



User Manual

For the BCA LEAP Application

Role	Owner
Version	1.14
Date	6 August 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
1.14	6 August 2026	Revision of Section 2 Paying PTO fees for equipment(s) Revision of Section 7.4 Tax Invoice and Receipt Revision of Section 12 Profile and user management Removal of Section 12.4 Changing contact details (Phone Number)

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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 ¹ , Owner made payment and SPE submitted inspection, or During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted inspection

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

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

1.2.3 Inspection Status

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

1.2.4 Payment Status

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

1.2.5 Refund Status

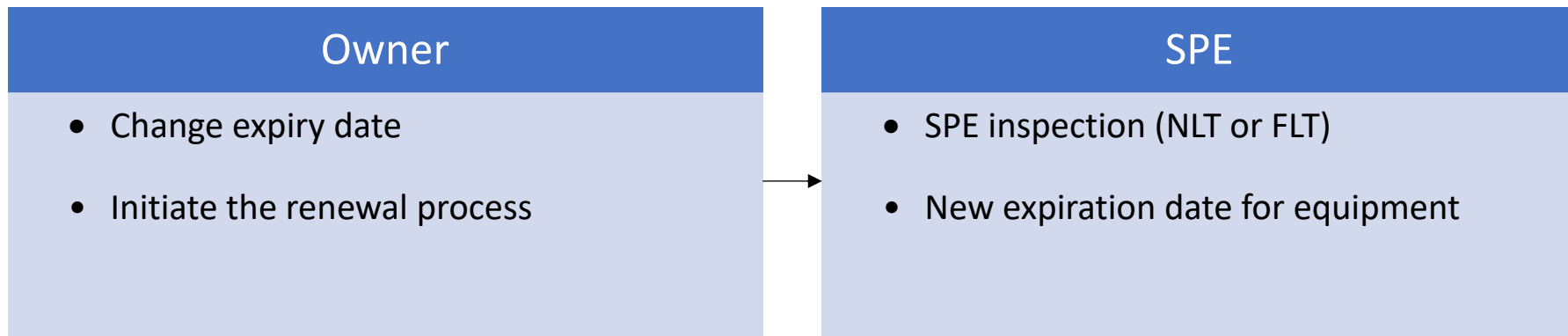
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

1.3 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.

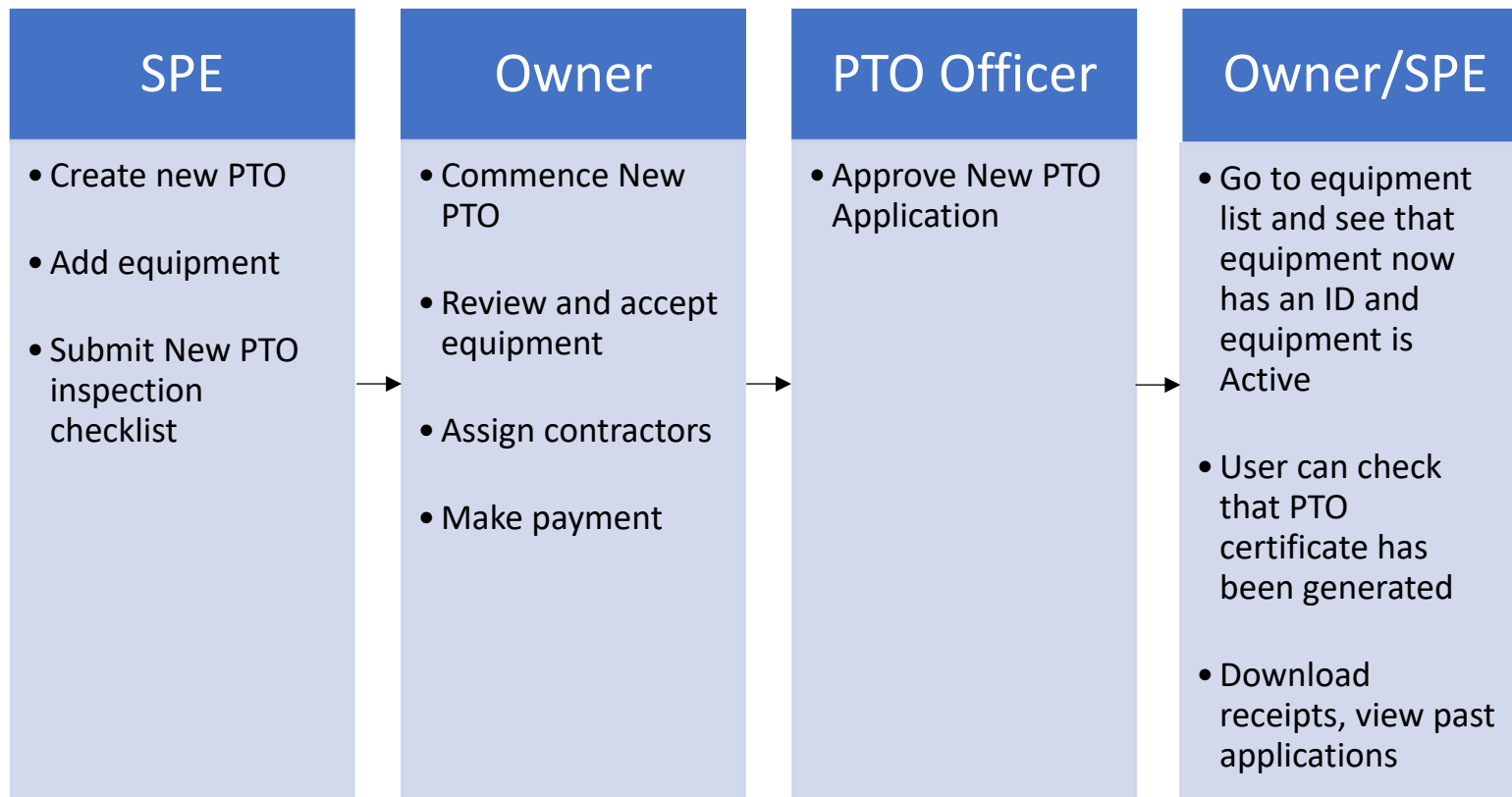
1.3.1 Owner flow: Renewal process

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.



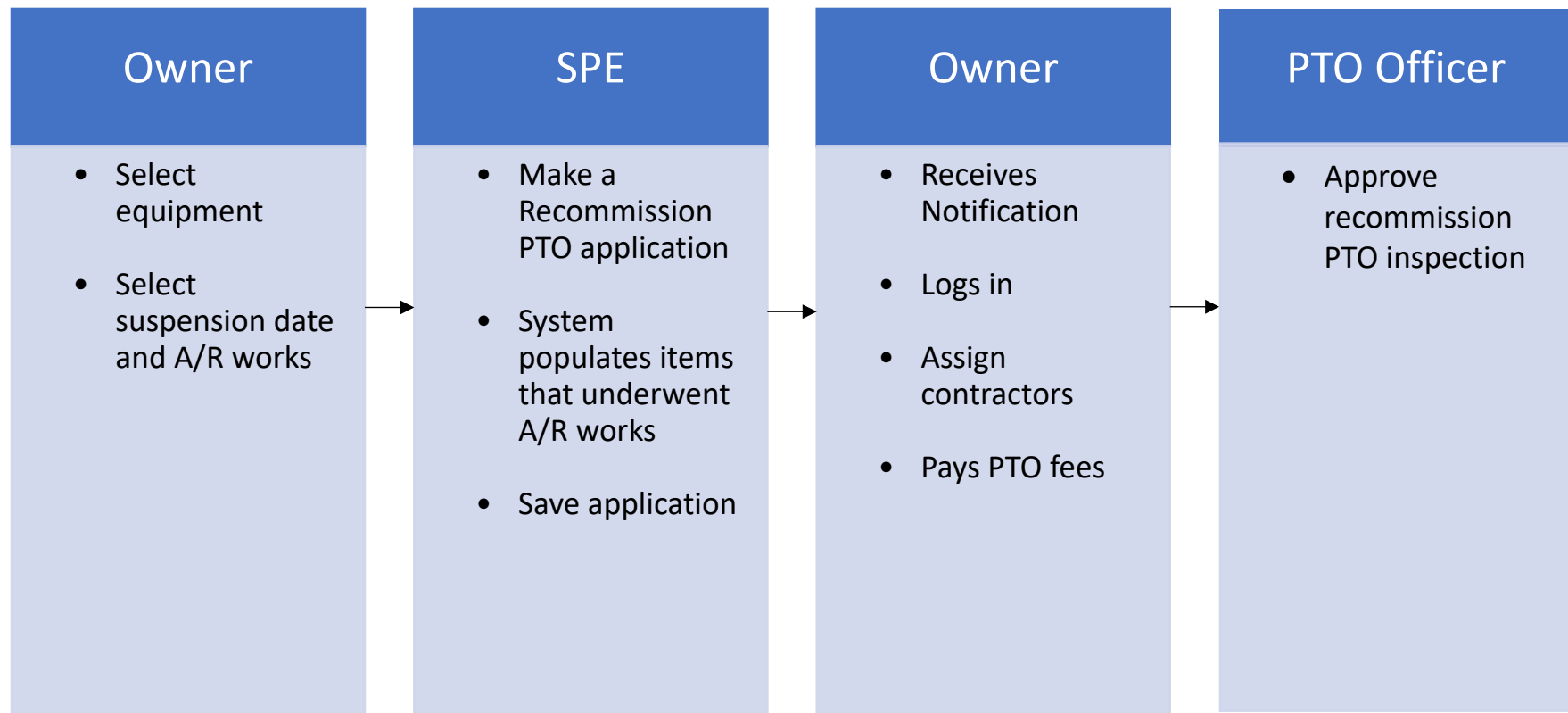
1.3.2 Owner flow: Create New PTO process

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.



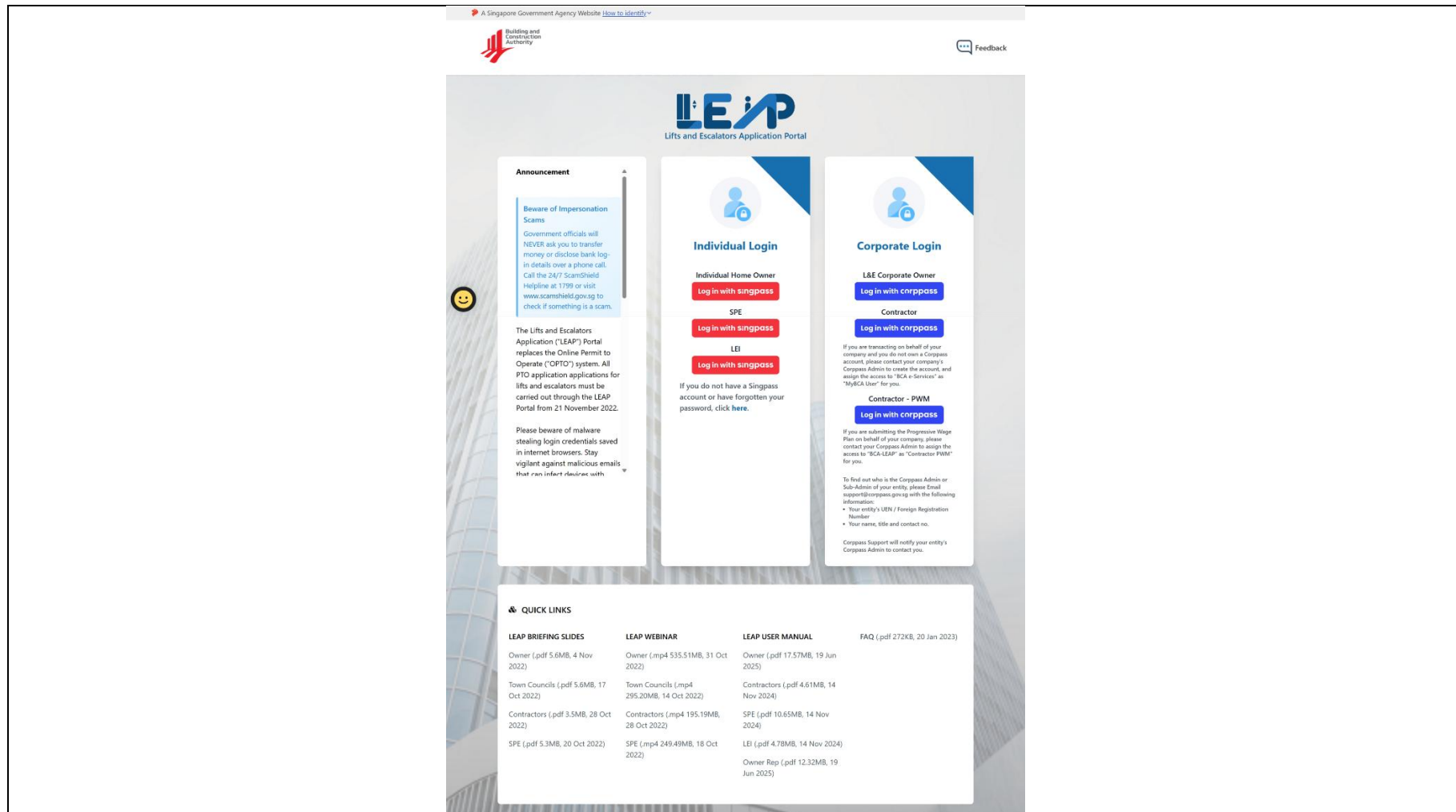
1.3.3 Owner flow: Recommission process

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.**



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

Building and Construction Authority

Feedback

LEAP

Lifts and Escalators Application Portal

Announcement

Beware of Impersonation Scams

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

The Lifts and Escalators Application ("LEAP") Portal replaces the Online Permit to Operate ("OPTO") system. All PTO application applications for lifts and escalators must be carried out through the LEAP Portal from 21 November 2022.

Please beware of malware stealing login credentials saved in internet browsers. Stay vigilant against malicious emails that may infect devices with

Individual Login

Individual Home Owner

[Log in with singpass](#)

SPE

[Log in with singpass](#)

LEI

[Log in with singpass](#)

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

Corporate Login

L&E Corporate Owner

[Log in with corppass](#)

Contractor

[Log in with corppass](#)

If you are transacting on behalf of your company and you do not own a Corppass account, please contact your company's Corppass Admin to create the account, and assign the access to "BCA e-Services" as "MyBCA User" for you.

Contractor - PWM

[Log in with corppass](#)

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

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

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

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

QUICK LINKS

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

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.

Owner Registration

Personal Details 1

Owner Name *
Owner NRIC

Address Details 2

Block/House Number
Street Name *
Floor Number
Unit Number
Building/Estate Name
Postal Code

Contact Details 3

Email *
Phone *

4

I have reviewed the information provided and declare that it is true and accurate.

5

Cancel Register

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

82034923X

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 system dashboard. At the top, there is a navigation bar with the BCA logo, the LEAP logo, and links for 'All', 'Lifts', 'Escalators', and 'PTO Certificate Requests'. On the right side of the navigation bar, there are buttons for 'Owner (User Manual)', 'Owner Rep (User Manual)', and 'Land Transport Authority Owner'. A 'Logout' button is also present in the top right corner.

The left sidebar contains a 'Dashboard' button and a list of menu items: 'Equipment List', 'All', 'Lifts', 'Escalators', 'PTO Certificate Requests', 'Excel Export Requests', 'PTO Application List', 'Profile & User Management', and 'Notification Settings'. There is also a 'Submit Feedback' button at the bottom of the sidebar.

The main content area shows several alerts:

- Alert 1:** 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](#)
- Alert 2:** Maintenance Contractor for 1 lifts are invalidated. Please update the Maintenance Contractor. [View all equipment](#)
- Alert 3:** 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](#)
- Alert 4:** The PTO for 145 equipment(s) are pending recommissioning. Please proceed to check the Application. [View](#)
- Alert 5:** Please proceed to complete the payment for 1 PTO renewal applications. [View all equipment](#)

Below the alerts, there are three summary cards:

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

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, the navigation bar includes the BCA and LEAP logos, a menu icon, and links for 'All', 'Lifts', 'Escalators', 'MCPS', and 'PTO Certificate Requests'. On the right, there are buttons for 'Owner (User Manual)', 'Owner Rep (User Manual)', and the user's name 'Kirk Owner'.

A prominent pink banner at the top of the dashboard area states: "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:

- Blue Card 1:** "Jon Beier has assigned you to be the owner representative for 1 equipment on 12/01/2026 14:30. [View to accept or reject](#)"
- Blue Card 2:** "Jon Beier has assigned you to be the owner representative for 1 equipment on 29/12/2025 11:39. [View to accept or reject](#)"
- Yellow Card:** "The PTO for 73 equipment(s) are pending recommissioning. Please proceed to check the Application. [View](#)"
- Pink Card:** "Please proceed to complete the payment for 2 PTO renewal applications. [View all equipment](#)"

At the bottom, there are three summary cards:

- 1760 Equipments In Equipment List** (with a document icon) - [View all](#)
- 6 Equipment Ongoing Renewal** (with a document icon) - [View all](#)
- 73 Equipment Ongoing Recommissioning** (with a document icon) - [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

Buttons: Claim Equipment Ownership, Export All Records To Excel

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)
- 10 Equipment (Suspension Request)
- 1484 Applications (Assigned to me)

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

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

☐	EQUIPMENT ID ▲	EQUIPMENT NO ▲	ADDRESS ▲	BLK ▲	STREET NAME ▲	POSTAL CODE ▲	BUILDING NAME ▲	ACTION
☐	EN-10079-606886	N/A	180, Kitchener Rd, 03 - 02, 780835	180	Kitchener Rd	780835	N/A	View ...
☐	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 two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, a grid of eight smart filter cards is shown, each with an icon, a count, and a description. A red rectangle highlights this grid. Below the filters, 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'. Below the actions, a status bar shows '1461 / 1484 equipment(s)' and '0 item(s) selected'. To the right of the status bar are three buttons: 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. On the far right is a search bar with a magnifying glass icon and the text 'Search'. Below the status bar and filters is a table with the following columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. Each column has a small upward arrow icon next to its header. The table rows are currently empty.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	ACTION
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1.8.1 View equipment expiring in 3 months

Select PTO expiring in 3 months smart filter.

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

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

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

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

1.8.3 View equipment with no contractor for less than 1 month

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

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

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

1.8.4 View equipment with no contractor for more than 1 month

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

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight equipment status cards arranged in a 2x4 grid. The card for '1 Equipment No contractor for more than 1 month' is highlighted with a red border. At the bottom, there are five action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

Icon	Count	Equipment Status
🕒	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

1.8.5 View equipment with ongoing new PTO application

Select Ongoing New PTO application smart filter.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are two buttons: 'Claim Equipment Ownership' and 'Export All Records To Excel'. Below these, there are eight filter cards arranged in a 2x4 grid. The first card shows '412 Equipment PTO Expiring in 3 months'. The second card shows '0 Equipment Full Load Test window open'. The third card shows '0 Equipment No contractor for less than 1 month'. The fourth card shows '1 Equipment No contractor for more than 1 month'. The fifth card, which is highlighted with a red border, shows '7 New Equipment Ongoing New PTO application'. The sixth card shows '3 Equipment Ongoing Recommissioning'. The seventh card shows '10 Equipment Suspension Request'. The eighth card shows '1484 Applications Assigned to me'. At the bottom of the dashboard, there are five buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions' (with a dropdown arrow), and 'Export Selected Records To Excel'.

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

1.8.6 View equipment with ongoing recommissioning

Select Ongoing Recommissioning smart filter.

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

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

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

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

1.8.8 View all equipment assigned

Select Assigned to me smart filter.

Equipment List

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

**6 Equipment**
PTO Expiring in 3 months

**0 Equipment**
Full Load Test window open

**0 Equipment**
No contractor for less than 1 month

**0 Equipment**
No contractor for more than 1 month

**203 New Equipment**
Ongoing New PTO application

**73 Equipment**
Ongoing Recommissioning

**972 Equipment**
Suspension Request

**1965 Applications**
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, 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)' and '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.

A table is visible at the bottom, with its header row highlighted by a red box. The headers are: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and 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 Invoice(s) and Receipts; and apply for electronic GIRO² to facilitate payments to BCA.

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

After payment has been completed, users can access the Tax Invoice(s) and Payment Receipts in LEAP or PayBCA Portal. This user manual demonstrates the steps to view the documents in LEAP in [Section 7.4](#).

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

Confirm Email & Make Payment

[Print To PDF](#)[Clear All Column Filters](#)

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	20

Showing 1 to 1 of 1 results

Rows per page10First<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

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](#)

1Proceed To Payment

1. At the payment page, select Proceed to Payment

BCA PayBCA

1 Confirm Billing Details

2 Review Proforma Invoice

3 Payment Summary

4 Completion

Proforma Invoice: PAYBCA-CY2026-001766 ⓘ

Review Billing Information

Details

NameKirk4 NRIC

Billing Address Details
Required for invoicing

Search For Address
You may search using block, street name, building name, or postal code.

Search... 2

Block / House Number *138

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

Floor12

Unit02/03

Building NameCecil Court

Postal Code *069538

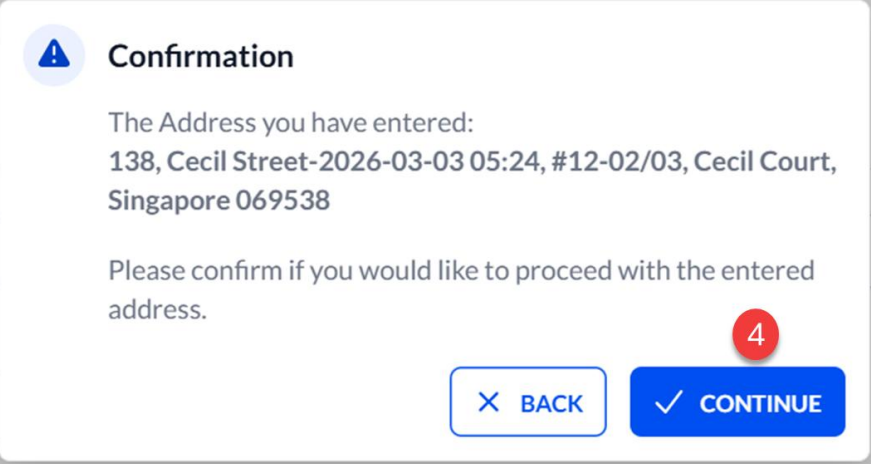
3

BACKCONTINUE

Owner will be redirected to PayBCA portal to make payment.

2. Fill in Billing Address Details

3. Click “Continue”

 The dialog box is titled "Confirmation" with a blue warning icon. It displays the entered address: "138, Cecil Street-2026-03-03 05:24, #12-02/03, Cecil Court, Singapore 069538". Below the address, it asks the user to confirm if they want to proceed. At the bottom, there are two buttons: a "BACK" button with a blue border and a "CONTINUE" button with a blue background and a white checkmark. A red circle with the number "4" is positioned above the "CONTINUE" button.		4. Confirm address details and click "Continue"
---	--	--



1 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.


Proforma Invoice

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

UEN : T08GB0005B
GST Registration No. : M90002855T
Proforma Invoice No. : PAYBCA-CY2026-001766
Invoice Date : 13 March 2026
Payment Terms : Immediate
Due Date : 13 March 2026
Memo : A-202603-001260

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

5. Review Proforma Invoice details and click "Continue"



Page 35 of 164

Confirm Billing Details

Review Proforma Invoice

3 Payment Summary

4 Completion

Payment Summary

BACK TO LEAP

Total Amount: \$20.00

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

EDIT SUB-BU

VIEW PROFORMA INVOICE

Billing Address

1, Hampshire Road, Singapore 219428

6

Payment Method

a

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

b

☐ GIRO

c

☐ 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

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

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

←

 Building and Construction Authority

Name

Kirk4 NRIC

Identifier

T6734614E

Summary

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

Complete payment

 Card

PAYNOW

PayNow

Card number

1234 1234 1234 1234 

Expiration date

MM / YY

Security code

CVC 

Country

Singapore

Pay \$20.00

 **PAYSG**

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

8. Click “Pay”

Resume PTO Application

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

9

✓ REVIEW

✓ ASSIGN CONTRACTORS

✓ CONFIRM EMAIL & MAKE PAYMENT

04 COMPLETION

Completion

Transaction ID A-202607-001155

III Display/Hide Columns Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	WAR, WAR MEMORIAL PARK	20

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

Total \$20

10

Close

Download Tax Invoice In PayBCA

Download Receipt In PayBCA

9. After payment, Owner will see a success message

10. Owner can choose to download Tax Invoice or Receipt for safekeeping.

Note: Tax Invoice and Receipt can also be downloaded by following [Section 7.4](#)

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

The screenshot displays the 'Equipment List' dashboard. At the top, there are filters for equipment status: '6 Equipment PTO Expiring in 3 months' (marked with a red circle 1), '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', and '0 Equipment No contractor for more than 1 month'. Below these are statistics: '125 New Equipment Ongoing New PTO application', '27 Equipment Ongoing Recommissioning', '633 Equipment Suspension Request', and '811 Applications Assigned to me'. Action buttons include 'Renew PTO' (marked with a red circle 3), 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A tooltip for the 'Renew PTO' button states: 'Any equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'. Below the buttons is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, and ACTION. The first row is highlighted in blue and contains the following data: EQUIPMENT ID: L4, EQUIPMENT NO: pl pto, ADDRESS: 21, 04 Rochor Centre1 Rochor Road, aa, hor Centre1 Rochor Road, #02-604 Rochor Centre, 12 - 32, 212123, BLK: 21, STREET NAME: 04 Rochor Centre1 Rochor Road, aa, POSTAL CODE: 212123, BUILDING NAME: hor Centre1 Rochor Road, #02-604 Rochor Ce, and ACTION: View, ... (marked with a red circle 2).

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.

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

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

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

No refund will be made once renewal has been initiated.

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

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

The background interface shows a table with columns: EQUIPMENT ID, EQUIPMENT NO, and ADDRESS. The first row is selected, showing EQUIPMENT ID L1003 and EQUIPMENT NO 24324. The table is filtered to show 1 result. The footer of the page includes the Building and Construction Authority logo and a statement about BCA's role in improving Singapore's living environment.

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

III Display/Hide Columns Clear All Column Filters

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

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

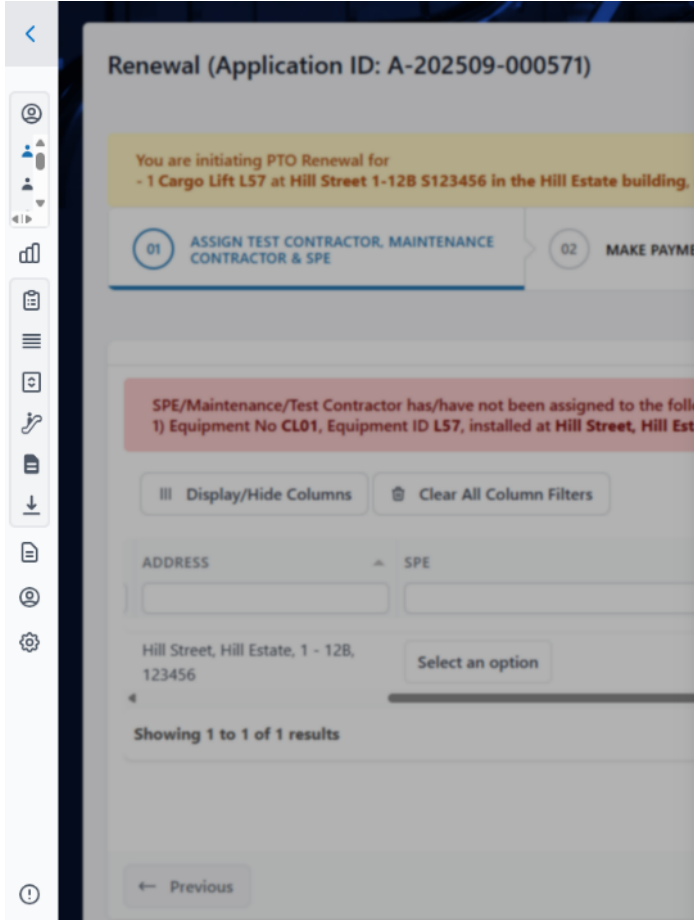
Update SPE/Contractor

← 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

Please select Maintenance Contractor for Equipment L57:

Maintenance Contractor

Contractor Z || ID : Z44217772Z

Cancel Save

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

5.c Click Save

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

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

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

III Display/Hide Columns Clear All Column Filters

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

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

Update SPE/Contractor

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

Renewal (Application ID: A-202603-001260)

 Renewal application has been created successfully

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

ASSIGN TEST CONTRACTOR, MAINTENANCE
CONTRACTOR & SPE

02 CONFIRM EMAIL & MAKE PAYMENT



03 COMPLETION

Contact Details

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

Email *

Verified

ezra_tan+2@tsp.dev

 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 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 * ezra_tan+22@tsp.dev Send OTP 8 Verification Code 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

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

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' page in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area displays a dashboard with various equipment status cards (e.g., '413 Equipment PTO Expiring in 3 months', '7 New Equipment Ongoing New PTO application'). Below these is a toolbar with buttons: 'Renew PTO', 'Pay Renewal Fee' (highlighted with a red circle '3' and a tooltip stating 'Any pending payment equipment is within 3 months for PTO renewal and equipment status is not Suspended or Terminated'), 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table below lists equipment details. A red circle '2' highlights the first row of the table, which is 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.

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

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

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

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' interface. A sidebar on the left contains navigation icons. The main area shows a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment) 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, and ACTION. A dropdown menu is open over the table, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Change Expiry Date' option is highlighted.

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

This would take you to the next screen

Change Expiry Date

List of selected equipment

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

5 30/04/2024 ⓘ

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

Cancel Save 6

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

III Display/Hide Columns

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
28/04/2023	Renewal PTO	A-202304-011738		View
28/04/2023	Renewal PTO	A-202304-011737		View
28/04/2023	New PTO	A-202304-011736		View
26/04/2023	Renewal PTO	A-202304-011673		View
26/04/2023	New PTO	A-202304-011654		View
26/04/2023	Renewal PTO	A-202304-011629		View
25/04/2023	Renewal PTO	A-202304-011601		View
25/04/2023	New PTO	A-202304-011575		View
25/04/2023	Recommission PTO	A-202304-011574		View
24/04/2023	Renewal PTO	A-202304-011552		View

Showing 1 to 10 of 1000 results

Rows per page 10

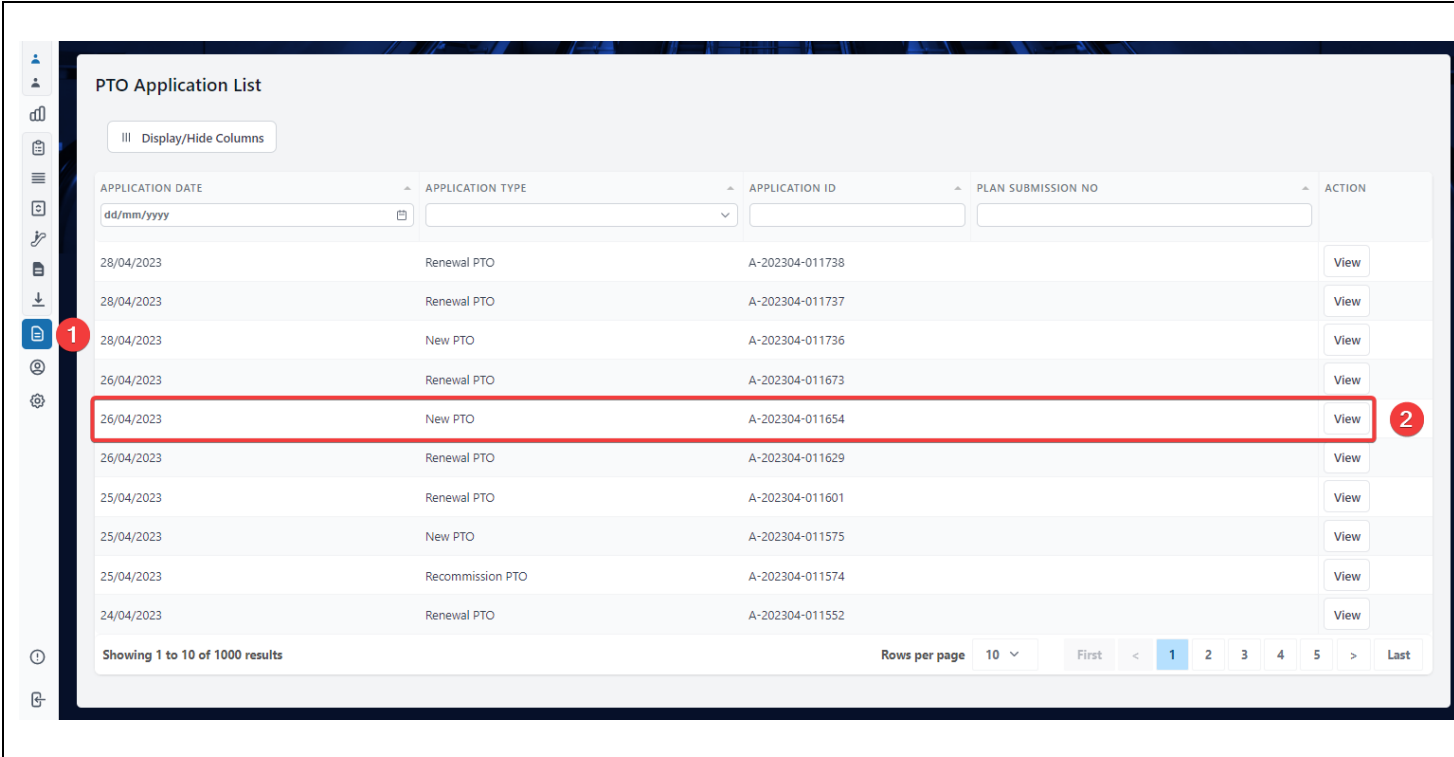
First < 1 2 3 4 5 > Last

1. Begin by selecting PTO Application List from the 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

3. Next click on “View Equipment”

PTO Application List

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

[Export As PDF](#)

0 item(s) selected

☐	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
☐	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	View Equipment Print past receipt

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

Applicable Standard(s) **4**

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

[Show less](#) ^

Remarks

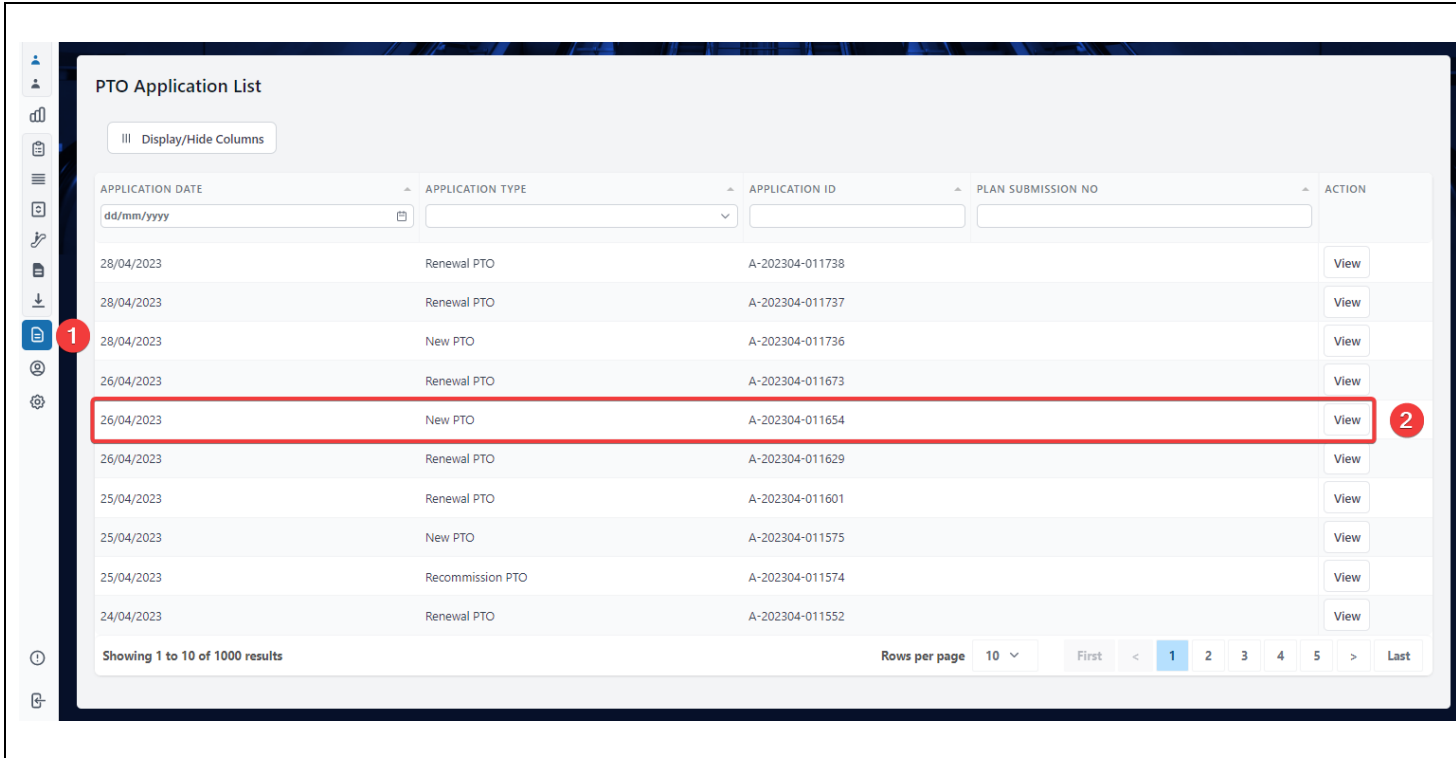
[Route Back To SPE](#) **5** [Accept](#)

4. Scroll down to bottom of the page

5. Select "Accept"

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

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

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

☐	APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DAT	ACTION
☐	A-202303-007110	77	Complete	New PTO	Civic, Community & Cultural Institutions	02/03/2023	View Equipment Print past receipt

Applicable Standard(s) 4

Clear All Column Filters

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

Route Back To SPE

Accept

4. Scroll down to bottom of the page

5. Add remarks

6. Select Route Back To SPE

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

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 dd/mm/yyyy	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
27/01/2023	New PTO	A-202301-008166		View 1
27/01/2023	Renewal PTO	A-202301-008165		View
27/01/2023	New PTO	A-202301-008163		View
27/01/2023	Renewal PTO	A-202301-008162		View
27/01/2023	New PTO	A-202301-008161		View

PTO Application List

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

Export As PDF

0 item(s) selected

APPLICATION ID	ADDRESS	APPLICATION STATUS	APPLICATION TYPE	DEVELOPMENT TYPE	CREATED DATE	MODIFIED DATE	PAYMENT	ACTION
A-202303-008777	blk50005, street 33, 312312	Pending Payment	New PTO	Civic, Community & Cultural Institutions	20/03/2023	20/03/2023	Pending	Review 2

Equipment List

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

0 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

0 Equipment
No contractor for more than 1 month

55 New Equipment
Ongoing New PTO application

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
☒	1	1	N/A	1	N/A	N/A	N/A	N/A	Pending Payment	Review
☐	N/A	KY05	Yanglo Street	N/A	Yanglo Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	girotest	123	N/A	123	N/A	N/A	N/A	Pending Amendment By SPE	View ...
☐	N/A	test7	1	N/A	1	N/A	N/A	N/A	Pending Payment	View ...
☐	N/A	KY02	Loyang Street	N/A	Loyang Street	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	KY01	Sims1	N/A	Sims1	N/A	N/A	N/A	Pending SPE Inspection	View ...
☐	N/A	c	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...
☐	N/A	15	1	N/A	1	N/A	N/A	N/A	Pending PTO Officer Review	View ...

METHOD 2

- From the Equipment List page, select smart filter that indicates ongoing new PTO application
- Select equipment
- Select Commence New PTO


Building and
Construction
Authority

Page 61 of 164

Making payment

Resume PTO Application

01 REVIEW

02 ASSIGN CONTRACTORS

03 MAKE PAYMENT

04 COMPLETION

Review

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

← Previous

Next

4. Select “Next” after reviewing equipment

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

Installation Contractor *

9G ELEVATOR PTE LTD || ID : T18SS0001A

SPE

Sushi: Best Friend of Hasani || ID : 49

Declarations

☒ 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.

← 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

ezra_tan+22@tsp.dev

Update

8

Confirm Email & Make Payment

Print To PDF

Clear All Column Filters

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

9. Edit email address and click "Send OTP"

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

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

Note:

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

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

Resume PTO Application

✔ OTP Sent

10

✔ REVIEW

✔ ASSIGN CONTRACTORS

03 CONFIRM EMAIL & MAKE
PAYMENT

04 COMPLETION

Contact Details

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

Email *

ezra_tan+223@tsp.dev

9

Send OTP

Verification Code

Validate

11

OTP has been sent. Resend OTP in 1:55

Required

Email Verification!

Please click on "Send OTP" to get a One Time Password to verify your email.

Please wait for a few minutes and check your inbox, junk or spam folder.

↻ Update

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

Confirm Email & Make Payment

Print To PDF

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT TYPE	ADDRESS	AMOUNT (\$)
N/A	Car Lift	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	20

Showing 1 to 1 of 1 results

Rows per page 10

First < 1 > Last

Total Amount\$ 20

Escalator

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

Lift

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

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

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.

The screenshot displays the 'Equipment List' interface. At the top, there are summary cards for various equipment statuses: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A red circle '3' highlights the 'Other Actions' button. The main table shows a list of equipment with columns for PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION TYPE, EQUIPMENT STATUS, INSPECTION STATUS, APPLICATION ID, DATE OF APPLICATION, and MAINTENANCE CON. A red circle '2' highlights the first row of the table. A red circle '1' highlights the 'Active' status in the EQUIPMENT STATUS column. A red circle '4' highlights the 'Suspend' option in the 'Other Actions' dropdown menu. The table contains multiple rows of equipment, mostly with 'Active' status and 'Pending SPE Inspection' status.

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 1

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) 2

Plan Submission is required? 3 ☐ Yes ☒ No 4

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

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

6

1. Select start of suspension date

2. Select Type of A/R works

3. Select SPE

4. Select Yes or No for Plan submission requirement

5. Check declaration

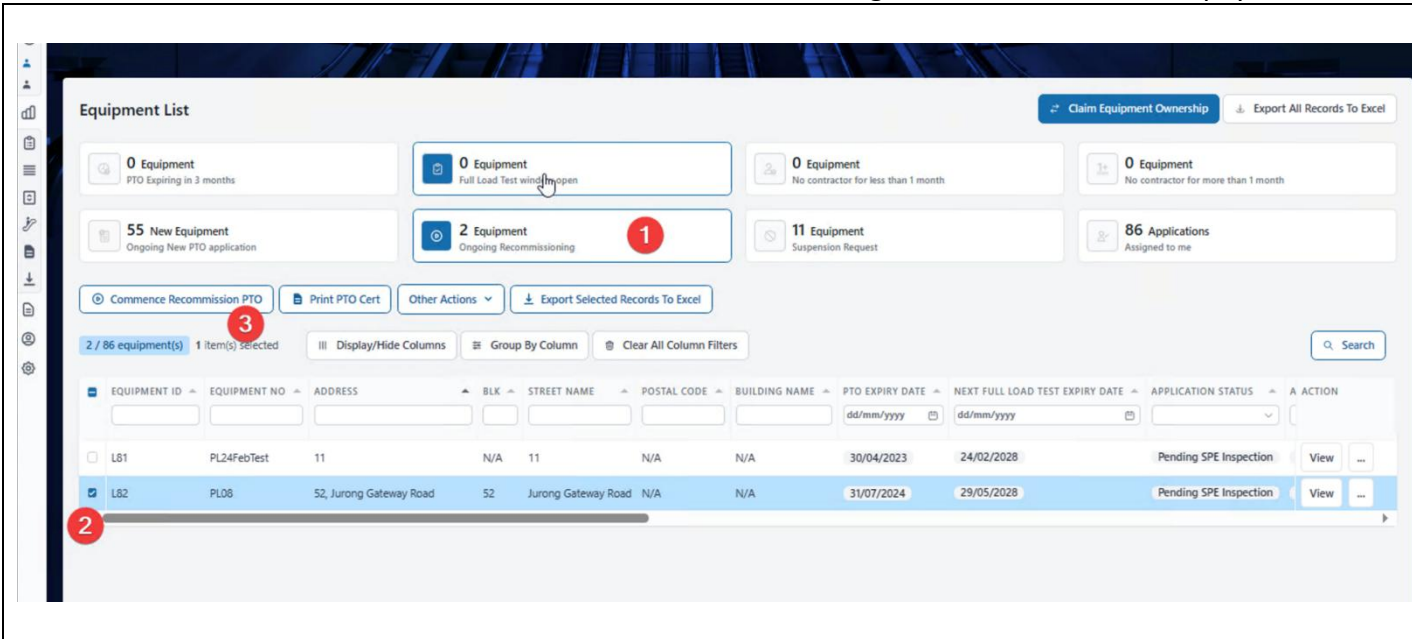
6. Select Save

Note:

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

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

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



The screenshot 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 Recommissioning' (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 status bar indicates '2 / 86 equipment(s) 1 item(s) selected'. Below the status bar are controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar is on the right. The main table lists equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. Two rows are visible: one for 'L81' and one for 'L82' (highlighted with a red circle 2). The 'L82' row shows 'PL08' as the equipment number, '52, Jurong Gateway Road' as the address, and '31/07/2024' as the PTO expiry date. The application status is 'Pending SPE Inspection'.

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:
- Car Lift L433 at 1137 Lighthouse Bay

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 *

ezra_tan+2231@tsp.dev

8

Send OTP

Verification Code

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

37dede11eb-2140123-12026-03-13T08:35:48Z

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 page10First<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

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

11Proceed 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.

The screenshot displays the 'Equipment List' interface. At the top, there are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A search bar is on the right. The main table has columns: BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, EQUIPMENT STATUS, INSPECTION STATUS, APPLICATION ID, DATE OF APPLICATION, MAINTENANC, and ACTION. The 'EQUIPMENT STATUS' column has a dropdown menu with 'Terminated' selected, highlighted by a red circle with the number 1. The table shows one row with a 'Terminated' status.

BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUIPMENT STATUS	INSPECTION STATUS	APPLICATION ID	DATE OF APPLICATION	MAINTENANC	ACTION
	dd/mm/yyyy	dd/mm/yyyy			Terminated			dd/mm/yyyy		
A	23/10/2022	N/A	Complete	Renewal PTO	Terminated	N/A	A-23828-871259	02/07/2017	N/A	View

1. Search for equipment with terminated equipment status

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

3. Click Save

Reactivate

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

[Show more](#) ▾

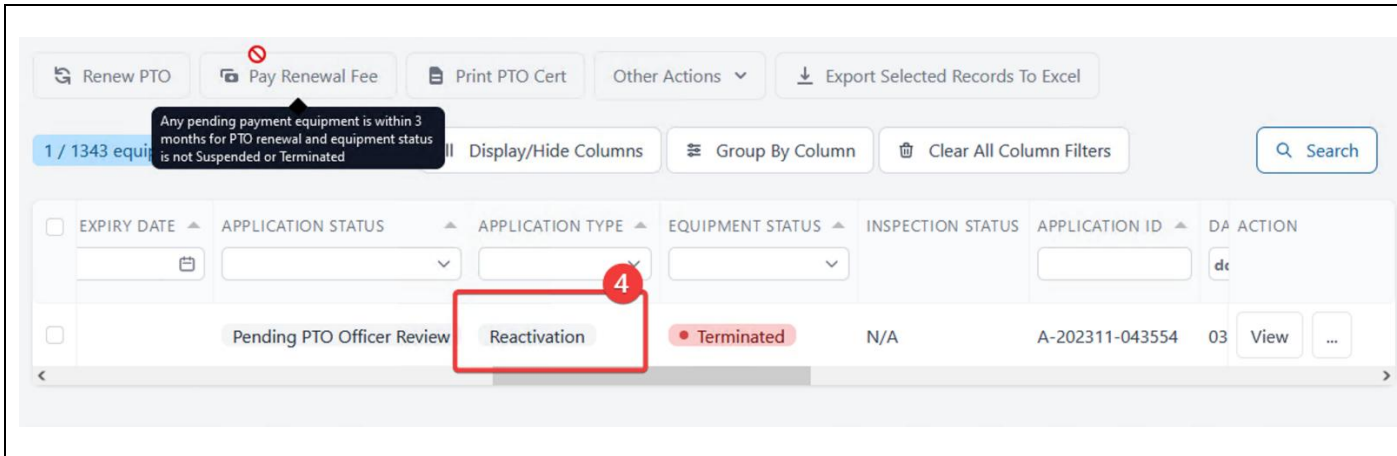
Upload proof


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

Remarks

Cancel

Save



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 shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main area displays a summary of equipment status (e.g., 0 Equipment PTO Expiring in 3 months, 55 New Equipment, 2 Equipment Ongoing New PTO application, 11 Equipment Suspension Request, 86 Applications Assigned to me) and a table of equipment details. 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. The bottom of the page shows pagination information: 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

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

7.1.2 Print PTO Certificate for 25 or more equipment selected

The screenshot displays the 'Equipment List' interface in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment PTO Expiring in 3 months, 55 New Equipment Ongoing New PTO application, 0 Equipment Full Load Test window open, 2 Equipment Ongoing Recommissioning, 0 Equipment No contractor for less than 1 month, 11 Equipment Suspension Request, 0 Equipment No contractor for more than 1 month, and 86 Applications Assigned to me. Below this, there are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert' (highlighted with a red circle '3'), 'Other Actions', and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The table is filtered to show 86 / 86 equipment(s) with 6 item(s) selected. The first six rows of the table are visible, showing equipment IDs L219, L82, L392, L441, L436, and L484. The 'Print PTO Cert' button is highlighted with a red circle '2'. 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 numbers 5, 6, 7, 8, 9, and Last.

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', 'All', '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 (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 details. The table columns include EQUIPMENT ID, EQUIPMENT NO., ADDRESS, PNAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A context menu is open over the first row of the table, showing options: Change Expiry Date, Change Contractor (highlighted with a red circle 4), Change SPE, Transfer Ownership, Assign Representative, Suspend, Terminate, Print Past Receipt, and Renew PTO. Red circles 1, 2, and 3 highlight the sidebar, the 'Equipment List' link, and the 'Change Contractor' option respectively.

Select equipment list from the sidebar

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

This would take you to the next screen

1

Contractor Details

New Testing Contractor Name *

Select an option

New Testing Contract Start Date *

03/05/2023

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

☐ Yes

New Maintenance Contractor Name *

Select an option

New Maintenance Contract Start Date *

03/05/2023

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

☐ Yes

2

Upload proof of change

Upload a file or drag and drop

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

3

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

Cancel

Update

4

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

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

A 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' interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a summary of equipment status (5 Equipment, 123 New Equipment, 1068 Equipment, 1241 Applications) and a table of equipment details. A red circle 2 highlights the 'Equipment List' link in the sidebar. A red circle 3 highlights the 'Change SPE' button in the 'Other Actions' dropdown menu. A red circle 4 highlights the 'Change SPE' button in the table's 'EQUI ACTION' column. The table columns include 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. The table contains several rows of equipment data, including addresses like 'blk323da, test st' and 'blk7654500, pink purple street'.

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

Cancel

Save

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 Tax Invoice and Receipt

After completing payment (Section 2), owners may also download Tax Invoice and Receipt for safekeeping or physical documentation when required by following the steps outlined below.

Equipment List

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

8 Equipment
PTO Expiring in 3 months

0 Equipment
Full Load Test window open

0 Equipment
No contractor for less than 1 month

13 Equipment
No contractor for more than 1 month

492 New Equipment
Ongoing New PTO application

175 Equipment
Ongoing Recommissioning

1115 Equipment
Suspension Request

1747 Applications
Assigned to me

[Renew PTO](#)
[Pay Renewal Fee](#)
[Print PTO Cert](#)

2
Other Actions

[Export Selected Records To Excel](#)

1 / 1747 equipment(s) 1 item(s) selected

III Display/Hide Columns
Group By Column
Clear A

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POST	ACTION
☒		war			
☒	N/A	PL7812675	WAR, WAR MEMORIAL	N/A	View ...

Showing 1 to 1 of 1 results

Download Tax Invoice
Download Receipt

Renew PTO

3

1. Begin by selecting the equipment(s) from the equipment list. You can perform filtering to get the equipment(s) that require the documents
2. Select "Other Actions"
3. Select the desired document to download (Tax Invoice and/or Receipt)

Check the downloads within your browser.

Equipment List

[Claim Equipment Ownership](#)[Export All Records To Excel](#)**8 Equipment**
PTO Expiring in 3 months**0 Equipment**
Full Load Test window open**0 Equipment**
No contractor for less than 1 month**13 Equipment**
No contractor for more than 1 month**492 New Equipment**
Ongoing New PTO application**175 Equipment**
Ongoing Recommissioning**1115 Equipment**
Suspension Request**1747 Applications**
Assigned to me[Renew PTO](#)[Pay Renewal Fee](#)[Print PTO Cert](#)[Other Actions](#) ▾[Export Selected Records To Excel](#)

1 / 1747 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 ▲

POST ACTION



war

2

1



N/A

PL7812675

WAR, WAR MEMORIAL PARK

N/A

WAR

N/A

View

...

Showing 1 to 1 of 1 results

Rows per page

10 ▾

First

<

1

>

Last

If you wish to download documents from an equipment's past application:

1. Search for the equipment from the equipment list table
2. Select "View" to go to the Equipment Detail Page

APPLICATION TYPE ▲ CODE OF STANDARD ▲ REMARKS

Showing 1 to 2 of 2 results

Rows per page 10 ▼

First < 1 > Last

[Show less ^](#)

PAST APPLICATIONS
(Renewal, Recommission and New
PTO History)

4
PAYMENT HISTORY

OWNER, CONTRACTOR & SPE
HISTORY

Clear All Column Filters

DATE ▲	PAYMENT ID ▲	PAYMENT METHOD ▲	PAYMENT STATUS ▲	ACTION
dd/mm/yyyy			▼	
16/04/2026	PR-202604-009713	PaySG	Paid	Tax Invoice Receipt
24/02/2026	PR-202602-009495	Credit Card	Paid	Receipt
23/02/2026	PR-202602-009485	PaySG	Paid	Tax Invoice Receipt

Showing 1 to 3 of 3 results

Rows per page 10 ▼

First < 1 > Last

More Actions ^

3

5

3. Scroll down the page

4. Select “Payment History” Tab

5. Find the desired row of payment record and download the Tax Invoice or Receipt accordingly

Check the downloads within your browser.

For older equipment, 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' link is highlighted with a red circle and the number 1. In the main content area, a summary card for '123 New Equipment' is highlighted with a red circle and the number 2. Below this, a table of equipment is displayed. A red circle with the number 3 points to the 'Other Actions' dropdown menu above the table. A red circle with the number 4 points to the 'Print Past Receipt' option within this dropdown menu. The table contains 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.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pt2312	blk233da, test st				N/A	N/A	N/A	N/A	Act View
EN-21729-113969	234234	blk7654500, pink purple	urple street	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, Bld - New, 111111	111111	Bld New	N/A	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pt23234j	blk2338f, file uploadon				N/A	N/A	Pending SPE Inspection	New PTO	Act View
EN-39143-600505	234234	blk7654500, pink purple street	blk7654500 - pink purple street	N/A	N/A	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, Str7130	TC1	Str7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	blk812duff, testing payment issue	blk812duff	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	blk812duff, testing payment issue	blk812duff	testing payment issue	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pt3434	blkd23d, test	blkd23d	test	N/A	N/A	N/A	Pending Payment	New PTO	Act View
N/A	123123	speech, test st	speech	test st	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 links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment status (5 Equipment, 123 New Equipment, 109 Equipment, 1068 Equipment) and a table of equipment details. A red circle 2 points to the 'Equipment List' link in the sidebar. A red circle 3 points to the 'Other Actions' dropdown menu. A red circle 4 points to the 'Suspend' option in the dropdown menu. The table columns include 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.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	APPLICATION TYPE	EQUI ACTION
N/A	pi2312	bk323da, test st	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Rej View
EN-21729-113969	234234	bk7654500, pink purple	N/A	N/A	N/A	N/A	N/A	Pending Payment	Renewal PTO	Act View
N/A	7842 TC1	Block New, Str New, - New9, 111111	N/A	N/A	Bld New	N/A	N/A	Pending Payment	New PTO	Act View
N/A	pi23234	bk233ff, file uploading	loading	N/A	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	N/A	N/A	Pending SPE Inspection	Renewal PTO	Act View
N/A	7130-NewPTO	TC1, 9e7130	TC1	9e7130	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	213123	bk832dff, testing payment issue	testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	23423	bk832dff, testing payment issue	testing payment issue	N/A	N/A	N/A	N/A	Pending SPE Inspection	New PTO	Act View
N/A	pi3434	bk223d, test	bk223d test	N/A	N/A	N/A	N/A	Pending Payment	New PTO	Rej View

- Begin by selecting the equipment list from the sidebar
- Then select the desired equipment(s) from the equipment list
- Select other actions
- 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 Save

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

1. Select start date of suspension
2. Type of A/R works
3. 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 interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area shows a summary of equipment status: 5 Equipment (PTO Expiring in 3 months), 0 Equipment (Full Load Test window open), 0 Equipment (No contractor for less than 1 month), 1 Equipment (No contractor for more than 1 month), 123 New Equipment (Ongoing New PTO application), 100 Equipment (Commissioning), 1068 Equipment (Suspension Request), and 1241 Applications (Assigned to me). Below the summary, there are buttons for Renew PTO, Pay Renewal Fee, Print PTO Cert, and Other Actions. A table of equipment is displayed with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, T NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle 2 highlights the 'Other Actions' button. A red circle 3 highlights the 'Suspend' option in the 'Other Actions' dropdown menu. A red circle 4 highlights the 'Amend Suspension Date' option in the 'Suspend' dropdown menu. The table lists various equipment entries with their respective details and actions.

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: 31/12/2023 1

Type of A/R works *

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

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

Plan Submission is required? ☒ Yes ☐ No

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

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

Cancel 2 Save

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

1. Amend the start date

2. Select Save

Note:

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

7.7 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' interface. The left sidebar contains navigation links: Profile, Dashboard, Equipment List (highlighted with a red circle 1), Lifts, Escalators, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a table of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, APPLICATION TYPE, and EQUI ACTION. A red circle 2 points to the 'Equipment List' sidebar link. A red circle 3 points to the 'Other Actions' dropdown menu, which includes options like Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend, Terminate (highlighted with a red circle 4), and Renew PTO. A red circle 4 points to the 'Terminate' option in the dropdown menu. The table lists various equipment entries with their respective details and application statuses.

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

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
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page

10

First

<

5

6

7

8

9

>

Last

2

3

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

Equipment Details

Export Equipment Details

Renew PTO

Commence Recommission PTO

Edit Recommission

Edit

Actions

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) 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

Pay Renewal Fee

Print Past Receipt

View Inspection

Change Contractor

Change SPE

Transfer Ownership

Choose a test

View Inspection for New PTO

- Select actions
- Select view inspection
- Choose inspection to view the inspection.

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

To view the signed document by SPE

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



8 Equipment details

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
☒ L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
☐ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
☐ L392	23423	bik784993, test uluooo	bik784993	test uluooo	N/A	N/A	31/08/2024	N/A	Complete	View
☐ L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
☐ L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

Showing 81 to 86 of 86 results

Rows per page

10

First

<

5

6

7

8

9

>

Last

3

View

- To view equipment details, begin by selecting equipment list from the sidebar
- Look for desired equipment from equipment list
- Select View

8.1 Advanced Filter (Search)

1

Equipment List

Create New PTO Application

Export All Records To Excel

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

Assign LEI

Initiate Recommission PTO Application

Resume New PTO Application

Export Selected Records To Excel

848 / 848 equipment(s)

0 item(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

2

Search

Scan/Upload QR Code

You are only allowed to inspect equipment for Renewal and Recommission 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 ...

- Select equipment list from sidebar
- Select search button


Building and
Construction
Authority

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Equipment List

Create New PTO Application Export All Records To Excel

0 Equipment
Due for 5 Year Full Load Test

0 Equipment
Pending Authorisation By SPE

9 Equipment
PTO Expiring in 3 Months

3 New PTO Applications
Rejected by Owner

5 Equipment
Pending amendments - BCA Comments

9 Equipment
Ongoing Renewal

21 Equipment
Ongoing Recommissioning

686 Applications
Assigned to me

3

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset 4 Filter

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

8.2 Edit equipment details

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

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

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

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | 9 | Last

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

4. Select “Edit”

<

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🔑

Equipment Details

Assign LEI

Export To Excel

View Submission

Start Submission

4

Edit

Equipment ID

N/A

Equipment Type

Home Lift

Equipment No (e.g., PL01)

PL08

Owner Name, ID

Jurong Town Corporation, 180079784F

PTO Expiry Date

N/A

Equipment Status

Pending SPE Inspection

Testing Contractor

Tai Hee Engineering, 180079784H

Maintenance Contractor

CHEVALIER SINGAPORE HOLDINGS ABC, F9990069P

Installation Contractor

MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, T18PF0001A

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

Address

Block/House No

537

Street Name

BEDOK NORTH STREET 3

Floor Number

N/A

Building and
Construction
Authority

Page 104 of 164

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

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.

1

Technical Information

Equipment No (e.g., PL01) *

uatc371

Equipment Type *

Car Lift

Year of Installation *

2020

Make *

9G ELEVATOR

Model *

2

ARD Brand

ARD Model

UPS Brand

UPS Model

Capacity (number of pax)

Machine Room/
Machine Roomless *

Machine room

Rated Load *

2

kg

Rated Speed *

2

m/s

Cabin Height *

2

mm

Cabin Breadth *

2

mm

Cabin Length *

2

mm

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: Others

Remarks

2

Cancel

Save Technical Information

1. Make required changes
for Technical Details

2. Save Technical
Information

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

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

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Choose the applicable standard(s)

Remarks

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

Applicable Standard(s)

Clear All Column Filters

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

The screenshot shows the 'Equipment List' page in the LEAP system. A sidebar on the left contains navigation icons. The main header area includes a 'Claim Equipment Ownership' button and an 'Export All Records To Excel' link. Below this are several summary cards: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Action buttons like 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Export Selected Records To Excel' are present. 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 row is highlighted in blue. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

1. Go to Equipment List page

2. Select the equipment

3. View the equipment

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

1. Go to Equipment List page

2. Select the equipment

3. View the equipment

Equipment Details

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

Equipment ID 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

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

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

The screenshot shows the 'Equipment List' page in the LEAP system. Red callouts are placed on the interface:

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

The table displays 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. 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

4

DATE	PAYMENT ID	PAYMENT METHOD	PAYMENT STATUS	AMOUNT	PAID BY	ACTION
dd/mm/yyyy						
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
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
L392	23423	blk784993, test uiuooo	blk784993	test uiuooo	N/A	N/A	31/08/2024	N/A	Complete	View
L441	a	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L436	h	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View
L484	b	1	N/A	1	N/A	N/A	31/10/2024	N/A	Complete	View

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

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

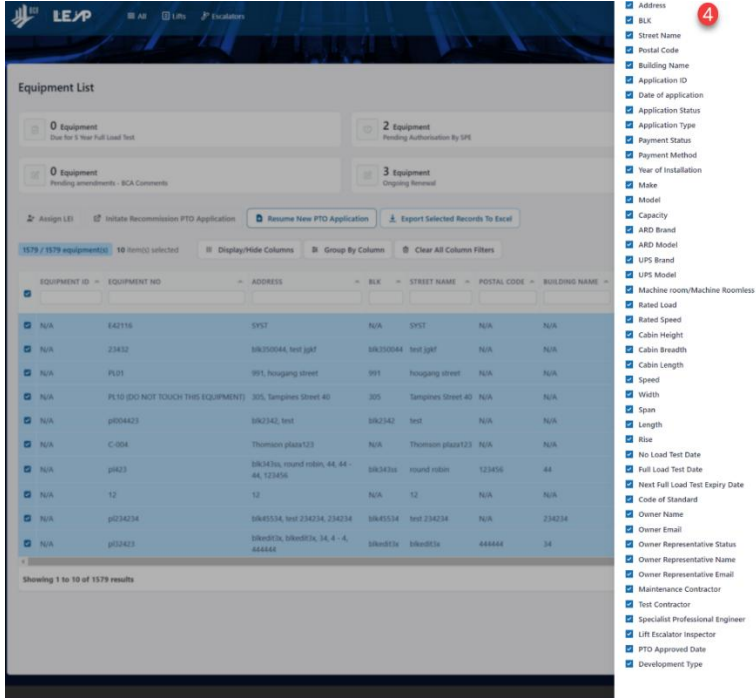
4. Scroll down to bottom of the page
5. See Owner, Contractor & SPE History

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 a summary section with various equipment status cards (e.g., '0 Equipment PTO Expiring in 3 months', '55 New Equipment', '2 Equipment Ongoing Recommisioning', '11 Equipment Suspension Request', '86 Applications Assigned to me'). Below these cards are action buttons: 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel' (highlighted with a red circle 3). A table below shows a list of equipment with columns 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 row is selected (highlighted with a red circle 2). At the bottom, there is a pagination bar showing 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View
L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	N/A	N/A	31/07/2024	29/05/2028	Pending SPE Inspection	View
L392	23423	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



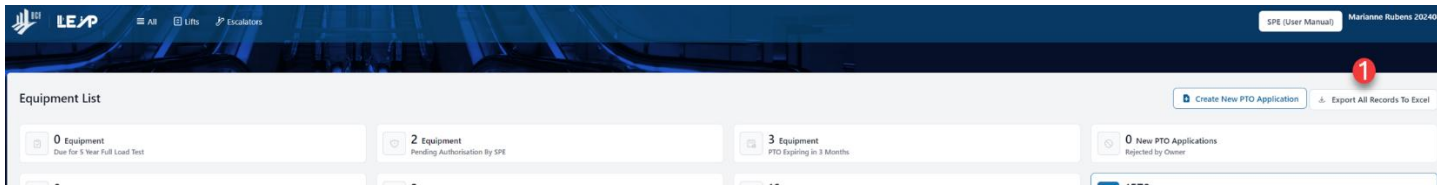
4. Check all the required information to export

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

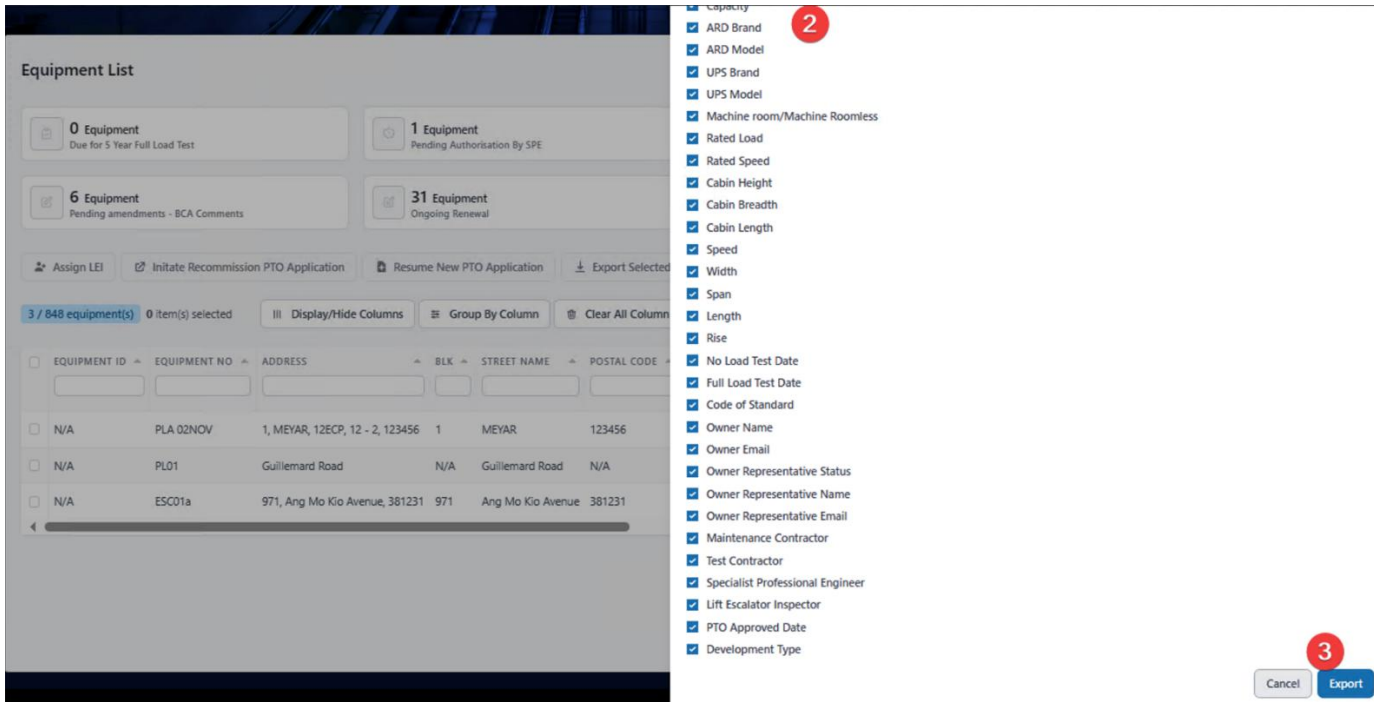
3 Equipment PTO Expiring in 3 Months

0 New PTO Applications Reported by Owner

Create New PTO Application Export All Records To Excel

1. Select export all records to Excel

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



Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected

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

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

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

Cancel Export

2. Check details to be exported

3. Select Export

Excel Export Requests

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.

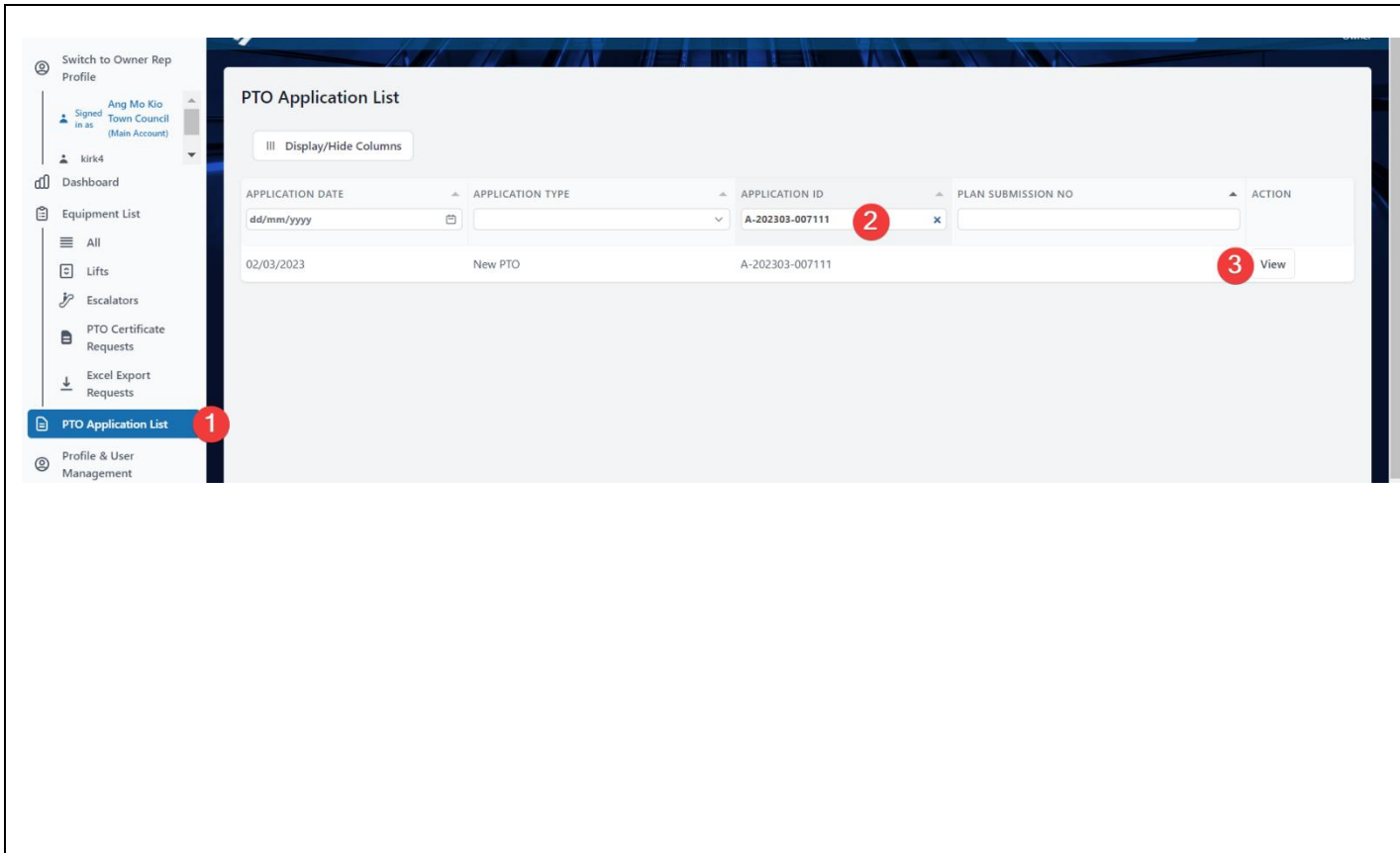
Once ready, the download button will no longer be greyed out.

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

III Display/Hide Columns

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

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

1. Select PTO Application List from sidebar
2. 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

The screenshot shows the 'Equipment List' page in the LEAP system. Red circles with numbers 1, 2, and 3 indicate the steps for finding an application ID when it is not known upfront.

1 Points to the 'Equipment List' header.

2 Points to the first row of the equipment table, which is selected.

3 Points to the 'View' button in the 'ACTION' column for the selected equipment.

Equipment List Summary:

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

Equipment Table:

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

Showing 81 to 86 of 86 results

Rows per page: 10 | First | 5 | 6 | 7 | 8 | **9** | Last

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

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

Equipment Details

Equipment ID: L83
Owner Name, ID: Ang Mo Kio Town Council, F6436123L
Testing Contractor: 9G ELEVATOR PTE LTD, T18550001A
SPE ID: chester.muller, 33
Full Load Test Date: 02/03/2023
PTO Approved Date: N/A

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

Equipment No (e.g., PLO1): PL778
Equipment Status: **Active**
Installation Contractor: 9G ELEVATOR PTE LTD, T18550001A
Commissioning Date: 02/03/2023
No Load Test Date: 02/03/2023

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommendation and New PTO History)

[Export As Excel](#) [Export As PDF](#)

0 item(s) selected.

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

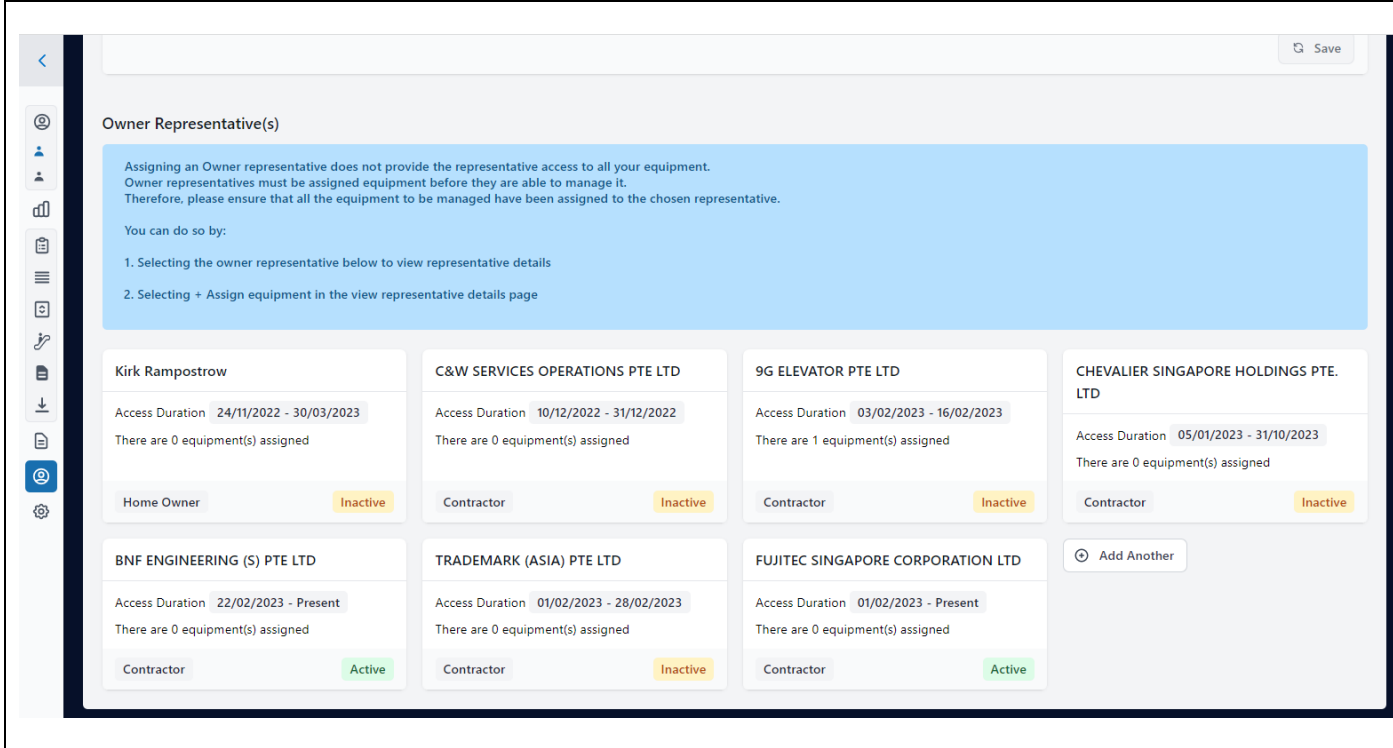
[More Actions](#)

4. Scroll down to bottom of the page

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

10 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

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

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 shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area has a top section with 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 Re-commissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', 'Other Actions', and 'Export Selected Records To Excel'. A table of equipment is displayed 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 table shows 86 results, with the first few rows highlighted. A dropdown menu is open for the 'Other Actions' button, showing options: 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Assign Representative' option is highlighted. The bottom of the page shows 'Showing 81 to 86 of 86 results' and a pagination bar with 'Rows per page' set to 10 and page numbers 1 through 9.

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 : T18SS0001A

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
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

- Select representative type
- Select access duration
- Select "Is Permanent" if you wish to assign the representative permanently (end date with be automatically disabled)
- 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

8. Confirm new owner's representative

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

Representative Name

Contractor

9G ELEVATOR PTE LTD

Access Duration

From

01/08/2023

To

01/09/2023

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

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

Agnella Sellman Access Duration 18/01/2023 - Present There are 0 equipment(s) assigned Home Owner Inactive	Jon_BieberTSP Access Duration 21/06/2023 - Present There are 7 equipment(s) assigned Home Owner Active	00000 Access Duration 12/07/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active	Management Corporation - Strata Title Plan No. 4083 Access Duration 11/01/2023 - Present There are 0 equipment(s) assigned Corporate Owner Active
ABC Company Access Duration 16/02/2023 - 24/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive	Ang Mo Kio Town Council Access Duration 06/03/2023 - Present There are 1 equipment(s) assigned Corporate Owner Active	ABC Audit Firm Access Duration 16/02/2023 - Present There are 1 equipment(s) assigned Corporate Owner Inactive	Asd Access Duration 16/02/2023 - 23/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive
Company E Access Duration 16/02/2023 - 16/02/2023 There are 0 equipment(s) assigned Corporate Owner Inactive	Unregistered User Access Duration 22/06/2023 - Present There are 0 equipment(s) assigned Contractor Inactive	Unregistered User XXX@gmail.com Access Duration 17/02/2023 - Present There are 0 equipment(s) assigned Home Owner Active	9G ELEVATOR PTE LTD 3 Access Duration 30/06/2023 - Present There are 0 equipment(s) assigned Contractor Active
TRADEMARK (ASIA) PTE LTD + Add Another			

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 Terrance Bridge	N/A	Marine Terrance 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
☐ N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected
☐ N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review
☒ L218	pl234234	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review
☐ N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
☐ N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection
☐ EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
☐ EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
☐ EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
☐ EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection
☐ 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

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
☐	N/A	232	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	I
☐	N/A	3432	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	I
☒	L218	pi234234	blk7373ggh	testing	N/A	N/A	Active	Car Lift	Pending BCA Engineer Review	I
☐	N/A	testing0001	testing0001	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	I
☐	N/A	sonic01	sonic01	N/A	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	I
☐	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	N/A	N/A	Active	Car Lift	Pending SPE Inspection	I
☐	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	N/A	N/A	Active	Car Lift	Pending SPE Inspection	I
☐	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
☐	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I
☐	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	Active	Car Lift	Pending SPE Inspection	I

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

7

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

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
☐	N/A	232	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Fire Lift	Rejected	Ne
☐	N/A	3432	blk7373gghtesting	blk7373ggh	testing	N/A	N/A	Accepted By Owner	Cargo Lift	Pending PTO Officer Review	Ne
☐	N/A	testing0001	testing0001	N/A	testing0001	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
☐	N/A	sonic01	sonic01	N/A	sonic01	N/A	N/A	Pending SPE Inspection	Escalator	Pending SPE Inspection	Ne
☐	EN-34608-890117	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
☐	EN-75475-352593	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
☐	EN-64137-478780	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
☐	EN-77838-537212	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
☒	EN-99097-042707	234234	blk7654500pink purple street	blk7654500	pink purple street	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Re
☐	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

Cancel Save

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 shows the 'Equipment List' page in the LEAP system. The sidebar on the left contains several equipment status 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'. The main table lists equipment with the following 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 is highlighted in blue. A dropdown menu is open for the first row, showing options: Change Expiry Date, Change Contractor, Change SPE, Transfer Ownership, Assign Representative, Suspend, Terminate, and Print Past Receipt. The 'Assign Representative' option is selected.

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

☒ Corporate Owner ☐ Contractor Representative ☐ Individual Representative

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

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

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

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 equipment assigned to this representative. I will 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 assigned to the owner. 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	EQUIPME ACTION
Active (1 item)									
N/A	None	LE3	PL888	Sims Avenue, 380012	N/A	Sims Avenue	380012	N/A	Active Remove

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

04/08/2023

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 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	ACTION
▼ Active (1 item)									
N/A	None	L221	4	1	N/A	1	N/A	N/A	<button>Remove</button>

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

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

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 with 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

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

Company E || ID : 123123

Access Duration: From 01/08/2023 To 01/09/2023 Is Permanent ☐

Active: ☒ Yes - I, as the owner of the equipment, acknowledge that I remain responsible for all actions taken by my appointed representative 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.

Confirm new owner's representative?

Cancel Yes

Cancel 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.

Cancel

Save

10. Alert will show that new owner representative added successfully

Note:

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

Building and
Construction
Authority

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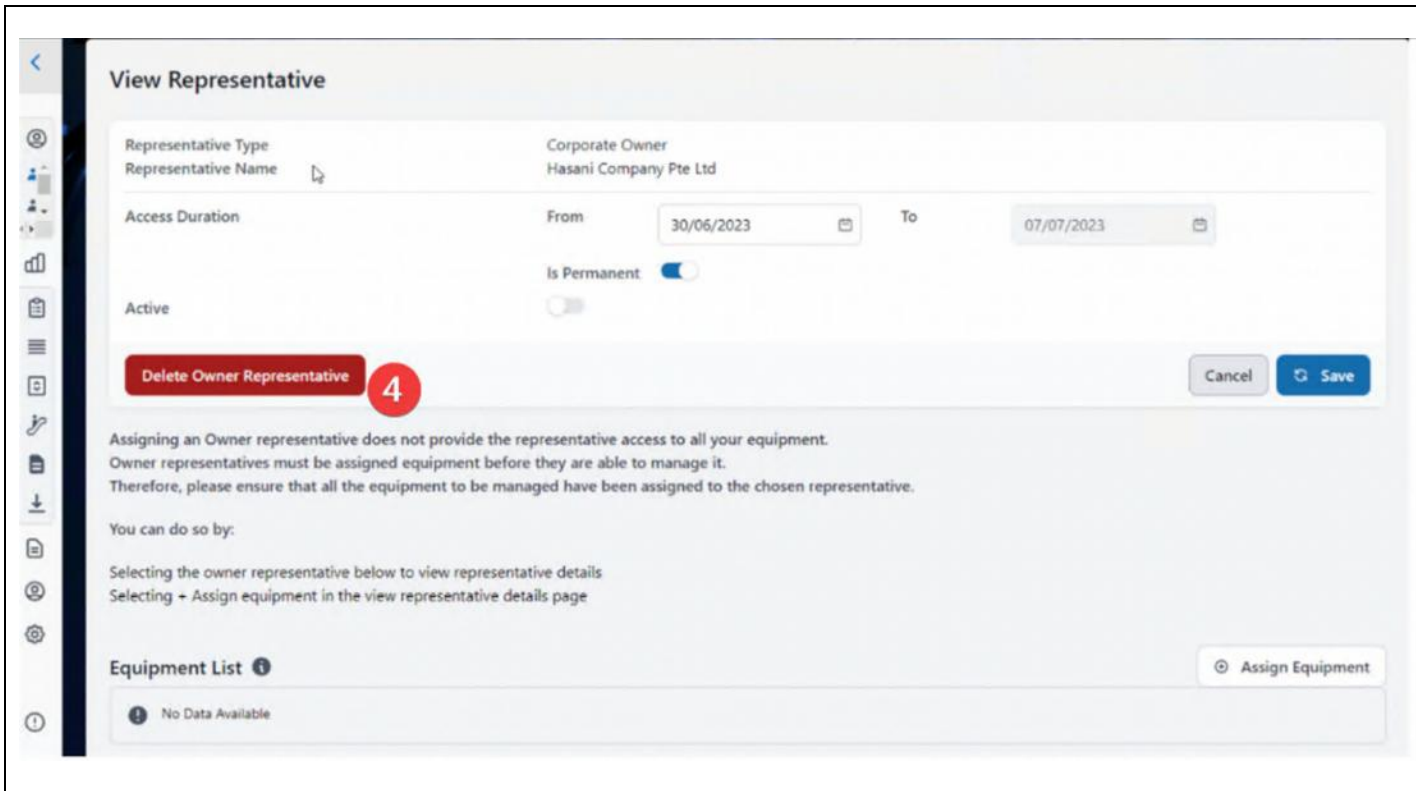
10.3 Deleting owner representative

Owner can delete Owner representatives by following the steps outlined below

The screenshot displays the 'Owner Representative(s)' management interface. A sidebar on the left contains navigation icons. The main area features a header 'Owner Representative(s)' with a red circle '2' next to it. Below the header is a blue informational box with instructions. A list of owner representatives is shown in a grid. Each card displays the company name, access duration, assigned equipment count, and role status. A red circle '1' is on the sidebar icon, and a red circle '3' is on the 'BNF ENGINEERING (S) PTE LTD' card.

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



View Representative

Representative Type: Corporate Owner
Representative Name: Hasani Company Pte Ltd

Access Duration: From 30/06/2023 To 07/07/2023

Is Permanent: ☒

Active: ☐

Delete Owner Representative 4

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 ⓘ

ⓘ No Data Available

⊙ Assign Equipment

4. Select delete Owner Representative and Confirm deletion

10.4 Changing the status of Owner representative

Owner Representative(s) **2**

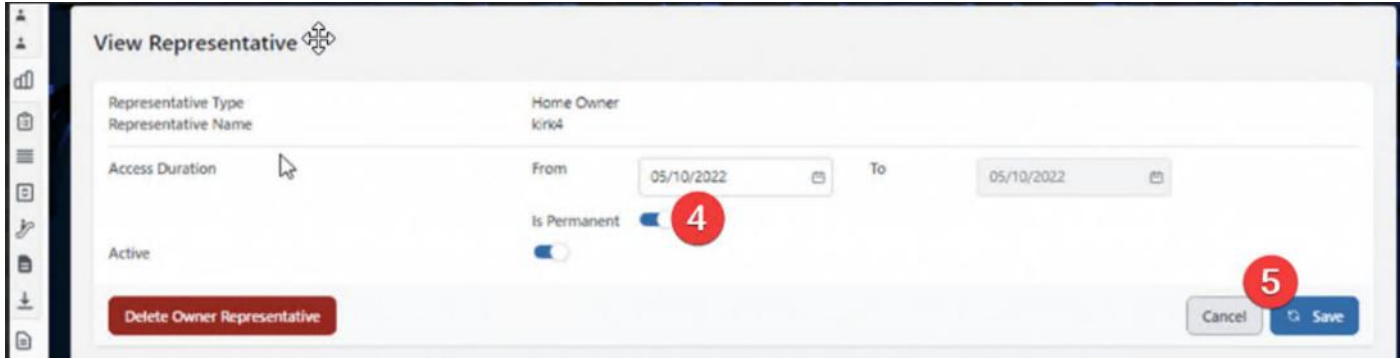
Assigning an Owner representative does not provide the representative access to all your equipment. Owner representatives must be assigned equipment before they are able to manage it. Therefore, please ensure that all the equipment to be managed have been assigned to the chosen representative.

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

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



View Representative

Representative Type: Home Owner
Representative Name: kirk4

Access Duration: From 05/10/2022 To 05/10/2022

Is Permanent: ☒ (4)

Active: ☐

Delete Owner Representative

Cancel Save (5)

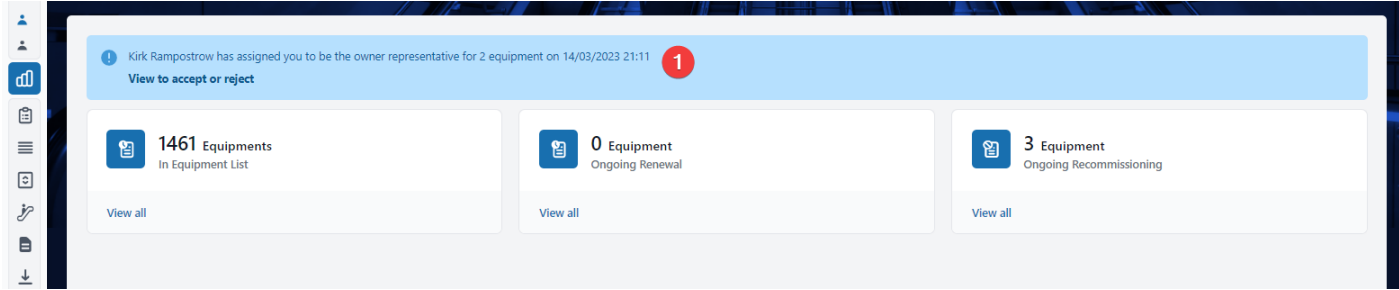
4. Toggle the “Is Permanent” status of individual owner representative (the button will be highlighted in blue)

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 shows the LEAP dashboard interface. At the top, a blue notification banner states: "Kirk Rampostrow has assigned you to be the owner representative for 2 equipment on 14/03/2023 21:11" with a red circle containing the number "1" and a link "View to accept or reject". Below the banner are three white cards: "1461 Equipments In Equipment List" with a "View all" link, "0 Equipment Ongoing Renewal" with a "View all" link, and "3 Equipment Ongoing Recommissioning" with a "View all" link. A vertical sidebar on the left contains icons for user profile, dashboard, equipment list, renewal, commissioning, and download.	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

Cancel

Reject

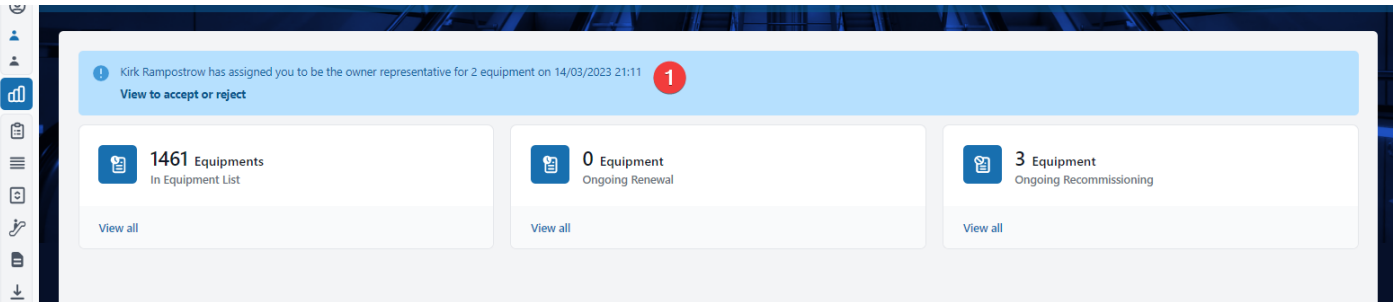
Accept

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

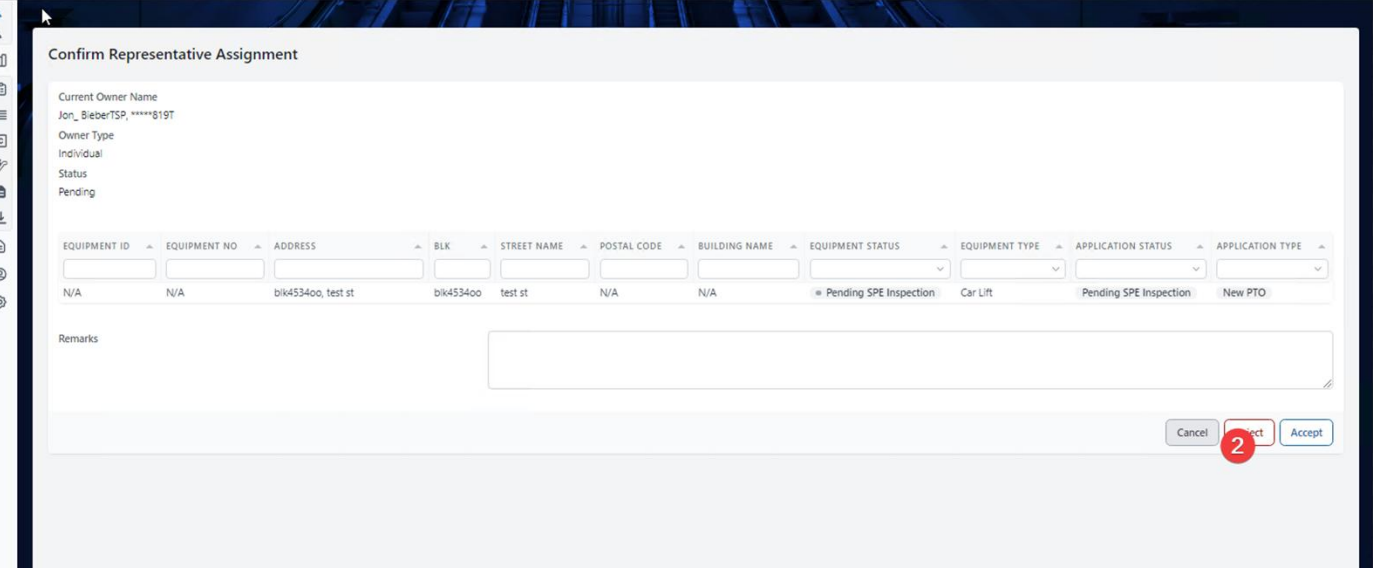
2. Select accept

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 bar 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" link.



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 (marked with a red circle containing the number 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

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

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

Owner Representative	Access Duration	There are 0 equipment(s) assigned	Home Owner	Corporate Owner
Jon, BieberTSP	27/04/2023 - 30/04/2023	There are 0 equipment(s) assigned	Inactive	Active
ABC Audit Firm	16/05/2023 - Present	There are 0 equipment(s) assigned	Corporate Owner	Active
Ang Mo Kio Town Council	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

Equipment List 1 Assign Equipment

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

10.7.2 Remove pending acceptance equipment

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

Representative Name	Access Duration	Equipment Assigned	Status
Jon_BieberTSP	27/04/2023 - 30/04/2023	There are 0 equipment(s) assigned	Inactive
ABC Audit Firm	16/05/2023 - Present	There are 0 equipment(s) assigned	Active
Ang Mo Kio Town Council	08/06/2023 - Present	There are 1 equipment(s) assigned	Active

1

3

View Representative

Representative Type: Home Owner
Representative Name: Unregistered User

Access Duration: From 24/03/2023 To 24/03/2023

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

Equipment List 1 Assign Equipment

ASSIGNMENT STATUS	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDIN ACTION
Pending Acceptance	EN-91861-149737	N/A	657, Jazz Street, Jazz Building, 253725	657	Jazz Street	253725	Jazz B Remove

4

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 summary cards for various equipment statuses: '0 Equipment PTO Expiring in 3 months', '0 Equipment Full Load Test window open', '0 Equipment No contractor for less than 1 month', '0 Equipment No contractor for more than 1 month', '55 New Equipment Ongoing New PTO application', '2 Equipment Ongoing Recommissioning', '11 Equipment Suspension Request', and '86 Applications Assigned to me'. Below these are buttons for 'Renew PTO', 'Pay Renewal Fee', 'Print PTO Cert', and 'Other Actions'. 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. The first row is selected, and the 'Other Actions' dropdown menu is open, showing options like 'Change Expiry Date', 'Change Contractor', 'Change SPE', 'Transfer Ownership', 'Assign Representative', 'Suspend', 'Terminate', and 'Print Past Receipt'. The 'Transfer Ownership' option is highlighted.

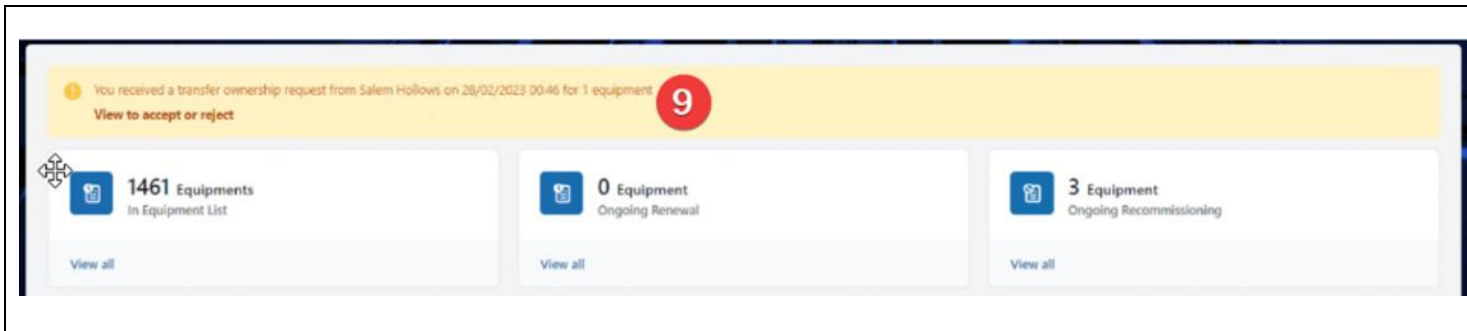
1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list

Note:

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

3. Select other actions
4. Select transfer ownership





The screenshot displays the LEAP dashboard interface. At the top, a yellow notification banner states: "You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment" with a red circle containing the number "9" and a link to "View to accept or reject". Below this, there are three white cards with blue icons and text:

- 1461 Equipments** In Equipment List (with a "View all" link)
- 0 Equipment** Ongoing Renewal (with a "View all" link)
- 3 Equipment** Ongoing Recommissioning (with a "View all" link)

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

Owner can accept or reject the transfer ownership request

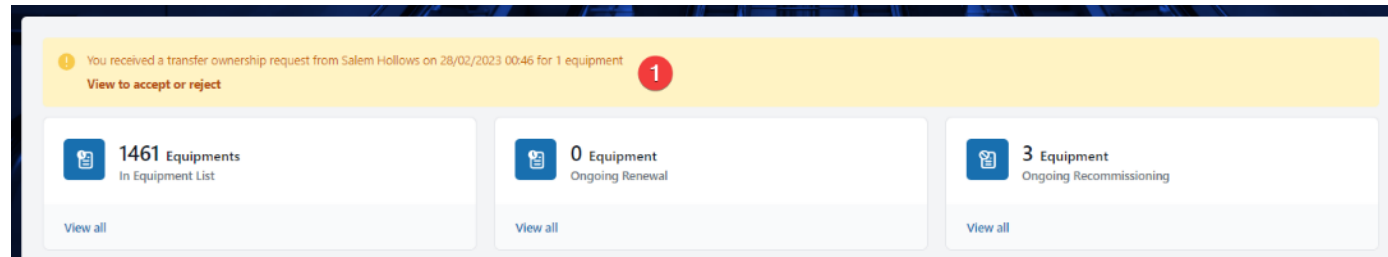
11.1 Accept transfer ownership request

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.

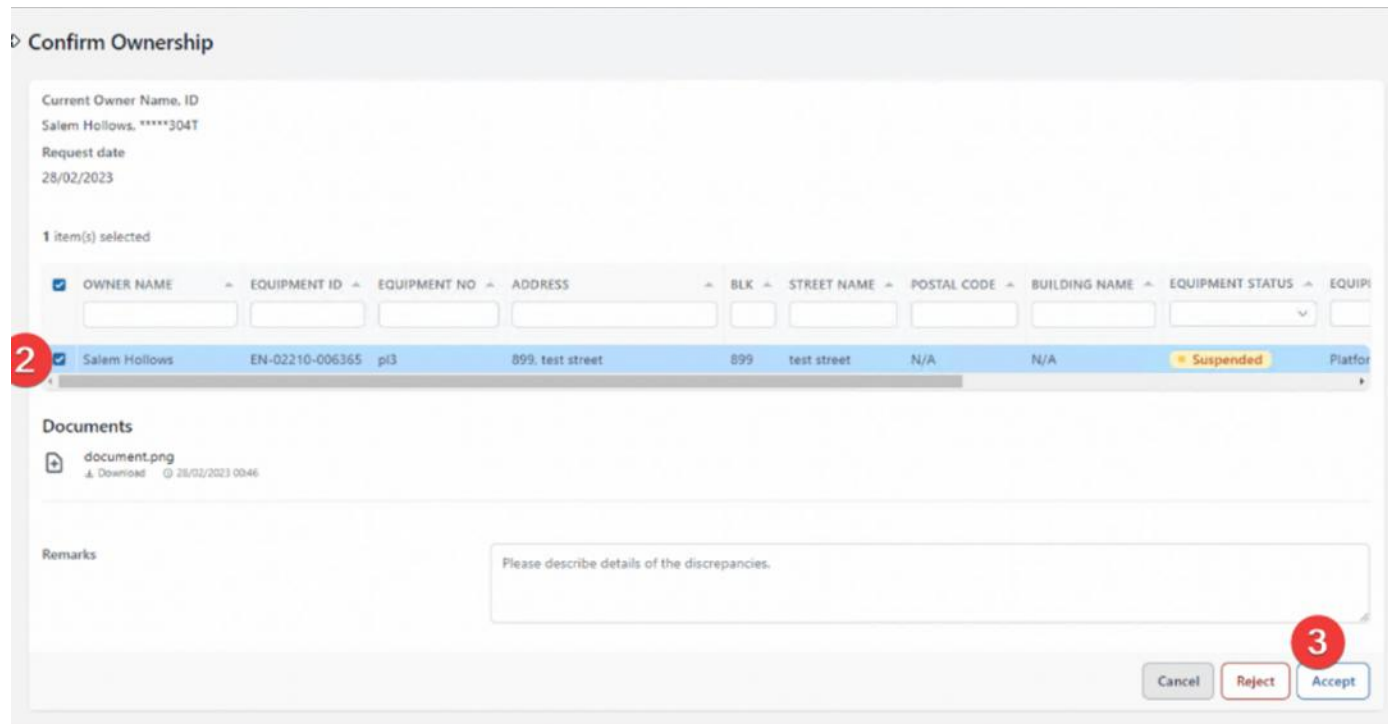


1 You received a transfer ownership request from Salem Hollows on 28/02/2023 00:46 for 1 equipment
[View to accept or reject](#)

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

☒	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
☒	Salem Hollows	EN-02210-006365	pl3	899, test street	899	test street	N/A	N/A	Suspended	Platform

Documents

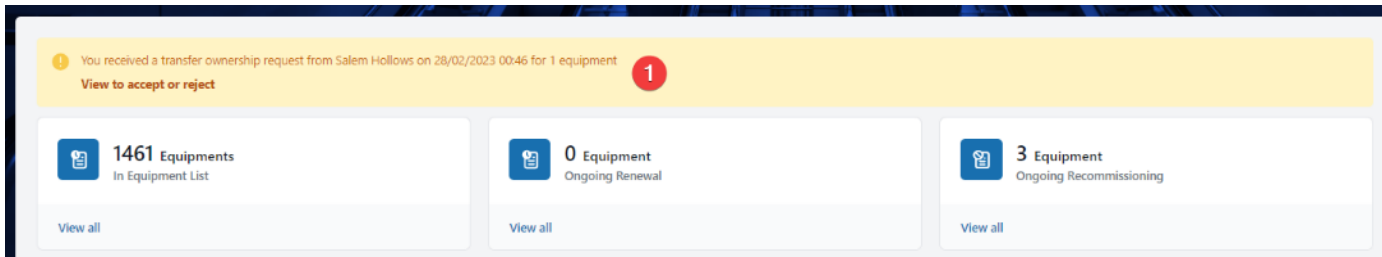
document.png
[Download](#) 28/02/2023 00:46

Remarks

Please describe details of the discrepancies.

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

11.2 Reject transfer ownership request



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

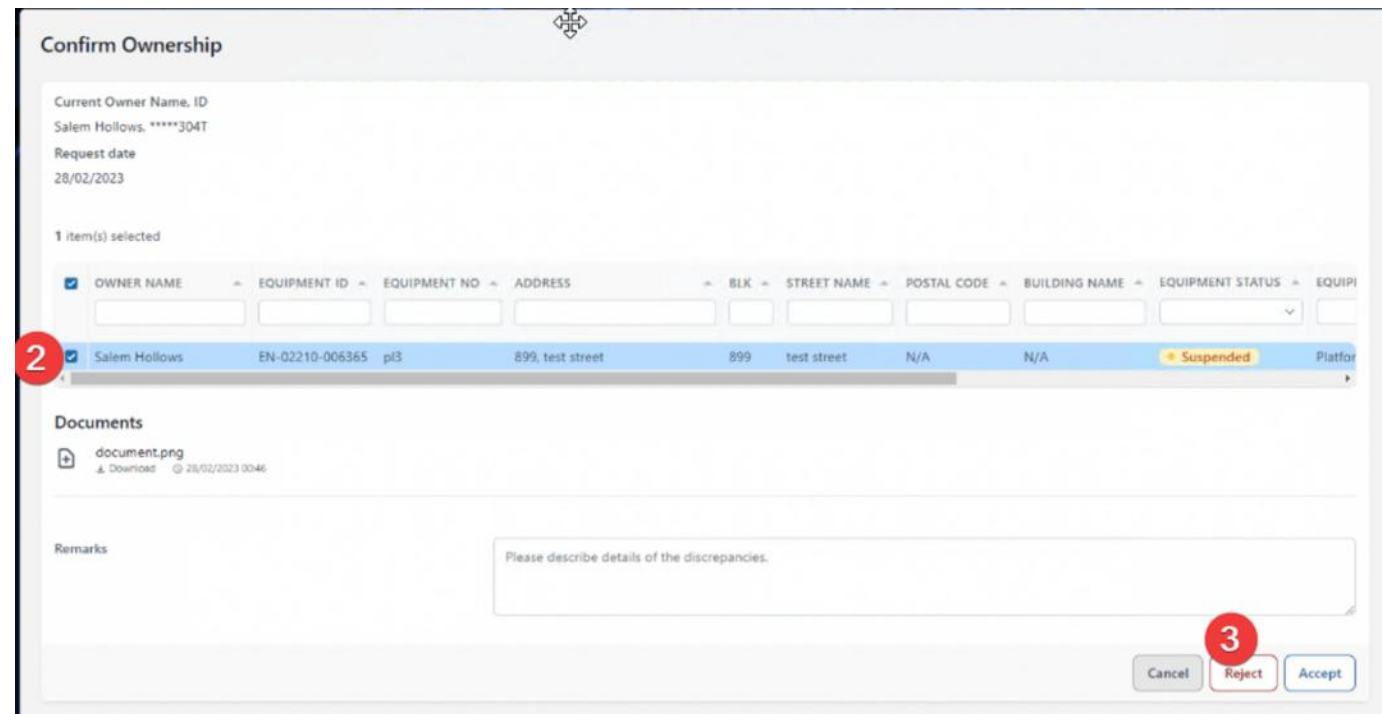
1461 Equipments
In Equipment List
[View all](#)

0 Equipment
Ongoing Renewal
[View all](#)

3 Equipment
Ongoing Recommissioning
[View all](#)

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

Owner can accept or reject the transfer ownership request



Confirm Ownership

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

Request date
28/02/2023

1 item(s) selected

☒	OWNER NAME	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE
☒	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.

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

2. Select the equipment.
3. Select Reject

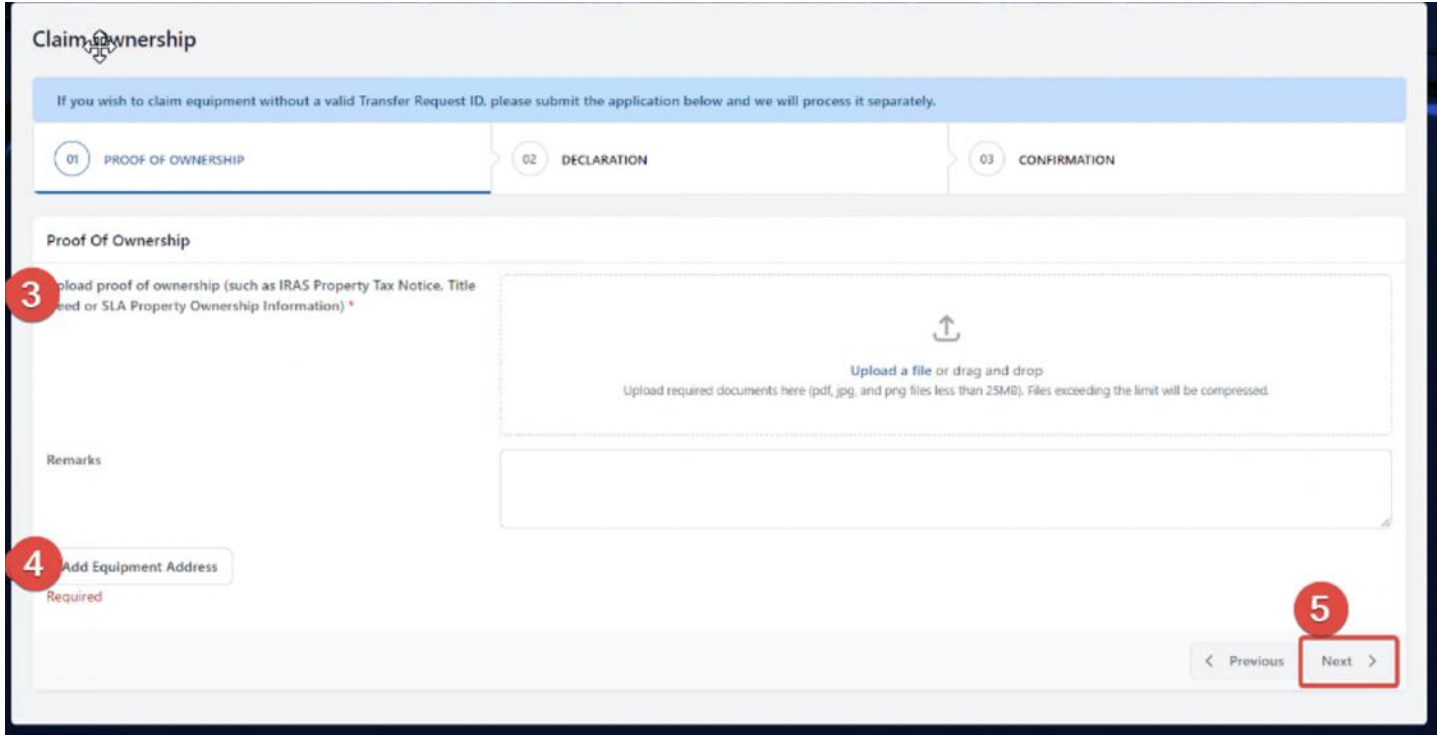
11.3 Claiming ownership of equipment

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' dashboard. On the left sidebar, a red circle '1' highlights the 'Equipment List' icon. The main area 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. Below these cards are buttons for '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: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION STATUS, and ACTION. The table lists 86 items, with the first few rows visible. At the bottom, it says 'Showing 81 to 86 of 86 results' and 'Rows per page 10'.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION STATUS	ACTION
L219	12	1	N/A	1	N/A	N/A	30/09/2023	N/A	Pending SPE Inspection	View ...
L62	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. Claim Equipment Ownership

 Claim Ownership If you wish to claim equipment without a valid Transfer Request ID, please submit the application below and we will process it separately. 01 PROOF OF OWNERSHIP 02 DECLARATION 03 CONFIRMATION Proof Of Ownership 3 Upload proof of ownership (such as IRAS Property Tax Notice, Title Deed or SLA Property Ownership Information) * Upload a file or drag and drop Upload required documents here (pdf, jpg, and png files less than 25MB). Files exceeding the limit will be compressed. Remarks 4 Add Equipment Address Required 5 < Previous Next >	3. Owners may submit proof of ownership. 4. Add equipment address 5. Select Next
--	---

6. Check declaration as rightful owner

7. Submit

8. An alert will show which informs 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.

Claim Ownership

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

✓ PROOF OF OWNERSHIP

02 DECLARATION

03 CONFIRMATION

Declaration

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

6

< Previous

Submit >

7

Claim Ownership

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

8

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

✓ PROOF OF OWNERSHIP

✓ DECLARATION

03 CONFIRMATION

Confirmation

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

Close

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.

[BACK](#)

Dashboard

Equipment List

All

Lifts

Escalators

MCPS

PTO Certificate Requests

Excel Export Requests

PTO Application List

Profile & User Management

Notification Settings

Profile

Owner Details

Owner Type

Home Owner

Owner Name

Ezra Tan

Address Details

Search for Address

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

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

Block/House Number

50

Street Name ^{*}

JURONG GATEWAY ROAD

Floor Number

Unit Number

Building/Estate Name

JEM

Postal Code

608549

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.

BACK

Dashboard

Equipment List

All

Lifts

Escalators

MCPS

PTO Certificate Requests

Excel Export Requests

PTO Application List

Profile & User Management

Notification Settings

Profile

Owner Details

Owner Type

Home Owner

Owner Name

Ezra Tan

Address Details

Search for Address

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

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

Block/House Number

50

Street Name

JURONG GATEWAY ROAD

Floor Number

Unit Number

Building/Estate Name

JEM

Postal Code

608549

Contact Details

Email

ezra_tan+1@tsp.dev

Send OTP

☒

I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel

Save

1

2

3

4

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

Profile

Owner Details

Owner Type: Home Owner

Owner Name: Ezra Tan

Address Details

Search for Address: e.g., Block 123, Main Street, or 123456

Block/House Number: 50

Street Name: JURONG GATEWAY ROAD

Floor Number:

Unit Number:

Building/Estate Name: JEM

Postal Code: 608549

Contact Details

Email: ezra_tan+1@tsp.dev

Send OTP

☒ I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

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

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 7ER @ RCA BRADDELL CAMPUS SINGAPORE 579700

12.3 Changing Contact Details (Email)

Address Details

Search for Address
Search by block, street name, building name or postal code e.g., Block 123, Main Street, or 123456

Block/House Number 50

Street Name * JURONG GATEWAY ROAD

Floor Number

Unit Number

Building/Estate Name JEM

Postal Code 608549

Contact Details

Email * ezra_tan+1@tsp.dev Send OTP

735217 Validate OTP has been sent. Resend OTP in 1:42

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.

☐ I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

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.

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

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

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.

The screenshot shows the 'Notification Settings' page in the LEAP application. The left sidebar contains a list of navigation items: Dashboard, Equipment List, All, Lifts, Escalators, MCPS, PTO Certificate Requests, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. A red circle with the number '1' is placed over the 'Notification Settings' item in the sidebar. The main content area is titled 'Notification Settings' and contains three sections: 'Renewal Alert', 'Change in Equipment Status', and 'Change in Application Status'. The 'Renewal Alert' section has a red circle with the number '2' next to the '3 months' radio button. The 'Change in Application Status' section has a red circle with the number '3' next to the 'Save Changes' button. The 'Preferred Channels' section shows an email address 'officer@company.com' with a checkbox next to it.

Notification Settings

Renewal Alert
I want to receive an alert at least ... months/weeks before PTO expiry.

☐ 1 month
☐ 2 months
☒ 3 months
☐ 4 months
☐ 5 months
☐ 2 weeks

You will receive reminders until renewal is completed.

Change in Equipment Status
I want to be notified of all changes in Equipment Status.

☐ Real-Time ☒ Real Time is not recommended if you have a lot of equipment.
☐ Daily
☒ Weekly
☐ Monthly
☐ None

Change in Application Status
I want to be notified of all changes in Application Status.

☐ Real-Time ☒ Real Time is not recommended if you have a lot of equipment.
☐ Daily
☒ Weekly
☐ Monthly
☐ None

Preferred Channels
Select channels

☐ Email
officer@company.com

Cancel Save Changes

1. Select Notification settings from sidebar
2. Change frequency for – Renewal Alert / Equipment status / Application status
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.