

# User Manual For the BCA-LEAP Application

RoleSPEVersion1.10Date14 November 2024





### Change Log

Version	Date Updated	Remarks			
1.0	21 November 2022	LEAP System Commissioning version			
1.1	6 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 2 Renew PTO Application			
		Addition of Section 3.1 Creating New PTO Application for Corporate Owners			
		Addition of Section 3.2 Creating New PTO Application for Home Owners			
		Addition of Section 3.6 Duplicate Equipment for New PTO Application			
		Revision of Section 6 Retrieve / Resume / Delete draft inspections			
		Addition of Section 7.1 Advanced Filter (Search)			
		Revision of Section 7.8 Export all equipment to excel			
		Revision of Section 10.1 Changing address details			
		Revision of Section 10.2 Changing contact details (email)			
		Revision of Section 10.2 Changing contact details (phone number)			
Revision of Section 11 No		Revision of Section 11 Notification			
1.6 7 August 2023 Revision of		Revision of Section 2 Renew PTO Application			
Rev		Revision of Section 4 Resume New PTO Application			
		Revision of Section 5 Recommission PTO Application			
		Revision of Section 7.6 Download submission report for equipment			
1.7	5 October 2023	Revision of Section 2 Renew PTO application			
		Revision of Section 1.3 Flow of SPEs main functions			
		Revision of Section 10.1 Changing address details			
Revision of Section 10.2 Changing contact details (email)		Revision of Section 10.2 Changing contact details (email)			



		Revision of Section 10.2 Changing contact details (phone number)		
1.8	6 November 2023	Revision of Section 1.5 Dashboard		
		Revision of Section 2 Renew PTO Application		
		Revision of Section 3 New PTO Applications		
		Revision of Section 4 Resume New PTO Applications		
		Revision of Section 7 Equipment details		
		Revision of Section 8 Assign LEI		
1.9	27 June 2024	Revision of Section 2 Renew PTO Application (FLT for Non-Traction Lifts)		
		Revision of Section 5 Recommission Application (Submitting Multiple Equipment)		
		Revision of Section 6 Resume Draft Inspection (When Changing Equipment Type)		
		Addition of Section 7 Amend SPE inspection		
1.10	14 November 2024	Revision of Section 1.7 Smart Filter View		
		Revision of Section 2.1 Bypass QR code scanning for PTO renewals		
		Revision of Section 3 New PTO applications		
		Revision of Section 8.7 Exporting equipment details to excel		
		Revision of Section 8.8 Export all equipment to excel		
		Revision of Section 9 Assign LEI		



#### Contents page

Change Log1			
1 Introduction6			
1.1 Terminology Used6			
1.2 Statuses used in LEAP7			
1.2.1 Application Status7			
1.2.2 Equipment Status			
1.2.3 Inspection Status			
1.2.4 Payment Status9			
1.2.5 Refund Status9			
1.3 Flow of SPEs main functions			
1.3.1 SPE flow: Renewal process			
1.3.2 SPE flow: Create New PTO process11			
1.3.3 SPE flow: Recommission process12			
1.4 Logging into the system			
1.5 The Dashboard14			
1.6 Equipment list			
1.7 Smart Filter View			
1.7.1 View all equipment assigned17			
1.7.2 View equipment pending amendments - BCA comments			





	1.	7.3 View equipment with pending recommission1	.9
	1.	7.4 View equipment rejected by Owner2	0
2	Re	new PTO application2	1
	2.1	Bypass QR code scanning for PTO renewals3	2
3	Ne	w PTO applications3	5
	3.1	Creating New PTO Application for Corporate Owners3	5
	3.2	Creating New PTO Application for Home Owners3	8
	3.3	Change Owner after adding Equipment during New PTO application4	.3
	3.4	Delete Equipment for New PTO Application – Method 14	6
	3.5	Delete Equipment for New PTO Application – Method 25	2
	3.6	Duplicate Equipment for New PTO Application5	6
4	Re	sume New PTO Application6	1
5	Re	commission PTO Application6	8
6	Re	trieve/ Resume / Delete draft inspection7	8
7	Am	nend SPE inspection	3
8	Equ	uipment details8	8
	8.1	Advanced filter (Search)8	9
	8.2	Editing equipment details9	1
	8.3	View past applications9	5
	8.4	View Owner, Contractor and SPE history9	7
	8.5	View checklist history9	9
	8.6	Download submission report for equipment	1



	8.7	Exporting equipment details to excel	104
	8.8	Export all equipment to excel	106
9	Ass	ign LEI	109
10	Vie	wing equipment in PTO application list	111
	10.1	If Application ID is known upfront	111
	10.2	If Application ID is not known upfront	112
11	Pro	file and user management	114
	11.1	Changing address details	115
	11.2	Changing contact details (email)	116
	11.3	Changing contact details (phone number)	120
12	Not	ifications	121

## 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 new PTO application to termination of equipment. The LEAP system would facilitate the involvement of all stakeholders involved in the processes of application, renewing and recommissioning the Permit to Operate ("PTO") for lifts as well as escalators that fall under BCA's purview. Lift/Escalator owners must apply to BCA for a PTO before operating the lift/escalator for use. SPEs can log into the system via their Singpass account.

This user manual serves to assist you, the SPE 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	Major alteration or replacement works carried out on any lift or escalator specified in		
works	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 subm			
	results. The application is currently under review by PTO officer.		
Complete	During new/recommission PTO application, PTO Officer approved the application, or		
	During renewal PTO application, Owner made payment and SPE has also submitted inspection		
Rejected	During new/recommissioning PTO application, the application was rejected by PTO officer and the SPE has		
	to initiate the application again.		
Pending Amendment By SPE	During new/recommission PTO application, PTO Officer rejected the application and route back to SPE for		
	amendments e.g., follow up on some clarifications, or missing documents for processing		
Pending BCA Engineer Review	During new/recommission PTO application <sup>1</sup> , Owner made payment and SPE submitted inspection, or		
	During renewal PTO application (shortlisted equipment), Owner made payment and SPE submitted		
	inspection		

<sup>&</sup>lt;sup>1</sup> Temporarily not applied in LEAP





### 1.2.2 Equipment Status

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

### 1.2.3 Inspection Status

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



### 1.2.4 Payment Status

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

#### 1.2.5 Refund Status

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



### 1.3 Flow of SPEs main functions

The three main functions of the LEAP system are for SPEs to assist Owners in renewing PTOs, creating new PTOs as well as to recommission PTOs. This section will be used to elaborate on the flow of these 3 main uses.

#### 1.3.1 SPE flow: Renewal process

The process of renewal begins with the Owner. Once a renewal application is initiated (with an Application ID created for identification), SPEs will receive an email alert whereby they can then begin to conduct the inspection by scanning or uploading the QR code. **The full renewal process is outlined in** <u>Section 2</u>. Do note that past QR codes generated from OPTO can no longer be processed. All previous hardcopy documentation will now be submitted via the online inspection checklist. Once the renewal process is completed, the new PTO expiry date would be changed automatically.







#### 1.3.2 SPE flow: Create New PTO process



The process of creating a new PTO application begins with the SPE (with an Application ID created for identification). Once created, the SPE conducts the inspection and then routes it to the Owner. The Owner will then receive an email alert and can then commence the new PTO on their end which would include checking the details of the newly created PTO, accepting it and making payment. **The full process for Owners is outlined in** <u>Section 3</u>. Once approved by the PTO officer, an Equipment ID will be generated for the equipment (instead of N/A), and Owners can then proceed to download the PTO certificate.

Do note that the owner must have registered an account in LEAP so that their email address (Home Owner) or Company Name (Corporate Owner) can be chosen for routing the new PTO to them.



#### 1.3.3 SPE flow: Recommission process

The process of recommission begins at the time the owner suspends the equipment. Once the suspension is ready to be lifted, the SPE begins this second phase of the process by initiating a recommission application (with an Application ID created for identification). **The full process is outlined in** <u>Section 5</u>. Once created 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 the required fees for recommission.

Owner	SPE	Owner	PTO Officer
<ul> <li>Select equipment(s)</li> <li>Select suspension date and A/R works</li> </ul>	<ul> <li>Make a Recommission PTO application</li> <li>System populates items that underwent A/R works</li> <li>Save application</li> </ul>	<ul> <li>Receives Notification</li> <li>Logs in</li> <li>Assign contractors</li> <li>Pays PTO fees</li> </ul>	<ul> <li>Approve recommission PTO inspection</li> </ul>



### 1.4 Logging into the system

To login into the system, SPEs can begin by selecting the login mode that matches his profile. SPE will then upon successful entry be directed to the Singpass web page.







### 1.5 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities that require immediate action by the SPE would pop up here. Examples of alerts include new equipment getting assigned to the SPE, equipment that are ongoing recommission thus requiring action and information on equipment that is expiring. The smart filter furthers assists SPEs to quickly navigate to the desired actions.

Should there be any drafts saved previously during the inspections, SPE can quickly access from the Dashboard page too. Do note that any draft records more than 3 months old will be deleted automatically by the system.

	The PTO for 6 equipment(s) need your attention. Please proceed to check the Application.						
× → □ 0	View 814 Equipments In Equipment List	31 Equipmen Ongoing Renew	it al	e	27 Equipment Ongoing Recommissioning		
0	View all Draft	View all		View	r all		
	pl123123 / N/A blk2343pp, test st	NewPto	9G ELEVATOR PTE LTD (Testing Contractor)	Jon Bieber (Owner)	Will be auto-deleted on 28/01/2024	Resume	Delete
	Yanglo Street KY06 / N/A	NewPto	E M SERVICES PRIVATE LIMITED	(Owner) AMKT council edit 2023101	<ul> <li>Will be auto-deleted on 01/12/2023</li> <li>Will be auto-deleted on 20/12/2023</li> </ul>	Resume	Delete
	Yanglo Street TESTGIROE105 / E24 TESTGIRO	Renewal	(Testing Contractor) 9G ELEVATOR PTE LTD (Testing Contractor)	(Owner) Kayne Lee (Owner)	Will be auto-deleted on 06/12/2023	Resume	Delete

### 1.6 Equipment list

The equipment list is the main area of the software, whereby most of the required actions happen here. It gives a clear view of all the equipment that belongs to the SPE and can be easily filtered according to requirements.

	Equipment List			Create New PTO Application & Export All Records To Excel
18 + +	0 Equipment Due for 5 Year Full Load Test	Equipment     Pending Authorisa The By SPE	BTO Expiring in 3 Months	S New PTO Applications Rejected by Owner
0	6 Equipment Pending amendments - BCA Comments	31 Equipment Ongoing Renewal	27 Equipment Ongoing Recommissioning	848 Applications Assigned to me
-	Assign LEI     Initate Recommission PTO Application     848 / 848 equipment(s)     0 item(s) selected     III Display/Hice	Resume New PTO Application ± Export e Columns # Group By Column @ Clear	Selected Records To Excel	Q         Search         Iff         Scan/Upload QR Code         You are only allowed to inspect equipment for Renowal and Recommission application after you scan/upload QR code.
	C EQUIPMENT ID A EQUIPMENT NO A ADDRESS	BLK A STREET NAME A POST	AL CODE 🔺 BUILDING NAME 🍝 PTO EXPIRY DATE 🔺	NEXT FULL LOAD TEST EXPIRY DATE A APPLICATION ID A APPLIC ACTION
	N/A PL09 Amsterdam Street	N/A Amsterdam Street N/A	N/A N/A	16/10/2028 A-202303-007219 Pend View
	EN-01367-436834 234234 bik7654500, pink pu	rple street blk7654500 pink purple street N/A	N/A N/A	N/A N/A N/A View
	N/A CN1 TestCN, Test Change	Name TestCN Test Change Name N/A	N/A N/A	N/A A-202306-007189 Pend View
	N/A pl123123 blk2343pp, test st	blk2343pp test st N/A	N/A N/A	N/A A-202306-007228 Pend View



### 1.7 Smart Filter View

For easy filtering of relevant equipment select smart filter view in equipment list

	O Equipment     Due for 5 Year Ful	Load Test	T I	Equipment iding Authorisat]	HA By SPE		31 Equip PTO Expirin	ment g in 3 Months	S N Reje	New PTO Applications cted by Owner			
	B Equipment Pending amendme	ents - BCA Comments	31 On	Equipment going Renewal	J		27 Equip	oment ecommissioning	<b>84</b> Assi	8 Applications gned to me			
2	* Assign LEI 🛛 🖄	Initate Recommission	n PTO Application	e New PTO Ap	pplication <u>↓</u> E	xport Selected Rec	ords To Excel						
848	8 / 848 equipment(s)	0 item(s) selected	III Display/Hide Columns	₩ Group	By Column 👘	Clear All Column F	ilters		Q Search # Scan/Upload Q	R Code for Rene	only allowed ewal and Rec	d to inspect	t eq
										after you	scan/uploa	ad QK code.	
	EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK A	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC	ACTION	
	EQUIPMENT ID	EQUIPMENT NO A	ADDRESS	BLK A	STREET NAME	POSTAL CODE 🔺	BUILDING NAME	PTO EXPIRY DATE A	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC	ACTION	
	EQUIPMENT ID A	EQUIPMENT NO A	ADDRESS A	BLK A	STREET NAME	POSTAL CODE A	BUILDING NAME A	PTO EXPIRY DATE A dd/mm/yyyy	NEXT FULL LOAD TEST EXPIRY DATE A dd/mm/yyyy (2) 16/10/2028	APPLICATION ID A	APPLIC /	ACTION	
	EQUIPMENT ID *	EQUIPMENT NO * PL09 234234	ADDRESS Amsterdam Street blk7654500, pink purple street	BLK • N/A bik7654500	STREET NAME A Amsterdam Street	POSTAL CODE A	BUILDING NAME	PTO EXPIRY DATE A dd/mm/yyyy (*) N/A N/A	NEXT FULL LOAD TEST EXPIRY DATE A dd/mm/yyyy (*) 16/10/2028 N/A	APPLICATION ID A-202303-007219 N/A	APPLIC / Pend N/A	ACTION View View	
	EQUIPMENT ID * N/A EN-01367-436834 N/A	EQUIPMENT NO * PL09 234234 CN1	ADDRESS Amsterdam Street bik7654500, pink purple street TestCN, Test Change Name	BLK A N/A bik7654500 TestCN	STREET NAME Amsterdam Street pink purple street Test Change Name	POSTAL CODE A	BUILDING NAME A N/A N/A N/A	PTO EXPIRY DATE A dd/mm/yyyy 🖄 N/A N/A N/A	NEXT FULL LOAD TEST EXPIRY DATE A dd/mm/yyyy 16/10/2028 N/A N/A	APPLICATION ID A A-202303-007219 N/A A-202306-007189	APPLIC / Pend N/A Pend	ACTION View View View	
	EQUIPMENT ID *	EQUIPMENT NO * PL09 234234 CN1 pl123123	ADDRESS Amsterdam Street bik7654500, pink purple street TestCN, Test Change Name bik2343pp, test st	BLK AND	STREET NAME Amsterdam Street pink purple street Test Change Name test st	POSTAL CODE A N/A N/A N/A N/A	BUILDING NAME A N/A N/A N/A N/A	PTO EXPIRY DATE A dd/mm/yyyy  N/A N/A N/A N/A N/A	NEXT FULL LOAD TEST EXPIRY DATE A dd/mm/yyyy 16/10/2028 N/A N/A N/A	APPLICATION ID A A-202303-007219 N/A A-202306-007189 A-202306-007228	APPLIC / Pend N/A Pend Pend Pend	View View View View	
	EQUIPMENT ID *	EQUIPMENT NO * PL09 234234 CN1 pl123123 pl1	ADDRESS Amsterdam Street blk7654500, pink purple street TestCN, Test Change Name blk2343pp, test st 33	BLK N/A blk7654500 TestCN blk2343pp N/A	STREET NAME Amsterdam Street pink purple street Test Change Name test st 33	POSTAL CODE A N/A N/A N/A N/A N/A	BUILDING NAME A N/A N/A N/A N/A N/A	PTO EXPIRY DATE A dd/mm/yyyy 🖱 N/A N/A N/A N/A N/A	NEXT FULL LOAD TEST EXPIRY DATE ▲ dd/mm/yyyy   file/10/2028  N/A  N/A  N/A  N/A  N/A  N/A	APPLICATION ID A A-202303-007219 N/A A-202306-007189 A-202306-007228 A-202306-007228 A-202308-008632	APPLIC / Pend N/A Pend Pend Pend Pend	ACTION View View View View View	

### 1.7.1 View all equipment assigned

Select assigned to me smart filter. All the equipment managed by SPE will be retrieved by clicking on this Smart Filter.

	Equipment List		Create New P	TO Application 🛃 Export All Records To Excel
- ⊮ +	D Equipment Due for 5 Year Full Load Test	O Equipment     Pending Authorisation By SPE	PTO Expiring in 3 Months	9 New PTO Applications Rejected by Owner
= 0	Pending amendments - BCA Comments	Congoing Renewal	<b>39 Equipment</b> Ongoing Recommissioning	Assigned to me
¢	Assign LEI	TO Application Resume New PTO Applica	tion 上 Export Selected Records To Excel	

#### 1.7.2 View equipment pending amendments - BCA comments

Select Pending Amendments - BCA comments smart filter. When Processing Officer route back to SPE to request more information for New and Recommission applications, SPE can view the applications routed back to them for their amendments and re-submit the inspection.

	Equipment List	1 the set of the set	Create New PT	TO Application
∛ +	Due for 5 Year Full Load Test	O Equipment     Pending Authorisation By SPE	TO Expiring in 3 Months	New PTO Applications     Rejected by Owner
= ©	Pending amendments - BCA Comments	19 Equipment     Ongoing Renewal	39 Equipment Ongoing Recommissioning	2 1278 Applications Assigned to me
Ø	Assign LEI	O Application Resume New PTO Applicati	ion <u>±</u> Export Selected Records To Excel	



### 1.7.3 View equipment with pending recommission

Select Ongoing Recommissioning smart filter. All the suspended equipment which are undergoing recommissioning will be reflected here.

	Equipment List	Create New PTC	Application
₹ *⁄	O Equipment     Due for 5 Year Full Load Test     O Equipment     Pending Authorisation By SPE	PTO Expiring in 3 Months	9 New PTO Applications     Rejected by Owner
= 0	I4 Equipment       Pending amendments - BCA Comments         Image: Pending amendments - BCA Comments       Image: Pending Renewal	39 Equipment Ongoing Recommissioning	2 1278 Applications Assigned to me
¢	Assign LEI	Export Selected Records To Excel	



### 1.7.4 View equipment rejected by Owner

Select New PTO Applications Rejected by Owner smart filter. All the equipment rejected by Owner will be reflected here and Owner may leave their comments for SPE to make amendments e.g., technical information indicated incorrectly. Do note that equipment has to be Accepted By Owner and Owner to make payment, along with SPE inspection submission in order to route for Processing Officer's processing.

	Equipment List
} ⊁ +	O Equipment         Due for 5 Year Full Load Test             O Equipment         Pending Authorisation By SPE             19 Equipment             PTO Expiring in 3 Months             9 New PTO Applications
e 0	14 Equipment Pending amendments - BCA Comments       19 Equipment Ongoing Renewal       39 Equipment Ongoing Recommissioning       1278 Applications Assigned to me
(d)	Assign LEI 🖸 Initate Recommission PTO Application 🗈 Resume New PTO Application 🛓 Export Selected Records To Excel





# 2 Renew PTO application

x 🗆 🖿	1 Equipment Lis	t	THE	-14						Create New PTO /	Application ±	Export All	Records	To Excel	<ol> <li>Begin by selecting the equipment list from the sidebar</li> </ol>
\$ →1 ⊡ @ @	O Equipm Due for 5 Ye     G Equipm Pending am	ent r Full Load Test ent ndments - BCA Comments		1 Equipment Pending Authorisa 31 Equipment Ongoing Renewal	Im By SPE		B 31 Equit PTO Expirit	oment ng in 3 Months pment ecommissioning		S Ne Rejecta	v PTO Applications d by Owner Applications d to me				2. Then select scan/upload code
	Assign LEI     848 / 848 equipme     EQUIPMENT IC	Initate Recommissi      O item(s) selected      EQUIPMENT NO	on PTO Application R R	sume New PTO A	By Column	Export Selected Record Clear All Column Filter POSTAL CODE * B	s To Excel	PTO EXPIRY DATE 🔺	Q Search NEXT FULL LOAD dd/mm/yyyy	ESCHIVUPIONAL CAR	tode You an for Ren atter y APPLICATION ID	e only allowed newal and Rec ou scan/uploa APPLIC	to Inspect ommission d QR code	equipment application	Note: Only QR codes that have been generated via the LEAP
	□ N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A N	/A	N/A	16/10/2028		A-202303-007219	Pend	View	-	application can be
	EN-01367-436	834 234234	blk7654500, pink purple stre	t blk7654500	pink purple street	N/A N	/A	N/A	N/A		N/A	N/A	View		used. Older OPTO QR
	D N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	e N/A N	/A	N/A	N/A		A-202306-007189	Pend	View	-	codes would be
	□ N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A N	/A	N/A	N/A		A-202306-007228	Pend	View	-	invalid.











			Once QR code is verified, the
Choose a test			system will take you to the
choose a test			choose a test screen.
3 start No Load Test for Renewal PTO	Start Full Load Test for Renewal PTO	D.	
			3. Select No Load Test for
	Once you have completed Full Load Test, you are not required to do No Load Test.		Renewal PTO
			This moves you to the No
			Load test inspection screen
			Note: If you are assigned to
			the ongoing application, if
			the application status is
			"Pending amendment by
			SPE", you can reinspect and
			amend the previous
			inspection made by previous
			SPE.

#### NOTE for Full Load Test:

The steps above are also applicable when SPE wants to do Full Load Test (FLT) inspection. The following validation applies to equipment applicable for the Full Load Test (FLT), i.e., Traction Lifts that have the applicable standard CP 2 or SS550.

a) If the Next FLT Expiry Date is not within a 4-month window, the SPE will see both buttons enabled.

b) If the Next FLT Expiry Date is within a 4-month window, the SPE will see only the FLT button enabled.

c) If an application's SPE fails to submit the FLT inspection despite the Next FLT Expiry Date being within a 4-month window, the inspection will be considered complete, and no further FLT is necessary.



Choose a test		Note: For the Stair Chair, Hydraulic, and Platform Lift equipment
3 Start Inspection for Renew	wal PTO	types, there will be a single button provided to initiate the renewal PTO. This is because these equipment types do not have a dedicated Full Load Test (FLT) checklist.
Remarks +	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.	However, the SPE may indicate "Yes/No" in the "Does FLT need to be done?" question in the inspection checklist. If the SPE selects "Yes," it will automatically update the FLT date and the
FLT question 25. Does FLT need to be done? * Remarks +	• • • • • • • • • • • • • • • • • • •	FLT expiry date accordingly.
< Previous	Save As Draft Save And Next >	



				4. Select testing contractor
Owner's Remarks				5. Select maintenance
				contractor
Confirm Datails				6. Click Save And Next
				Note:
Hapection Start D	ate			The inspection start date
Date & Time				cannot be aditable for
05/05/2023 10:42				increations for Renewal and
				Recemmission PTO
Address Details				Recommission PTO
				applications.
Block/House Number		Street Name		
899		test		They will be captured the
Floor Number		Unit Number		moment the QR code was
N/A		N/A		scanned/uploaded and
Building/Estate Name		Postal Code		reached this inspection page.
1/0		17.0		If an application's SPE fails to
Testing Contractor	9G ELEVATOR PTE LTD   G3749998Q	Installation Contractor	SIGMA ELEVATOR SINGAPORE PTE L 0	submit the FLT inspection
Maintenance				despite the Next FLT Expiry
Contractor	Caw services operations pre clime of 5			Date being within 4 months.
	-			the inspection will be
< Previous			Save As Draft Save And Next > 6	considered complete and no
				further ELT is necessary



Kepand All     Collapse All	
Select All Aszatisfactory	6
pper Landing Machinery Space (Drive Station)	
nclines and transitions	~
Condition and Functionality of Safety Switches (indicate NA if switch/device is not installed)	~
Condition and Functionality - Escalator Pit (Return Station)	~
Escalator Structure/Surroundings	~
Other Observations	~
Save As Draft	t Save And Next > 8

- Select whichever items are relevant for Renewal PTO Inspection Checklist
- 8. Select Save And Next

#### Note:

The LEAP system will not allow the SPE to proceed if there is any non-satisfactory (NS) item. Status of all items (except those marked as "Not Applicable (NA)") should be "Satisfactory (S)", at the point of inspection, before submission.

At this point SPE can save the inspection as draft as well. Drafts can be resumed from the Dashboard page, or by scanning/upload QR code.

The maximum file upload size is 25 MB, and any supporting documents can be uploaded in the Other Observations section.



<b>₫</b>	Applicable Standard(s) *		9. Select applicable standards
٢	Choose the applicable standard(s)	Any other lift: Others	
€ *	Remarks		10. Click Add if desired to add multiple COS for the
			equipment
0	Remove		11 Check the 2 Declaration
	Add 10		checkboxes
(	Declaration The equipment has been satisfactorily tested in accordance	with the codes chosen above.	12. Click Save and Next
	<ul> <li>I, as the supervising specialist professional engineer, declar (1) I have checked and verified the measurements, observa accurate as at the date of this submission.</li> <li>(2) I confirm that the lift contractor carried out the examin (3) I am of the opinion that the lift is fit and safe for operat (4) I am not a partner, associate, director, officer or employ</li> </ul>	e that tions and information, and I confirm that the measurements, observations and information as stated above are true and ation, inspection and testing of the lift in my presence. ion and use. ee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.	
•	< Previous	Save As Draft Save And Next >	
R.			



o Load Test Inspection Saved as	Draft	13. Click the "I have Reviewed the
<ul> <li>Successfully saved as draft</li> </ul>		Information and Wish to
		Proceed To Submit The
CONFIRM DETAILS	RENEWAL PTO INSPECTION CHECKLIST	button and you will be redirected to Singpass
Final Review Of Summary		authenticate to confirm
Please review and ensure the information pr you are the rightful SPE assigned to this equ process.	provided is accurate before you proceed to submit your inspection report. You will be required to complete furthe uipment. Upon authentication, the submission will be completed. Please note that there will be no further amend	you are the rightful SPE assigned to the equipment.
Inspection Date/Time	04/09/2023 16:42	
Equipment Information		
Equipment ID	L174	
Equipment Type	Fire Lift	
Equipment No	testing emails uat 3	
PTO Expiry Date	30/06/2023	
Equipment Status	Active	
Testing Contractor	9G ELEVATOR PTE LTD	
Maintenance Contractor	9G ELEVATOR PTE LTD	
Installation Contractor	9G ELEVATOR PTE LTD	
< Previous	Save As Draft I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Rep	13 port >









The inspection report has been submitted succes	sfully. To retrieve the c	opy in PDF, please go to <u>V</u>	ew Inspection page			17. You should see a green alert to show that you have
Load Test Inspection				U		successfully done the equipment inspection.
Pending Review						
	W PTO INSPECTION ECKLIST	REVIEW IN CHECKLIST DECLARAT	SPECTION AND SUBMIT	FINAL REVIEW OF	_	Note: You will see that the inspection will not be editable if the inspection has been
inal Review Of Summary						completed and does not
Please review and ensure the details are accurat login via Singpass as the rightful SPE assigned to	e before you proceed t o this equipment and t	to submit your inspection r he inspection will be deem	eport. You will be broug ed as completed. Please	to further authenticate to note that there will be no		will see that it is pending review (from BCA Officer).
nurshe amendments arter you complete the suc	mission process.					
Inspection Date	26/07/2023 D				1	
Inspection Date Equipment Information	26/07/2023 D				I	
Inspection Date Equipment Information Equipment ID Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring)Buffer type	26/07/2023 D pl12312 S				I	
Inspection Date Equipment Information Equipment ID Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring)Buffer type All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	26/07/2023 D pl12312 S				I	
Inspection Date Equipment Information Equipment ID Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring)Buffer type All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit) Overspeed governor rope tension sheave condition	26/07/2023 D pl12312 S S				I	
Inspection Date Equipment Information Equipment ID Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring)Buffer type All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit) Overspeed governor rope tension sheave condition Lift pit ladder (e.g. accessibility, condition)	26/07/2023 D2 pl12312 S S S S				I	
Inspection Date Equipment Information Equipment ID Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring)Buffer type All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit) Overspeed governor rope tension sheave condition Lift pit ladder (e.g. accessibility, condition) Lift pit cleanliness	26/07/2023 D₂ pl122312 S S S S S				I	



### 2.1 Bypass QR code scanning for PTO renewals

														2. Select equipment
O Equipment     Due for S Year Full Load Test     Pending Authorisa			ion By SPE 31 Equipment PTO Expiring in 3 Months			S N Rejec	3 New PTO Applications Rejected by Owner							
	6 Equipment Pending amendm	ents - BCA Comments	3	1 Equipment			27 Equip	pment ecommissioning	848 Assig	Applications ed to me				3. Select view
*	Assign LEI	Initate Recommissio	n PTO Application	me New PTO A	pplication	ixport Selected Record	Is To Excel							4. Select start submission
848	/ 848 equipment(s)	1 item(s) selected	III Display/Hide Columns	≅ Group	By Column 👘	Clear All Column Filte	rs		Q Search II: Scan/Upload QR	Code You are for Ren after yo	only allowed ewal and Reco scan/upload	to inspect o mmission o d QR code.	equipment application	Note:
•	EQUIPMENT ID +	EQUIPMENT NO +	ADDRESS	BLK -	STREET NAME	POSTAL CODE - B	UILDING NAME 🍝	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE *		APPLIC A	CTION		If there has been drafts
2	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A M	VΑ	N/A	16/10/2028	A-202303-007219	Pend	3	-	created for the
0	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A M	I/A	N/A	N/A	N/A	N/A	View		Submission" button will
	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A M	i/A	N/A	N/A	A-202306-007189 Pend View bo cho	be shown instead of			
0 N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A M	I/A	N/A	N/A	A-202306-007228	Pend	View		"Start Submission"	
	N/A	pi1	33	N/A	33	N/A M	I/A	N/A	N/A	A-202308-008632	Pend	View		Start Submission .
	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A M	I/A	N/A	N/A	A-202302-007081	Pend	View	-	However, clicking either
	N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A M	I/A	N/A	N/A	A-202307-007379	Pend	View		of the button will lead yo
	N/A	pl7	33	N/A	33	N/A M	I/A	N/A	N/A	A-202308-008632	Pend	View		to the Inspection page.



		SPE (Uher Manual) Marianne Rubers 202408. S
Equipment Details		1. Assign LD 🔄 Export To Excel 🛛 🗷 View Submission ) 🖉 Start Submission ) 🖉 Edit )
Equipment ID N/A	Equipment Type Gar Lift	Equipment No (e.g., R/B) P(D1
Ower Mann: ID Copuster, conclusted:\http://160254.158254/mitadeta/natione/baji-version=2024-07-17, [method: 'GiT-Jeader: [Metadata': 'http:///itheticeponter:=> betum response.text)]:http://data=> [document.uelteplata(]:.tutH3322436df	PTD Suphy Date N/A	Equipment Satus Accepted By Owner
Testing Contractor Test Ima PTE IDL U442167721	Maintenance Centrector 9 GELIVATOR FFE LTD 20240022, T18550001A	Installation Contractor @BSOULT ARCON PTE LUD. 2013266112 Commission Refs
Natione Rubers 2024020. 44 Oursee Representative Assignment Status	NA Over Representative	NA Ower Representative Email
Full Load Test Date N/A	Next Full Load Test Expiry Date	Ivon No Laud Test Dete N/A
Address		
Block/Noser No 991	Street Name hougang street	Poor Number N/A
Unit Number NA Development Type Colic, Community & Cultural Institutions	Building State Name NCA	Postal Code N/A
Application		
Latert Application New PTO application submitted on 04/10/2024 is Pending SPE Inspection		
PTO Approved Date N/A	Application ID A 202419-013417	Application Status Pending SPE Impection
Application Type New PTO	Type of A/R works N/A	Plan Submission is required? No



_				
E	Equipmert Details		A Asign LD (A Export to Excel) (If Vew Submission) (If See Submission) / Edit	1. Ensure that the
	Equipment ID N/A Owner Name, ID ANKT council ant 2023/01/8, F4556128. Testing Contractor E M SRAVICES PRIVATE LIMITED, T188/F0001A SRI, ID charater muller, 33 Owner Representative Assignment Status N/A	Equipment Type Service Lift PTO Eppiny Date NVA Maintenance Contractor E M SERVICES RAVATE LIMITED, THU FOODTA LIEI, Reg No. NVA Owner Representative NVA Not Full Load Test Epping Date	Equipment No (e.g., RUT) R09 Equipment Status Accepted By Owner: Installation Contractor E M SERVICES MIVATE LIMITED, THBURDOTA. Communicationing Date NA Owner Representative Email NA No. Loss Text Date	Application Status is Pending SPE Inspection In this case, since Application Status is Complete, "The Start Submission" button will
	Address BitockMouse No NUA Davidopment Type Commercial	Norven Name Amstandam Sneet Building Gistee Name NVA	N/A Floar Number N/A Penal Code N/A	be disabled. The button will only be enabled and not greyed out when Application Status is Pending SPE Inspection
	Application Laters Application New PTO approved Date N/A	Application 10 A-02283-00719	Application Status Pending DE Inspection	2. Start submission

### 3 New PTO applications

### 3.1 Creating New PTO Application for Corporate Owners

The steps below outline the way in which the SPE can create a new PTO Application for Corporate Owners. Do note that the owner must have a registered account in LEAP as a Corporate Owner type for his record to appear in the list of Corporate Owners.

Equipment List	1. Begin by selecting the equipment list from the sidebar
Image: Second	2. Then select the Create New PTO Application
<ul> <li>I4 Equipment</li> <li>Pending amendments - BCA Comments</li> <li>I9 Equipment</li> <li>Ongoing Renewal</li> <li>I9 Equipment</li> <li>Ongoing Renewal</li> <li>I278 Applications</li> <li>Assigned to me</li> </ul>	
<ul> <li>Initate Recommission PTO Application</li> <li>Resume New PTO Application</li> <li>Export Selected Records To Excel</li> </ul>	


41			3.	Select if plan submission is required
	New PTO Application Plan Submission is required? I declare that no plan submission is required for this equipment. Owner Type * Please ensure the Owner is registered in LEAP before selecting them. Equipment List	<ul> <li>Yes No 3</li> <li>Corporate Owner Home Owner 4</li> <li>0000    ID: 00000</li> <li>Cadd Equipment</li> </ul>	4.	Select Owner Type: For corporate owners select from the list in the drop-down box. Do note that the owner must have a registered Company Name (Corporate Owner) in LEAP to be chosen for routing the new PTO to them.
			5.	Add equipment



									1. Add address details
	al	Add Equipment						×	
Bu	lding and Construction 🥢	Address Details							2. Fill in technical
*	"LE/P	Block/House Number				Street Name *			Information
		Floor Number				Unit Number			Information
		Building/Estate Name				Postal Code			
Ne	w PTO Application	Development Type *	Select an option		٥				3. Applicable standards
P	an Submission is required?	Technical Information							
	I declare that no plan submi	Equipment No (e.g., PL01) *				Equipment Type *	Select an option	٥	4 Fill in teat contractor
C P	wner Type * ease ensure the Owner is regi:	Year of Installation *				Make *	Select an option	٥	4. Fill in test contractor
		Model *				ARD Brand			
E	quipment List	ARD Model				UPS Brand			5. Select "Save"
		UPS Model				Capacity (number of pax)			
		Machine Room/	Select an option		0	Rated Load •		ka	
		Machine Roomless * Rated Speed *			mle	Cabin Height *			Once you have filled in all
		Cabin Breadth *			Try 5	Cabin Length *			the details select the save
									button to submit the New
		Applicable Standard(s) * 3						Add	PTO application
		Choose the applicable standard(s)		Select an option				٥	
		Remarks							
								4	The process of inspection
								Remove	is explained in Section 4
		•							
		lest contractor	Select an option		0	Maintenance Contractor	Select an option	0	Resulte New PTO
		Installation Contractor	Select an option		0				application.
		Cancel Save							
									A success message will
									are ar indicating that a
									appear indicating that a
									New PTO has been
									created.

### 3.2 Creating New PTO Application for Home Owners

The steps below outline the way in which the SPE can create a new PTO Application for Home Owners.

Do note the following:

- 1) The owner must have a registered account in LEAP as a Home Owner type with his email verified for his record to be recognized as a valid owner account.
- 2) Do not enter the email address of a Corporate Owner type, as the system will not recognize this as a Home Owner even if email matches. If the Owner is a Corporate Owner, refer to <u>Section 3.1 Creating New PTO Application for Corporate Owners</u>.

ຟ ∎ ©	Equipment List		Create M	lew PTO Application	cel	1.	Begin by selecting the equipment list from the sidebar
	<ul> <li>O Equipment Due for 5 Year Full Load Test</li> <li>I4 Equipment Pending amendments - BCA Comments</li> <li>Assign LEI</li> <li>Initate Recommission P</li> </ul>	O Equipment Pending Authorisation By SPE         I9 Equipment Ongoing Renewal         TO Application         Resume New PTO Applic	19 Equipment PTO Expiring in 3 Months         Image: Signal Content of Signal Con	P New PTO Applications Rejected by Owner      1278 Applications Assigned to me		2.	Then select the Create New PTO Application



New PTO Application Plan Submission is required? I declare that no plan submission is required for this Owner Type * Please ensure the Owner is registered in LEAP before selecting them.	<ul> <li>Yes • No 3</li> <li>equipment.</li> <li>Corporate Owner • Home Owner 4</li> <li>testinvalidemail@test.com</li> </ul>		3. 4.	Select if plan submission is required Select Owner Type
Equipment List	C Checking if the email address entered for the Home Owner is registered in	LEAP Add Equipment	5.	For Home Owners, enter email. Do note that the owner must have a registered LEAP account for their email address to be chosen for routing the new PTO to them System will check if the email address entered for the Home
				registered in LEAP



New PTO Application Plan Submission is required? I declare that no plan submission is required for this ed Owner Type * Please ensure the Owner is registered in LEAP before selecting them.	<ul> <li>Yes No</li> <li>no</li> <li>quipment.</li> <li>Corporate Owner Home Owner</li> <li>testinvalidemail@test.com</li> <li>The email address entered for the Home Owner is not registered i register an account in LEAP first before you proceed with New PTG</li> </ul>	LEAP. Please ask the Home Owner to	7	7. Should an unregistered email of Home Owner be entered, system will prompt an error and "Add Equipment" will
Equipment List	register an account in LEAP first before you proceed with New PTC	Add Equipment		remain disabled.





New PTO Application	8. If the email
Plan Submission is requityd?     Ves     No       I declare that no plan submission is required for this equipment.	address of Home Owner is registered in LEAP,
Owner Type • O Corporate Owner • Home Owner	the system will
8     The email address entered for the Home Owner is registered in LEAP.	display a green successful
Equipment List	message and "Add
🖀 Group By Column	Equipment" will be enabled.
ADDRESS	
Tanjong Pagar B (1 item)	9. Add equipment
Tanjong Pagar B N/A N/A N/A PL01   Pending Owner Acceptance Car Lift P Edit View Inspection	



al	Add Equipment						×	1. Add address details
Building and Construction	Address Details							
₩ LE/P	Block/House Number				Street Name *			
	Floor Number				Unit Number			2. Fill in technical
	Building/Estate Name				Postal Code			Information
New PTO Application	Development Type *	Select an option		0				
Plan Submission is required?	Technical Information							2 Applicable standards
I declare that no plan submit	Equipment No (e.g., PL01) *				Equipment Type *	Select an option	0	3. Applicable standards
Owner Type * Please ensure the Owner is regin	Year of Installation *				Make *	Select an option	0	
	Model *				ARD Brand			4. Fill in test contractor
Equipment List	ARD Model				UPS Brand			
	UPS Model				Capacity (number of pax)			
	Machine Room/	Calast an ention		•	Rated Load *			5. Select save
	Machine Roomless * Rated Speed *	select an option		·	Cabin Height		ĸġ	
	Cabin Breadth *			m/s	Cabin Length		mm	Once you have filled in all
				mm	cash cengu		mm	the details select the save
	Applicable Standard(s) *						Add	the details select the save
	Choose the applicable standard(s)		Select an option				0	button to submit the New
	Remarks							PTO application.
							4	
							Remove	
								The process of inspection
	Test contractor *	Select an option		0	Maintenance Contractor	Select an option	٥	is explained in <u>Section 4</u>
	Installation Contractor	Select an option		٥				Resume New PTO
	Cancel Save 5							application
								application.
								A success message will
								appear indicating that a
								New PIO has been
								created.

For applicable standards minimally CSC04 (CERTIFICATE OF SUPERVISION OF INSTALLATION OF LIFT(S)/ESCALATOR(S)), equipment location plan and type testing certificates (depending on the standard) should be attached. An application for a permit to operate any equipment must be made within 3 months after the date the equipment is examined, inspected and tested.



# 3.3 Change Owner after adding Equipment during New PTO application

This step is to change the owner assigned after the SPE adds an equipment and finishes the inspection.

Equipment List  All  Lifts  Escalators  Plan S	PTO Application	reion is sequired for	this antiprotect		O Yes O No											1.	After SPE adds an equipment and
Excel Export Requests     PTO Application List     Prot Application List     Profile & User Management     Notification Settings     B	Owner Type * Please ensure the Owner is registered in LEAP before selecting them. Equipment List If: Group By Column					Corporate Owner  TC    D : CS882134N  Add Equipment										inspection, the equipment list will be populated with the equipment.	
© Submit Feedback ⊕ Logout	23 (1 item)	N/A		N/A	PL1010	Pending Owner Accepta	- Exormeted (TPE	Pendin	new status *	New PTO	No Load Test: Pen Edit	t View Inspection	n ,				The Equipment status will be "Pending Owner Acceptance"



New PTO Application	SPE (User Manual) Marianne Rubers 20240	<ol> <li>To change the owner, select the new owner to assign the</li> </ol>
Plan Submission is required? I ledelare that no plan submission is required for this equipment.	O Yes O No	equipment and
Owner Type * Please ensure the Owner is registered in LEAP before selecting them.	Corporate Owner         O Home Owner           ABC Audit Firm    ID :         0	following steps.
Equipment List	autorennalcop    10 : UEN58392	3. Click "Edit".
Group By Column Clear All Column Filters	Company E [10 : LEX 23 2 2 Company SFD ] [10 : LEN 23123	
ADDRESS	M Company GHU    ID : UEM42324 	Note: Changing the owner from
<ul> <li>▶ bila35044, test.jgkf (1 item)</li> <li>bila35044, test.jgkf N/A N/A N/A 23432</li> <li>Showing 1 to 1 of 1 results</li> </ul>	Pending Owner Acceptance Passenger Lift Pending Payment New PTO No Load Test: Pending BCA Review ABC Audit Firm Edit View Inspection     Rows per page 10 ∨ First < 1 > List	the Owner Type will not immediately change the owner assignment for the list of equipment shown below.



								4. Click Save.
at	This equipment is still tied to the old owner A	ABC Audit Firm    ID : . Please click "Save" to then up	date to the new owner Company Gl	HJJ    ID : UEN	142324			The Owner has been
Building and Construction	Address Details							undated to the newly
₩" LE/P //=	Block/House Number	blk350044			Street Name *	test jgkf		
	Floor Number				Unit Number			selected owner.
	Building/Estate Name				Postal Code			
New PTO Application	Development Type * 🚯	Residential Non-landed (HDB)		\$				
Plan Submission is required?						Cancel	ave Address Details	
I declare that no plan submi	Technical Information							
Owner Type * Please ensure the Owner is regin	Equipment No (e.g., PL01) *	23432			Equipment Type *	Passenger Lift	٥	
	Year of Installation *	2000			Make *	Hyundai	٥	
Equipment List	Model *	model			ARD Brand			
If Group By Column	ARD Model				UPS Brand			
ADDRESS	UPS Model				Capacity (number of pax)			
	Machine Room/	Machine roomless		\$	Rated Load *	44	kg	
→ blk350044, test jgkf (1 ite	Rated Speed *	023		m/s	Cabin Height *	33	mm	
Biks50044, test jgkt	Cabin Breadth *	23		mm	Cabin Length *	33	mm	
anowing I to I of I results								
	Applicable Standard(s) *						Add	
	Choose the applicable standard(s)		Any other lift: Others				0	
	Remarks							
							6	
							Remove	
	Test contractor *	9G ELEVATOR PTE LTD 20240822    ID : T18550001A		¢	Maintenance Contractor	9G ELEVATOR PTE LTD 20240822    ID : T185S0001A	0	
	Installation Contractor	Select an option		\$			4	
	Delete					Cancel Duplicate Save Tee	chnical Information	



## 3.4 Delete Equipment for New PTO Application – Method 1

#### Method 1

Eq	uipment List		111-11-						2 D Create New PTC	) Application	Export All	Records	1. Click or Equipm List tab
	O Equipment Due for 5 Year Ful	I Load Test		1 Equipment Pending Authorisa	tion By SPE		31 Equip PTO Expirin	ment g in 3 Months	S N Rejec	ew PTO Applications ted by Owner			2. Click or
	B Equipment Pending amendme	ents - BCA Comments		31 Equipment Ongoing Renewal			27 Equip	ment commissioning	<b>84</b> Assig	3 Applications med to me			PTO Applica
84	* Assign LEI 🛛 🖄	Initate Recommissio	III Display/Hide Column	ume New PTO A	pplication ± 1 By Column	Export Selected Record Clear All Column Filte	Is To Excel		Q Search III Scan/Upload Q	t Code You are for Rem after yo	only allowed ewal and Rec u scan/uploa	i to inspect commission ad QR code.	ct equipment na application le.
	EQUIPMENT ID *	EQUIPMENT NO *	ADDRESS	+ BLK +	STREET NAME	POSTAL CODE A B	UILDING NAME 🍝	PTO EXPIRY DATE A	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC	ACTION	
	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A N	I/A	N/A	16/10/2028	A-202303-007219	Pend	View	
	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A N	I/A	N/A	N/A	N/A	N/A	View	
	NZA	Chit											
	NA	CNI	TestCN, Test Change Name	TestCN	Test Change Name	N/A N	I/A	N/A	N/A	A-202306-007189	Pend	View	
	N/A	pl123123	TestCN, Test Change Name blk2343pp, test st	TestCN bik2343pp	Test Change Name	N/A N	I/A I/A	N/A N/A	N/A N/A	A-202306-007189 A-202306-007228	Pend Pend	View View	
	N/A N/A	p123123	TestCN, Test Change Name blk2343pp, test st 33	TestCN blk2343pp N/A	Test Change Name test st 33	N/A N N/A N N/A N	I/A I/A	N/A N/A N/A	N/A N/A	A-202306-007189 A-202306-007228 A-202308-008632	Pend Pend Pend	View View View	
	N/A N/A N/A	p1123123 p11 PL01	TestCN, Test Change Name blk2343pp, test st 33 Tanjong Pagar	TestCN blk2343pp N/A N/A	Test Change Name test st 33 Tanjong Pagar	N/A N N/A N N/A N N/A N	VA VA VA	N/A N/A N/A	N/A N/A N/A	A-202306-007189 A-202306-007228 A-202308-008632 A-202302-007081	Pend Pend Pend Pend	View View View View	
	N/A N/A N/A N/A	pl123123 pl1 PL01 RenewalCL02	TestCN, Test Change Name bik2343pp, test st 33 Tanjong Pagar RenewalCL02	TestCN bik2343pp N/A N/A N/A	Test Change Name test st 33 Tanjong Pagar RenewalCL02	N/A N N/A N N/A N N/A N	//A //A //A	N/A N/A N/A N/A	N/A N/A N/A N/A	A-202306-007189 A-202306-007228 A-202308-008632 A-202302-007081 A-202307-007379	Pend Pend Pend Pend Pend	View View View View	



New PTO Application		SPE (User Manual) Marianne Rubers 20240	3.	Select Plan Submission requirement
Plan Submission is required? I declare that no plan submission is required for this equipment.	○ Yes <b>0</b> No <b>3</b>		4	Select Owner
Trectate that no plan submission is required for this equipment.  Owner Type * Please ensure the Owner is registered in LEAP before selecting them.  Equipment List	Corporate Owner Ang Mo Kio Town Council    ID : F64561231	Contraction Contra	4.	Type and input owner details accordingly Click "Add Equipment"







Building and Construction	Add Equipment Address Details Block/House Number Floor Number Building/Estate Name Development Type * Technical Information	Select an option		\$	Street Name * Unit Number Postal Code		×	6.	Fill in the equipment details and click Save
I declare that no plan submi	Equipment No (e.g., PL01) *				Equipment Type *	Select an antion	<u>^</u>		
Owner Type *	Year of Installation *				Make *	Color an option			
Please ensure the Owner is rege	Model *				ARD Brand	select an option	Ŷ		
Equipment List					LIDE Deserved				
	AKD Model				UPS Brand				
	UPS Model				Capacity (number of pax)				
	Machine Room/ Machine Roomless *	Select an option		٥	Rated Load *		kg		
	Rated Speed *			m/s	Cabin Height *		mm		
	Cabin Breadth *			mm	Cabin Length *		mm		
	Applicable Standard(s) *						Add		
	Choose the applicable standard(s)		Select an option				0		
	Remarks								
							h		
							Remove		
	Test contractor *	Select an option		^	Maintenance Contractor	Select as option	<u>^</u>		
	Installation Contractor	seleccan option				Select all option	· ·		
		Select an option		0					
	Cancel Save								





New PTO Application	SPE (User Manual)	taranee Rubers 202 7. To delete the created equipment
Plan Submission is required?	O Yes O No	from the
Conver Type * Please ensure the Owner is registered in LEAP before selecting them. Equipment List  Converting Column Converting Clear All Column Filters  ADDRESS POSTAL CODE Column Converting	Corporate Owner  Testcorpwhite    D : UEN24234  EQUIPMENT NO  COUPMENT STATUS COUPMENT TYPE COUPMENT TYPE COUPMENT TYPE COUPMENT TYPE COUPMENT STATUS COUPMENT C	Equipment     Equipment     list under the     New PTO     Application,     click "Edit"
		Chek Edit
✓ blkd343sjj, blkd343sjj (1 item) Nlc4243cii Nlc4243cii Nl/A N/A N/A	44 • Bendien SPE Instantion Carl III Bendien SPE Instantion New PTO testcomuluia	
Showing 1 to 1 of 1 results	erenning urs impection ⊂ or Lit. reinning urs impection reen rio Rows per page 10 ∨ First <	1 > Last





C     Dashboard       ID     Dashboard       ID     Equipment List       ID     All       ID     Urts       IP     Escalators       L     Excel Export       Requests     IP	Please ensure the Owner Is regin Equipment List IP Group By Column ADDRESS • Midd4545 Midd4543 (1) Midd4543 Midd4543	Edit Equipment Address Details Block/Houze Number Floor Number Building/Estate Name Development Type *	bikd345sj Civic, Community & Cultural Institutions		•	Street Name • Unit Number Postal Code	bla343aj	Cancel Save Address	× s Details	8.	Scroll down and click on the "Delete" button
Profile & User     Management     Notification Settings	Showing 1 to 1 of 1 results	Equipment No (e.g., PL01) *	44			Equipment Type *	Car Lift		\$		
		Year of Installation * Model *	2020 model			Make * ARD Brand	Hyundai		0		
		UPS Model				UPS Brand Capacity (number of pax)					
		Machine Room/ Machine Roomless * Rated Speed *	Machine room		•	Rated Load *	55		kg		
		Cabin Breadth *	44	п	n/s	Cabin Length *	22		mm		
		Applicable Standard(s) *							Add		
		Choose the applicable standard(s)		Any other lift: SS 550:2009					٥		
		Remarks		\$555							
									Remove		
		Test contractor *	9G ELEVATOR PTE LTD 20240822    ID : T18550001A		٥	Maintenance Contractor	Select an option		٥		
		Installation Contractor	Select an option		٥						
<ol> <li>Submit Feedback</li> </ol>		Delete 8						Cancel Duplicate Save Technical Info	ormation		





			51 me
			equipment i
New PTO Application			deleted from
Plan Submission is required?	Ves O No		the
I declare that no plan submission is required for this equipment.			equipment
Owner Type * Please ensure the Owner is registered in LEAP before selecting them.	Corporate Owner     Owner		list
	testcorpwhite    ID : UEN24234	0	1150
Equipment List		Add Equipment	
	٥		





### 3.5 Delete Equipment for New PTO Application – Method 2

#### Method 2

	Equ	uipment List								Create New PTC	Application & Export	All Records To	o Excel	Click on Equipment List
+		0 Equipment Due for 5 Year Ful	I Load Test	1 Pe	Equipment nding Authorisa	tion By SPE		B 31 Equipr PTO Expiring	nent g in 3 Months	S N Rejec	ew PTO Applications ted by Owner		2	tab Find an existing
0 0		6 Equipment Pending amendm	ents - BCA Comments	3 0	<b>Equipment</b> going Renewal			27 Equip	ment commissioning	848 Assig	3 Applications ned to me			New PTO
~	2º	Assign LEI 🛛 🖉	Initate Recommissio	on PTO Application D Resur	ne New PTO A	pplication ±	Export Selected Rec	ords To Excel			You are only all	owed to inspect equ	uipment	application and click on "Resume
	848	EQUIPMENT ID	0 item(s) selected	III Display/Hide Columns	BLK +	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE A	Q Search E Scan/Upload QR	APPLICATION ID A APPL	I Recommission app pload QR code.	plication	"View" Action
		N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219 Per	d View	**	
		EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A Edit			
		N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-20230 2 Resume N	ew PTO		
		N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007 View Inspe	ction		
		N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632 Per	d View	***	
		N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081 Per	d View		
0		N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379 Per	d View		
6-		N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632 Per	d View		
. 1 P														



			3. Click on Edit
മി	Dashboard		
1	Equipment List	New PTO Application	
	IIA 📕		
	C Lifts	Plan Submission is required? O Yes O No	
	P Escalators	I declare that no plan submission is required for this equipment.	
	Excel Export Requests	Owner Type * Ocrporate Owner O Home Owner	
	PTO Application List	Ang Mo Kio TC    ID : F6456123L	
0	Profile & User Management	Equipment List	
۲	Notification Settings	Group By Column	
		ADDRESS	
		- Singapore (1 item)	
		Singapore N/A N/A N/A PL1   Pending Owner Acceptance Car Lift Pending SPE Inspec Edit	
		< > >	
0	Submit Feedback		
6	Logout		
L			



< васк 📮	Please ensure the Owner is regis	Edit Equipment							×	4.	Scroll down and
① Dashboard	Equipment List	Address Details							_		click on the
Equipment List		Block/House Number	blkd343sjj			Street Name *	blkd343sjj				check off the
≡ All	₿ Group By Column	Floor Number				Unit Number					"Delete" button
€ Lifts	ADDRESS	Building/Estate Name				Postal Code					
	· Medanii Medanii (1)	Development Type * 🚯	Civic, Community & Cultural Institutions		٥						
PTO Application List	blkd343sjj, blkd343sjj							Cancel Save Address Detail	5		
Profile & User	Showing 1 to 1 of 1 results	Technical Information									
Management		Equipment No (e.g., PL01) *	44			Equipment Type *	Car Lift		0		
C Wontation Second		Year of Installation *	2020			Make *	Hyundai		0		
		Model *	model			ARD Brand					
		ARD Model				UPS Brand					
		UPS Model				Capacity (number of pax)					
		Machine Room/	Machine room		0	Rated Load *	55	k	9		
		Rated Speed *	44		m/s	Cabin Height *	33	m	0		
		Cabin Breadth *				Cabin Length *	22				
			44		mm		22	mr	n		
		Applicable Standard(s) *						Ad	4		
		Choose the applicable standard(s)		Any other lift: SS 550:2009					\$		
		Remarks		\$\$\$\$							
									4		
								Remov	0		
		Tot contractor				Mala and Anna and			=		
		lest contractor	9G ELEVATOR PTE LTD 20240822    ID : T18SS0001A		0	Maintenance Contractor	Select an option		0		
		Installation Contractor	Select an option		0						
		Delete 4					c	ancel Duplicate Save Technical Information	n		
111 Submit Feerlback											





New PTO Application		SPE (User Manual) Marianne Rubens 202409	5.	The equipment is deleted from the equipment list
Plan Submission is required? I declare that no plan submission is required for this equipment.	O Yes O No			
Owner Type * Please ensure the Owner is registered in LEAP before selecting them.	Corporate Owner     O Home Owner  testcorpwhite    ID: UEN24234	٥		
Equipment List		Add Equipment		
	5			





### 3.6 Duplicate Equipment for New PTO Application

0 × ↓ 0	Eq	O Equipment     Due for 5 Year Ful	I Load Test		Pending	oment Authorisatio	in By SPE		31 Equip PTO Expirin	<b>ment</b> g in 3 Months		3 New PTO Application Rejected by Owner	Export Al	Records	To Excel	2	tab
8 8		6 Equipment Pending amendm	ents - BCA Comments		31 Equ Ongoing	ipment Renewal		Comparison Recommissioning     See Research Recommissioning						۷.	New PTO		
	84	Assign LEI	Initate Recommissio	III Display/Hide (	Columns	ew PTO App Group B K + 1 A	y Column	xport Selected Reco Clear All Column Fil POSTAL CODE A	erds To Excel	PTO EXPIRY DATE A dd/mm/yyyy 🗇	Q Search III Scan/Uplo NEXT FULL LOAD TEST EXPIRY DAT dd/mm/yyyy 16/10/2028	Ad QR Code	u are only allowe r Ronewal and Re ter you scan/uplo APPLIC	d to inspect commission ad QR code ACTION View	ngulgment application		Apprection
		EN-01367-436834	234234 CN1	bik7654500, pink purple TestCN, Test Change Na	e street blk ime Tes	7654500	pink purple street Test Change Name	N/A N/A	N/A N/A	N/A N/A	N/A N/A	N/A A-202306-00718	N/A 9 Pend	View View			
		N/A N/A	pi123123 pi1	blk2343pp, test st 33	bik N/A	2343pp	test st 33	N/A N/A	N/A	N/A N/A	N/A N/A	A-202306-00722 A-202308-00865	8 Pend	View View			
0		N/A N/A	PL01 RenewalCL02	Tanjong Pagar RenewalCL02	N/4	A T	Tanjong Pagar RenewalCL02	N/A N/A	N/A N/A	N/A N/A	N/A N/A	A-202302-00708	Pend	View View			
<b>⊡</b>		N/A	p17	33	N/A	A	33	N/A	N/A	N/A	N/A	A-202308-00863	2 Pend	View			



New PTO Application	II All 🗍 Lifts 🤌 Escalators					S	Marianne Rubens 2024	3.	Select Plan Submission requirement
Plan Submission is required?		🔿 Yes 🛛 No	3						accordingly
I declare that no plan subm	ission is required for this equipment.								
Owner Type * Please ensure the Owner is regi	istered in LEAP before selecting them.	Corporate Owner     Ang Mo Kio Town C	r O Home Owner				٥	4.	Select Owner
Equipment List							Add Equipment		owner details
de uno	Rick/House Number				Street Name *				accordingly
J LEFF -	Eleer Number	blk350044			Unit Number	test jgkf			
					one number			5	Click "Add
New PTO Application	Building/Estate Name				Postal Code			Э.	
Plan Submission is required?	Development Type * 😈	Residential Non-landed (HDB)		0					Equipment
I declare that no plan submit	Technical Information						Cancel Save Address Details	~	<b>F</b> 'II ' - 1 h
Owner Type * Please ensure the Owner is regis	Equipment No (e.g., PL01) *	23432			Equipment Type *	Passenger Lift	0	6.	Fill in the
	Year of Installation *	2000			Make *	Hyundai	0		equipment
Equipment List	Model *	model			ARD Brand				details and click
I Group By Column	ARD Model				UPS Brand				Save
ADDRESS	UPS Model				Capacity (number of pax)				
	Machine Room/	Machine roomless		0	Rated Load *	44	kg		
	Rated Speed *	023		m/s	Cabin Height *	33	mm		
blk350044, test jgkt	Cabin Breadth *	23		mm	Cabin Length *	33	mm		
	Applicable Standard(s) *						Add		
	Choose the applicable standard(s)		Any other lift: Others				\$		
	Remarks								
							<i>h</i>		
							Remove		
	Test contractor *	9G ELEVATOR PTE LTD 20240822    ID : T18SS0001A	۱.	0	Maintenance Contractor	9G ELEVATOR PTE LTD 20240822    ID : T18550001A	0		
	Installation Contractor	Select an option		٥			6		
	Delete					Cancel D	uplicate Save Technical Information		





New PTO Application	
Plan Submission is required? O Yes O No	7. To duplicate the
I declare that no plan submission is required for this equipment.	created
Owner Type : Please clearure the Owner is registered in LDAP before subjecting them. Corporate Owner Corporat	cicated
Ang Ma Kir Town Council    0 : F6450214.	equipment from
Equipment List	the Equipment
34 Group By Column	list under the
ADDRESS & POSTAL CODE & BUILDING NAME & EQUIPMENT ID & EQUIPMENT ND & EQUIPMENT STATUS & EQUIPMENT TYPE & APPLICATION STATUS & APPLICATION TYPE & INSPECTION STATUS & OWNER & ACTION	
	New PTO
	Application,
7	click "Edit"



New PTO Application Plan Submission is required? I declare that no plan submi	Block/House Number Floor Number Building/Estate Name Development Type * Technical Information	bik350044 Residential Non-landed (HDB)		•	Street Name * Unit Number Postal Code	test jold	Cancel Save Address Details	8.	Scroll down and click on the "Duplicate"
Owner Type * Please ensure the Owner is regi	Equipment No (e.g., PL01) *	23432			Equipment Type *	Passenger Lift	\$		button
	Year of Installation *	2000			Make *	Hyundai	0		button
Equipment List	Model *	model			ARD Brand				
IF Group By Column	ARD Model				UPS Brand				
ADDRESS	UPS Model				Capacity (number of pax)				
	Machine Room/ Machine Roomless *	Machine roomless		0	Rated Load *	44	kg		
blk350044, test jgkf	Rated Speed *	023	m	n/s	Cabin Height *	33	mm		
Showing 1 to 1 of 1 results	Cabin Breadth *	23	m	nm	Cabin Length *	33	mm		
	Applicable Standard(s) *						Add		
	Choose the applicable standard(s)		Any other lift: Others				٥		
	Remarks								
							Å		
							Remove		
	Test contractor *	9G ELEVATOR PTE LTD 20240822    ID : T18550001A		0	Maintenance Contractor	9G ELEVATOR PTE LTD 20240822    ID : T185S0001A	٥		
	Installation Contractor	Select an option		0			8		
	Delete					Cancel Dup	Save Technical Information		





Building and Construction	Add Equipment Address Details Block/House Number Floor Number Building/Estate Name Development Type * • Technical Information Equipment No (e.g., PUD) * Vear of Installation * Model * ARD Model UPS Model Machine Room/ Machine Room/ Machine Room/ Machine Room/ Stated Speed * Cabin Breadth *	Select an option	c	Street Name * Unit Number Postal Code 2 Equipment Type * Make * ARD Brand UPS Brand Capacity (number of pas) Rated Load * Cabin Height *	Select an option Select an option	×	9.	Upon duplicated equipment, the Equipment No will be left blank. Edit the Equipment No and/or other necessary details where
	Applicable Standard(s) * Choose the applicable standard(s) Remarks Test contractor * Installation Contractor Cancel Sure 10	Select an option Select an option	Select an option	2 Maintenance Contractor	Select an option	Remove	10.	applicable Click "Save"





# 4 Resume New PTO Application

The steps below outline the way in which the SPE can resume a new PTO Application. These steps are for equipment(s) that has been saved as draft.

),	qui	pment List								D Cre	eate New PTO Application	xport All	Records	To Excel	1.	Begin by selecting the equipment list from the sidebar
		0 Equipment Due for 5 Year Full	I Load Test	1 Per	Equipment nding Authorisa	tion By SPE		31 Equipm PTO Expiring	n <b>ent</b> 1 in 3 Months		3 New PTO Applications Rejected by Owner					
		6 Equipment Pending amendme	ents - BCA Comments	3 0	Equipment going Renewal			27 Equipr Ongoing Rec	nent commissioning		848 Applications Assigned to me				2.	Then select the desired
	848 /	Assign LEI 🛛 🖉 848 equipment(s)	Initate Recommissio	III Display/Hide Columns	me Ner 3 A a Group	pplication 🛓 I	Export Selected Reco	ords To Excel		Q Search 🗮 Sca	In/Upload QR Code	only allower wal and Rec i scan/uploi	l to inspect commission ad QR code.	equipment application		the equipment(s) from
	•	EQUIPMENT ID +	EQUIPMENT NO +	ADDRESS	BLK A	STREET NAME	POSTAL CODE +	BUILDING NAME	PTO EXPIRY DATE A	NEXT FULL LOAD TEST EXP dd/mm/yyyy	APPLICATION ID	APPLIC	ACTION		3.	Select the Resume
2	0	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend	View	-		New PTO
		EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N/A	View			Application.
		N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend	View	-	Nata	
		N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View		Note:	
		N/A	pi1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View	-	Resun	ne New PTO
		N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View		Applic	ation button will be
		N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View		disabl	ed for completed
		N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View	-	Now F	TO applications



	New PTO Application	4.	Select start inspection
-\$ → 0	Plan Submission is required? Ves  No I declare that no plan submission is required for this equipment.	5.	Start inspection for
	Owner Type * Please ensure the Owner is registered in LEAP before selecting them. ABC Audit Firm    1D :		New PTO
٢	Equipment List Add Equipment		
	If Group By Column		
	ADDRESS * POSTAL CODE * BUILDING NAME * EQUIPMENT ID * EQUIPMENT NO * EQUIPMENT STATUS * EQUIPMENT TYPE * APPLICATION STATUS * APPLICATI- ACTION		
	CL01 (1 item)		
	Con IVA IVA IVA CON Prinding of Employed in Carolin Prinding of Employed in the river in Edit in View Inspection		
	Start Inspection 4		
•			
€-			
<b>(</b>			
	Choose a test		
≫ +	Start Inspection for New PTO 5		
() ()			



B B	SPE's Remarks					6. Adjust inspection date
≡ © *⁄>	Owner's Remarks					7. Change contractors as
	Confirm Details Inspection Start Date Date	6 11/07/2023			0	8. Select Save And
	Address Details Block/House Number N/A		Street Name CL01			Next Note:
	Floor Number N/A Building/Estate Name N/A		Unit Number N/A Postal Code N/A			For New PTO applications, SPE is only allowed to
	Testing Contractor	9G ELEVATOR PTE LTD   T18550001A Select an option	Installation Contractor	Select an option	٥	date within 3 months from today, and not future
() (-	< Previous			Save As Draft	Save And Next >	date.



B ≞ ≣	New PTO Inspection Checklist  Machine Room/ Head Room	9. Complete checklist as required
© ∛∕ ↓	Observations       Hoist way	10. Select Save And Next
	Lift car and pit         Expand All       Collapse All         Status:       Satisfactory (S)         Not Satisfactory (NS)       Not Applicable (NA)         Select All As Satisfactory	Note: For New PTO applications, the checklist questions will be optional.
	Machine Room/ Head Room Observations	For finalized checklist questions, kindly follow what is displayed in the
	Hoist way	system. The screenshot shown here is for illustration purposes only.
	Previous     Save As Draft     Save And Next >	The maximum file upload size is 25 MB.



Applicable Standard(s)*     Choose the applicable standard(s)     Any other lift Others     Image:			11. Select
Choose the applicable standard(s) Remarks Remore Re	Applicable Standard(s) *		applicable standards
Remarks:     Remove   Image: I	Choose the applicable standard(s)	Any other life Others	
Remarks desired     Remore   And   12        Declaration   13   The equipment has been satisfactorily tested in accordance with the codes chosen above.     13   14. Click Save and Next        15   16   17   18   19   19   10   10   10   10   10   10   10   11   11   12   12   13   14   15   15   16   17   18   19   19   19   10   10   10   10   10   11            12   13   14   15   16   17   18   19    19   10   10   10    10   11   11   12   13   14   15   16   17   17   18   19   10   10   10   10   11   12   13   14   15   16			12. Click Add if
Remove   Add   12   Declaration   13   Check the Declaration checkboxe   14   Click Save and Next   14. Click Save and Next 15. In the equipment has been satisfactorily tested in accordance with the codes chosen above. 16. In have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and and Next 19. In have checked and verified the measurements, observations and information, inspection and testing of the lift. 10. In out a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift. 10. Image: A borst the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift. 10. Steve Als Draft 10. Steve And Next	Remarks		desired
<ul> <li>Ard 12</li> <li>Checkboxe</li> <li>Checkbo</li></ul>	Remove		13. Check the Declaration
13. 14. Click Save and Next 13. The equipment has been satisfactorily tested in accordance with the codes chosen above. 14. Click Save and Next 15. It is the supervising specialist professional engineer, declare that (1) have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accordance with the ift contractor carried out the examination, inspection and testing of the lift in my presence. (2) Lonfirm that the lift contractor carried out the examination, inspection and testing of the lift. (4) I am not a partner, associate, director, officer or employee of the owner of the lift contractor carrying out the examination, inspection and testing of the lift. (5) Previous Save As Draft Save And Next (2) Previous	Add 12		checkboxe
<ul> <li>Declaration</li> <li>The equipment has been satisfactorily tested in accordance with the codes chosen above.</li> <li>I has the supervising specialist professional engineer, declare that</li> <li>I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.</li> <li>I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.</li> <li>I am of the opinion that the lift is fit and safe for operation and use.</li> <li>I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.</li> <li>I revious</li> </ul>			14. Click Save
Declaration         132         The equipment has been satisfactorily tested in accordance with the codes chosen above.         I has the supervising specialist professional engineer, declare that         (1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.         (2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.         (3) I am of the opinion that the lift is fit and safe for operation and use.         (4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.         (4) Previous <td></td> <td></td> <td>and Next</td>			and Next
(4) I am not a partner, associate, director, officer or employee of the owner of the lift on the lift contractor carrying out the examination, inspection and testing of the lift.  (4) I am not a partner, associate, director, officer or employee of the owner of the lift contractor carrying out the examination, inspection and testing of the lift.  (4) I am not a partner, associate, director, officer or employee of the owner of the lift contractor carrying out the examination, inspection and testing of the lift.  (4) I am not a partner, associate, director, officer or employee of the owner of the lift contractor carrying out the examination, inspection and testing of the lift.  (5) Save As Draft (5) Save And Next (5) Save And	<ul> <li>I, as the supervising specialist professional e</li> <li>(1) I have checked and verified the measurer accurate as at the date of this submission.</li> <li>(2) I confirm that the lift contractor carried</li> <li>(3) I am of the opinion that the lift is fit and</li> </ul>	engineer, declare that ments, observations and information, and I confirm that the measurements, observations and information as stated above are true and out the examination, inspection and testing of the lift in my presence.	
< Previous Save As Draft Save And Next >	(4) I am not a partner, associate, director, of	ficer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.	
	< Previous	Save As Draft Save And Next >	



<ul> <li>Successfully saved as draft</li> </ul>				Informatic
CONFIRM DETAILS	NEW PTO INSPECTION CHECKLIST	REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	04 FINAL REVIEW OF SUMMARY	Proceed To Submit Th
				Inspection
Final Review Of Summary				Report" bi
Please review and ensure the infor Singpass to confirm that you are t amendments after you complete t	mation provided is accurate before you proceed to he rightful SPE assigned to this equipment. Upon au he submission process.	submit your inspection report. You will be required the tequired the submission will be completed to t	uired to complete further authentication via d. Please note that there will be no further	redirected Singpass p
Inspection Date	04/08/2023			to further
Equipment Information			1	authentica
Equipment ID	1			confirm yo
Equipment Type	Car Lift			the rightfu
Equipment No	N/A			assigned t
PTO Expiry Date	N/A			equipmen
Equipment Status	Pending SPE Inspection			
Testing Contractor	9G ELEVATOR PTE LTD			
Maintenance Contractor	N/A			
Installation Contractor	N/A			
< Previous	Save As Draft	Have Reviewed The Information A <u>nd Wish To</u>	Proceed To Submit The Inspection Report	
				-
				1



Equipoment List All Lifts J <sup>o</sup> Escalators	<ul> <li>The inspection report has been submitted success</li> <li>No Load Test Inspection</li> </ul>	shully. To retrieve the copy in PDF, please iyo to <u>View Inspection page</u>	6		16. You should see a green alert to
Excel Export     Requests     PTO Application List     Profile & User     Management	Pending Review CONTRM DETAILS	MEW PTO WEPPECTION CHECKLIST	REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	TRIAL REVEW OF SURMARY	show that you have successfully
Potification Settings	Final Review Of Summary Please review and ensure the information provid inspection Date Equipment Information	led is accurate before you proceed to submit your inspection report. You will be required to submit you complete the submission process. 26/07/2023	ed to complete further authentication via Singgiess to confirm that you are the	rightful SPE assigned to this equipment. Upon authentication, the	done the equipment inspection.
	Equipment ID Equipment Type Equipment No PTO Expiry Date Equipment Status Testing Contractor Maintenance Contractor Installation Contractor	NUA Service Lift SLOT NUA Pending Owner Acceptance 9G ELEVATOR PTE LTD NUA NUA			Note: You will see that the inspection will be not editable if the
<ul> <li>Submit Feedback</li> <li>Re Leasut</li> </ul>	<. Previous		Save As Draft I Have Reviewed T	he Information And Wish To Proceed To Submit The Inspection Report >	inspection has been completed and does not require further action, or you will see that it is pending review (from BCA)



## **5** Recommission PTO Application

The steps below outline the way in which the SPE can initiate a recommission PTO Application. Please ensure that you are the SPE that has been appointed. In order to initiate recommission PTO for suspended equipment, please ensure that the suspended equipment should not have an ongoing recommission PTO application. If the Equipment is auto-suspended by the System because the renewal PTO is not completed on time, SPE will need to select the A/R works while initiating the recommission PTO.

In order to submit <u>multiple equipment</u> under <u>one single application ID</u>, SPE needs to select multiple suspended equipment which has no ongoing recommission PTO application. Additionally, the system requires that

- (1) All equipment type should belong to the same parent category (i.e., lift/escalator)
- (2) All equipment suspended should contain same type of A/R works selected.







	Due for 5 Year Ful	I Load Test	0 Equipmen Pending Autho	t risation By	SPE	21 PT	8 Equipment O Expiring in 3 Months		2 New PTO Applicati Rejected by Owner	ons				from the
	B Equipment Pending amendme	ents - BCA Comments	Congoing Rener	ent wal		2! or	5 Equipment going Recommissioning		797 Applications Assigned to me				2	Thon coloct t
87	* Assign LEI	Initate Recommission	n PTO Application 3 Resum	e New PT ≇ Gro	O Application	Export Selecter     Clear All Column F	d Records To Excel	홰 Scan/Upload QR	Code You are only a for Renewal a after you scan	llowed to inspec nd Recommissio /upload QR cod	t equipmen n applicatio e.	it is	2.	desired equipment(s from the
•	EQUIPMENT ID	EQUIPMENT NO +	ADDRESS +	BLK +	STREET NAME	POSTAL CODE +	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST E     dd/mm/yyyy	XPI ACTION				equipment li to initiate
	EN-13170-987704	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View		8		recommissio
	EN-84687-406244	N/A	24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835	24838	Vidon	780835	suspendisse accumsan tortor	23/10/2022	N/A	View		1		annlication
	EN-86480-444520	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View		4		application.
	EN-14413-485113	N/A	24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835	24838	Vidon	780835	suspendisse accumsan tortor	23/10/2022	N/A	View			3.	Select Initiat
0	EN-87401-672315	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View		i.		Recommissio
2	EN-26324-242379	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View		THE SECOND		PTO Application
			224 Enthoville alimum lacus										This m next s	noves you to th creen











Recommission Equipment Equipment ID EN-26324-242379 Owner Name, ID K company, F9990067U Testing Contractor Court SERVICES OPERATIONS BITE ITD, 2018000014	Equipment Type Passenger Lift PTO Expiry Date 23/10/2022 Maintenance Contractor	Equipment No (e.g., PL01) N/A Equipment Status Suspended (with effect from 05/09/2022) Installation Contractor N/A	<ol> <li>A dialogue box will appear, confirm by clicking Yes to proceed.</li> </ol>
SPE. ID chester.muller, 33.	LEI, Reg No. N/A Confirm this action?	Commissioning Date N/A	<b>Note:</b> The selection of A/R works can be non-
Typie of A/R works	Changing the rated load or speed of a lift Changing the travel distance of a lift Changing the travel distance of a lift Changing the lift control operation (including Changing the se Changing the number, type or size of the hoisting ropes suppor 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 d Others (Applicable for the items that are not listed above or if	y safety device to a lift oftware or type of driving machine or brakes) orting a lift car or its counterweight rive and control (the equipment is intended to be powered down for an extended period)	mutually exclusive.
	O Yes O No		
I declare that no plan submission is required for this equipment.		Cancel Start Inspection	


	Scan/Upload QR Code	© Scan QR Code	7. Scan/Upload QR code
÷ +	Upload *	7 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.	8. Click Save to proceed with inspection
8	*	Cancel Save	9. A dialogue box will appear, confirm by clicking Yes to proceed.
= E ≯ + = @ @ •	Scan/Upload QR Code	Scan QR Code      Upload a file or drag and drop      Upload required documents here (pdf. jog and ding) files exceeding the limit will be compressed.      Or Confirm upload of QR code?      Delete      Cancel      Sove      Cancel      Sove	Note: System will allow you to proceed after detecting if logged in SPE is assigned SPE for the equipment associated with the QR code



d Choose a test Choose a test Start Inspection for Recommission PTO ↓		<ol> <li>Start         <ul> <li>inspection for</li> <li>Recommission</li> <li>PTO</li> </ul> </li> <li>Change         <ul> <li>contractors as</li> </ul> </li> </ol>
Confirm Details		required
Inspection Start Date Date & Time 01/12/2023 10:21 Address Details		3. Select Save And Next <b>Note</b> :
Block/House Number 30367 Floor Number 468 Building/Estate Name volutpat erat quisque Development Type Residential Landed (Private)	Street Name Clyde Gallagher Unit Number 2 Postal Code 117540	The inspection start date cannot be editable for inspections for Renewal and Recommission PTO applications.
Testing Contractor       9G ELEVATOR PTE LTD   T18550001A       0         Maintenance Contractor       E M SERVICES PRIVATE LIMITED   T18UF0001A       0	Installation Contractor Celect an option	They will be captured the moment the QR code was scanned/uploaded
< Previous	Save As Draft Save And Next >	and reached this inspection page.



		4. Complete
Recommission PTO Inspection Checklist		checklist as
↓} ✓ Expand All ∧ Collapse All		required
Status: Satisfactory (S) Not Satisfactory (NS) Not Applicable (NA) Select All As Satisfactory		FLT is
Other Observations 4	^	required. If
1. Observations		this is selected, the
Remarks +		Full Load Test
2. Upload documents	<u>ث</u>	updated upon
	Upload a file or drag and drop	approval of
	oprova required accimentation (por (pg) and prighter reasing) the exceeding the minimum compression.	Recommission
Remarks +		PTO
3. Does FLT need to be done? Remarks + 5	Y ON	application.
< Previous	Save As Draft Save And Next > 6	6. Select Save
		And Next



•::		Applicable Standard(s) *	7.	Select applicable	
0		Choose the applicable standard(s)	Any other lift: Others		standards
<i>¥</i> ■		Remarks		8.	Click Add if desired
() ()		Remove Add		9.	Check the 2 Declaration checkboxes
	9	Declaration The equipment has been satisfactorily tested in accordance	10.	Click Save and Next	
		<ul> <li>I, as the supervising specialist professional engineer, declar</li> <li>(1) I have checked and verified the measurements, observat accurate as at the date of this submission.</li> <li>(2) I confirm that the lift contractor carried out the examin.</li> <li>(3) I am of the opinion that the lift is fit and safe for operat</li> <li>(4) I am not a partner, associate, director, officer or employ</li> </ul>	re that tions and information, and I confirm that the measurements, observations and information as stated above are true and ation, inspection and testing of the lift in my presence. tion and use. The of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.		
•		< Previous	Save As Draft Save And Next >		



<	No Load Test Inspection Saved	as Draft			11 Click the "I
а1 📐	Successfully saved as draft				have Reviewed
	CONFIRM DETAILS		REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	04 FINAL REVIEW OF SUMMARY	the Information and Wish to Proceed To
<u>↓</u>	Final Review Of Summary				Submit The
11 (0) (0)	Please review and ensure the informat Singpass to confirm that you are the ri amendments after you complete the s	ion provided is accurate before you proceed to ightful SPE assigned to this equipment. Upon au ubmission process.	submit your inspection report. You will be requi thentication, the submission will be completed.	red to complete further authentication via Please note that there will be no further	Inspection Report" button and
~	Inspection Date	04/08/2023			you will be
	Equipment Information				redirected to
	Equipment ID	1			Singpass page
	Equipment Type	Car Lift			to further
	Equipment No	N/A			authenticate
	PTO Expiry Date	N/A			to confirm you
	Equipment Status	Pending SPE Inspection			are the rightful
	Testing Contractor	9G ELEVATOR PTE LTD			SPE assigned
	Maintenance Contractor	N/A			to the
	Installation Contractor	N/A		*	equipment.
0	< Previous	Save As Draft	Have Reviewed The Information And Wish To P	roceed To Submit The Inspection Report	





E Lifts	<ul> <li>The inspection report has been submitted suc No Load Test Inspection</li> </ul>	conschilly. To retrieve the copy in PDF, please go to <u>View Inspection</u> upon			12. You should see
± Excel Export Requests	Pending Review				a green alert
PTD Application List     Profile & User     Management		RECOMMISSION PTO INSPECTION CHECKUST	REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	FINAL REVEW OF SUMMARY	to show that
Notification Settings	Final Review Of Summary Place molecular and ensure the information pr	exided is accurate before you proceed to submit your impection report. You will be required	d to complete further authentication via Singpass to confirm that you are the r	ightful SPE assigned to this equipment. Upon authentication, the	successfully done the
	Inspection Date	26/07/2023			equipment
	Equipment Information				inspection.
	Equipment ID	1123			mopeetiem
	Equipment Type	Service Lift			
	Equipment No	5L01			Noto
	PTO Expiry Date	N/A.			Note:
	Equipment Status	Suspended			You will see that the
	Testing Contractor	9G ELEVATOR PTE LTD			Tou will see that the
	Maintenance Contractor	N/A.			inspection will not be
	Installation Contractor	N/A		•	editable if the
	< Previous		Save As Draft I Have Reviewed Th	e Information And Woh To Proceed To Submit The Inspection Report	inspection has been
					completed and does
Submit Feedback					not require further
R. Loovet					action or you will see
E. robosi					action, or you will see
					that it is pending
					review (frem DCA)
					review (from BCA).



# 6 Retrieve/ Resume / Delete draft inspection

When completing an inspection, SPEs can save the inspection as a draft and return to complete it later.

SPE's Remarks							
BCA Reviewer's Remarks							
Owner's Remarks							
Confirm Details							
Inspection Start Date							
Date		18/05/2023					8
Address Details							
Block/House Number				Street Name			
N/A				Sims Avenue			
N/A				N/A			
Building/Estate Name				Postal Code			
N/A				N/A			
Testing Contractor	Tai Hee Engineering   180079784H		\$	Installation Contractor 🚯	Tai Hee Engineering   180079784H		0
Maintenance Contractor	Tai Hee Engineering   180079784H		0				
< Previous					Sav	e As Draft Save And N	Next >



Once the inspection is saved as a draft, to retrieve it, there are 2 methods to retrieve draft applications.

ය				-	111-	1-1	7				187				METH	<u>OD 1</u>
	1	Equ	ipment List								D Create	e New PTO Application	Export All Reco	rds To Excel	1.	Select
i Y		-														equipment list
+	1		0 Equipment Due for 5 Year Fu	II Load Test		Pending Au	nent uthorisation By SPE		B 31 Equip	ment g in 3 Months		3 New PTO Applications Rejected by Owner			2.	Select view
9 ()			6 Equipment Pending amendm	ents - BCA Comments		31 Equip	enewal		Congoing Re	ment commissioning	2	848 Applications Assigned to me				
		20	Assign LEI	Initate Recommissio	n PTO Application	Resume New	PTO Application		ords To Excel							
		848	/ 848 equipment(s)	0 item(s) selected	III Display/Hide	Columns 🛛 🛱	Group By Column	Clear All Column F	ilters		Q Search III Scan/U	Upload QR Code 9 You are for Ren after yo	e only allowed to insp newal and Recommiss ou scan/upload QR co	ect equipment ion application ode.		
	L		EQUIPMENT ID +	EQUIPMENT NO 🍝	ADDRESS	+ BLK		e 🔺 POSTAL CODE 🍝	BUILDING NAME	PTO EXPIRY DATE A	NEXT FULL LOAD TEST EXPIRY	r date - Application id -	APPLIC ACTIO	N		
			N/A	PL09	Amsterdam Street	N/A	Amsterdam 1	treet N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View			
			EN-01367-436834	234234	blk7654500, pink purpl	e street bik76	554500 pink purple s	treet N/A	N/A	N/A	N/A	N/A	N. 2 View			
			N/A	CN1	TestCN, Test Change N	ame TestC	N Test Change	Name N/A	N/A	N/A	N/A	A-202306-007189	Pend View			
			N/A	pi123123	blk2343pp, test st	bik23	143pp test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View			
			N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View	/		
0			N/A	PL01	Tanjong Pagar	N/A	Tanjong Paga	r N/A	N/A	N/A	N/A	A-202302-007081	Pend View	·		
(F			N/A	RenewalCL02	RenewalCL02	N/A	RenewalCLU	N/A	N/A	N/A	N/A	A-202307-007379	Pend View			
111			N/A	pi/	22	N/A	33	N/A	N/A	N/A	N/A	A-202300-000652	Pend View			
															1	



	Equipment Details		& Assign LEI 🕹 Export T	To Excel @ View Submission @ Pesume 5	Submission de Edit	3.	Select resume submission to continue with
	Equipment ID N/A Owner Name, ID Ong Ka Yi Gmail, *****0008 Testing Contractor Tai Hee Engineering, 180079784H SPE, ID chester.muller, 33 Full Load Test Date N/A	Equipment Type Home Lift PTO Expiry Date N/A Maintenance Contractor Tai Hee Engineering, 180079784H LEI, Reg No. N/A Next Full Load Test Expiry Date N/A		Equipment No (e.g., PL01) HL01 Equipment Status Accepted By Owner Installation Contractor Tai Hee Engineering, 180079784H Commissioning Date N/A No Load Test Date N/A			draft application
0	Address Block/House No N/A Unit Number N/A Development Type Commercial	Street Name Sims Avenue Building/Estate Name N/A		Floor Number N/A Postal Code N/A			





									<u>METHO</u>	<u>DD 2</u>
لله ۱		/ III			111				1.	Go to
≡										Dashboard
o Y	The PTO for 6 equipment(s) need your attention. Please proceed to check the Application. View								2	
+	815 Equipments	9 17 Equipme	nt		<b>27</b>	7 Equipment			2.	Under "Draft",
	In Equipment List	Ongoing Renew	al		Onj	going Recommissioning				Posumo to
0	Viewall	View all			View all					resume
										application or
	Draft									Delete to
	pl123123 / N/A blk2343pp, test st	NewPto	9G ELEVATOR PTE LTD (Testing Contractor)	Jon Bieber (Owner)		Will be auto-deleted on 28/01/2024	Resume	Delete		delete draft
	KY05 / N/A		E M SERVICES PRIVATE LIMITED	AMKT council edit	20231019	Will be auto-deleted on		4		application
	Yanglo Street	NewPto	(Testing Contractor)	(Owner)		01/12/2023	Resume	Delete		
	KY06 / N/A Yanglo Street	NewPto	E M SERVICES PRIVATE LIMITED	AMKT council edit	20231019	Will be auto-deleted on 20/12/2023	Resume	Delete	Select	Resume to
			Common M. and Longertary.					_	contin	ue with draft
	TESTGIROE105 / E24 TESTGIRO	Renewal	9G ELEVATOR PTE LTD (Testing Contractor)	Kayne Lee (Owner)		Will be auto-deleted on 06/12/2023	Resume	Delete	applica	ition
									Note:	
•									Any dr	aft records more
6									than 3	months old will
									be dele	eted
									autom	atically by the
									system	l.



No Load Test Inspection Saved as Draft	In the final review, there will be a list of previous			
<ul> <li>Successfully saved as draft</li> </ul>				submitted document
CONFIRM DETAILS	TO INSPECTION CHECKLIST	REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	04) FINAL REVIEW OF SUMMARY	
Final Review Of Sumary				
Please review and ensure the information provided is accurate before you proceed to sub submission will be completed. Please note that there will be no further amendments after	mit your inspection report. You will be required to r you complete the submission process.	complete further authentication via Singpass to confirm that you are the rig	ghtful SPE assigned to this equipment. Upon authentication, the	
Buffer type	1124		A	
Buffer type	1124			
All emergency-stop switches (e.g. machine room, hoist way, car top, lift pit)	S			
Overspeed governor rope tension sheave condition	S			
Lift pit ladder (e.g. accessibility, condition)	s			
Lift pit cleanliness	s			
Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	s			
Other Observations Observations	New Observation			
Upload documents Previous Submitted Document	New Doc.jpg Old doc.jpg		v	
< Previous	Save As	Draft I Have Reviewed The Information And Wish To Proceed To Subr	nit The Inspection Report > ByPass Spcp - Submit Inspection >	

## 7 Amend SPE inspection

When submitting an inspection, the BCA Officer can reject it to request for more information. At this point, the application status is "pending amendment by SPE". When SPE amend the inspection, it will then refresh the inspection date. This will apply for reinspection for recommission and renewal PTO (for special case).

Equipment List					<ol> <li>Select equipment list from sidebar</li> </ol>
All  Lifts  Escalators  Escalators  Escale Sport  PrO Application List  Prio Reguests  Management	Equipment List Construction Description 6 Equipment Profiling amendments - ECA Comments	4 Equipment Pending Authorisation By SPE      13 Equipment Organing Reneval	13 Equipment     PTD Expiring in 3 Months      118 Equipment     Orgoing Recommissioning	Create New PTO Application  To provide the second	2. Select equipment for that has status "Ponding
Notification Settings	Assign LE     C Initate Recommission PTO Application     C Resume     C Initate Recommission PTO Application     C Initate Recommission PTO Application     C Resume     C Initate Recommission PTO Application     C Initate Recommissi     C Initate Recommission PTO Application     C Ini	New PTO Application	DATE * NEXT FULLIOAD TEST EXPIRY DATE * APPLICATION ID * APPLICATION S dd/mm/yyyy  P Pending Ameri N/A A-202404-012800 Pending Ameri	Q. Search         It: ScarvUpload QR Code         Tot on only develop to population of the point only develop to population of the point only develop to the po	Amendment by SPE"
	2         123, Demar, Demar Vila, 21- 09, 91223           2         BV-91624.650845         ExOtta         09, 912231           2         BV-91624.650845         EXOtta         1137, Liphthouse Bay, excu adpisoring molettie, 224 - aloop, 553845           2         BV-40822.398043         N/A         adpisoring molettie, 224 - aloop, 553845           2         BV-24032-128986         N/A         Han Street           2         BV-20432-128986         N/A         Han Street           3         Jinpaid Uninspected         70	123         Dermar         912321         Dermar Vila         23/10/2022           ax,         1137         Lighthouse Bay         563645         arcu adipiscing molestie         23/10/2022           N/A         Han Street         N/A         N/A         23/10/2022           N/A         Han Street         N/A         N/A         23/10/2022           N/A         Han Street         N/A         N/A         23/10/2022           N/A         To         N/A         N/A         23/10/2022	N/A         A-202205-00518         Pending Ame           IN/A         A-202307-007866         Pending Ame           IN/A         A-202307-007866         Pending Ame           IN/A         A-202307-007866         Pending Ame           IN/A         A-202307-007866         Pending Ame           IN/A         A-202307-007586         Pending Ame           IN/A         A-202208-005314         Pending Ame           IN/A         A-202208-005315         Pending Ame           IN/A         A-202208-005315         Pending Ame           IN/A         A-202208-005315         Pending Ame           IN/A         A-202208-005315         Pending Ame	endment By SPE Recommission PTO • Suspended View - endment By SPE Recommission PTO • Suspended View - endment By SPE Renewal PTO • Suspended View - endment By SPE Renewal PTO • Suspended View - endment By SPE Renewal PTO • Suspended View -	<ol> <li>Select View to see equipment details</li> </ol>
Submit Feedback	4			,	





				4. Select Start
Dashboard     Equipment List				Submission
	Equipment Details		Assign LE     Assign LE     Assign LE     Assign LE     Assign LE	
∲ Escalators	The second se	E-local B-c		
↓ Excel Export Requests	Equipment ID EN-91924-688843	Escalator	Equipment No (e.g., PLUI) Escola	
PTO Application List  Profile & User	Owner Name, ID Jurong Town Corporation, 180079784F	PTO Expiry Date 23/10/2022	Equipment Status Suspended	
Management     Notification Settings	Testing Contractor	Maintenance Contractor	Installation Contractor	
	N/A SPE ID	N/A	N/A Commissioning Date	
	chester.muller, 33	N/A	N/A	
	Owner Representative Assignment Status N/A	Owner Representative N/A	Owner Representative Email N/A	
	Full Load Test Date 16/09/2017	Next Full Load Test Expiry Date 16/12/2022	No Load Test Date 29/05/2021	
	Address			
	Block/House No 123	Street Name Delmar	Floor Number	
	Unit Number	Building/Estate Name	Postal Code	
	09 Development Yang	Delmar Villa	912321	
	Residential Non-landed (Private)			
Submit Feedback	Application			
E- Logout	Latest Application Recommission PTO application submitted on 27/09/2022 is Pending Amendment By SPE			



Equipment List  All  Land  E All  E scattors  E Scattors  Anguetts  PTO Application List  PTO Application List  Nanagement  Nanagement  Nanagement	Scan/Upload QR Code Upload *  Upload *  Lipcoad *  Lipcoad after of rag and atrop Upload after o	5	<ul> <li>Scan QR code to continue the reinspection and select save to go to the next page</li> </ul>
<ul> <li>Submit Feedback</li> <li>Logout</li> </ul>			



					6. Continue the
Dashboard     Equipment List					reinspection
	No Load Test Inspection				
Escalators	01) CONFIRM DETAILS	02 RECOMMISSION PTO INSPECTION CHECKLIST	(8) REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION	MARY	
Requests     PTO Application List		-	6		
Profile & User     Management	Equipment Information			Edit Equipment Details	
<ul> <li>Notification Settings</li> </ul>	Equipment ID EN-91924-688843	Equipment Type Escalator	Equipment No (e.g., PL01) Esc01a		
	Owner Name, ID Jurong Town Corporation, 180079784F	PTO Expiry Date 23/10/2022	Equipment Status Suspended		
	Testing Contractor N/A	Maintenance Contractor N/A	Installation Contractor N/A		
	SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date		
	Full Load Test Date 16/09/2017	Next Full Load Test Expiry Date	No Load Test Date 29/05/2021		
	Show more				
	SPE's Remarks				
	BCA Reviewer's Remarks				
	Owner's Remarks				
	-				
	Confirm Details				
① Submit Feedback	Inspection Start Date Date & Time				
🕒 Logout	27/09/2022 00:00			*	





< васк 📮	Confirm Details		<b>Note:</b> The inspection
Dashboard	Inspection Start Date		date and time will be
Equipment List	21/04/2023 00:00		refreshed the first time
	Address Details		inspection after the
if Escalators	Block/House Number N/A	Street Name TESTGIRO	application status is
	Floor Number	Unit Number N/A	"Pending Amendment
			by SPE"
	Confirm Details		
PTO Application List	Inspection Start Date		
Profile & User Management	22/05/2024 11:54		
Notification Settings	Address Details		
	Block/House Number	Street Name	
	Floor Number	Unit Number	
	N/A	N/A	



# 8 Equipment details

a a a a a a a a a a a a a a a a a a a	1 de 1 M						Create New P	TO Application	Export All	Records	To Excel	1.	Select equipment list from sidebar
0 Equipment Due for 5 Year Full	Load Test	T Equipmer Pending Auth	t risation By SPE		31 Equip	<b>ment</b> g in 3 Months	3 Ra	New PTO Applications jected by Owner				2. Select	Select
) 6 Equipment Pending amendme	ents - BCA Comments	31 Equipm	nt wal		Congoing Re	ment commissioning	8/ 8/ 8	48 Applications signed to me					equipment list
Assign LEI	1 item(s) selected     III Disp	y/Hide Columns # G	O Application ±	Export Selected Rec Clear All Column Fi	ords To Excel		Q Search E Scan/Upload	QR Code You a for Re after y	re only allowed newal and Rec you scan/uploa	to inspect ommission d QR code	equipment application	3.	Select View to see equipment
EQUIPMENT ID *	EQUIPMENT NO A ADDRESS	- BLK	STREET NAME	POSTAL CODE +	BUILDING NAME	PTO EXPIRY DATE A	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID A	APPLIC	ACTION			detalls
N/A	PL09 Amsterdam S	eet N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend	View	-		
EN-01367-436834	234234 blk7654500, j	nk purple street blk7654	500 pink purple street	N/A	N/A	N/A	N/A	N/A	N/A	View			
□ N/A	CN1 TestCN, Test C	nange Name TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend	View			
□ N/A	p1123123 blk2343pp, te	t st bik234	op test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View			
□ N/A	pl1 33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View	-		
□ N/A	PL01 Tanjong Paga	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View			
) N/A	RenewalCL02 RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View			
D N/A	pl7 33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View			



#### 8.1 Advanced filter (Search)

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

-		771						17						•	Select equipmen list from sidebar
Equipment Li	st								Create New PTO	Application 🛃 🛓	xport All	Records	To Excel 2	2.	Select search
O Equipment     Due for 5 Year Full Load Test     Det for 5 Year Full Load Test				31 Equipment TO Expiring In 3 Months		S Ne	w PTO Applications ed by Owner				button				
6 Equipn Pending an	ent endments - BCA Comments		31 Equipme Ongoing Rene	nt val		ß	27 Equipment Ongoing Recommissioning		848 Assign	Applications ed to me					
🏖 Assign LEI	2 Initate Recommiss	ion PTO Application	Resume New PT	D Application	Export Selected Rec	ords To Excel	0								
848 / 848 equipm	o item(s) selected	III Display/Hide Colum	mns 🗄 Gr	oup By Column 🔋	Clear All Column Fi	ters		Search	Scan/Upload QR	Code You are for Rene after you	only allower wal and Rec a scan/uploa	to inspect commission of QR code.	equipment application		
	EQUIPMENT NO	ADDRESS	A BLK A	STREET NAME	POSTAL CODE -	BUILDING	NAME - PTO EXPIRY DATE -	NEXT FULL LOAD	D TEST EXPIRY DATE 🔺	APPLICATION ID		ACTION			
□ L82	PL08	52, Jurong Gateway Road	52	Jurong Gateway Road	d N/A	N/A	31/07/2024	29/05/2028		A-202307-007446	Pend	View	-		
0 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 - 123543	- 1, bik232d	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-70846-80	1932 L3462	34, Jurong Gateway rd, asd, 183025	B1, 34	Jurong Gateway rd	183025	asd	31/10/2024	N/A		A-202305-007490	Com	View			



Equipment List			Create Net	w PTO Application 🛓 Export All Records To Excel	the search
D Equipment Due for 5 Year Full Loa	d Test	O Equipment     Pending Authorisation By SPE	9 Equipment PTO Expiring in 3 Months	S New PTO Applications Rejected by Owner	The equipment
S Equipment Pending amendments	BCA Comments	9 Equipment Ongoing Renewal	21 Equipment     Ongoing Recommissioning	686 Applications Assigned to me	can be searched by
Equipment ID			Equipment Statuses	0	keying in
Equipment Types		\$	Application Status	\$	these fields
Application Type		\$	Application ID		
Building Name			Postal Code		4. Select filter
Block/House Number			Street Name		the search
PTO expiry date	dd/mm/yyyy	۵			results will appear in th
				Hide Reset Filter	Equipment List table





### 8.2 Editing equipment details

	<b>1</b> 9	uipment List				¥ // 1					Create New PTO Application	Export Al	II Records	To Excel	1.	Select equipment lis from sidebar
		Due for S Year Ful	II Load Test	Ø	1 Equipment Pending Authorisa	ition By SPE		31 Equip PTO Expiri	oment ng in 3 Months		S New PTO Application Rejected by Owner	s			2.	Select
		6 Equipment Pending amendm	ents - BCA Comments		31 Equipment Ongoing Renewal			27 Equi	pment ecommissioning		848 Applications Assigned to me				l	equipment fo equipment lis
		* Assign LEI	Initate Recommissio	on PTO Application	ume New PTO A	Application 4 I	Export Selected Rec	ords To Excel		Co Currh )		are only allowe	ed to inspect	equipment	3.	Select View
		EQUIPMENT ID	EQUIPMENT NO *	ADDRESS	A BLK A	STREET NAME		BUILDING NAME	PTO EXPIRY DATE A	NEXT FULL LOAD T	est expiry date  Application id	APPLIC	ACTION		I	
2	2	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend	View	-	1	
		EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N/A	View	-	1	
		N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend	View	-	1	
		N/A	pl123123	bik2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View	-	1	
		N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View		1	
		N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View	-	1	
		N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View	-	1	
		N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View		1	



			4. Edit
Equipment Details	음 Assign LEI 🕹 Export To Excel 🗷	View Submission	
ß			
Equipment ID	Equipment Type	Equipment No (e.g., PL01)	
N/A	Home Lift	PLO8	
Owner Name, ID	PTO Expiry Date	Equipment Status	
Jurong Town Corporation, 180079784F	N/A	Pending SPE Inspection	
Testing Contractor	Maintenance Contractor	Installation Contractor	
Tai Hee Engineering, 180079784H	CHEVALIER SINGAPORE HOLDINGS ABC, F9990069P	MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD, T18PF0001A	
SPE, ID	LEI, Reg No.	Commissioning Date	
chester.muller, 33	N/A	N/A	
Full Load Test Date	Next Full Load Test Expiry Date	No Load Test Date	
N/A	N/A	N/A	
Address			
Block/House No	Street Name	Floor Number	
537	BEDOK NORTH STREET 3	N/A	



LEP
-----

							5.	Make required changes for
Edit Equipment 🚽								Address Details
Address Details 5							6	Click "Savo
Block/House Number	537			Street Name *	BEDOK NORTH STREET 3		0.	Address
Floor Number				Unit Number				Details"
Building/Estate Name				Postal Code	460527			Details
					Cancel	Save Address Details	7.	Make required changes for
Technical Information 7								Technical
Equipment No (e.g., PL01) *	PLOS			Equipment Type *	Home Lift	0		Information.
Development Type * 🚯	Residential Non-landed (HDB)		٥					Should the
Year of Installation *	2021			Make *	Mitsubishi	٢		Type be
Model *	M0123			ARD Brand				changed, the
ARD Model				UPS Brand				technical
UPS Model				Capacity (number of pax)	15			information will
Machine Room/	Machine room		0	Rated Load *	1600	kg		be populated
Rated Speed *	150		m/s	Cabin Height *	1000	mm		accordingly
Cabin Breadth *	1000		mm	Cabin Length *	54321	mm	0	Click "Sava
Applicable Standard(s) *						Add	0.	Technical
Choose the applicable standard(s)		Home lift: SS 550:2009				\$		
Remarks						le	Note: The say	ving of address
					Cancel Sa	Remove we Technical Information	details inform indepe	and technical ation will be ndent.









#### 8.3 View past applications

SPE can view the history of all applications for the equipment	1. Go to
Create New PTO Application	Records To Excel
Constraints     Constrain	2. Select the
6 Equipment     Concing Recurrent	equipment
Assign LEI & Initate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel	3. View the equipment
848 / 848 equipment(s)       1 item(s) selected       III Display/Hide Columns       III Column       Clear All Column Filters       III Column Filters       III Column Filters	to inspect equipment mmission application & 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 ACT     dd/mm/yyyy    dd/mm/yyyy    dd/mm/yyyy	ACTION
N/A PL09 Amsterdam Street N/A Amsterdam Street N/A N/A N/A N/A 16/10/2028 A-202303-007219 Pend V	View
EN-01367-436834 234234 bik7654500, pink purple street bik7654500 pink purple street N/A N/A N/A N/A N/A N/A N/A	View
N/A CN1 TestCN, Test Change Name TestCN Test Change Name N/A N/A N/A N/A A-202306-007189 Pend V	View
N/A         p1123123         blk2343pp, test st         blk2343pp         N/A         N/A         N/A         A-202306-007228         Pend         V	View
N/A         pl1         33         N/A         33         N/A         N/A         N/A         A-202308-008632         Pend         V	View
N/A         PL01         Tanjong Pagar         N/A         Tanjong Pagar         N/A         N/A         N/A         A-202302-007081         Pend         V	View
Image: N/A         RenewalCL02         N/A         RenewalCL02         N/A         RenewalCL02         N/A         N/A         N/A         A-202307-007379         Pend         V	View
C N/A pl7 33 N/A 33 N/A N/A N/A N/A A-202308-008632 Pend V	View



B ∧ 2	Equipment Details		옵 Assign LEI 🕹 Expo	rt To Excel View Submission & Start Submission	on 🖉 Edit	4.	Scroll down to bottom of the page
	Equipment ID L281 Owner Name, ID ABC Audit Firm, Testing Contractor 9G ELEVATOR PTE LTD, T18550001A SPE, ID chester.muller, 33 Full Load Test Date 10/07/2023 Show.more ~	Equipment Type Cargo Lift PTO Expiry Date 31/07/2024 Maintenance Contractor 9G ELEVATOR PTE LTD, T18550001A LEI, Reg No. N/A Next Full Load Test Expiry Date N/A		Equipment No (e.g., PL01) Payment2 Equipment Status Active Installation Contractor 9G ELEVATOR PTE LTD, T18550001A Commissioning Date 10/07/2023 No Load Test Date 10/07/2023		5.	See Past Applications and note down the Application ID, and refer to Section 9.1
4 © &	PAST APPLICATIONS (Renewal, Recommission and New PTO History) III Display/Hide Columns AppLICATION TYPE  New PTO	OWNER, CONTRACTO     APPLICATION ID     A-202307-007429	R & SPE HISTORY DATE dd/mm/yyyy 10/07/2023	APPLICATION STATUS Complete	*		



### 8.4 View Owner, Contractor and SPE history

1	luipr	ment List		171-1-							Create New PTO /	Application	Export All	Records	To Excel	1.	Go to Equipmen List page
		0 Equipment Due for 5 Year Full I	Load Test	I Per	Equipment nding Authorisa	ition By SPE		31 Equip PTO Expirin	<b>ment</b> g in 3 Months		S Ner Rejecte	v PTO Applications d by Owner				2.	Select the equipmen
		6 Equipment Pending amendmen	nts - BCA Comments	31 On	Equipment			27 Equip	ment commissioning		848 Assigned	Applications d to me					
-	Ass	ssign LEI 🛛 🖉 I	Initate Recommission	n PTO Application Resum	ne New PTO A	Application	Export Selected Reco	rds To Excel								3.	View the equipmer
84	48 / 84	48 equipment(s)	1 item(s) selected	III Display/Hide Columns	≣ Group	By Column 🗎	Clear All Column Filt	ters		Q Search	話 Scan/Upload QR (	Code You an for Res after y	e only allowed newal and Reco iou scan/uploa	to inspect mmission I QR code.	equipment application		
•	EQI	QUIPMENT ID +	EQUIPMENT NO	ADDRESS A	BLK ^	STREET NAME	POSTAL CODE *	BUILDING NAME		NEXT FULL LOAD T	EST EXPIRY DATE	APPLICATION ID	APPLIC A	CTION			
2									dd/mm/yyyy	dd/mm/yyyy	۲			C 1			
													3				
	N//	/Α	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028		A-202303-007219	Pena Pena	View	-		
	N/A	/A N-01367-436834	PL09 234234	Amsterdam Street blk7654500, pink purple street	N/A bik7654500	Amsterdam Street	N/A N/A	N/A N/A	N/A N/A	16/10/2028 N/A		A-202303-007219 N/A	Pena N/A	View View			
	<ul> <li>N/A</li> <li>EN</li> <li>N/A</li> </ul>	/A N-01367-436834 /A	PL09 234234 CN1	Amsterdam Street blk7654500, pink purple street TestCN, Test Change Name	N/A blk7654500 TestCN	Amsterdam Street pink purple street Test Change Name	N/A N/A : N/A	N/A N/A N/A	N/A N/A N/A	16/10/2028 N/A N/A		A-202303-007219 N/A A-202306-007189	Pend N/A Pend	View View View			
	<ul> <li>N/A</li> <li>EN</li> <li>N/A</li> <li>N/A</li> </ul>	/A N-01367-436834 /A /A	PL09 234234 CN1 pl123123	Amsterdam Street bik7654500, pink purple street TestCN, Test Change Name bik2343pp, test st	N/A bik7654500 TestCN bik2343pp	Amsterdam Street pink purple street Test Change Name test st	N/A N/A e N/A N/A	N/A N/A N/A	N/A N/A N/A N/A	16/10/2028 N/A N/A N/A		A-202303-007219 N/A A-202306-007189 A-202306-007228	Pend N/A Pend Pend	View View View View			
	<ul> <li>N/A</li> <li>ENA</li> <li>ENA</li> <li>N/A</li> <li>N/A</li> <li>N/A</li> </ul>	/A N-01367-436834 /A /A	PL09 234234 CN1 pl123123 pl1	Amsterdam Street bik7654500, pink purple street TestCN, Test Change Name bik2343pp, test st 33	N/A blk7654500 TestCN blk2343pp N/A	Amsterdam Street pink purple street Test Change Name test st 33	N/A N/A 1 N/A N/A N/A	N/A N/A N/A N/A	N/A N/A N/A N/A N/A	16/10/2028 N/A N/A N/A N/A		A-202303-007219 N/A A-202306-007189 A-202306-007228 A-202308-008632	Pend N/A Pend Pend Pend	View View View View View			
	<ul> <li>N/2</li> <li>EN</li> <li>EN</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> </ul>	/A	PL09 234234 CN1 pl123123 pl1 PL01	Amsterdam Street blk7654500, pink purple street TestCN, Test Change Name blk2343pp, test st 33 Tanjong Pagar	N/A bik7654500 TestCN bik2343pp N/A N/A	Amsterdam Street pink purple street Test Change Name test st 33 Tanjong Pagar	N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A	16/10/2028 N/A N/A N/A N/A N/A		A-202303-007219 N/A A-202306-007189 A-202306-007228 A-202306-008632 A-202302-007081	Pend N/A Pend Pend Pend Pend	View View View View View			
	<ul> <li>N/2</li> <li>EN</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> <li>N/2</li> </ul>	/A	PL09 234234 CN1 pl123123 pl1 PL01 RenevalCL02	Amsterdam Street bik7654500, pink purple street TestCN, Test Change Name bik2343pp, test st 33 Tanjong Pagar RenewalCL02	N/A bik7654500 TestCN bik2343pp N/A N/A N/A	Amsterdam Street pink purple street Test Change Name test st 33 Tanjong Pagar RenewalCL02	N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A	N/A N/A N/A N/A N/A N/A	16/10/2028 N/A N/A N/A N/A N/A N/A		A-202303-007219 N/A A-202306-007189 A-202306-007228 A-202306-008632 A-202302-007061 A-202302-007061	Pend N/A Pend Pend Pend Pend Pend	View View View View View View			





< 1	Equipment Details			& Assign LEI	🕹 Expor	t To Excel 📧 View Submiss	ion 🕼 Start Submission	/ Edit	4	. Scroll down to bottom of
	L3 Equipment ID N/A		Equipment Type Car Lift			Equipment No (e.g., PL01) CL01				the page
€ *	Owner Name, ID ABC Audit Firm,		PTO Expiry Date N/A			Equipment Status Accepted By Owner			5	See Owner, Contractor &
0 0	sesting Contractor 9G ELEVATOR PTE LTD, T18SS0001A SPE, ID chester.muller, 33		Maintenance Contractor 9G ELEVATOR PTE LTD, T1 LEI, Reg No. N/A	8550001A		Of ELEVATOR PTE LTD, T18SS0 Commissioning Date	001A			SPE History
	Full Load Test Date N/A <u>Show more</u>		Next Full Load Test Expiry N/A	y Date		No Load Test Date N/A				
	PAST APPLICA (Renewal, Recommission an	ATIONS d New PTO History)	5 OWNER,	CONTRACTOR & SPE HISTORY		INSPEC	CTION HISTORY			
	III Display/Hide Columns									
4	ROLE	- NAME	÷ 1	D *	START DATE		END DATE	-		
					dd/mm/yyyy	۵	dd/mm/yyyy	8		
	Installation contractor	9G ELEVATOR PTE LTD	т	18550001A	10/07/2023		N/A			
	Test contractor	9G ELEVATOR PTE LTD	т	18550001A	10/07/2023		N/A			
0	Maintenance contractor	9G ELEVATOR PTE LTD	Т	18SS0001A	10/07/2023		N/A			
	SPE	chester.muller	3	3	10/07/2023		N/A			
€ ≺∎•	Corporate Owner	ABC Audit Firm			10/07/2023		N/A			



#### 8.5 View checklist history

9	uipment List								Create New	TO Application	Export All	Records	To Excel		List page
	Due for 5 Year Fu	II Load Test	1 Pe	Equipment nding Authorisat	tion By SPE		31 Equipe PTO Expiring	ment g in 3 Months		New PTO Applications jected by Owner				2.	Select th equipme
	6 Equipment	ents - BCA Comments	3	<b>1 Equipment</b>			27 Equip	ment commissioning	8 8	48 Applications					
-	* Assign LEI 🛛	Initate Recommissio	n PTO Application 🕒 Resur	ne New PTO A	pplication	ixport Selected Rec	ords To Excel			You an	e only allowed	d to inspect	equipment	3.	View the equipme
			ADDRESS	BLK A	STREET NAME		BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC	ACTION	application		
	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pena	View			
	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N/A	View			
	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend	View	-		
	N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View	-		
	N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View			
	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View			
	N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View			
	N/A	p17	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View			





۲ ۲	Equipment Details		٤.,	Assign LEI 🛃 Expor	t To Excel	C Start Submission	C Edit	4.	Scroll down to bottom of the
	Equipment ID N/A Owner Name, ID Jurong Town Corporation, 180079784F Testing Contractor Tai Hee Engineering, 180079784H SPE, ID chester.muller, 33 Full Load Test Date N/A		Equipment Type StairChair Lift PTO Expiry Date N/A Maintenance Contractor N/A LEI, Reg No. N/A Next Full Load Test Expiry Date N/A		Equipment No (e.g., PLO1) KY03 Equipment Status Pending Owner Acceptance Installation Contractor N/A Commissioning Date N/A No Load Test Date N/A			5.	page See inspection checklist history
	PAST APPLICATIONS (Renewal, Recommission and New PTO Histor	n	OWNER, CONTRACTOR & SPE	HISTORY	INSPECTIC	IN HISTORY 5			
0	APPLICATION TYPE	APPLICATION ID	<ul> <li>INSPECTION</li> <li>dd/mm/yyyy</li> <li>22/06/2023</li> </ul>	DATE	INSPECTION TYPE     No Load Test	ACTION			
G	4						×		





### 8.6 Download submission report for equipment

	uipment List			17					Create New PTO	Application	Export All	Records	Excel 1. Go	:o ipment List e
→ = ©	O Equipment Due for 5 Year Full      O Equipment Pending amendment	Load Test ents - BCA Comments	1 Pe	Equipment nding Authorisa <b>1 Equipment</b> Igoing Renewal	tion By SPE		31 Equip PTO Expirin 27 Equip Ongoing Re	ment g in 3 Months ment commissioning	S A N Rejec 8' 848	ew PTO Applications ed by Owner Applications need to me			2. Sele equ	ct the ipment
844	Assign LEI	Initate Recommissio	III Display/Hide Columns	BLK	pplication 1	Clear All Column Fi	ords To Excel	PTO EXPIRY DATE 🔺	Q Search III Scan/Upload QR	Code You are of for Ren after ye	only allowed ewal and Recr u scan/uplea	to inspect o ommission a d QR code. ACTION	agenten sication 3. View equ	v the ipment
2								dd/mm/yyyy	dd/mm/yyyy 😁		3		Scroll dowr	to bottom
	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pena	View	of the p	age
D	EN-01367-436834	234234 CN1	blk7654500, pink purple street	bik7654500 TestCN	pink purple street	N/A	N/A	N/A	N/A	N/A A-202306-007189	N/A Pend	View		
0	N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View		
Q	N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View	**	
0	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View	**	
0	N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View		
<b>e</b>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View		



<	Equipment Details		ک Assign LEI ک Export To Excel ۲۰ View Submission ۲۰ ۲	Start Submission de Edit	Scroll down the page.
	Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) CL01		4. See Inspection History
© © ⊡ I+ % [	Owner Name, ID ABC Audit Firm, Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A SPE, ID chester.muller, 33	PTO Expiry Date N/A Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A LEI, Reg No. N/A	Equipment Status Accepted By Owner Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A Commissioning Date N/A		5. Look for the PTO application record
l	Full Load Test Date N/A Show more  PAST APPLICATIONS	Next Full Load Test Expiry Date N/A	No Load Test Date N/A	PV	<ol> <li>Click "View" for more details and download the report from</li> </ol>
	(Renewal, Recommission and New PTO History) III Display/Hide Columns	OWNER, CONTRACTOR & S			there
4	APPLICATION TYPE APPLICATION New PTO A-202307-00	ID INSPECTION DATE dd/mm/yyyy 1433 10/07/2023	INSPECTION TYPE  No Load Test	ACTION 6 7 View Download PDF	7. Click "Download PDF"
0					<b>Note:</b> Only completed submissions will be reflected.



<	View Inspection		1	Download PDF (•)	SPE can view inspection details
	Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232		1. SPE can download
0 X	Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner		PDF from this page
+	Testing Contractor 9G ELEVATOR PTE LTD, T185S0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q		OR
٢	SPE, ID chester.muller, 33 <u>Show more</u> ~	LEI, Keg No. N/A	Commissioning Date N/A		2. Scroll down the page.
<	Building/Estate Name N/A	Road Name testing signsg	Block/House No blk3244ssd		2 Download the
ф С	Floor Number N/A	Division N/A	Postal Code N/A		inspection report has
	Contractors Contractor Type	Contractor Name	Contractor UEN		been signed by the SPE
+ 3	Test contractor Contractor Type Maintenance contractor	9G ELEVATOR PTE LTD Contractor Name 9G ELEVATOR PTE LTD	T18SS0001A Contractor UEN T18SS0001A		
0	Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q		
	Upload List A-202307-008026_p1232_testing signsgpdf Document has been authorised by chester.muller on 02/08/2023 12:40	3 4 Download		٤	
	ACOP Type Test Cert_ACOP Protection Means.pdf DefaultInspectionDocument & Download			_	
2	Upload By Officer				
	No files uploaded			£	
()	Applicable Standard(s)				
G	Applicable standard	Remarks			



### 8.7 Exporting equipment details to excel

	1.	k quipment List		111-41	-17						Create New PTO Application	Export Al	I Records	To Excel	1.	Begin by selecting the equipment list
<i>У</i> → =		O Equipment     Due for 5 Year Fu	II Load Test		1 Equipment Pending Authorisa	tion By SPE		31 Equipr PTO Expiring	nent j in 3 Months		3 New PTO Application Rejected by Owner	s				from the sidebar
0 0		6 Equipment Pending amendr	ents - BCA Comments	on PTO Application	31 Equipment Ongoing Renewal	pplication	Export Selected Reco	ords To Excel	ment commissioning		848 Applications Assigned to me				2.	Then select
	8	48 / 848 equipment(s)	1 item(s) selected	III Display/Hide Column	s Group	By Column	Clear All Column Fil	BUILDING NAME	PTO EXPIRY DATE	Q Search IR	Scan/Upload QR Code	are only allowe lenewal and Re r you scan/uplo APPLIC	d to inspect commission ad QR code. ACTION	equipment application		equipment(s) from
		N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend	View			equipment list
	2),	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N/A	View	-	3.	Click on export
	0	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend	View	-		to excel
	C	N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend	View	-		
	T	N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View			
	0	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend	View			
()	1	N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View	-		
€- ∢   ▶	0	) N/A	p17	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View	-		





								4	Check all the
							Z Address	- <b>-</b>	
JE LEVE	🕨 🔲 All 🔲 Litts 🤌 Escalator								required
*							Street Name		required
							Postal Code		information to
							Z Building Name		information to
Equipment Lie							Z Application ID		
Equipment Lis	st.						Date of application		export
							Application Status		• · · <b> </b> • • · •
0 Equipme	ent		2 69	uipment			Application Type		
Due for 5 Vis	ar Full Load Test		Pendir	g Authorisation By SPE			Payment Status		
-							Z Payment Method	F	Click over
0 Equipme	ent		3 Eq	uipment			Year of Installation	5.	Click export.
Pending area	eridments - BCA Comments		Ongoi	ng Renewal			Make		
							Model		
2* Assign LEI	C Initate Recommission PTO Application	Resume New PTO Applicat	ion ±	Export Selected Reco	ords To Excel		Capacity		
							ARD Brand		
1579 / 1579 equipm	ment(s) 10 itemps selected III Display	/Hide Columns B Group By	Column	Clear All Column	Filters		ARD Model		
							V UPS Brand		
EQUIPMENT ID	- EQUIPMENT NO	ADDRESS	BLK -	STREET NAME	POSTAL CODE -	BUILDING NAME	2 UPS Model		
0							Machine room/Machine Roomless		
							Rated Load		
D N/A	842116	SYST	N/A	SYST	N/A	NA	A Rate Speed		
					-	1000	Cabin Height		
<b>u</b> 100					169		Colling Colling		
O N/A	PLOT	991, hougang street	991	hougang street.	N/A	N/A	a cauntengun		
				-			With		
CI NVA	PLID (DO NOT TOUCH THIS EQUIPMENT	3 305, tampines street 40		sampines street 40	N/A	NC/A	2 San		
C N/A	p1004423	bik2342, test.	b/k2342	test	N/A	N/A	2 Leadth		
							Rise		
	C-004		N/A		I NOA	NUA	No Load Test Date		
N/A	pH23	bik3436, round robin, 44, 44 -	09434315	Abund robin	123456	- 44	Full Load Test Date		
		44, 123459					Next Full Load Test Expiry Date		
2 N/A		- 12	N/A		N/A	N/A	Code of Standard		
D N/A	NUMPA	billiatesta test 234234, 234234	ALL STATE	1est 214234	14/4	214214	Vowner Name		
							C Owner Email		
D N/A	p012423	bikeditis, bikeditis, 34, 4 - 4,	DREETER	blieditix	(44444)	м	Owner Representative Status		
							Vowner Representative Name		
Showing 1 to 10 of	( 1579 results						Owner Representative Email		
							Z Maintenance Contractor		
							Z Test Contractor		
							Specialist Professional Engineer		
							C Lift Escalator Inspector		
							PTO Approved Date		
0							Development Type		
							Cancel Export		





Г

### 8.8 Export all equipment to excel

				<ol> <li>Select export all records to Excel</li> </ol>
Equipment List			SPE (User Manuar) Marianne Rubers 20240	(No equipment needs to be selected as this function exports all
Due for 5 Your Full Load Text	2 truipment Perding Authorization by SPE	3 topulpment PTO bupining in 1 Months	O New PTO Applications Rejected by Owner	records).





	2. Check the
ARD Brand 2	details to
Z ARD Model	
Equipment List	be
Z UPS Model	exported
Machine room/Machine Roomless	
Du Equipment I Equipment I Equipment Ref 5 Year Full Load Text Pending Authorisation By SPE Ref Load	
Z Rated Speed	3. Select
Stational 21 triant	ovport
Pending amendments - BCA Comments Orgonizing Renewal Cabin Breadth	export
Cabin Length	
Speed	
A Assign Let B minare Recommission Pro Apprication 🔛 Resume Year Pro Apprication 👱 Deput selected	
Span	
37 or o equipmento) o itemis selected in Display/ride Column a Group by Column a Group by Column Z Length	
EQUIPMENT ID * EQUIPMENT NO * ADDRESS * SIK * STREET NAME * POSTAL CODE * EN NO LOBOR IEST DATE	
Code of Standard	
N/A PL01 Guillemard Road N/A Guillemard Road N/A	
Z Owner Representative Name	
NVA ESCUTa 9/1, Ang Mo kio Avenue, 301231 9/1 Ang Mo kio Avenue 301231     Owner Representative Email     Owner Representative Email	
Maintenance Contractor	
Test Contractor	
Specialist Professional Engineer	
✓ Lift Escalator Inspector	
✓ PTO Approved Date	
I Development Type 3	
Cancel Export	


Excel Export Requests	reer. Blasse cherk bark in a few minuter (Burefeshim this name ). Do note th	nat flav file will be downloaded as one cor file		all download, it will
15 / 15 request(s) III Display/Hide Columns	cease y news encorrotter in a year minimus y by renearing any pagety, bo more a			downloading page.
REQUEST DATE/TIME	A REQUEST STATUS	PROCESSED DATE/TIME	ACTION	
11/07/2023 12:42:40	Processing	~      N/A	Download	Because of the large
06/03/2023 18:09:43	Success	06/03/2023 18:11:15	Download	quantity of items being
03/03/2023 15:26:15	Success	03/03/2023 15:27:02	Download	transferred to excel,
09/01/2023 09:59:25	Success	09/01/2023 10:01:07	Download	the download may
06/01/2023 18:45:46	Success	06/01/2023 18:49:01	Download	take some time
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	Please return in a
06/01/2023 15:57:54	Success	06/01/2023 16:11:51	Download	couple of minutes to
06/01/2023 15:54:39	Success	06/01/2023 16:07:47	Download	check if the system has
Showing 1 to 10 of 15 results		Rows per page 10 v	First < 1 2 > Last	finished generating
				Once ready, the
				download button will
				no longer he greved
				no longer be greyed
				out.



## 9 Assign LEI

The steps below outline the way in which the SPE can assign an LEI. SPE's can assign LEIs to assist with inspection renewal PTO. LEIs can be assigned at any time. However, in terms of renewal application when LEI is to be involved, LEI needs to be assigned beforehand whereby the LEI can then go down onsite to do inspection.

														equipmen
O Equip Due for 5	ment Year Full Load Test	0	1 Equipment Pending Authorisa	ition By SPE		B B Equipment PTO Expiring in 3 Mo	onths		S New PTO A Rejected by Ow	applications ner				list from th sidebar
6 Equip	ment mendments - BCA Comments	ی ا	31 Equipment Ongoing Renewal			27 Equipment Ongoing Recommiss	ioning		848 Applica Assigned to me	itions				
Assign LEI	3 Initate Recommiss	on PTO Application	esume New PTO A	Application	Export Selected Records Tele	io Excel							2.	Then seleo the desire
31 / 848 equipme	nt(s) 1 item(s) selected	III Display/Hide Column	s 🗄 Group I	By Column	Clear All Column Filters		C	R Search 🖽	Scan/Upload QR Code	You are only allow for Renewal and R after you scan/upl	ed to inspe ecommissie oad QR cod	t equipment n application e.		equipmen
E EQUIPMENT		ADDRESS	÷ BLK ÷	STREET NAM	e 🔶 POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	A NEXT FULL I	OAD TEST EXPIRY DATE	APPLICATION ID	ACTION			from
2							dd/mm/yyyy	dd/mm/yyy	y 🗎					equipmer
L428	pltestgiro1	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View	_		list to
🗆 L434	pltestgiro4	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View			renewed
□ L430	pltestgiro6	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View			
🗌 L431	pitestgiro5	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View		3.	Select ass
L427	pitestgiro9	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View			LEI buttor
E67	E3212	dsavsa	N/A	dsavsa	N/A	N/A	31/10/2023	N/A		A-202310-043463	View			
	312312	blk329erkd, test st	bik329erkd	test st	N/A	N/A	31/10/2023	24/08/202	8	A-202310-043427	View		Note:	
L397	nitestaira8	12	N/A	12	N/A	N/A	31/10/2023	N/A		A-202310-043427	View		SPE ca	an only assi
L397	pricinginou													



Assign LEI  Clear All Column Filters									4.	Click on the dropdown to select LEI
EQUIPMENT ID & EQUIPMENT NO & ADDRESS & BLK & L08833	STREET NAME	POSTAL CODE A N/A	BUILDING NAME	EQUIPMENT STATUS A	Car Lift	APPLICATION STATUS	APPLICATION TYPE	OWNER NAME & ID	5.	Click Save
Showing 1 to 1 of 1 results							Rows per page	10 V First < 1 > Last		
Select the LEI's Name	4	Alvin Shanahan edit   L	EI-00031					٥		
		Remove LEI Assignm	nent					5		
								Close Save		





# 10 Viewing equipment in PTO application list

#### 10.1 If Application ID is known upfront

					If you are aware of the Application ID, you may proceed with:
	s				<ol> <li>Select PTO Application List from sidebar</li> </ol>
APRUKATION DATE         A           Idd/mm/yyyy         Image: Comparison of the second s	APPLICATION TYPE	APPLICATION ID A-202310-043522	PLAN SUBMISSION NO	ACTION View	2. Enter Application ID
				3	<ol> <li>Select view for desired equipment, or view submission</li> </ol>
					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.



## 10.2 If Application ID is not known upfront

= ₽ ₽	1	Quipment List	Load Test		quipment	tion By SPE		31 Equipr PTO Expiring	nent 2 in 3 Months		Create New PTO	Application	Export Al	Records	To Excel	you may proceed with:
11 (0) (0)		6 Equipment Pending amendm	ents - BCA Comments	31 Ong	Equipment poing Renewal			27 Equip	ment commissioning		& 848 Assign	Applications red to me				1. Go to Equipment List page
	84	Assign LEI	Initate Recommissio	III Display/Hide Columns	e New PTO A	b By Column	xport Selected Reco	rds To Excel		Q Search III S	Scan/Upload QR	Code You are for Ren after yo	only allowe ewal and Re u scan/uplo	d to inspect commission ad QR code.	equipment application	2. Select the equipment
	2	<ul> <li>EQUIPMENT ID *</li> <li>N/A</li> <li>EN-01367-436834</li> </ul>	PL09	Amsterdam Street	N/A bik7654500	Amsterdam Street	N/A	N/A	dd/mm/yyyy	dd/mm/yyyy 16/10/2028		APPLICATION ID A A-202303-007219	APPLIC Pend	View		3. View the equipment
		<ul> <li>N/A</li> <li>N/A</li> </ul>	CN1 pi123123	TestCN, Test Change Name bik2343pp, test st	TestCN blk2343pp	Test Change Name	N/A N/A	N/A N/A	N/A N/A	N/A N/A		A-202306-007189 A-202306-007228	Pend	View		Note:
		N/A N/A	pl1 PL01	33 Tanjong Pagar	N/A N/A	33 Tanjong Pagar	N/A N/A	N/A N/A	N/A N/A	N/A N/A		A-202308-008632 A-202302-007081	Pend Pend	View View		Most often the best way to search would be via
0		N/A N/A	RenewalCL02 pl7	RenewalCL02 33	N/A N/A	RenewalCL02	N/A N/A	N/A N/A	N/A N/A	N/A N/A		A-202307-007379 A-202308-008632	Pend	View View		the PTO expiry date.



E B	Equipment Details			گ Assign LE	El 🕹 Export To Ex	cel 📧 View Submission 🕫 Start Submission	C Edit	4.	Scroll down to bottom of the page
■ c ->> + _n © ©	Equipment ID N/A Owner Name, ID ABC Audit Firm, Testing Contractor 9G ELEVATOR PTE LTD, T18550001A SPE, ID chester.muller, 33 Full Load Test Date N/A Show more		Equipment Type Car Lift PTO Expiry Date N/A Maintenance Contractor 9G ELEVATOR PTE LTD, T18550001A LEI, Reg No. N/A Next Full Load Test Expiry Date N/A		Equ CLO Equ Ac 9G I Con N/A No N/A	ipment No (e.g., PL01) 1 ipment Status scepted By Owner allation Contractor ELEVATOR PTE LTD, T18550001A nmissioning Date		5.	See Past Applications and note down the Application ID, and refer to Section 9.1
4	PAST APPLICATIONS (Renewal, Recommission and New PTO History III Display/Hide Columns APPLICATION TYPE New PTO	APPLICATION ID	OWNER, CONTRA	DATE dd/mm/ygyy 10/07/2023	Ê	APPLICATION STATUS	*		



## 11 Profile and user management

Note: SPE name is not allowed to be edited. Should you require any changes, please approach BCA for assistance.

		Profile	
		SPE Details	
<u>→</u>	2	ld	9
		SPE NRIC	*****8281
@ @	1	SPE Name	susie43
		Address Details	
		Block/House Number	blk99
		Street Name *	test 99
		Floor Number	99
		Unit Number	99
		Building/Estate Name	99
		Postal Code	999999
()		Contact Details	



#### 11.1 Changing address details

	Profile		1.	Begin by selecting profile
0 37	SPE Details			and user
↓	ld	9		management
	SPE NRIC	*****8281	2.	Key in changes
❷ 1 ⊕	SPE Name	susie43		to address
	Address Details		3.	Check
	Block/House Number	blk99		declaration
	Street Name *	test 99	4.	Select save
	Floor Number	99		
	Unit Number	99		
	Building/Estate Name	99		
	Postal Code	999999		
1	I declare that the contact information provided above is accura Iegislation or any other official correspondence can be served o	te. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary on me through the email address provided above.		
		Cancel Q Save		



#### 11.2 Changing contact details (email)

			1.	Select profile and
				user
۵۵ ۲	Profile			management
0	SPE Details			
y 1	Id	33	2.	Go to Contact
	SPE NRIC			Details
<b>e</b> 1	SPE Name	chester.muller		
9	Address Details		3.	Click on the
	Block/House Number			textbox and a
	Street Name *			blue border will
	Floor Number			blue border will
	Unit Number			
	Building/Estate Name			ensure the
	Postal Code			textbox is clicked
	Contact Details	4		and in active
	Email*	XXX.@gmail.com Send OTP		state. Fill your
	• • • • • • • • • • • • • • • • • • •	Email Verification!		email address.
		Please click on 'Send OTP' to get a One Time Parsword to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.		
	Phone *	65 52402338	1	Click on Send
			ч.	
0	I declare that the contact information provided above is accurate. Notices and documents under the built of the built o	ang mantenance and strata management Act 2004 ( BMSNIA ) and its subsidiary regislation or any other official correspondence can be served on the innough the email address provided above.		UIP
€÷ ∢ ▶		Cancel G Save		
		_		





ti    c ½ → a ©	Profile O OTP Sent SPE Details Id SPE Name	33	5.	A green successful message "OTP Sent" will be
0	SPE Name	chester.muller		displayed
	Address Details		6.	A message to
	BIOCK/TOUSE NUMBER			inform OTP has
	Floor Number			been sent, with a
	Unit Number			countdown timer
	Building/Estate Name			of 2 minutes to
	Postal Code			request resend
	Contact Details			OTP. After 2
	Email *	XXX.@gmail.com Send OTP		minutes, the
© @	Prore *	Verkator	7.	"Resend OTP" button will be enabled. A textbox will be displayed with a "Validate" button



٢	Profile		8	3. Click on the
≡	O TTP Sent			textbox and a
Ŀ	SPE Details			blue border will
-	ld	33		be shown to
۲	SPE NRIC			ensure the
¢	SPE Name	chester.muller		textbox is clicked
	Address Details			and in active
	Block/House Number			state. Fill the
	Street Name *			OTP sent to your
	Floor Number			, email.
	Unit Number			
	Building/Estate Name		6	9. Click Validate
	Postal Code		-	
	Contact Details			
	Email *	XXX.@gmail.com Send OTP		
	0	102775 Validate		
		Email Verification  Preservice of DFP to get a One-Time Resonant to verify your email.  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and there time Instrument forder  Preservice of the minimate and the minimat		
•	Phone *			
÷		568225982 C0	•	



	Profile			10. A message to
0	© Email Verified		- 1	inform Email
+	SPE Details			verified
	ld	33		
@ @	SPE NRIC			11. A green
	SPE Name	chestermuller		"Verified" tag
	Address Details		- 8	will be shown
	Block/House Number			
	Street Name *			12 "Sand OTP" will
	Floor Number			12. Send OTP Will
	Unit Number			be hidden as the
	Building/Estate Name			email has been
	Postal Code			verified. Should
	Contact Details	( <sup>1</sup> )		there be any
	Email *	XXX.@gmail.com	Send OTP	changes to the
		Email Verification!		email, repeat
		Rese click on "Send OTP" to get a One Time Resensed to verify your email. Rese wait for a few minutes and dheck your inbox, junk or speen folder.		Sten 3
•	Phone *	65 52402338		5100 5
Ð	Ideclare that the contact information provided shows is accurate. Notices and documents upday the Bi	ilidion Maintenance and Strata Management Act 2004 (*BMSMA*) and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.		Noto
Waiti	ng for www2-uat.bca.gov.sg		v	Note:
				You would be required
				to validate your email
	Contact Details			with OTP.
	Email 12	XXX.@gmail.com		
	Verified UP			The OTP may arrive in a
		65 524122386		few minutes time, and
				will expire in 3 hours
				win expire in 5 nours.
				There is no need to
				select declaration to
				apply changes to the
				email address.



### 11.3 Changing contact details (phone number)

Profile		1.	Select profile and user management
SPE Details			
ld	33	2.	Go to Contact Details
SPE NRIC D			
SPE Name	chester muller	3.	Click on the textbox
			and a blue border will
Address Details			be shown to ensure th
MAAN TOUSE (MILLINE)			textbox is clicked and i
Street Name *			active state. Fill your
Floor Number			nhone number
Unit Number			phone number
Building/Estate Name			Francisco accurtur, acida /:
Postal Code		4.	Ensure country code (I
Contact Details 2			digit) is entered
Email * Verified	XXX.@gmail.com		Coloct declaration
Phone *	4 65 52402338 3	5.	Select declaration
I declare that the contact information provided above is accur	rate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the	C C	Sava
email address provided above.		0.	Save
	Cap G Save		
		Note:	
		You w	ould not be required to
		valida	te your phone number
		with C	OTP at the moment.
		You w	ould need to select
		declar	ation before "Save" is
		enable	ea



## 12 Notifications

In this section, SPE can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to <u>Section 10.2 Changing contact details (email)</u>. Some emails would not be sent if the equipment is terminated or suspended.

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

- 1. Renewal alert 3 months
- 2. Full load test alert 3 months
- 3. Change in equipment status Weekly
- 4. Change in application status Weekly
- 5. Preferred Channel Email

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

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.





Full-load Test Alert     2 months       I vant to receive an alert at least months before full-load     2 months       G at months     3 months       G at months     5 months	Notification Setting Renewal Alert I want to receive an alert at least months/weeks before PTO expiry.	<ul> <li>1 month</li> <li>2 months</li> <li>3 months</li> <li>4 months</li> <li>4 months</li> <li>5 months</li> <li>2 weeks</li> </ul>	2.	Settings from sidebar Change frequency for – Renewal Ale / Full Load Test Alert / Equipment status / Applicatic
	Full-load Test Alert I want to receive an alert at least months before full-load test due date.	<ul> <li>2 months</li> <li>3 months</li> <li>4 months</li> <li>5 months</li> </ul>		status / Preferred channels



B ■ = *	Change in Equipment Status I want to be notified of all changes in Equipment Status.	<ul> <li>Real-Time          <ul> <li>Real Time is not recommended if you have a lot of equipment.</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>None</li> </ul> </li> </ul>		<ul><li>3. If there are differences in the selection, Save Changes will be enabled</li><li>A success message will</li></ul>
• <b>≟</b> @	Change in Application Status I want to be notified of all changes in Application Status.	<ul> <li>Real-Time  <ul> <li>Real Time is not recommended if you have a lot of equipment.</li> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>None</li> </ul> </li> </ul>		appear to indicate that the notification change has been successful. <b>Note:</b>
I	Preferred Channels Select channels	Email     XXX.@gmail.com	3	so that all email notifications will be sent.
			Cancel Save Changes	