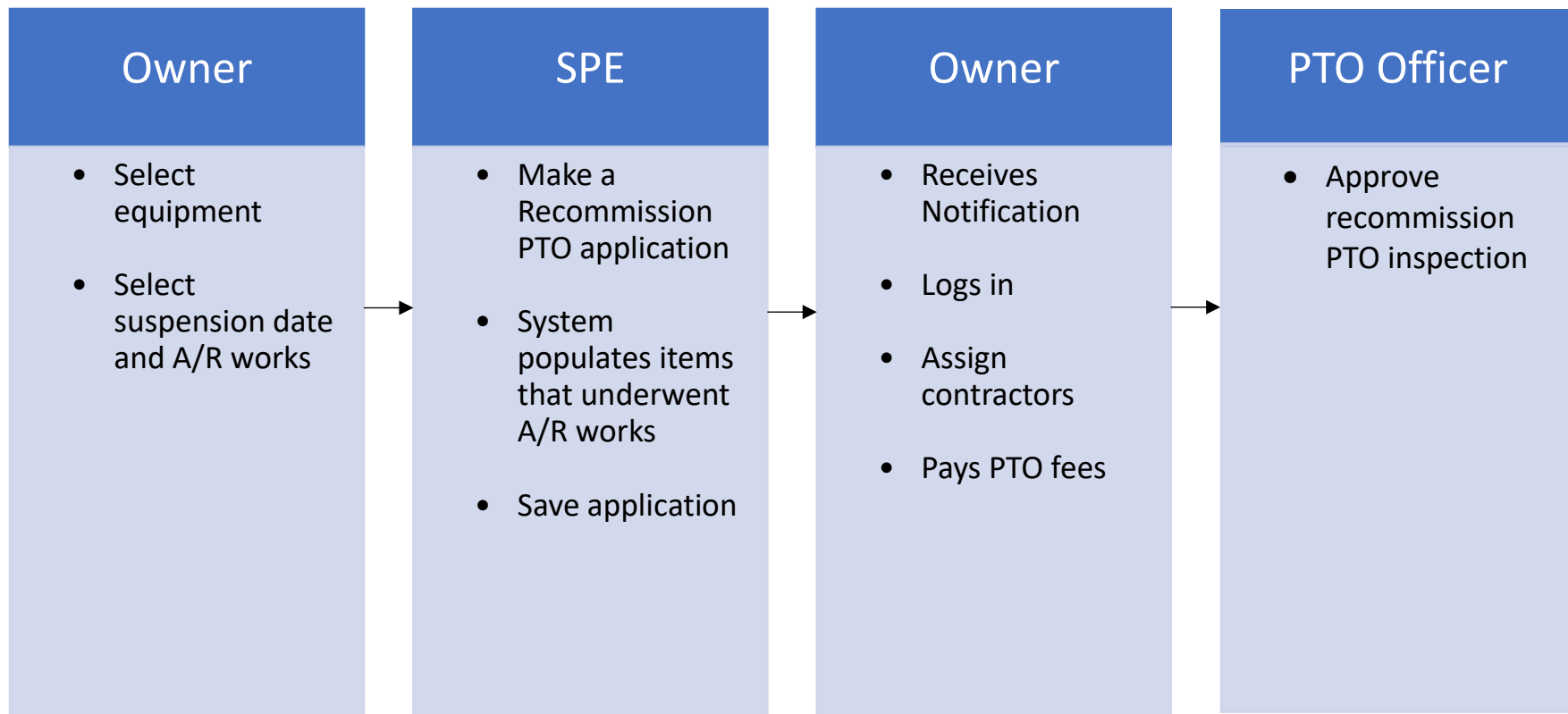
## 1.3.2 Owner flow: Create New PTO process

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.



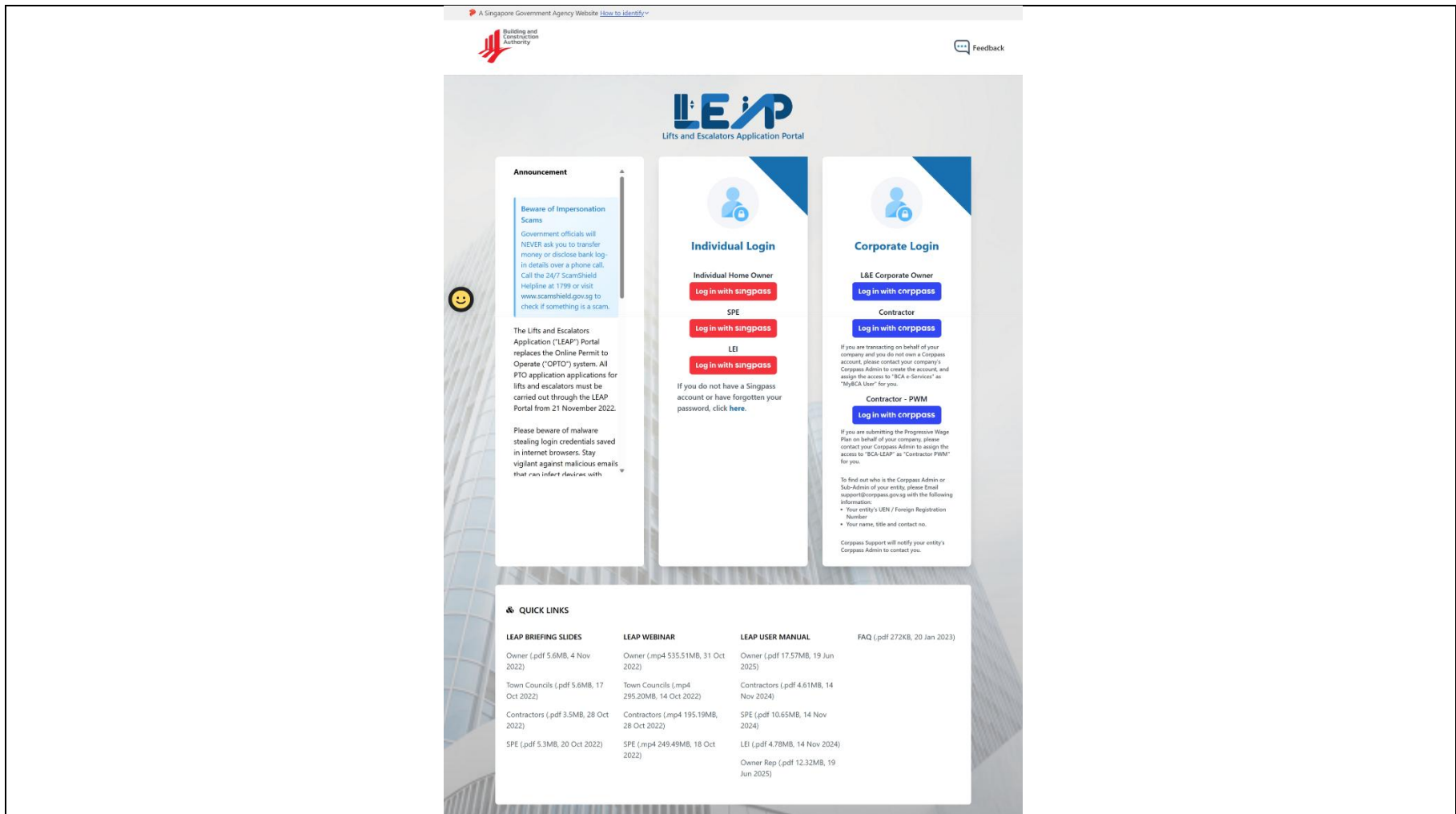
### 1.3.3 Owner flow: Recommission process

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.



# 1.4 Logging into the system

To login into the system, owners can begin by selecting the login mode that matches his profile. The owner will then upon successful entry be directed to the Singpass / Corppass web page. **Do note that if you are maintaining equipment for a corporate identity, please use the Log in with Corppass and not the individual homeowner login.**



## 1.5 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, Floor Number (12), Unit Number (12), Building/Estate Name, Postal Code (121212).
- Contact Details (3):** Email \* (thenuser@email.com), Phone \* (65 2234455).
- 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.

An 'Email Verification' message is displayed in a yellow box: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'

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

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

**Note:** Owner must verify the email address using OTP during registration in LEAP

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

### Owner Registration

**Personal Details**

Registration No. / UEN

Company Name

Owner Name

## 1.6 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities will pop up here. On the dashboard, alerts that require immediate action by the Owner would pop up here. Examples of alerts include new equipment getting assigned to the Owner, equipment that is pending recommissioning thus requiring action and information on equipment that is expiring. The smart filter here also further assists Owners in quickly navigating to the required action. To navigate to other pages, place your mouse hovered on the left side bar and it will be expanded.

The screenshot displays the LEAP dashboard interface. At the top, there is a navigation bar with the BCA logo, LEAP branding, and user roles: Owner (User Manual), Owner Rep (User Manual), and Land Transport Authority Owner. A left sidebar contains navigation options like Equipment List, Lifts, Escalators, and PTO Certificate Requests. The main content area features several alert banners:

- Yellow Alert:** "There are 1 equipment(s) which are due for 5-yearly Full Load Testing. Please click on View for more details and liaise with your appointed contractor and Specialist Professional Engineer to conduct the tests." (View)
- Red Alert:** "Maintenance Contractor for 1 lifts are invalidated. Please update the Maintenance Contractor." (View all equipment)
- Blue Alert:** "SG Company.27082025M has assigned you to be the owner representative for 1 equipment on 25/09/2025 18:58" (View to accept or reject)
- Yellow Alert:** "The PTO for 145 equipment(s) are pending recommissioning. Please proceed to check the Application." (View)
- Red Alert:** "Please proceed to complete the payment for 1 PTO renewal applications." (View all equipment)

Below the alerts are three summary cards:

- 1235 Equipments** In Equipment List (View all)
- 4 Equipment** Ongoing Renewal (View all)
- 145 Equipment** Ongoing Recommissioning (View all)

At the bottom left, there is a "Submit Feedback" button with a smiley face icon.

For accounts with unverified email address, a banner message will be displayed on the dashboard.

The screenshot displays the LEAP dashboard interface. At the top, there is a navigation bar with the BCA and LEAP logos, a menu icon, and links for 'All', 'Lifts', 'Escalators', 'MCPS', and 'PTO Certificate Requests'. On the right side of the navigation bar, there are buttons for 'Owner (User Manual)', 'Owner Rep (User Manual)', and the user's name 'Kirk Owner'.

A prominent pink banner message at the top of the dashboard reads: "The email address linked to this account is unverified. Please verify your email to receive notification. [Verify now.](#)"

Below the banner, there are four notification cards:

- A light blue card with a blue exclamation mark icon: "Jon Beier has assigned you to be the owner representative for 1 equipment on 12/01/2026 14:30. [View to accept or reject](#)"
- A light blue card with a blue exclamation mark icon: "Jon Beier has assigned you to be the owner representative for 1 equipment on 29/12/2025 11:39. [View to accept or reject](#)"
- A yellow card with an orange exclamation mark icon: "The PTO for 73 equipment(s) are pending recommissioning. Please proceed to check the Application. [View](#)"
- A pink card with an orange exclamation mark icon: "Please proceed to complete the payment for 2 PTO renewal applications. [View all equipment](#)"

At the bottom of the dashboard, there are three summary cards:

- A white card with a blue document icon: "1760 Equipments In Equipment List. [View all](#)"
- A white card with a blue document icon: "6 Equipment Ongoing Renewal. [View all](#)"
- A white card with a blue document icon: "73 Equipment Ongoing Recommissioning. [View all](#)"

The footer of the dashboard shows the text: "f637dede | job 2140123 | 2026-03-13T08:35:48Z"

## 1.7 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 owner and can be easily filtered according to requirements.

### Equipment List

Claim Equipment Ownership
Export All Records To Excel

🔔

**412 Equipment**

PTO Expiring in 3 months

🔔

**0 Equipment**

Full Load Test window open

👤

**0 Equipment**

No contractor for less than 1 month

➕

**1 Equipment**

No contractor for more than 1 month

📄

**7 New Equipment**

Ongoing New PTO application

🔄

**3 Equipment**

Ongoing Recommissioning

🔒

**10 Equipment**

Suspension Request

👤

**1484 Applications**

Assigned to me

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

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

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

## 1.8 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 smart filter cards, each with an icon and a count of equipment:

- 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"/>	

## 1.8.1 View equipment expiring in 3 months

Select PTO expiring in 3 months smart filter.

**Equipment List**

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

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

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

## 1.8.2 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 eight summary cards arranged in a 2x4 grid:

- 412 Equipment** (PTO Expiring in 3 months)
- 0 Equipment** (Full Load Test window open) - This card is highlighted with a red border.
- 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 of the dashboard, there is a row of action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

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

**Equipment List**

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

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

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

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

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

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

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

At the bottom, there are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'.

## 1.8.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.

The screenshot shows 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 summary 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** (highlighted with a red box)
- 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'.

## 1.8.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

The screenshot shows 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 summary 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 box)
- 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'.

## 1.8.7 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 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** (highlighted with a red box)
- 1484 Applications: Assigned to me

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

## 1.8.8 View all equipment assigned

Select Assigned to me smart filter.

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

<b>6 Equipment</b> PTO Expiring in 3 months	<b>0 Equipment</b> Full Load Test window open	<b>0 Equipment</b> No contractor for less than 1 month	<b>0 Equipment</b> No contractor for more than 1 month
<b>203 New Equipment</b> Ongoing New PTO application	<b>73 Equipment</b> Ongoing Recommissioning	<b>972 Equipment</b> Suspension Request	<b>1965 Applications</b> Assigned to me

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

## 1.9 Unable to find equipment after migration

Due to the page limit, users can select the number of rows being displayed at one time. **By default, the number of equipment being shown is 10 records.** You may see up to 500 rows per page at any one time. This is to facilitate the speed in the loading of the equipment. If Owner is unable to find a particular equipment, the owner can use the following methods.

Method 1 – Search via the columns filter

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 summary cards:

- 6 Equipment: PTO Expiring in 3 months
- 0 Equipment: Full Load Test window open
- 0 Equipment: No contractor for less than 1 month
- 0 Equipment: No contractor for more than 1 month
- 125 New Equipment: Ongoing New PTO application
- 28 Equipment: Ongoing Recommissioning
- 634 Equipment: Suspension Request
- 809 Applications: Assigned to me

Below the cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A status bar shows '679 / 809 equipment(s) 0 item(s) selected'. There are also buttons for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is located on the right.

The table below has the following headers, which are highlighted with a red box:

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

Method 2 – Search via the global search button. Refer to [Section 6.5](#)

## 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 GIRO<sup>2</sup> 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.

---

<sup>2</sup> 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

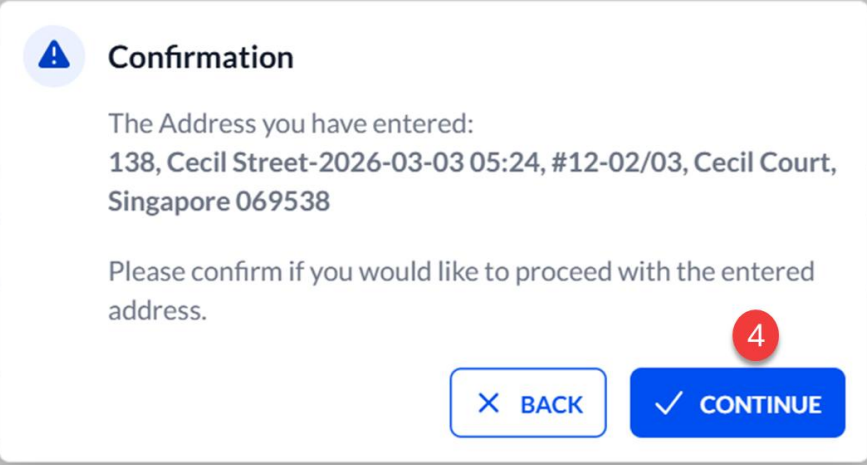
Building Name: Cecil Court

Postal Code \*: 069538

(3)

← BACK    CONTINUE

- Owner will be redirected to PayBCA portal to make payment.
2. Fill in Billing Address Details
  3. Click "Continue"

 <p><b>Confirmation</b></p> <p>The Address you have entered: <b>138, Cecil Street-2026-03-03 05:24, #12-02/03, Cecil Court, Singapore 069538</b></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. pI0009 (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
<b>Amount (Exclude GST):</b>					20.00
<b>GST:</b>					
			Out of Scope	20.00	0.00
<b>Amount (Include GST):</b>					<b>SGD 20.00</b>

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	<b>\$20.00</b>

✎ 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 GIRO<sup>3</sup> registered users
- c. PaySG – Available for all users

<sup>3</sup> 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
<b>Total</b>			<b>\$20.00</b>

### Complete payment

Card **PAYNOW** PayNow

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

Country: Singapore

**Pay \$20.00**

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

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 <b>9</b></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. This is required when the equipment is about to reach its expiry and the Owner wishes to keep it in operation. Do note that at the point of renewal the equipment must fulfil two conditions. (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

**Equipment List**

Claim Equipment Ownership | Export All Records To Excel

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

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

125 New Equipment Ongoing New PTO application

27 Equipment Ongoing Recommissioning

633 Equipment Suspension Request

811 Applications Assigned to me

Renew PTO **3** | Pay Renewal Fee | Print PTO Cert | Other Actions | Export Selected Records To Excel

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

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
<input checked="" type="checkbox"/>	L4	pl pto	21	04 Rochor Centre1 Rochor Road,aa	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

6 Equipment  
No contractor for more than 1 month

599 New Equipment  
Ongoing New PTO application

3545 Applications  
Assigned to me

Renew PTO | Pay Renewal Fee

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

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

Showing 1 to 1 of 1 results

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.

- 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 <span style="color: red; font-weight: bold;">a</span>	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, a 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

**Select Maintenance Contractor** [X]

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor  [b]

[c]

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

**5.c Click Save**

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**

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

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

### 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 \*  Verified Update 7

Print To PDF

Clear All Column Filters

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

✔ OTP Sent 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

✔ 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 \* 8

Send OTP

Validate

10

OTP has been sent. Resend OTP in 1:56

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.

↻ Update

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**

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

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

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](#)
11
[Proceed To Payment →](#)

**11. Click Proceed to payment**

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

## 3.2 Making payment for Renewal equipment

If the Owner 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 shows the 'Equipment List' interface. A sidebar on the left contains navigation icons, with a red circle '1' next to the 'Equipment List' icon. The main area displays a summary of equipment status: 413 Equipment (PTO Expiring in 3 months), 0 Equipment (Full Load Test window open), 0 Equipment (No contractor for less than 1 month), 1 Equipment (No contractor for more than 1 month), 7 New Equipment (Ongoing New PTO application), 3 Equipment (Ongoing Recommissioning), 10 Equipment (Suspension Request), and 1484 Applications (Assigned to me). Below this is a toolbar with buttons for 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle '3' and a tooltip), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A tooltip for 'Pay Renewal Fee' reads: 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the toolbar is a search bar and a table of equipment. A red circle '2' is next to the first row of the table, which is highlighted in blue. The table has columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and APPLIC/ ACTION. The first row (L287) has PTO EXPIRY DATE 31/05/2023 and APPLICATION STATUS Pending SPE Inspection. The second row (L229) has PTO EXPIRY DATE 31/03/2024 and APPLICATION STATUS Complete.

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 ([Section 3.1](#))

**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

**i** 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 4 Proceed To Payment →

#### 4. Proceed to Payment

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

## 3.3 Change equipment expiry date

When an owner would like to change an equipment's expiry date, it can be done 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' dashboard. A sidebar on the left contains navigation icons. The main area shows summary cards for equipment status (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment'). Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A table lists equipment with columns for ID, No., Address, Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, and Application Status. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', and 'Suspend'. Red circles 1-4 indicate the steps: 1. Sidebar selection, 2. Equipment selection, 3. 'Other Actions' button, 4. 'Change Expiry Date' menu item.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L82	PL08	52, Jurong Gateway Road	Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
L392	23423	blk784993, test uluooo	ooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
L441	a	1	N/A	N/A	N/A	31/10/2024	N/A	Complete	View ...
L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

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

This would take you to the next screen

**Change Expiry Date**

List of selected equipment

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

30/04/2024

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

Cancel Save

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

5. Change to 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 left 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
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

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

3. Next click on “View Equipment”

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

**Applicable Standard(s)** 4

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

[Show less](#) ^

Remarks

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

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

## 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

3. Click on “View Equipment”

### PTO Application List

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

[Export As PDF](#)

0 item(s) selected

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

Applicable Standard(s) **4**

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

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

[Show less](#) ^

Remarks **5**

**6**

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

### METHOD 1

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

**PTO Application List**

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
27/01/2023	New PTO	A-202301-008166		View <span style="color: red; font-weight: bold;">1</span>
27/01/2023	Renewal PTO	A-202301-008165		View
27/01/2023	New PTO	A-202301-008163		View
27/01/2023	Renewal PTO	A-202301-008162		View
27/01/2023	New PTO	A-202301-008161		View

**PTO Application List**

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

Export As PDF

0 item(s) selected

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

**Equipment List**

Claim Equipment Ownership | Export All Records To Excel

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

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

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

Commence New PTO | Other Actions | Export Selected Records To Excel

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
<input checked="" type="checkbox"/>	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
<input type="checkbox"/>	N/A	KY05	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**

	<p>4. Select "Next" after reviewing equipment</p>
--	---

### Resume PTO Application

01 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 <span>5</span>
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. Tick declaration boxes
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 7.2](#).

SPE field cannot be edited as well.

For re-assignment of SPE, please refer to [Section 7.3](#).

### 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 Update

#### Confirm Email & Make Payment

Print To PDF Clear All Column Filters

- If Owner wishes to update Contact Details, click on "Update". If not, proceed to Step 12
- Edit email address and click "Send OTP"
- A success message will appear at the top indicating "OTP Sent"
- 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.

### Resume PTO Application

OTP Sent **10**

REVIEW **1** | ASSIGN CONTRACTORS **2** | **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 \*

ezra\_tan+223@tsp.dev **9**

Verification Code   **11**

**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.

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**

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

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

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 manually suspending the equipment, or automatically by the system for the expired equipment. The SPE is required to initiate the recommission process.

**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

18 / 86 equipment(s) 1 item(s) selected Display/Hide Columns Change Expiry Date Change Contractor Change SPE Transfer Ownership Assign Representative Suspend Terminate Print Past Receipt Clear All Column Filters Search

PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANCE CON	ACTION
31/08/2023	N/A	Renewal PTO	Active	N/A	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/10/2024	N/A	New PTO	Active	No Load Test: Approved	A-202306-007200	28/06/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	N/A	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/07/2023	N/A	Renewal PTO	Active	N/A	A-202306-007187	26/06/2023	9G ELEVATOR PTE LT	View
31/07/2023	19/06/2028	Renewal PTO	Active	Pending SPE Inspection	A-202306-007120	21/06/2023	9G ELEVATOR PTE LT	View
31/07/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202306-007155	26/06/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
31/08/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202308-022857	30/08/2023	9G ELEVATOR PTE LT	View
30/09/2023	N/A	Renewal PTO	Active	Pending SPE Inspection	A-202309-039867	14/09/2023	9G ELEVATOR PTE LT	View

1. Filter active equipment
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 First < 1 > Last

Cancel Save

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

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

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

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

The screenshot displays the 'Equipment List' interface. At the top, there are several filter cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test windup open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommisioning' (highlighted with a red circle '1'), '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are action buttons: '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 second row is selected, with a red circle '2' on the selection checkbox. The table data is as follows:

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 ...
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...

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

## 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

ELEVATOR PTE LTD || ID : T18SS0001A

Maintenance Contractor \*

4

ELEVATOR PTE LTD || ID : T18SS0001A

SPE

The Mighty Mrubensm || ID : 22

### Declarations

5

I, the owner of the fixed installation, hereby appoint the following for the purpose of my application to resume the operation of the fixed installation after major alteration or replacement works have been carried out:

(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.

6

Next →

4. Assign contractor by clicking the dropdown list

5. Tick declaration boxes

6. Click "Next"

### Recommission PTO Application

✔ New contractor has been assigned to the equipment

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 \*  
Verified

ezra\_tan+223@tsp.dev

7  
Update

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

8. Edit email address and click "Send OTP"

### Recommission PTO Application

✔ OTP Sent 9

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
Send OTP

Validate
10

OTP has been sent. Resend OTP in 1:58

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.

Update

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

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

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

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 11 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 will have to submit a request and seek BCA assistance to reinstate the equipment.

1. Search for equipment with terminated equipment status

Applicable Standard(s)

No Data Available

Show less ^

PAST APPLICATIONS  
(Renewal, Recommission and New PTO History)

PAYMENT HISTORY

OWNER, CONTRACTOR & SPE HISTORY

Export As Excel

Export As PDF

0 item(s) selected

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

Reactivate

More Actions ^

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

**Reactivate**

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

[Show more](#) ▾

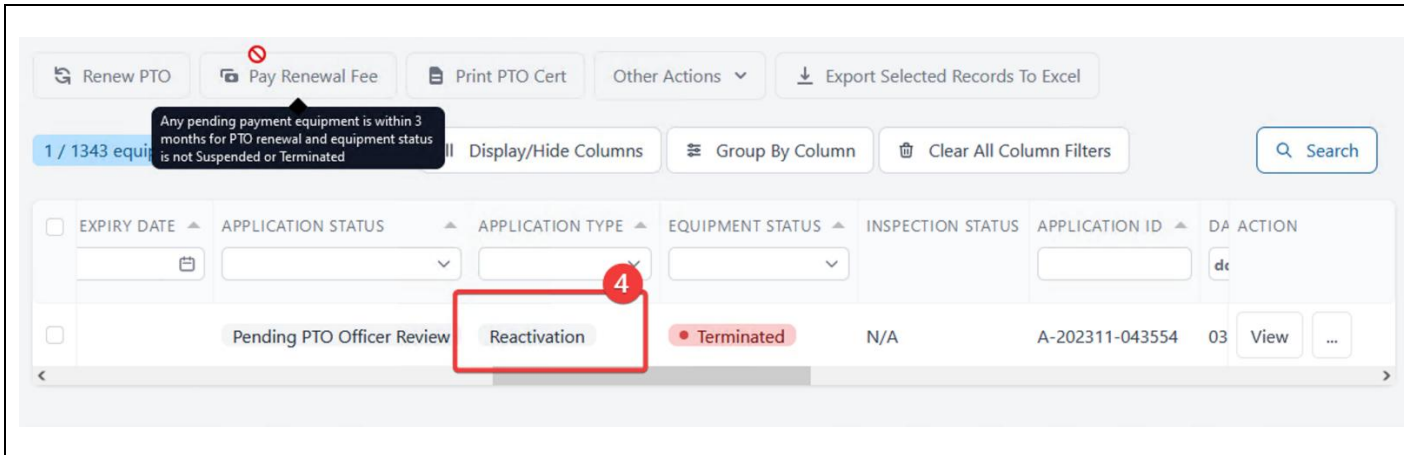
Upload proof

Upload a file or drag and drop

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

Remarks

3. Click Save



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 Printing PTO certificate

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

### 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', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these cards are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filters are also present. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first row is selected, and the 'Print PTO Cert' button is highlighted in the table header. A sidebar on the left contains a list of equipment, and a red circle 1 points to it. A red circle 2 points to the 'Print PTO Cert' button in the top navigation bar, and a red circle 3 points to the 'Print PTO Cert' button in the table header.

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. 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 shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons, a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons, and a main content area. 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'. A table below shows a list of equipment with columns for ID, NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The first six rows are selected, indicated by checkboxes. A 'Print PTO Cert' button is highlighted with a red circle and the number 2. The table header and the selected rows are also highlighted with a red circle and the number 3. The bottom of the page shows pagination information: 'Showing 81 to 86 of 86 results' and 'Rows per page 10' with a page number '9' selected.

1. Selecting the equipment list from the sidebar
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 PTD certificates.

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

5 / 5 request(s)

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

**Historical Records**

5 / 5 request(s)

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

For older items/records, please contact admin

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

The screenshot shows the LEAP 'Equipment List' page. The interface includes a sidebar on the left with navigation options like 'Dashboard', 'Equipment List', 'Lifts', 'Escalators', etc. The main content area displays a summary of equipment status (e.g., 5 Equipment PTO Expiring in 3 months, 123 New Equipment, 109 Equipment Decommissioning, 1068 Equipment Suspension Request, 1241 Applications) and a table of equipment records. A dropdown menu is open over the table, showing options like 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. Red callouts are placed on the interface: '1' on the sidebar, '2' on the 'Equipment List' link, '3' on the 'Other Actions' dropdown, and '4' on the 'Change Contractor' menu item.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	FRAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pt2312	br323ds test st				N/A	N/A	N/A	N/A	Rej View
EN-21729-113969	234234	br7654500 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 - NewB, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pt23234	br9233fr file uploadong	loadong	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	br7654500 pink purple street	br7654500 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	br832dof testing payment issue	br832dof testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	br832dof testing payment issue	br832dof testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pt3434	brd23d test	brd23d 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

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

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

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

## 7.3 Changing SPE for selected equipment

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

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, 'Equipment List' is selected (1). The main area shows a table of equipment with various filters and actions. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE' (4), 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', 'Print Past Receipt', and 'Renew PTO'. The 'Change SPE' option is highlighted. The table below shows columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION.

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	p2312	blh323da, test st							Raj View
EN-21729-113969	234234	blh7654500, pink purple					Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New9, 111111	111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	p23234j	blh233fl, file uploading					Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blh7654500, pink purple street					Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blh832stf, testing payment issue	blh832stf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blh832stf, testing payment issue	blh832stf	testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	p23434	blh423d, test	blh423d	test	N/A	N/A	Pending Payment	New PTO	Raj View
N/A	123123	spech, test st	spech	test st	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

This would take you to the next screen

### Assign SPE

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

Specialist Professional Engineer (SPE)

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

Cancel Save **6**

5. Select SPE dropdown box to change SPE

6. Select save

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

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

## 7.4 Printing past receipts

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

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle '1'. In the main content area, a table of equipment is displayed. One row is selected, highlighted with a red circle '2'. A dropdown menu is open for the selected row, with 'Print Past Receipt' highlighted by a red circle '4'. The 'Other Actions' dropdown is also highlighted with a red circle '3'. The table columns include 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.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	F NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	p2312	br323da, test st	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Act View
EN-21729-113969	234234	br7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7642 TC1	Block New, Str New, Bld - New, 111111	111111	Bld New	N/A	N/A	N/A	Pending Payment	New PTO	Act View
N/A	p23234	br233br, file uploadon	N/A	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-60505	234234	br7654500, pink purple street	br7654500 - pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Sk7130	TC1	Sk7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	br832duff, testing payment issue	br832duff - testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	br832duff, testing payment issue	br832duff - testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	p3434	brd23d, test	brd23d - test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Act 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. Print past receipt

Check downloads within your browser.

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

## 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 LEAP Equipment List interface. The sidebar on the left contains navigation options: Profile, Dashboard, Equipment List (1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment status (5 Equipment, 0 Equipment, 123 New Equipment, 109 Equipment, 1068 Equipment, 1241 Applications) and a table of equipment. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A dropdown menu is open over the table, showing options: Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend (4), Print Past Receipt, and Renew PTO. The 'Suspend' option is highlighted.

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

**Suspend**

1 Start Date: 30/05/2023

2 Type of A/R works \*

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

3 Specialist Professional Engineer (SPE): chester.muller || ID : 33

4 Plan Submission is required?  Yes  No

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	PTO EXPIRY DATE
L83	PL888	Sims Avenue 5381233	N/A	Sims Avenue	381233	N/A	Active	Car Lift	30/06/2023

6

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. Select SPE
4. Select plan submission requirement
5. Check declaration
6. Save

A success message will appear confirming that the submission is successful.

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

## 7.6 Amend Suspension Date

The screenshot displays the LEAP 'Equipment List' page. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area with summary cards and a data table. The table lists equipment with columns for ID, NO., ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A context menu is open over a row, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Print Past Receipt', and 'Renew PTO'. Red circles 1-4 indicate the steps: 1. Selecting 'Equipment List' in the sidebar, 2. Selecting a row in the table, 3. Clicking 'Other Actions', and 4. Selecting 'Amend Suspend Date' from the dropdown menu.

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

### Note:

- If the equipment is Active and there is ongoing suspension request for future, you can amend suspension date.
- If the equipment is Active and there is no ongoing suspension request, you can suspend. Refer to [Section 7.6](#)
- If the equipment is suspended, you cannot amend suspension date and suspend again.

### Amend Suspension Date

Start Date

Type of A/R works \*

Specialist Professional Engineer (SPE)

Plan Submission is required?  Yes  No

Submission Reference No.

- 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)

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

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 Terminate Equipment

If an owner no longer wishes to keep an equipment, he may terminate it by following the steps below. This process can be done for multiple equipment(s) at the same time.

The screenshot shows the LEAP 'Equipment List' page. On the left sidebar, the 'Equipment List' menu item is highlighted with a red circle and the number '1'. In the main content area, a table of equipment is displayed. A red circle with the number '2' is placed over the 'Other Actions' dropdown menu. A red circle with the number '3' is placed over the 'Terminate' option within this dropdown menu. A red circle with the number '4' is placed over the 'Apply' button at the bottom of the dropdown menu. The table below shows the equipment details.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	F T NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	p02312	bk8323da, test st			N/A	N/A	N/A	N/A	N/A	Act View
EN-21729-113969	234234	bk7654500, pink purple			N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New6, 111111		111111	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	p023234j	bk2339f, file uploading			N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	bk7654500, pink purple street	bk7654500		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	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	bk832udf, testing payment issue	bk832udf		testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	bk832udf, testing payment issue	bk832udf		testing payment issue	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	p03434	bk823d, test	bk823d		test	N/A	N/A	Pending Payment	New PTO	Act View
N/A	123123	spech, test st	spech		test st	N/A	N/A	Pending SPE Inspection	New PTO	Act View

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

**Terminate Equipment**

Terminated equipment cannot be operated and recommissioned after this request is confirmed. Please review your selection carefully

Start Date of Termination: 29/10/2023

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
EN-91861-149737	N/A	657, Jazz Street, Jazz Building, 253725	657	Jazz Street	253725	Jazz Building	Suspended	Platform Lift

Cancel Save

5

## 5. Save

A confirm termination of equipment pop up will appear.

### Note:

Terminated equipment cannot be recommissioned – Please review your selection carefully. Should you need to reactivate it, refer to [Section 6](#).

Equipment can be terminated if it has an Equipment ID, and equipment status is either Active or Suspended.

## 7.8 Viewing inspection for an equipment

The screenshot shows the 'Equipment List' page in the LEAP application. It features a dashboard with several summary cards, a table of equipment records, and various action buttons. Red callouts are placed on the interface to guide the user through the steps:

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

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

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	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 chester.muller, 33	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

### Choose a test

View Inspection for New PTO 6

4. Select actions
5. Select view inspection
6. Choose inspection to view the inspection.

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

<
**View Inspection**
Download PDF

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pi232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A

[Show more](#) ▾

Tested by chester.muller	Inspection Start Date 24/07/2023	Reviewer N/A
Inspection Status Saved as Draft	Inspection Type No Load Test	Application Status Pending Amendment By SPE
Application Type New PTO	Inspection Report Authorised Date & Time 02/06/2023 12:40	

SPE's Remarks

BCA's Remarks

Owner's Remarks

To view the signed document by SPE

1. Owner can click on "Download PDF" or can refer to Step #2.

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	2 Download	Download
ACOP Type Test Cert_ACOP Protection Means.pdf DefaultInspectionDocument	Download	

Upload By Officer
No files uploaded

2. Owner can download the PDF file indicated under Upload List (next page)

PDF will be downloaded to Owner's computer.

# 8 Equipment details

The screenshot shows the 'Equipment List' page in the LEAP application. It features a sidebar on the left with navigation icons, a top navigation bar with 'Claim Equipment Ownership' and 'Export All Records To Excel' buttons, and a main content area. The main area contains several summary cards for different equipment categories, a row of action buttons (Renew PTO, Pay Renewal Fee, Print PTO Cert, Other Actions, Export Selected Records To Excel), and a table of equipment records. A search bar is located on the right side of the table. 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 is highlighted in blue, and a 'View' button is visible in the ACTION column for that row. Red callouts are placed on the sidebar, the first row of the table, and the 'View' button.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
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. Look for desired equipment from equipment list
3. Select View

## 8.1 Advanced Filter (Search)

**Equipment List**

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

848 / 848 equipment(s) 0 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

Search Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal and Recommision application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	A-202307-007446	Pend View ...
L284	FinPay02	FinPay02	N/A	FinPay02	N/A	N/A	31/07/2024	N/A	A-202307-007439	Com View ...
L280	Payment	Payment	N/A	Payment	N/A	N/A	31/07/2024	N/A	A-202307-007429	Com View ...
E49	pl23234	blk232cb, wendy street, 12 - 1, 123543	blk232cb	wendy street	123543	N/A	30/09/2024	N/A	A-202307-007839	Pend View ...
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	A-202306-007200	Com View ...
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	A-202306-007200	Com View ...
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	A-202306-007200	Com View ...
EN-70846-800932	L3462	34, Jurong Gateway rd, asd, B1, 183025	34	Jurong Gateway rd	183025	asd	31/10/2024	N/A	A-202305-007490	Com View ...

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

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

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

## 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.

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	31/07/2024	29/05/2028	Pending SPE Inspection	View
<input type="checkbox"/>	L392	23423	bik784993	test uluooo	bik784993	test uluooo	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. To view equipment details, begin by selecting equipment list from the sidebar
2. Look for desired equipment from equipment list
3. Select View

Equipment Details

Assign LEI
Export To Excel
View Submission
Start Submission
Edit 4

<p><b>Equipment ID</b> N/A</p> <p><b>Owner Name, ID</b> Jurong Town Corporation, 180079784F</p> <p><b>Testing Contractor</b> Tai Hee Engineering, 180079784H</p> <p><b>SPE, ID</b> chester.muller, 33</p> <p><b>Full Load Test Date</b> N/A</p>	<p><b>Equipment Type</b> <span style="background-color: #eee; padding: 2px;">Home Lift</span></p> <p><b>PTO Expiry Date</b> N/A</p> <p><b>Maintenance Contractor</b> CHEVALIER SINGAPORE HOLDINGS ABC, F9990069P</p> <p><b>LEI, Reg No.</b> N/A</p> <p><b>Next Full Load Test Expiry Date</b> N/A</p>	<p><b>Equipment No (e.g., PL01)</b> PL08</p> <p><b>Equipment Status</b> <span style="background-color: #eee; padding: 2px;">Pending SPE Inspection</span></p> <p><b>Installation Contractor</b> MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, T18PF0001A</p> <p><b>Commissioning Date</b> N/A</p> <p><b>No Load Test Date</b> N/A</p>
---	---	---

**Address**

Block/House No 537	Street Name BEDOK NORTH STREET 3	Floor Number N/A
-----------------------	-------------------------------------	---------------------

### 4. Select "Edit"

## Edit Equipment EN-52757-543721

### Address Details

Search for Address

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

e.g., Block 123, Main Street, or 123456

5

Block/House Number

71

Street Name \*

ROBINSON ROAD

Floor Number

2

Unit Number

2

Building/Estate Name

71 ROBINSON

Postal Code

068895

Development Type \*



Residential Non-landed (HDB)

6

Cancel

Save Address Details

### Address Details

Search for Address

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

Block/House Number

Floor Number

Building/Estate Name

Development Type \*



Select an option

### Technical Information

Equipment No (e.g., PL01) \*

Equipment Type \*

Select an option

579700

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

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.

**Technical Information** 1

Equipment No (e.g., PL01) *	<input type="text" value="CL7890"/>	Equipment Type *	<input type="text" value="Fire Lift"/>
Year of Installation *	<input type="text" value="2024"/>	Make *	<input type="text" value="BNF ENGINEERING (S)"/>
Model *	<input type="text" value="CL7890"/>	ARD Brand	<input type="text"/>
ARD Model	<input type="text"/>	UPS Brand	<input type="text"/>
UPS Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Rated Load *	<input type="text" value="1"/> kg
Rated Speed *	<input type="text" value="1"/> m/s	Cabin Height *	<input type="text" value="1"/> mm
Cabin Breadth *	<input type="text" value="1"/> mm	Cabin Length *	<input type="text" value="1"/> mm

**Applicable Standard(s) \***

Choose the applicable standard(s)

Remarks

2

1. Make required changes for Technical Details

2. Save Technical Information

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

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

**Applicable Standard(s) \***

Choose the applicable standard(s)

Remarks

SS CP 15:1990

Remove

---

Choose the applicable standard(s)

Remarks

SS CP 15:1980

Remove

Cancel Save Technical Information

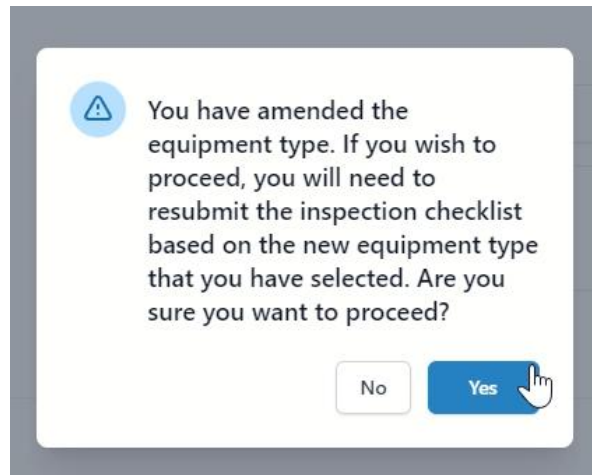
**Edit Equipment L690**

Equipment data updated 3

**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



**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
2. 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	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View ...

Showing 81 to 86 of 86 results

Rows per page 10 First 5 6 7 8 9 Last

**2**

**3**

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

**Equipment Details**

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

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
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 N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

Show more

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

PAYMENT HISTORY OWNER, CONTRACTOR & SPE HISTORY

Export As Excel Export As PDF

0 item(s) selected

APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
New PTO	A-202307-007873	05/07/2023	Pending SPE Inspection

4. Scroll down to bottom of the page

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

## 8.4 View payment history

**1** Equipment List

0 Equipment PTO Expiring in 3 months

0 Equipment Full Load Test window open

0 Equipment No contractor for less than 1 month

0 Equipment No contractor for more than 1 month

55 New Equipment Ongoing New PTO application

2 Equipment Ongoing Recommissioning

11 Equipment Suspension Request

86 Applications Assigned to me

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

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

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

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

**2** **3**

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

**Equipment Details**

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

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	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 chester.muller, 33	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

Show more

PAST APPLICATIONS (Renewal, Recommission and New PTO History) | **5** PAYMENT HISTORY | OWNER, CONTRACTOR & SPE HISTORY

DATE	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	AMOUNT	PAID BY	ACTION
05/07/2023	PR-202307-006867	Online Payment	Paid	20	Bob Lee	Receipt

4. Scroll down to bottom of the page

5. See Payment History

## 8.5 View Owner, contractor & SPE history

**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	blk784993, test uluooo	blk784993	test uluooo	N/A	31/08/2024	N/A	Complete	View
<input type="checkbox"/>	L441	a	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L436	h	1	N/A	1	N/A	31/10/2024	N/A	Complete	View
<input type="checkbox"/>	L484	b	1	N/A	1	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page 10 First 5 6 7 8 9 Last

1. 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 N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) LABC
Owner Name, ID Ang Mo Kio Town Council, F6456123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T185S0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T185S0001A	Installation Contractor 9G ELEVATOR PTE LTD, T185S0001A
SPE, ID chester.muller, 33	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

[Show more](#)

[PAST APPLICATIONS](#) (Renewal, Recommission and New PTO History)
 [PAYMENT HISTORY](#)
[OWNER, CONTRACTOR & SPE HISTORY](#)

ROLE	NAME	ID	START DATE	END DATE
Installation contractor	9G ELEVATOR PTE LTD	T185S0001A	05/07/2023	N/A
Test contractor	9G ELEVATOR PTE LTD	T185S0001A	05/07/2023	N/A
Maintenance contractor	9G ELEVATOR PTE LTD	T185S0001A	05/07/2023	N/A
SPE	chester.muller	33	05/07/2023	N/A
Corporate Owner	Ang Mo Kio Town Council	F6456123L	05/07/2023	N/A

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 navigation icons. The main content area features several summary cards for equipment status, a table of equipment records, and a toolbar with action buttons. A table of equipment records is shown below, with the first row selected. The table columns include Equipment ID, Equipment No, Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. The bottom of the page shows pagination controls indicating 86 results and a 'Rows per page' dropdown set to 10.

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

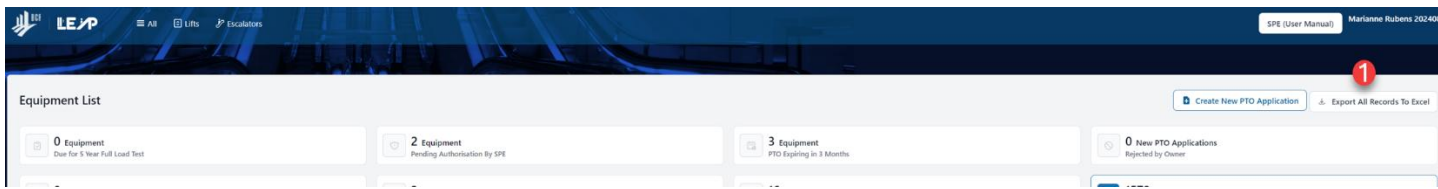
1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list
3. Click on Export Selected Records To Excel

4. Check all the required information to export
5. Click Export

	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

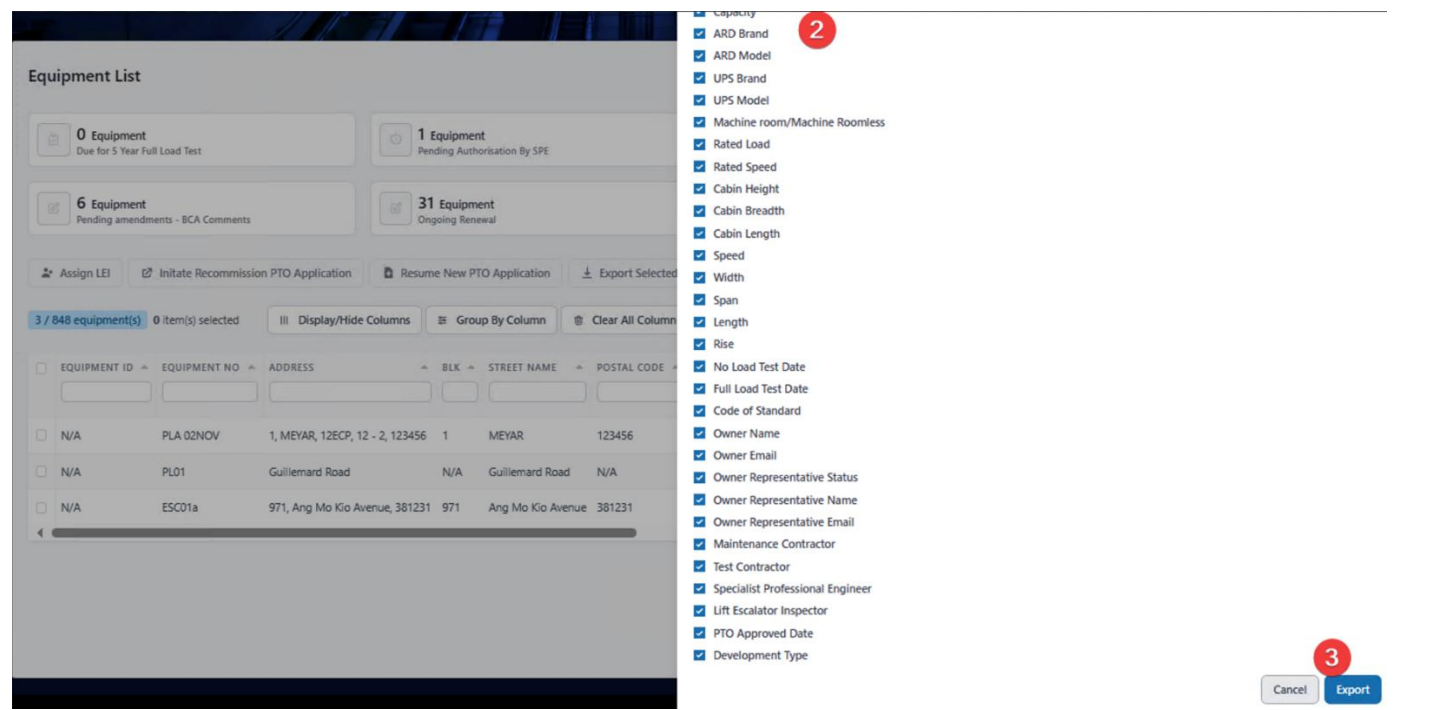
3 Equipment PTO Expiring in 3 Months

0 New PTO Applications Rejected 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 Recommision 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

The report generation might take a little while to process. Please check back in a few minutes (by refreshing this page.). Do note that the file will be downloaded as one csv file.

15 / 15 request(s) Display/Hide Columns

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

Showing 1 to 10 of 15 results Rows per page 10 First 1 2 Last

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.

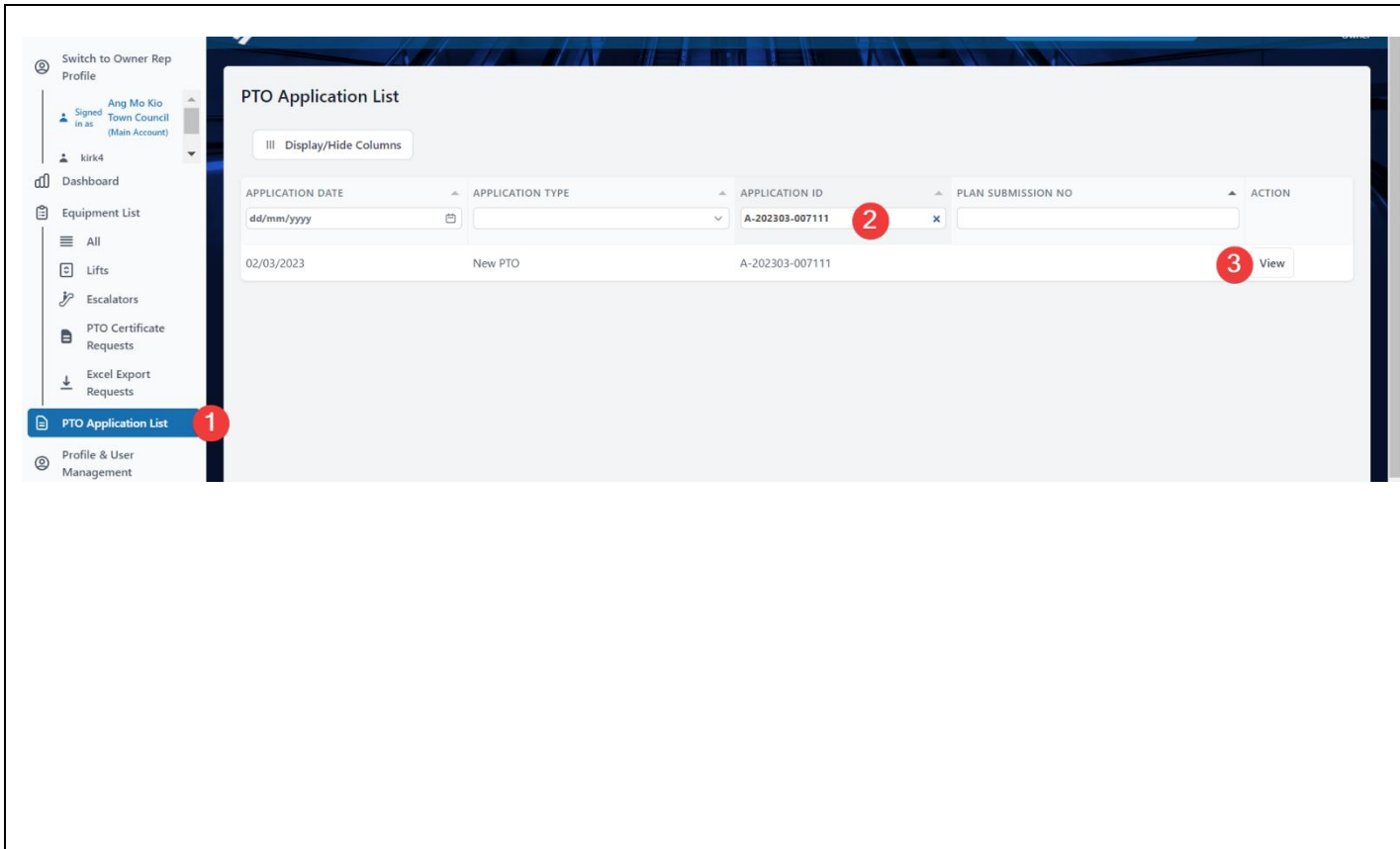
Once ready, the download button will no longer be greyed out.

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

	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

# 9 Viewing equipment in PTO application list

## 9.1 If Application ID is known upfront



PTO Application List

Switch to Owner Rep Profile

Signed in as Ang Mo Kio Town Council (Main Account)

kirk4

Dashboard

Equipment List

All

Lifts

Escalators

PTO Certificate Requests

Excel Export Requests

PTO Application List **1**

Profile & User Management

Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-202303-007111 <b>2</b>		
02/03/2023	New PTO	A-202303-007111		<b>3</b> View

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

1. Select PTO Application List from sidebar
2. Input the 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	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
<input type="checkbox"/> L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View ...
<input type="checkbox"/> L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View ...
<input type="checkbox"/> L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/> L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...
<input type="checkbox"/> L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View ...

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

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

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

**Equipment Details**

Equipment ID: L83  
 Equipment Type: Car Lift  
 Equipment No (e.g., PLO): PL778

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

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

SPE ID: chestermuller, 33  
 LEL Reg No: N/A  
 Commissioning Date: 02/03/2023

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

PTO Approved Date: N/A

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

0 item(s) selected.

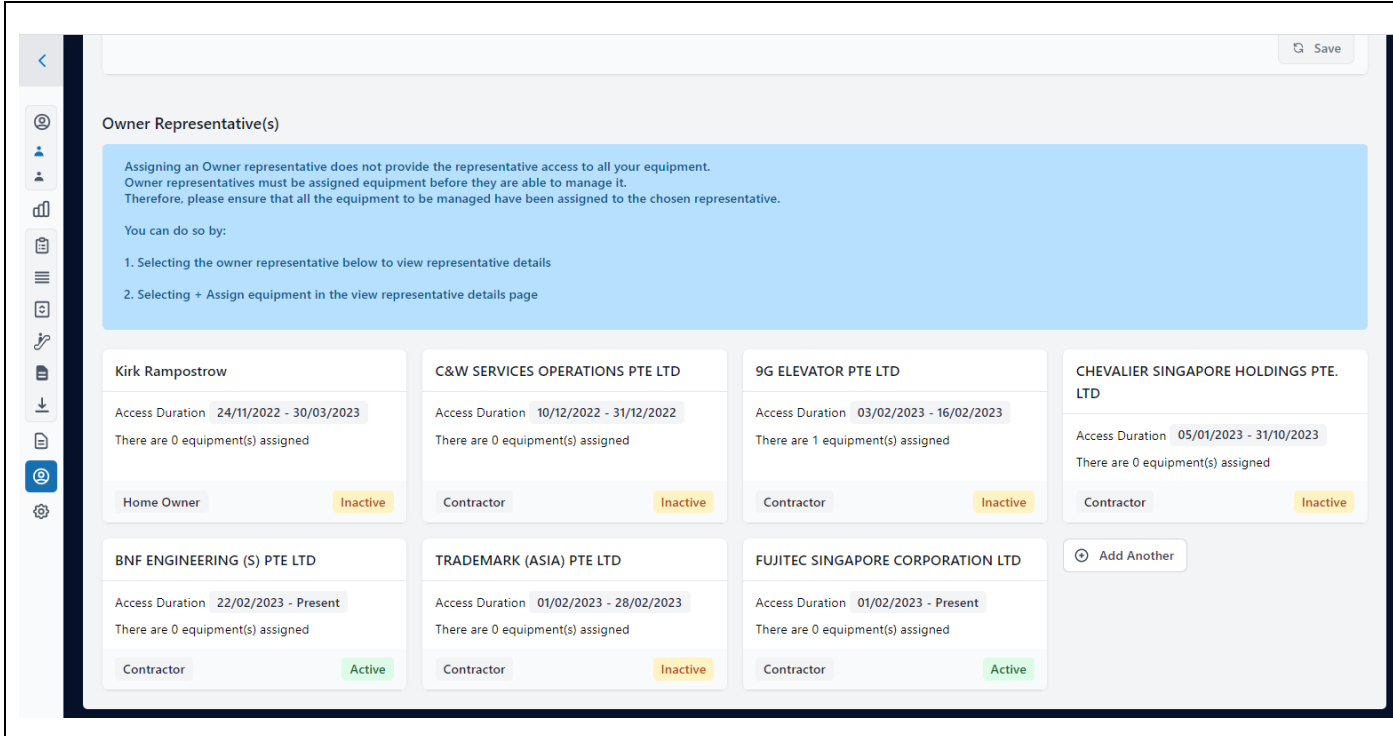
APPLICATION TYPE	APPLICATION ID	SUBMISSION DATE	APPLICATION STATUS
<input type="checkbox"/> Renewal PTO	A-202304-007241	05/04/2023	Pending SPE Inspection
<input type="checkbox"/> New PTO	A-202303-007111	02/03/2023	Complete

4. Scroll down to bottom of the page

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

# 10 Owner representative

Owner representatives are individuals assigned by the Owner to manage their account. Representatives can assist owners in several functions namely renewing PTO, paying renewal fees, suspend equipment, print PTO cert and resume recommission equipment after SPE submission. [Section 10.1](#) and [Section 10.2](#) outline the ways in which an Owner can assign an equipment to a new and existing representative as well as add a new representative. Whereas [Section 10.3](#) and [Section 10.4](#) outline the ways in which Owners can delete or change the status of an Owner representative respectively.



Owner Representative(s)

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

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<b>Kirk Ramprostrow</b> Access Duration 24/11/2022 - 30/03/2023 There are 0 equipment(s) assigned Home Owner <span>Inactive</span>	<b>C&amp;W SERVICES OPERATIONS PTE LTD</b> Access Duration 10/12/2022 - 31/12/2022 There are 0 equipment(s) assigned Contractor <span>Inactive</span>	<b>9G ELEVATOR PTE LTD</b> Access Duration 03/02/2023 - 16/02/2023 There are 1 equipment(s) assigned Contractor <span>Inactive</span>	<b>CHEVALIER SINGAPORE HOLDINGS PTE. LTD</b> Access Duration 05/01/2023 - 31/10/2023 There are 0 equipment(s) assigned Contractor <span>Inactive</span>
<b>BNF ENGINEERING (S) PTE LTD</b> Access Duration 22/02/2023 - Present There are 0 equipment(s) assigned Contractor <span>Active</span>	<b>TRADEMARK (ASIA) PTE LTD</b> Access Duration 01/02/2023 - 28/02/2023 There are 0 equipment(s) assigned Contractor <span>Inactive</span>	<b>FUJITEC SINGAPORE CORPORATION LTD</b> Access Duration 01/02/2023 - Present There are 0 equipment(s) assigned Contractor <span>Active</span>	<span>+ Add Another</span>

1. Begin by selecting Profile & User Management from side bar
2. Scroll down to view list of Owner representatives

## 10.1 Owner representative profile created

### 10.1.1 Assign equipment from Equipment List

**Note:** If you have created an Owner Representative profile before, you are advised to refer to [Section 10.1.2](#) for assignment of equipment for a better experience, as the list of equipment available for assignment will be filtered as per Step 5. This will be helpful if you are not aware which equipment has already been assigned to an Owner Representative (regardless of accepted/pending acceptance assignments).

The screenshot displays the 'Equipment List' interface. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment PTO Expiring in 3 months, 0 Equipment Full Load Test window open, 0 Equipment No contractor for less than 1 month, 0 Equipment No contractor for more than 1 month, 55 New Equipment Ongoing New PTD application, 2 Equipment Ongoing Recommissioning, 11 Equipment Suspension Request, and 86 Applications Assigned to me. Below this are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. A red circle '2' highlights the selection of equipment L219. A red circle '3' highlights the 'Other Actions' dropdown menu, and a red circle '4' highlights the 'Assign Representative' option within that menu. The table shows equipment L219 with a status of 'Pending SPE Inspection'. The bottom of the interface shows 'Showing 81 to 86 of 86 results' and a pagination control with 'Rows per page' set to 10 and page 9 selected.

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 assign representative

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

5 Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner  Contractor Representative  Individual Representative

9G ELEVATOR PTE LTD || ID : T185S0001A

Access Duration  
From 01/08/2023 To End Date Is Permanent

Active

6  Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME	ACTION
Active (1 item)										
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Activ	Remove

Cancel Save 7

5. Add owner representative details
  - a. Select representative type
  - b. Select access duration
  - c. Select "Is Permanent" if you wish to assign the representative permanently (end date will be automatically disabled)
  - d. Select "Is active" toggle if you want to activate this assignment from the date you put in the access duration

6. Check declaration

7. Save

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner
  Contractor Representative
  Individual Representative

9G ELEVATOR PTE LTD || ID: T185S0001A

Access Duration  
From: 01/08/2023 To: End Date Is Permanent:

Active:

Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative and should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it. Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	<input checked="" type="checkbox"/> Active <input type="button" value="Remove"/>

Cancel Save

## 8. Confirm new owner's representative

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner
  Contractor Representative
  Individual Representative

9G ELEVATOR PTE LTD || ID : T18SS0001A

Access Duration  
From: 01/08/2023 To: End Date Is Permanent:

Active

Yes – I, as the owner of the equipment, acknowledge that I remain responsible for the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage equipment. Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
Active (1 item)									
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Remove

Cancel Save

9. As owner representative already exists, click Yes so that the system will auto assign equipment to the selected owner representative

View Representative
10

---

Representative Type  
Contractor

Representative Name  
9G ELEVATOR PTE LTD

Access Duration  
From  To  Is Permanent

Active

Delete Owner Representative

Cancel

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

You can do so by:

Selecting the owner representative below to view representative details  
Selecting + Assign equipment in the view representative details page

**Equipment List** Assign Equipment

EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	ACTION
ABC	ABC, 12	N/A	ABC	N/A	N/A	Accepted By Owner	Car Lift	Pending SPE Inspection	New PTO	Remove

10. You will be redirected to the view representative page of the owner representative you have selected. The equipment assigned will be displayed at the table at the bottom.

**Note:**  
If you are not redirected to the view representative page in step 10, please ensure that the equipment you have selected is not pending acceptance or accepted by the owner representative.

## 10.1.2 Assign equipment from Profile page

**Note:** If you have yet to create an Owner Representative profile, before you proceed with this Section 10.1.2, please refer to [Section 10.2.2](#) so that the existing Owner Representative profile card will appear in this view.

<
Owner Representative(s) 2

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

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<p>Agnella Sellman</p> <p>Access Duration 18/01/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Jon_BieberTSP</p> <p>Access Duration 21/06/2023 - Present</p> <p>There are 7 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>00000</p> <p>Access Duration 12/07/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>Management Corporation - Strata Title Plan No. 4083</p> <p>Access Duration 11/01/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>
<p>ABC Company</p> <p>Access Duration 16/02/2023 - 24/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Ang Mo Kio Town Council</p> <p>Access Duration 06/03/2023 - Present</p> <p>There are 1 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>ABC Audit Firm</p> <p>Access Duration 16/02/2023 - Present</p> <p>There are 1 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Asd</p> <p>Access Duration 16/02/2023 - 23/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>
<p>Company E</p> <p>Access Duration 16/02/2023 - 16/02/2023</p> <p>There are 0 equipment(s) assigned</p> <p>Corporate Owner <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Unregistered User</p> <p>Access Duration 22/06/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="background-color: #ffcdd2; padding: 2px;">Inactive</span></p>	<p>Unregistered User XXX@gmail.com</p> <p>Access Duration 17/02/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Home Owner <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>	<p>9G ELEVATOR PTE LTD <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">3</span></p> <p>Access Duration 30/06/2023 - Present</p> <p>There are 0 equipment(s) assigned</p> <p>Contractor <span style="background-color: #e8f5e9; padding: 2px;">Active</span></p>
<p>TRADEMARK (ASIA) PTE LTD</p>	<p><span style="border: 1px solid gray; padding: 2px;">Add Another</span></p>		

1. Begin by selecting profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click on the name of desired Owner representative to view details

### View Representative

Representative Type: Contractor  
 Representative Name: 9G ELEVATOR PTE LTD

Access Duration: From 30/06/2023 To 30/06/2023 Is Permanent

Active

Delete Owner Representative
Cancel
Save

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

You can do so by:

- Selecting the owner representative below to view representative details
- Selecting + Assign equipment in the view representative details page

#### Equipment List 4 Assign Equipment

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
Pending Acceptance	EN-14798-224784	N/A	918, Bencoolen Street, Sunshine Plaza, 12 - 10, 381121	918	Bencoolen Street	381121	Sunshine Plaza	Suspended	Escalator	Remove
Pending Acceptance	L117	PL01x	Marine Terrace Bridge	N/A	Marine Terrace Bridge	N/A	N/A	Active	Cargo Lift	Remove
Pending Acceptance	L138	PL703	80, 80	80	80	N/A	N/A	Suspended	Car Lift	Remove

#### 4. Select Assign equipment

**Note:**  
For the Owner Rep assignment to be active, the "Active" toggle need to be enabled (the button will be highlighted in blue).

### Assign Equipment

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	
<input type="checkbox"/>	N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected
<input type="checkbox"/>	N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review
<input checked="" type="checkbox"/>	L218	pl234234	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review
<input type="checkbox"/>	N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
<input type="checkbox"/>	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
<input type="checkbox"/>	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection

Showing 1 to 10 of 967 results

Rows per page 10 | First < 1 2 3 4 5 > Last

5. Select equipment to assign
6. Save

**Note:**  
As 1 equipment can only be assigned to 1 Owner Representative, only clean and unassigned equipment will appear here.

If the equipment is currently ongoing assignment and yet to be accepted by Owner Representative or equipment accepted by Owner Rep, the equipment will not appear here.

Refer to [Section 10.7](#) if you wish to remove equipment assigned to an Owner Rep.

7. Confirm equipment assignment

Assign Equipment

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	AI	
<input type="checkbox"/>	N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	
<input type="checkbox"/>	N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	
<input checked="" type="checkbox"/>	L21B	pi234234	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review	
<input type="checkbox"/>	N/A	testing0001	testing0001	N/A	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	
<input type="checkbox"/>	N/A	sonic01	sonic01	N/A	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	
<input type="checkbox"/>	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	
<input type="checkbox"/>	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	
<input type="checkbox"/>	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	
<input type="checkbox"/>	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	
<input type="checkbox"/>	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	

Showing 1 to 10 of 967 results

Rows per page: 10 | First | 1 | 2 | 3 | 4 | 5 | Last

Cancel Save

Confirm this action?

Cancel Yes

**Assign Equipment**

🔔 Your request was successful 8

1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APP
<input type="checkbox"/> N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	Ne
<input type="checkbox"/> N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	Ne
<input type="checkbox"/> N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
<input type="checkbox"/> N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
<input type="checkbox"/> EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input checked="" type="checkbox"/> EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
<input type="checkbox"/> EN-77920-425387	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re

Showing 1 to 10 of 966 results

Rows per page: 10 | First | 1 | 2 | 3 | 4 | 5 | Last

8. Alert will show that equipment assignment to owner representative is successful

## 10.2 Owner representative profile not created

### 10.2.1 Create owner representative profile and assign equipment from Equipment List altogether

**Note:** You are advised to only do this for the first time creating this specific Owner Representative profile for a better experience. If you have an Owner Representative profile created before, you are advised to refer to [Section 10.1.2](#) for assignment of equipment.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for equipment status. Below these are action buttons like 'Renew PTO', 'Pay Renewal Fee', and 'Print PTO Cert'. A search bar and 'Export Selected Records To Excel' button are also present. The main area is 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 ACTION. The first row (L219) is selected, and a context menu is open over it, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. Red circles 1-4 indicate the steps: 1. Selecting the equipment list from the sidebar, 2. Selecting the desired equipment(s) from the list, 3. Selecting 'Other Actions' from the top bar, and 4. Selecting 'Assign Representative' from the context menu.

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

1. Begin by selecting the equipment list from sidebar
2. Then select the desired equipment(s) from the equipment list
3. Select other action
4. Select assign representative

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

5 Representative Type  Corporate Owner  Contractor Representative  Individual Representative  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them  
ABC LLP || ID : F9990069P

Access Duration From 01/08/2023 To End Date Is Permanent

Active

6  Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.  
Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.  
Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME	ACTION
Active (1 item)										
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A		Active Remove

7 Cancel Save

5. Add owner representative details
  - a. Select representative type
  - b. Select access duration
  - c. Select "Is Permanent" if you wish to assign the representative permanently (end date will be automatically disabled)
  - d. Select "Is active" toggle if you want to activate this assignment from the date you put in the access duration

6. Check declaration

7. Save

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type:  Corporate Owner  Contractor Representative  Individual Representative

Access Duration: From: 01/08/2023 To: End Date: Is Permanent:

Active:

Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative and should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it. Once representative has been added, please visit 'Profile and User management' to assign equipment to the representative.

Please ensure that all the equipment that the Owner representative will be managing has been assigned to the representative. To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

Display/Hide Columns

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPME ACTION
N/A	None	L83	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Remove

Cancel Save

## 8. Confirm equipment assignment

### Add Owner's Representative

🔔 New Owners representative added successfully 9

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner  Contractor Representative  Individual Representative

Company GHJJ || ID : UEN42324

Access Duration  
From  To  Is Permanent

Active

Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

Please ensure that all the equipment that the Owner representative will be managing has been added to the list below.  
To add more, please return to the equipment list and reselect all the required equipment before assigning a representative.

OWNER REPRESENTATIVE	OWNER REPRESENTATIVE TYPE	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
▼ Active (1 item)									
N/A	None	L221	4	1	N/A	1	N/A	N/A	<input type="button" value="Remove"/>

9. Alert shows that new owner representative added successfully.

## 10.2.2 Create owner representative profile from Profile page

**Note:** This Section 10.2.2 only creates an Owner Representative profile without any equipment assignment. To assign equipment separately, please refer to [Section 10.1.2](#).

Owner Representative(s) **2**

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

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<b>Unregistered User</b> Tan_chin_jiat@Bca.Gov.Sg Access Duration 24/03/2023 - Present There are 0 equipment(s) assigned Home Owner <b>Active</b>	<b>Kirk4</b> Access Duration 05/10/2022 - Present There are 2 equipment(s) assigned Home Owner <b>Active</b>	<b>Jon_BieberTSP</b> Access Duration 27/02/2023 - 11/03/2023 There are 1 equipment(s) assigned Home Owner <b>Inactive</b>	<b>ABC LLP</b> Access Duration 01/08/2023 - Present There are 0 equipment(s) assigned Corporate Owner <b>Active</b>
<b>LTA</b> Access Duration 22/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner <b>Active</b>	<b>1111</b> Access Duration 14/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner <b>Active</b>	<b>Hasani Company Pte Ltd</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Corporate Owner <b>Active</b>	<b>Jurong Town Corporation</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Corporate Owner <b>Active</b>
<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <b>Active</b>	<b>9G ELEVATOR PTE LTD</b> Access Duration 01/08/2023 - 01/09/2023 There are 0 equipment(s) assigned Contractor <b>Active</b>	<b>Tai Hee Engineering</b> Access Duration 28/06/2023 - Present There are 0 equipment(s) assigned Contractor <b>Active</b>	<b>Add Another</b> <b>3</b>

3. Begin by selecting profile and user management from side bar
4. Scroll down to view list of Owner representatives
5. Click add another

**Add Owner's Representative**

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

4 Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner  Contractor Representative  Individual Representative

Company FSFD || ID : UEN 231123

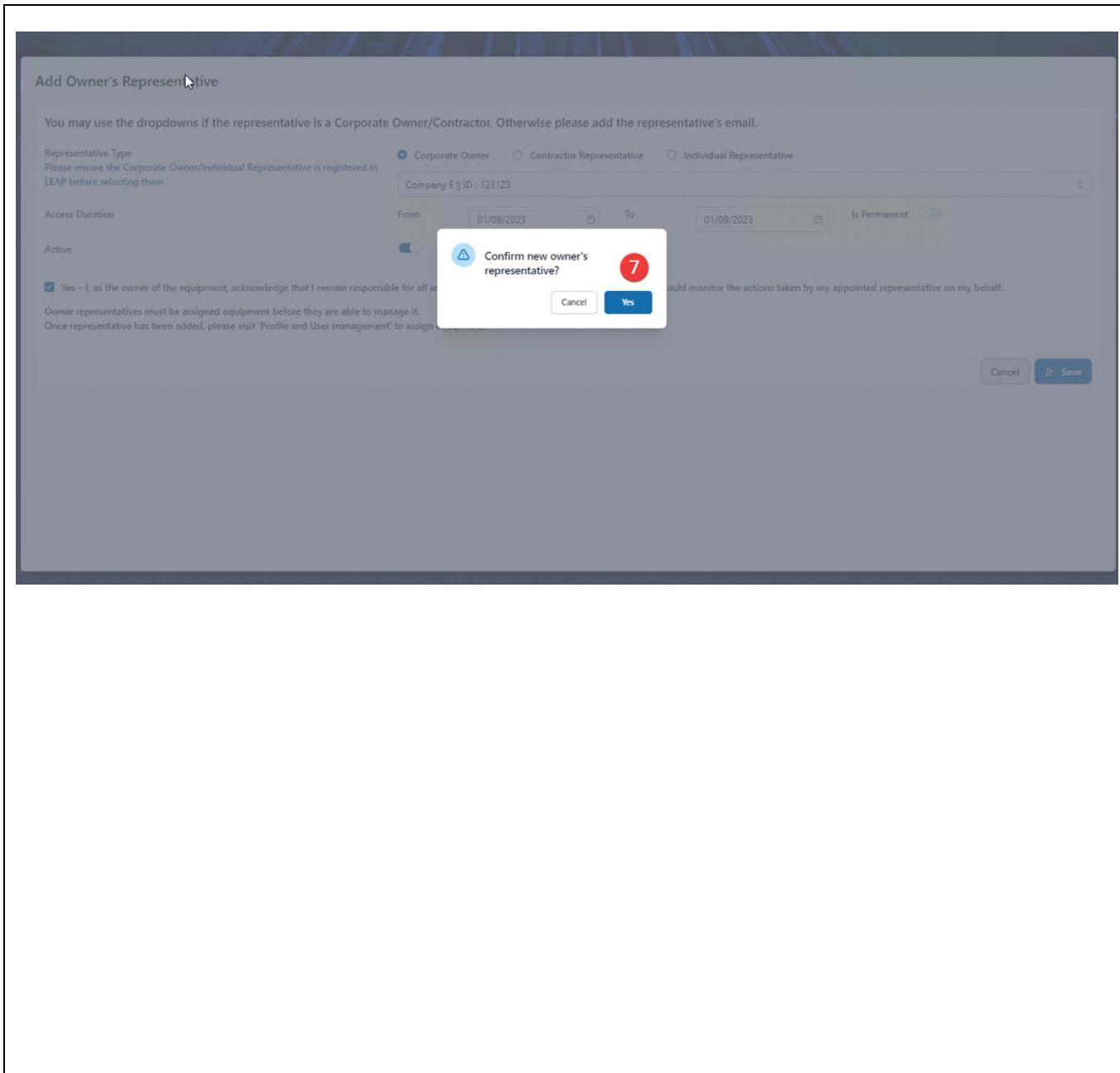
Access Duration  
From 01/08/2023 To 01/07/2023 Is Permanent

Active  
5  Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

6

6. Add owner representative details
  - a. Select representative type
  - b. Select access duration
  - c. Select "Is Permanent" if you wish to assign the representative permanently (end date will be automatically disabled)
  - d. Select "Is active" toggle if you want to activate this assignment from the date you put in the access duration
7. Check declaration
8. Save



## 9. Confirm new owner's representative

**Add Owner's Representative**

New Owners representative added successfully 8

You may use the dropdowns if the representative is a Corporate Owner/Contractor. Otherwise please add the representative's email.

Representative Type  
Please ensure the Corporate Owner/Individual Representative is registered in LEAP before selecting them

Corporate Owner    Contractor Representative    Individual Representative

Company FSFD || ID : UEN 231123

Access Duration  
From: 01/08/2023 To: 05/08/2023 Is Permanent:

Active:

Yes – I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative, and I should monitor the actions taken by my appointed representative on my behalf.

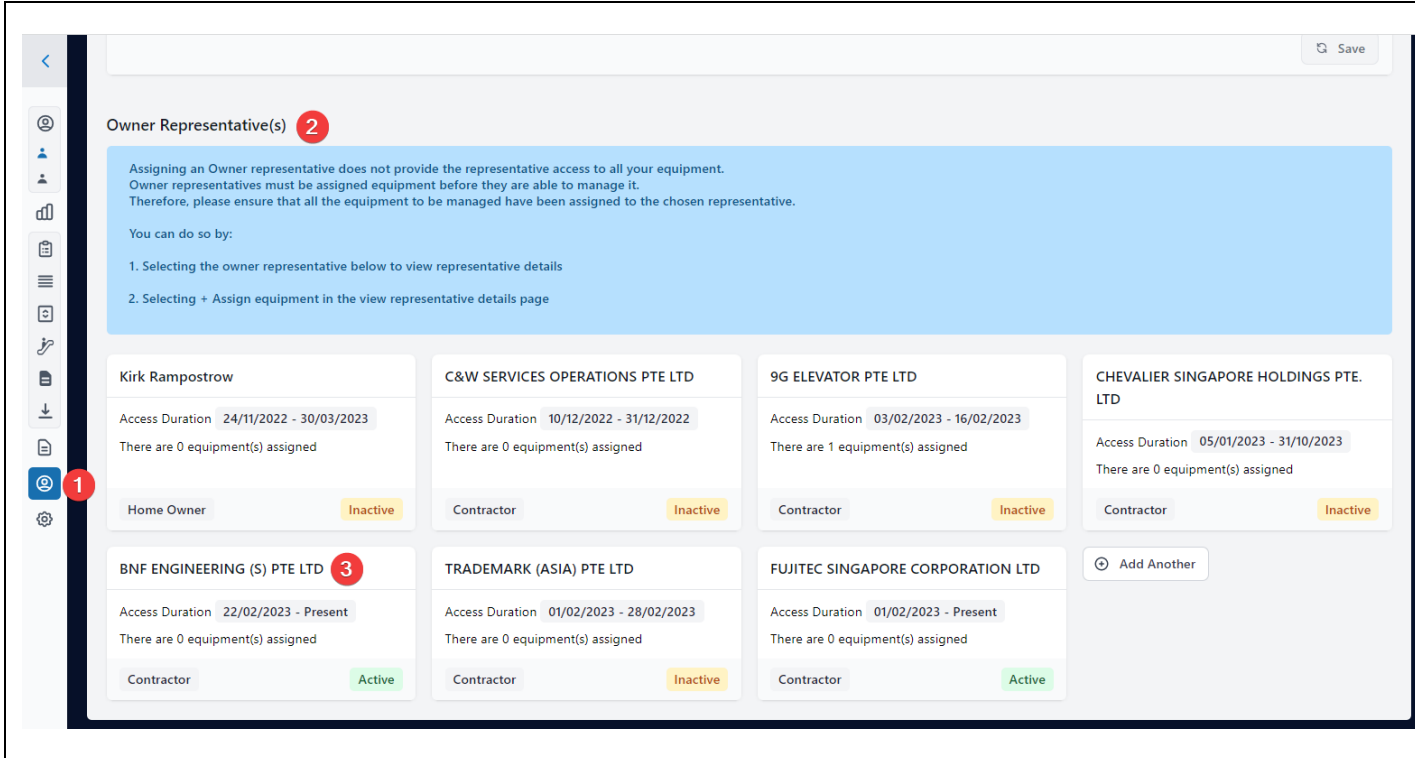
Owner representatives must be assigned equipment before they are able to manage it.  
Once representative has been added, please visit 'Profile and User management' to assign equipment.

10. Alert will show that new owner representative added successfully

**Note:**  
To assign equipment, please refer to [Section 10.1.2](#)

## 10.3 Deleting owner representative

Owner can delete Owner representatives by following the steps outlined below



The screenshot shows the 'Owner Representative(s)' management page. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Home Owner' card. The main content area features a blue banner with instructions and a list of owner representative cards. A red circle '2' highlights the 'Owner Representative(s)' header, and a red circle '3' highlights the 'BNF ENGINEERING (S) PTE LTD' card. The cards display the representative's name, access duration, assigned equipment count, and status (Inactive or Active).

Owner Representative	Access Duration	Assigned Equipment	Status
Kirk Rampostrow	24/11/2022 - 30/03/2023	0	Inactive
C&W SERVICES OPERATIONS PTE LTD	10/12/2022 - 31/12/2022	0	Inactive
9G ELEVATOR PTE LTD	03/02/2023 - 16/02/2023	1	Inactive
CHEVALIER SINGAPORE HOLDINGS PTE. LTD	05/01/2023 - 31/10/2023	0	Inactive
BNF ENGINEERING (S) PTE LTD	22/02/2023 - Present	0	Active
TRADEMARK (ASIA) PTE LTD	01/02/2023 - 28/02/2023	0	Inactive
FUJITEC SINGAPORE CORPORATION LTD	01/02/2023 - Present	0	Active

1. Select profile and user management from side bar
2. Scroll down to view list of Owner representatives
3. Click on the name of desired Owner representative to view individual Owner representative's details

4. Select delete Owner Representative and Confirm deletion

## 10.4 Changing the status of Owner representative

**Owner Representative(s)** 2

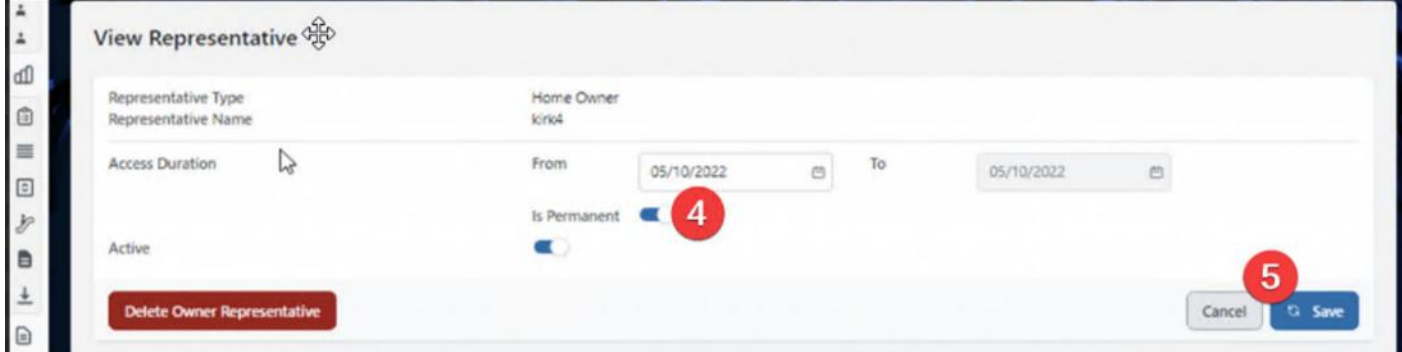
Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

<b>Kirk Rampostrow</b> Access Duration 24/11/2022 - 30/03/2023 There are 0 equipment(s) assigned Home Owner <span>Inactive</span>	<b>C&amp;W SERVICES OPERATIONS PTE LTD</b> Access Duration 10/12/2022 - 31/12/2022 There are 0 equipment(s) assigned Contractor <span>Inactive</span>	<b>9G ELEVATOR PTE LTD</b> Access Duration 03/02/2023 - 16/02/2023 There are 1 equipment(s) assigned Contractor <span>Inactive</span>	<b>CHEVALIER SINGAPORE HOLDINGS PTE. LTD</b> Access Duration 05/01/2023 - 31/10/2023 There are 0 equipment(s) assigned Contractor <span>Inactive</span>
<b>BNF ENGINEERING (S) PTE LTD</b> 3 Access Duration 22/02/2023 - Present There are 0 equipment(s) assigned Contractor <span>Active</span>	<b>TRADEMARK (ASIA) PTE LTD</b> Access Duration 01/02/2023 - 28/02/2023 There are 0 equipment(s) assigned Contractor <span>Inactive</span>	<b>FUJITEC SINGAPORE CORPORATION LTD</b> Access Duration 01/02/2023 - Present There are 0 equipment(s) assigned Contractor <span>Active</span>	+ Add Another

1. Select profile and user management from side bar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view individual owner representatives



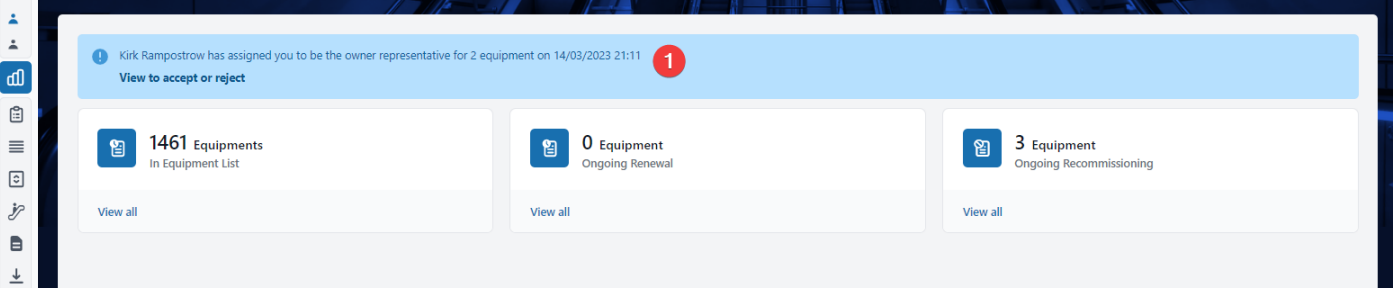
4. Toggle the “Is Permanent” status of individual owner representative (the button will be highlighted in blue)

5. Save

**Note:**  
Is Permanent toggle will overwrite the “End Date” selected in the Access Duration.

## 10.5 Owner rep view: Accepting an owner representative request

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



The screenshot displays the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk 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 "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 navigation icons for home, dashboard, equipment, and other functions.

1. Click on the dashboard notification.

**Confirm Representative Assignment**

Current Owner Name  
Jon\_BieberTSP, \*\*\*\*\*19T

Owner Type  
Individual

Status  
Pending

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE
N/A	N/A	bik4534oo, test st	bik4534oo	test st	N/A	N/A	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO

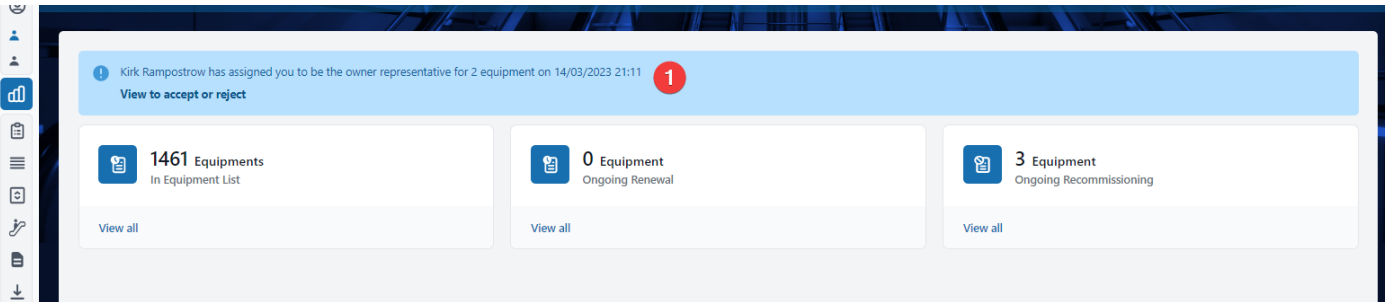
Remarks

Check all the details and if necessary, can give remarks.

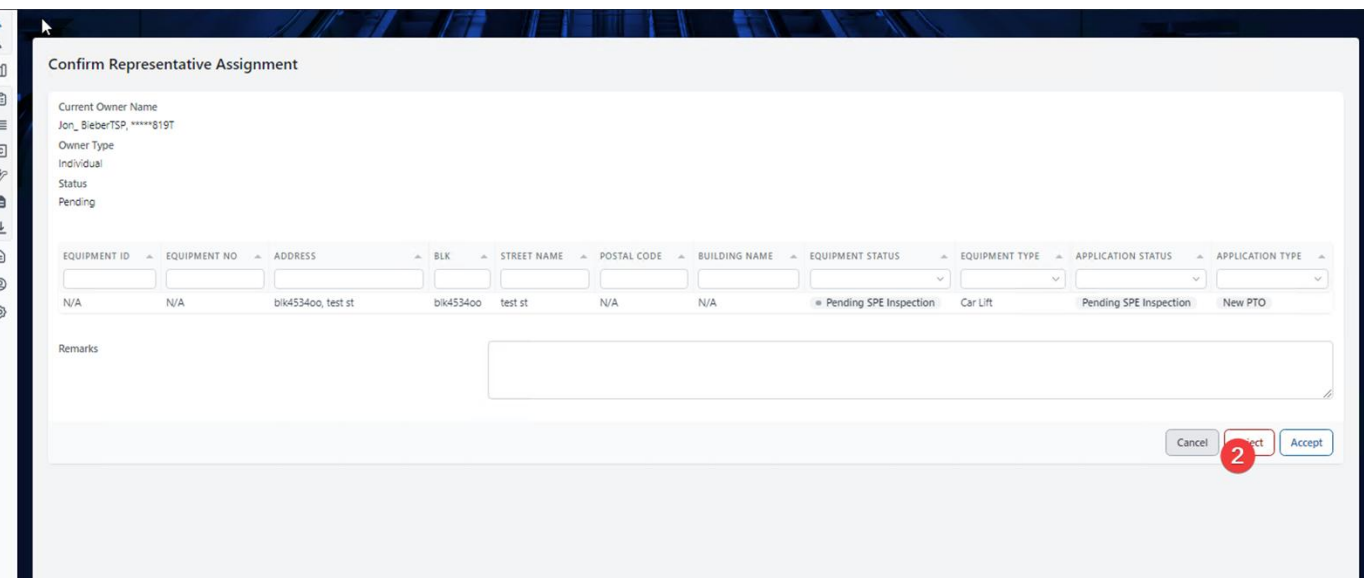
2. Select accept

## 10.6 Owner rep view: Rejecting an owner representative request

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



The dashboard shows a notification at the top: "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. Below the notification are three cards: "1461 Equipments In Equipment List", "0 Equipment Ongoing Renewal", and "3 Equipment Ongoing Recommissioning". Each card has a "View all" button.



The "Confirm Representative Assignment" form displays the following information:

- Current Owner Name: Jon\_BieberTSP, \*\*\*\*\*819T
- Owner Type: Individual
- Status: Pending

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE
N/A	N/A	bik4534oo, test st	bik4534oo	test st	N/A	N/A	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO

Remarks: [Text area]

Buttons: Cancel, **Reject** (with red circle 2), Accept

1. Click on the dashboard notification.
2. Select reject button

# 10.7 Remove equipment assigned to an owner representative

## 10.7.1 Remove accepted equipment

Bank Account No \*\*\*\*\*4323  
DCA Number LIFT-0000123

Save

**Owner Representative(s)** 2

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

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Jon\_BieberTSP  
Access Duration 27/04/2023 - 30/04/2023  
There are 0 equipment(s) assigned  
Home Owner Inactive

ABC Audit Firm  
Access Duration 16/05/2023 - Present  
There are 0 equipment(s) assigned  
Corporate Owner Active

Ang Mo Kio Town Council  
Access Duration 08/06/2023 - Present  
There are 1 equipment(s) assigned  
Corporate Owner Active

Add Another

**View Representative**

Representative Type Corporate Owner  
Representative Name Ang Mo Kio Town Council

Access Duration From 08/06/2023 To 08/06/2023 Is Permanent

Active

Delete Owner Representative Cancel Save

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

You can do so by:

1. Selecting the owner representative below to view representative details
2. Selecting + Assign equipment in the view representative details page

Assign Equipment

**Equipment List** Assign Equipment

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICF ACTION
Accepted	EN-57443-465346	N/A	1137 Lighthouse Bay, arcu adipiscing molestie, 224 - aloex, 563845	1137	Lighthouse Bay	563845	arcu adipiscing molestie	Suspended	Car Lift	Complete	Renew Remove

1. Select profile and user management from sidebar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view the equipment assigned to the representative
4. Click remove button to remove equipment

## 10.7.2 Remove pending acceptance equipment

1. Select profile and user management from sidebar
2. Scroll down to view list of owner representatives
3. Click on the name of desired Owner representative to view equipment assigned to the representative
4. Click remove button to remove equipment

# 11 Transferring Ownership

Owners can transfer the ownership of an equipment by following the process outlined below.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards for different equipment categories. Below these is a toolbar with buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table lists equipment with columns for ID, No., Address, Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application Status, and Action. A context menu is open over the first row (L219), showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. Red circles 1-4 indicate the steps: 1. Selecting the equipment list from the sidebar; 2. Selecting the desired equipment(s) in the table; 3. Clicking 'Other Actions' in the toolbar; 4. Selecting 'Transfer Ownership' in the context menu.

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

**Note:**

The number of equipment allowed for transfer of ownership is limited to 30 per request.

3. Select other actions
4. Select transfer ownership

**Transfer Ownership**

Equipment List  Group by Location

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
EN-79418-395245	N/A	123, Deimar, Deimar Villa, 21 - 09, 912321	123	Deimar	912321	Deimar Villa	Suspended	Escalator

New owner type and information \* 5  
Please ensure the Owner is registered in LEAP before selecting them

Upload proof of ownership \* 6

Corporate Owner  Home Owner

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.

I declare that the information provided is accurate and I am no longer the owner for the selected equipment. 7

Cancel Save → 8

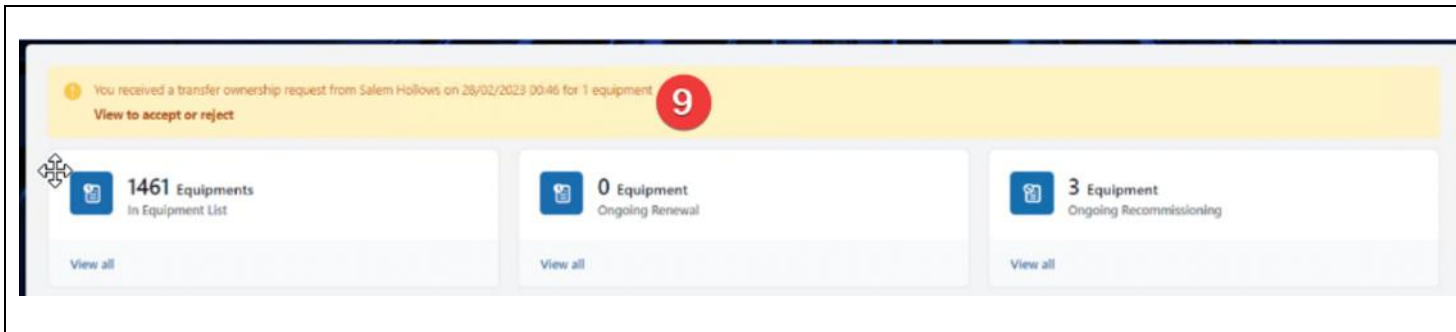
5. Select owner type

6. Upload proof of ownership

7. Check Declaration

8. Save

A success message will appear



9. A notification will be shown in the transferred owner's dashboard.

Owner can accept or reject the transfer ownership request

# 11.1 Accept transfer ownership request

1. A notification will be shown in the transferred owner's dashboard.

Owner can accept or reject the transfer ownership request

2. Select the equipment.

3. Select Accept.

**1** You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment  
View to accept or reject

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

### Confirm Ownership

Current Owner Name, ID  
Salem Hollows, \*\*\*\*\*304T  
Request date  
28/02/2023

1 item(s) selected

<input checked="" type="checkbox"/>	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIP
<b>2</b> <input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platform

Documents

document.png  
Download @ 28/02/2023 00:46

Remarks  
Please describe details of the discrepancies.

**3** Cancel Reject Accept

## 11.2 Reject transfer ownership request

1. A notification will be shown in the transferred owner's dashboard.

Owner can accept or reject the transfer ownership request

2. Select the equipment.

3. Select Reject

**1** You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment  
View to accept or reject

- 1461** Equipments  
In Equipment List  
[View all](#)
- 0** Equipment  
Ongoing Renewal  
[View all](#)
- 3** Equipment  
Ongoing Recommissioning  
[View all](#)

### Confirm Ownership

Current Owner Name, ID  
Salem Hollows, \*\*\*\*\*304T

Request date  
28/02/2023

1 item(s) selected

<input checked="" type="checkbox"/>	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPI
<b>2</b> <input checked="" type="checkbox"/>	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platfor

**Documents**

document.png  
Download 28/02/2023 00:46

Remarks  
Please describe details of the discrepancies.

**3**

## 11.3 Claiming ownership of equipment

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 displays the 'Equipment List' interface. On the left sidebar, a red circle '1' highlights the 'Claim Equipment Ownership' button. The main dashboard features several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. A red circle '2' highlights the 'Claim Equipment Ownership' button in the top right of the dashboard. Below the dashboard, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar and filters are also present. The table below shows the following data:

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

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 > < Previous

- 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
>

### Claim Ownership

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

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

✓ PROOF OF OWNERSHIP

✓ DECLARATION

03 CONFIRMATION

Confirmation

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

Close

6. Check declaration as rightful owner

7. Submit

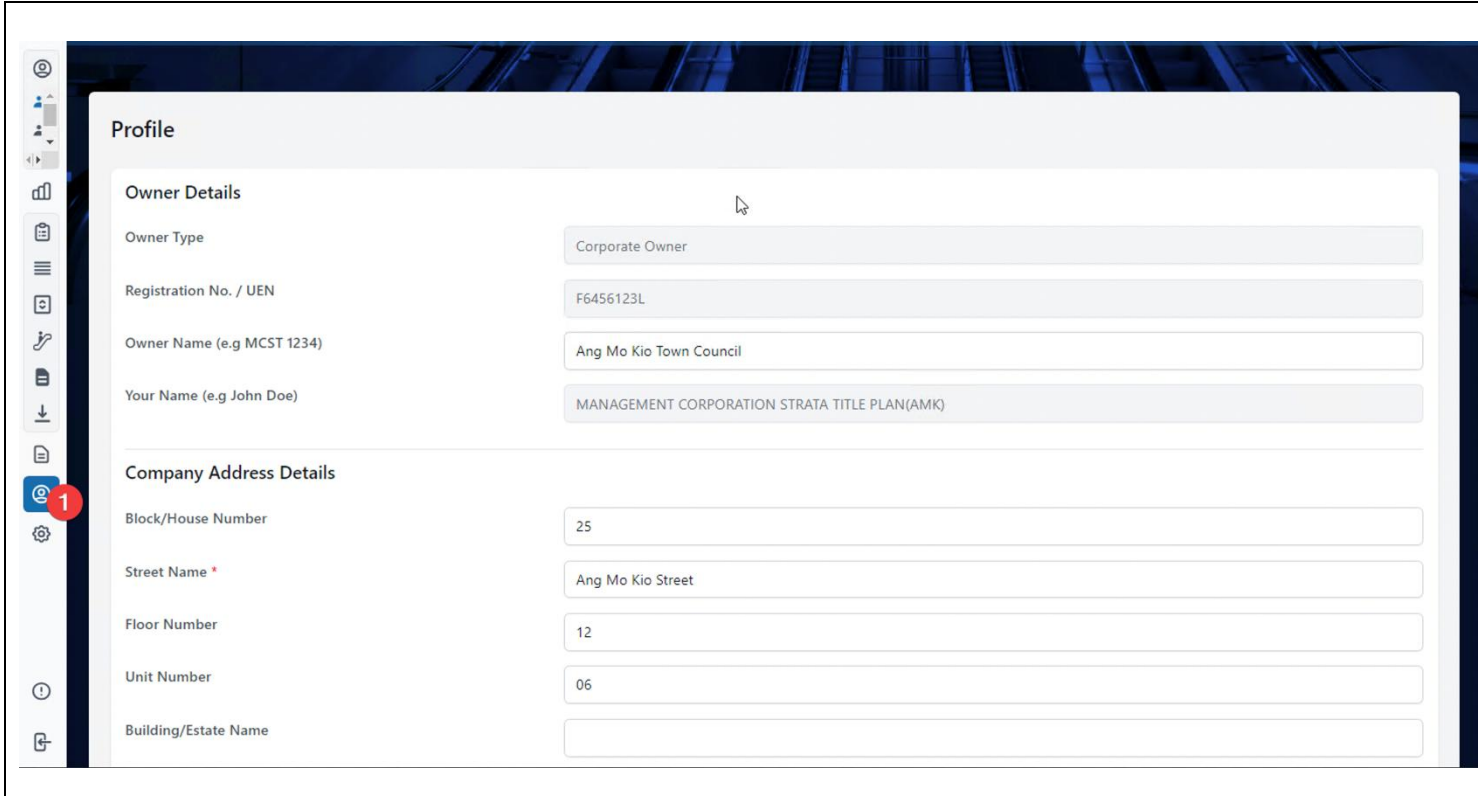
8. An alert will show which informs that request of ownership transfer has been raised and will be processed by BCA.

**Note:**

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

# 12 Profile and user management

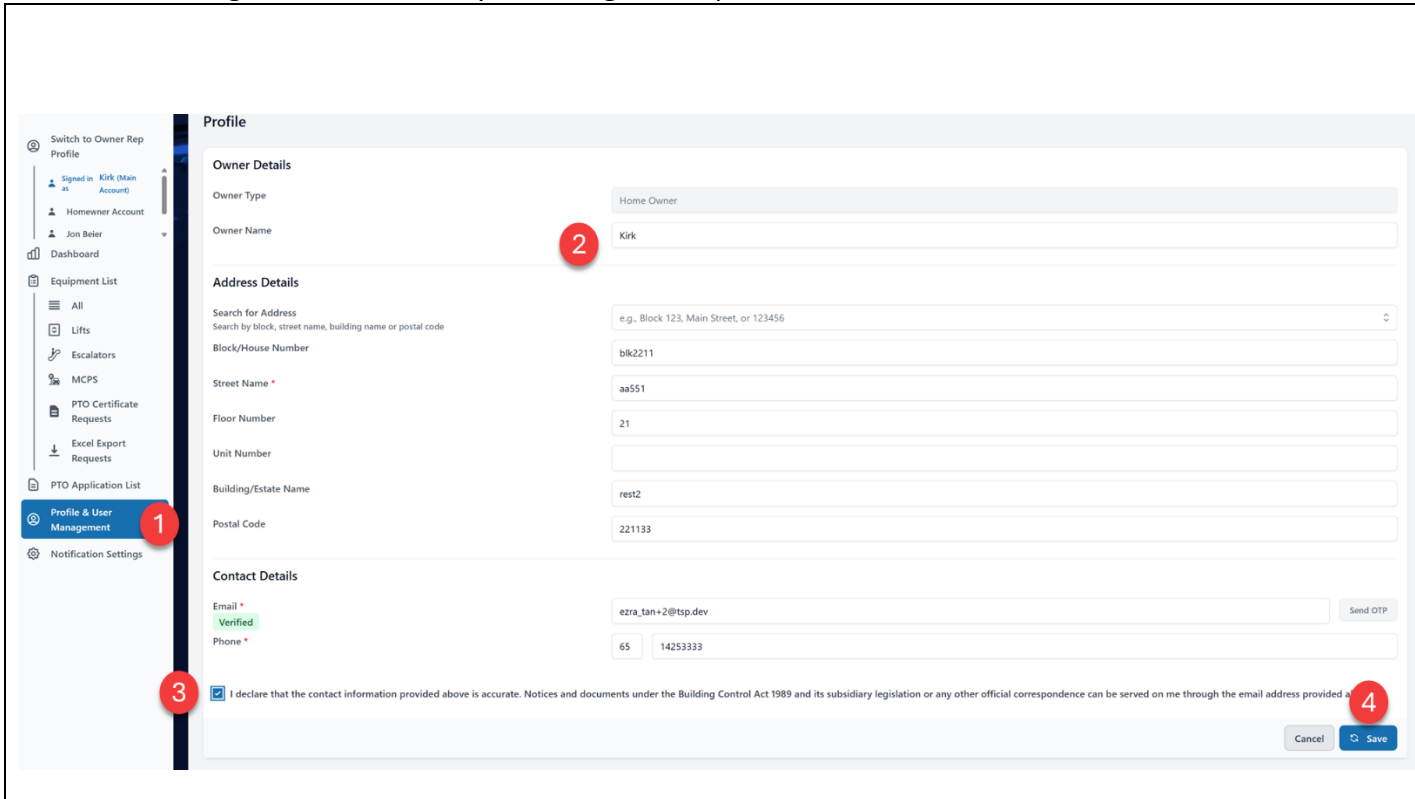
Owners can view and update all the details related to the owner profile. Such as Contact details, Address details etc.



1. Select Profile & User Management from the sidebar.

## 12.1 Changing owner details

Owners can change his/her details by following the steps outlined below. Owner name and address can be changed here.



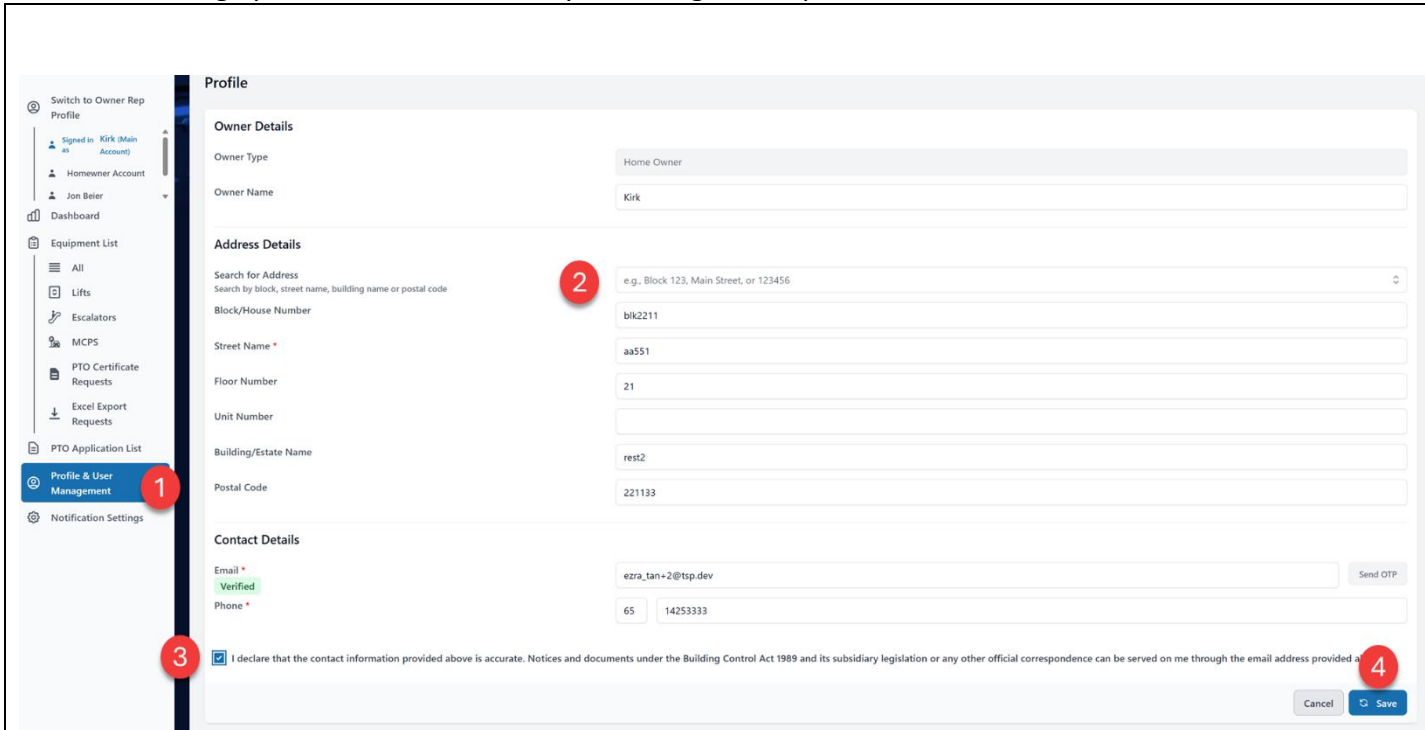
The screenshot shows the 'Profile' page in the LEAP system. The left sidebar contains a navigation menu with 'Profile & User Management' highlighted. The main content area is titled 'Profile' and contains three sections: 'Owner Details', 'Address Details', and 'Contact Details'. The 'Owner Details' section has a dropdown for 'Owner Type' (set to 'Home Owner') and a text input for 'Owner Name' (set to 'Kirk'). The 'Address Details' section has a search field for address, and input fields for 'Block/House Number' (blk2211), 'Street Name' (aa551), 'Floor Number' (21), 'Unit Number', 'Building/Estate Name' (rest2), and 'Postal Code' (221133). The 'Contact Details' section has an email field (ezra\_tan+2@tsp.dev) with a 'Send OTP' button, and a phone field (65 14253333). A declaration checkbox is checked, and a 'Save' button is visible at the bottom right.

1. Begin by selecting Profile & User Management
2. Key in changes to profile
3. Check declaration
4. Select save

**Note:**  
Owner Name will appear in the PTO certificate.

## 12.2 Changing address details

Owner can change profile address details by following the steps outlined below



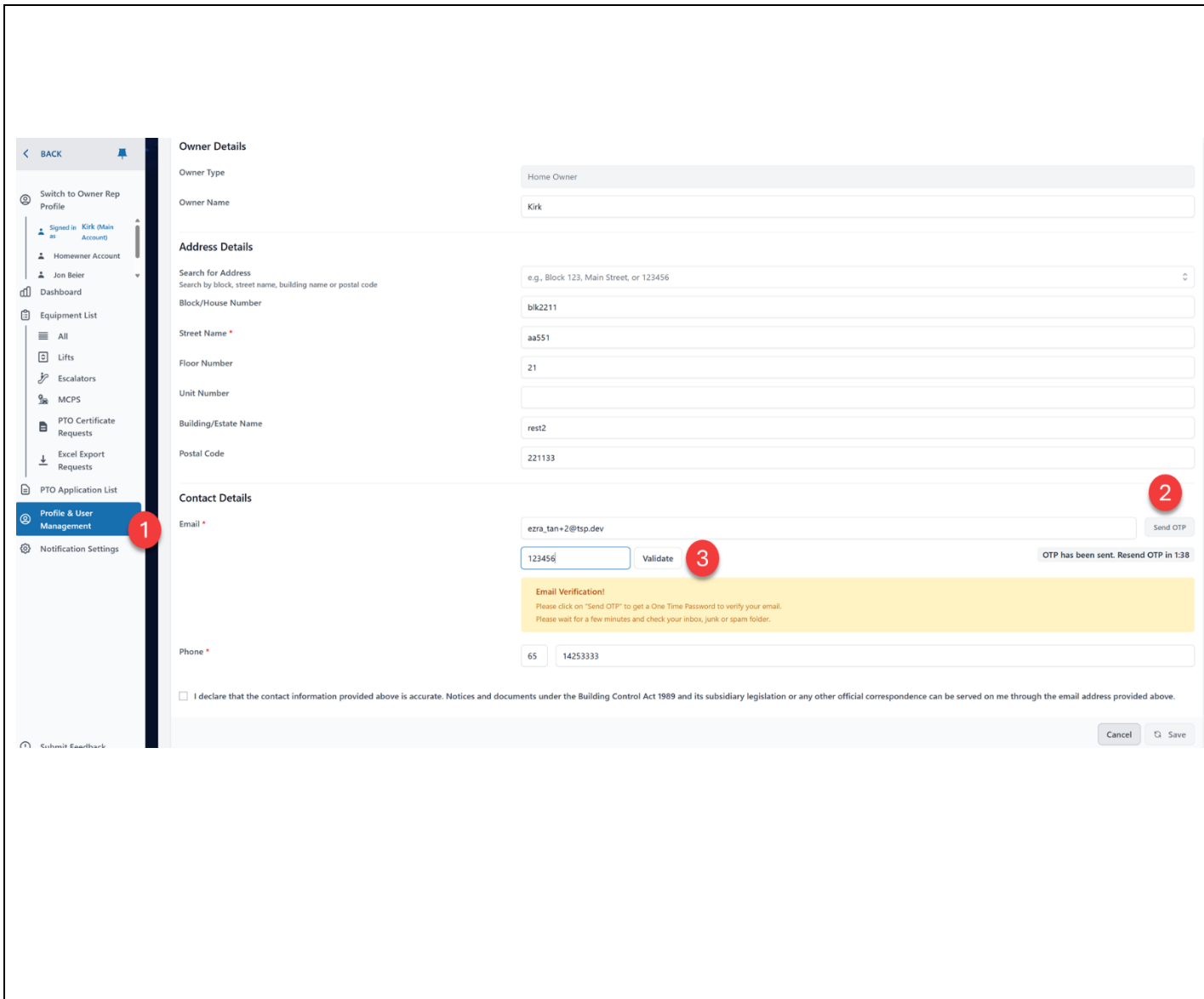
The screenshot displays the 'Profile & User Management' page. The left sidebar contains navigation options, with 'Profile & User Management' highlighted and marked with a red circle 1. The main content area is titled 'Profile' and includes three sections: 'Owner Details', 'Address Details', and 'Contact Details'. The 'Address Details' section contains a 'Search for Address' field with a red circle 2, and several input fields for 'Block/House Number', 'Street Name', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section includes an 'Email' field with a 'Send OTP' button and a 'Phone' field. A declaration checkbox is located below the contact details, marked with a red circle 3. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button marked with a red circle 4.

1. Begin by selecting Profile & User Management
2. Key in changes to address

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

3. Check declaration
4. Select save

## 12.3 Changing contact details (email)

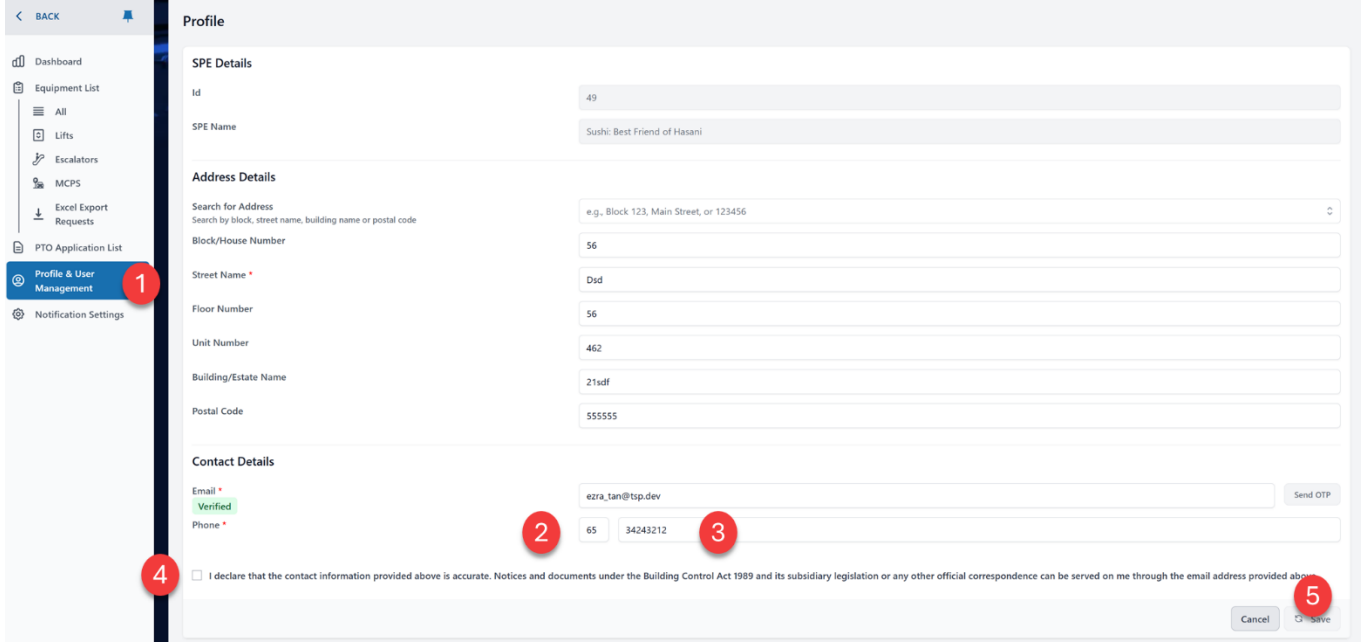


1. Select Profile & User Management
2. Under Contact details, change email address and click on “Send OTP”
3. Check inbox for OTP, key in OTP and click “Validate”  
Note: There will be a countdown timer of 2 minutes before “Resend OTP” button is enabled.

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

There is no need to select declaration to apply changes to the email address.

## 12.4 Changing contact details (Phone Number)



1. Select profile and user management

2. Go to Contact Details

3. Fill your phone number with correct country code

4. Select declaration

5. Save

**Note:**  
You would not be required to validate your phone number with OTP at the moment.

You would need to select declaration before “Save” is enabled

# 13 Notifications

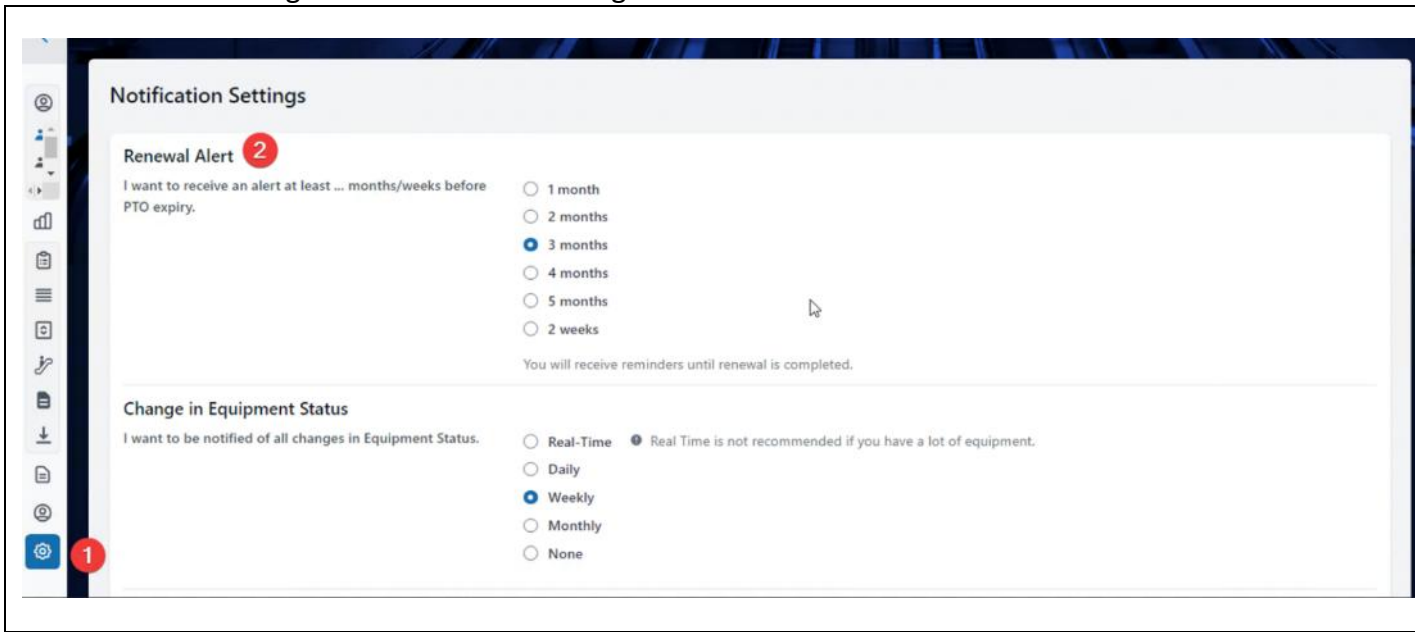
In the notifications screen, Owners can change the frequency in which they receive the notifications via email. The email address has to be verified in order to receive emails. Refer to [Section 12.4 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated/suspended.

Below are the default notification settings for owner if they are not configured:

1. Renewal alert – 3 months
2. Change in equipment status – Weekly
3. Change in application status – Weekly
4. Preferred Channel – Email

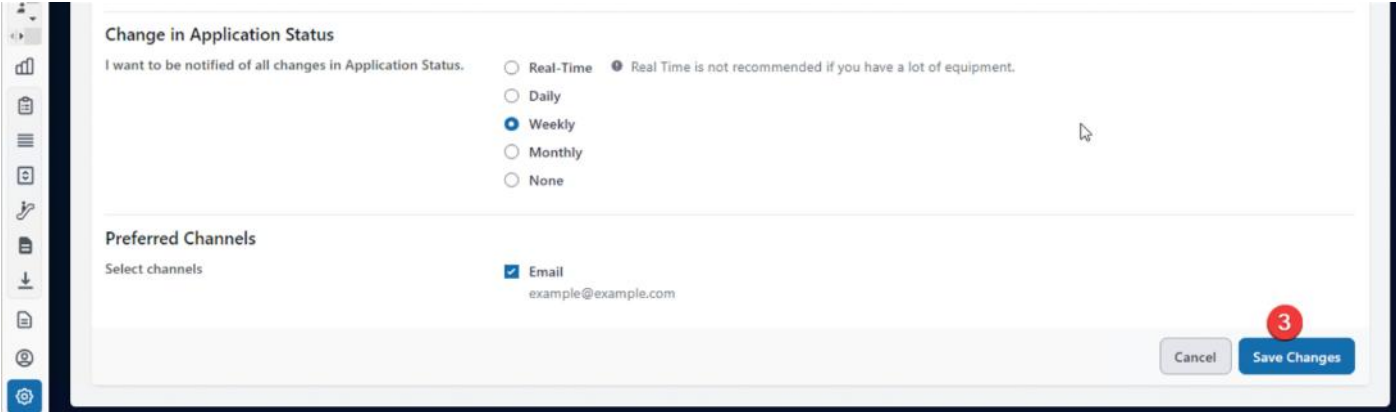
For Preferred Channel – Email, it will be checked if the email verification is successful.

Separately, the notification feature sends daily reminder email notifications when PTO has expired and not been renewed, regardless of the notification settings that the user has configured.



1. Select settings from sidebar

2. Change frequency for – Renewal Alert / Equipment status / Application status / Preferred channels



The screenshot shows a web interface for configuring notification preferences. It is titled "Change in Application Status" and includes a sidebar with navigation icons. The main content area has two sections:

- Change in Application Status:** A heading followed by the text "I want to be notified of all changes in Application Status." Below this are five radio button options: "Real-Time" (with a note "Real Time is not recommended if you have a lot of equipment."), "Daily", "Weekly" (selected), "Monthly", and "None".
- Preferred Channels:** A heading followed by the text "Select channels". Below this is a checked checkbox for "Email" with the email address "example@example.com" listed underneath.

At the bottom right of the form are two buttons: "Cancel" and "Save Changes". A red notification badge with the number "3" is positioned above the "Save Changes" button.

3. If there are differences in the selection, Save Changes will be enabled

A success message will appear to indicate that the notification change has been successful.

**Note:**

The channel must be ticked so that all email notifications will be sent.