



User Manual

For the BCA-LEAP Application

Role	SPE
Version	1.10
Date	14 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 Notification
1.6	7 August 2023	Revision of Section 2 Renew PTO Application 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 (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 Log	1
1 Introduction.....	6
1.1 Terminology Used.....	6
1.2 Statuses used in LEAP	7
1.2.1 Application Status.....	7
1.2.2 Equipment Status	8
1.2.3 Inspection Status	8
1.2.4 Payment Status.....	9
1.2.5 Refund Status	9
1.3 Flow of SPEs main functions	10
1.3.1 SPE flow: Renewal process.....	10
1.3.2 SPE flow: Create New PTO process	11
1.3.3 SPE flow: Recommission process	12
1.4 Logging into the system.....	13
1.5 The Dashboard.....	14
1.6 Equipment list.....	15
1.7 Smart Filter View	16
1.7.1 View all equipment assigned.....	17
1.7.2 View equipment pending amendments - BCA comments.....	18

1.7.3	View equipment with pending recommission	19
1.7.4	View equipment rejected by Owner	20
2	Renew PTO application	21
2.1	Bypass QR code scanning for PTO renewals.....	32
3	New PTO applications	35
3.1	Creating New PTO Application for Corporate Owners	35
3.2	Creating New PTO Application for Home Owners.....	38
3.3	Change Owner after adding Equipment during New PTO application.....	43
3.4	Delete Equipment for New PTO Application – Method 1	46
3.5	Delete Equipment for New PTO Application – Method 2	52
3.6	Duplicate Equipment for New PTO Application	56
4	Resume New PTO Application.....	61
5	Recommission PTO Application.....	68
6	Retrieve/ Resume / Delete draft inspection	78
7	Amend SPE inspection.....	83
8	Equipment details.....	88
8.1	Advanced filter (Search)	89
8.2	Editing equipment details.....	91
8.3	View past applications.....	95
8.4	View Owner, Contractor and SPE history	97
8.5	View checklist history	99
8.6	Download submission report for equipment	101

8.7	Exporting equipment details to excel	104
8.8	Export all equipment to excel	106
9	Assign LEI	109
10	Viewing 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	Profile 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	Notifications	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 works	Major alteration or replacement works carried out on any lift or escalator specified in the first column of Part 2 of the Second Schedule of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016

1.2 Statuses used in LEAP

1.2.1 Application Status

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

¹ Temporarily not applied in LEAP

1.2.2 Equipment Status

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

1.2.3 Inspection Status

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

1.2.4 Payment Status

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

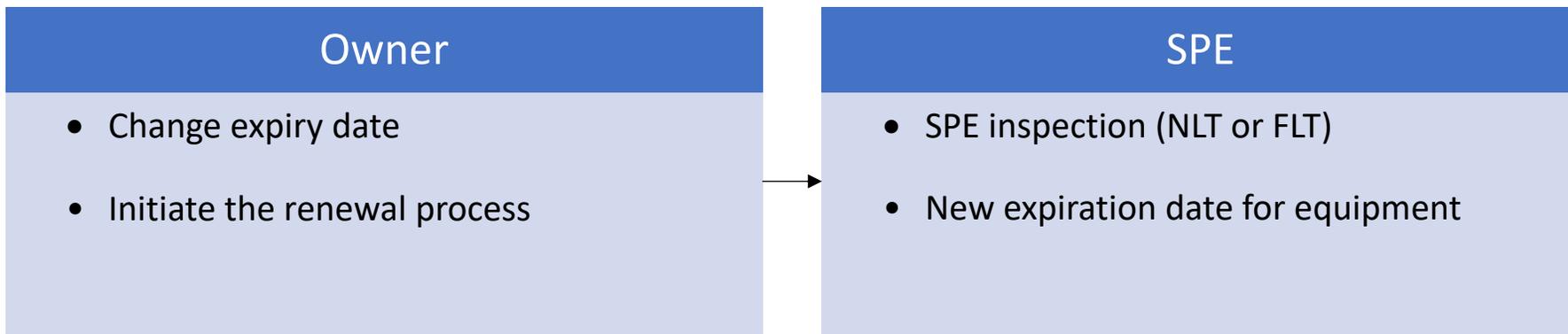
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

1.3 Flow of SPEs main functions

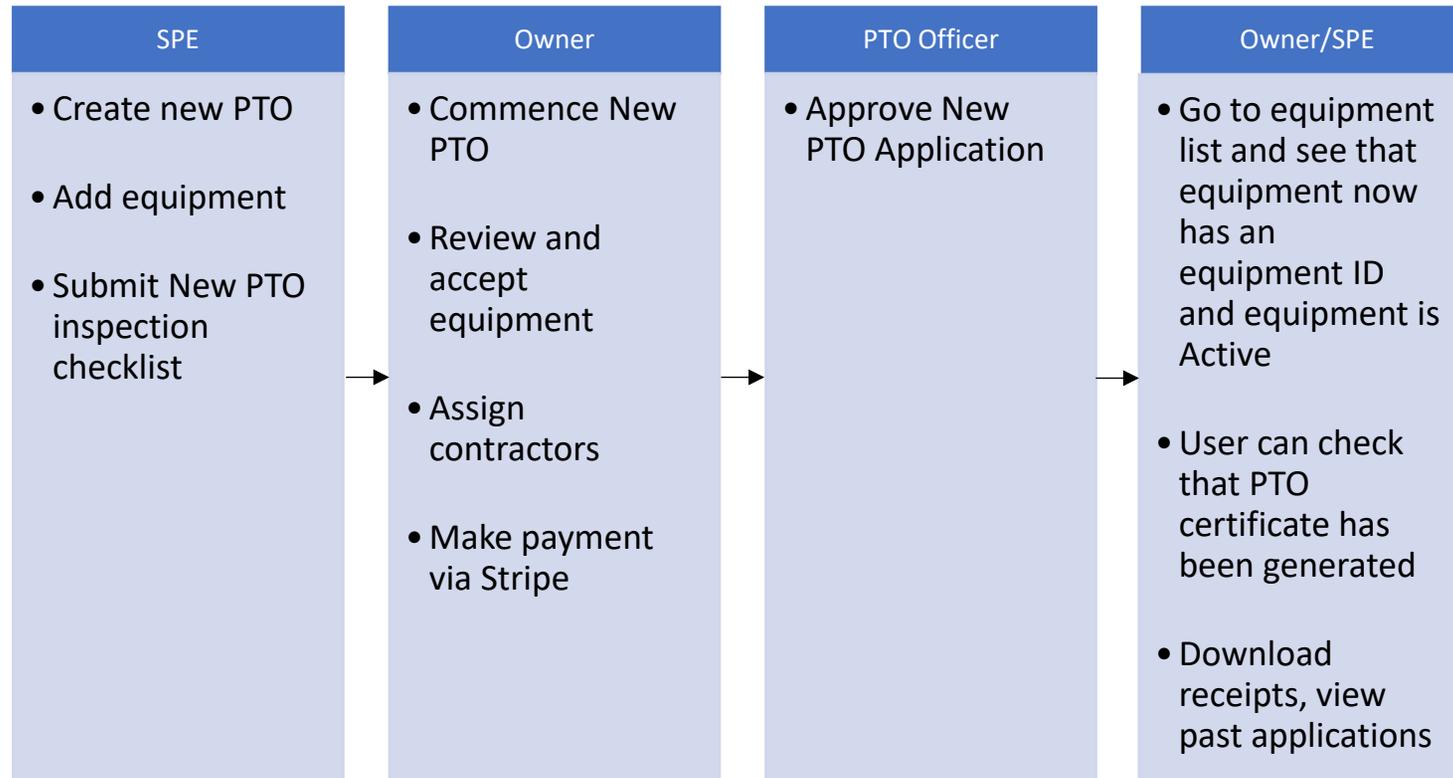
The three main functions of the LEAP system are for SPEs to assist Owners in renewing PTOs, creating new PTOs as well as to recommission PTOs. This section will be used to elaborate on the flow of these 3 main uses.

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 [Section 2](#)**. 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

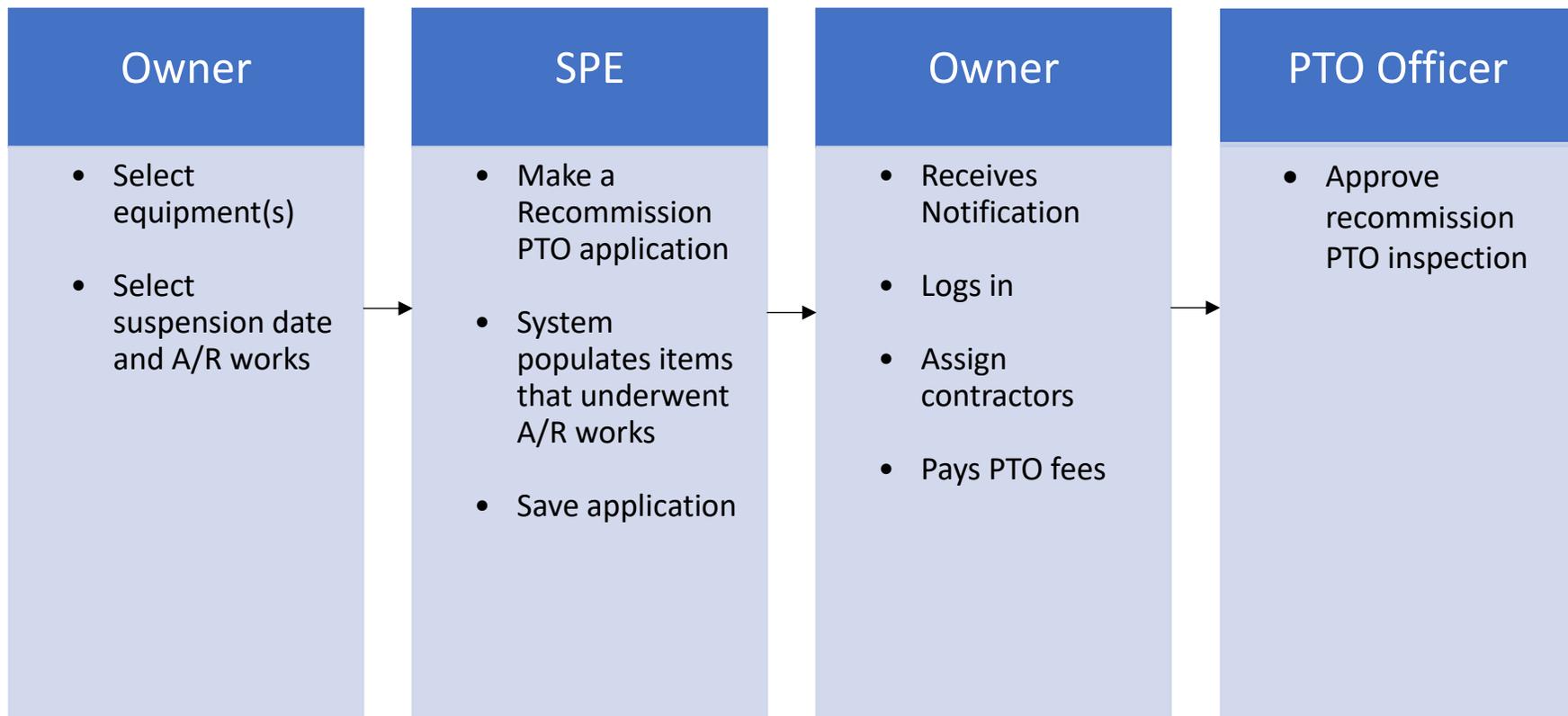


The process of creating a new PTO application begins with the SPE (with an Application ID created for identification). Once created, the SPE conducts the inspection and then routes it to the Owner. The Owner will then receive an email alert and can then commence the new PTO on their end which would include checking the details of the newly created PTO, accepting it and making payment. **The full process for Owners is outlined in [Section 3](#).** 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.

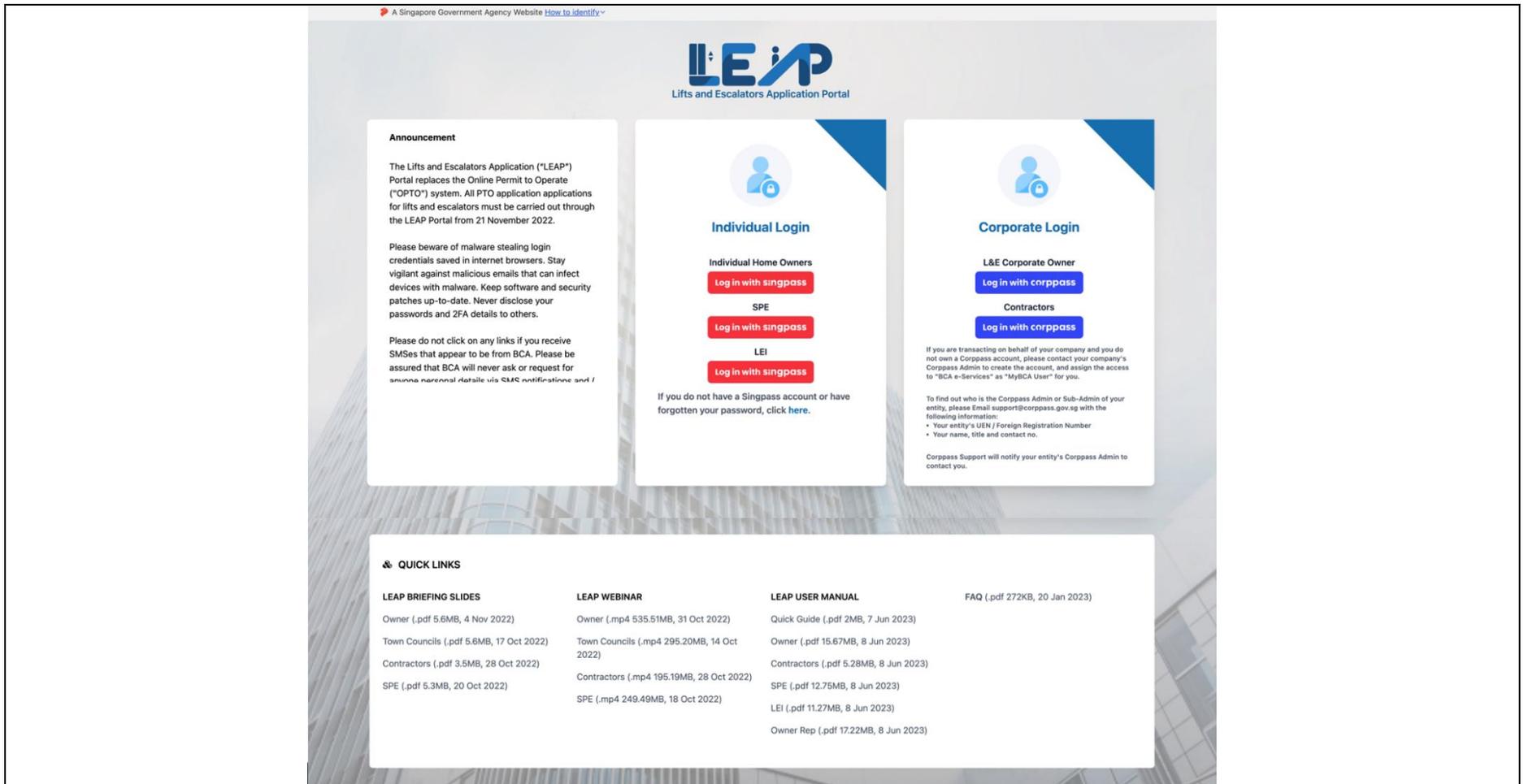
1.3.3 SPE flow: Recommission process

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 [Section 5](#)**. 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.



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 further 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 dashboard features a top navigation bar with icons for home, menu, notifications, search, and settings. A yellow alert banner at the top states: "The PTO for 6 equipment(s) need your attention. Please proceed to check the Application." Below this, three summary cards are displayed:

- 814 Equipments** In Equipment List (View all)
- 31 Equipment** Ongoing Renewal (View all)
- 27 Equipment** Ongoing Recommissioning (View all)

A "Draft" section contains a table of records:

ID	Status	Contractor	Owner	Auto-deletion Date	Resume	Delete
p1123123 / 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
KY05 / N/A Yanglo Street	NewPto	E M SERVICES PRIVATE LIMITED (Testing Contractor)	AMKT council edit 20231019 (Owner)	Will be auto-deleted on 01/12/2023	Resume	Delete
KY06 / N/A Yanglo Street	NewPto	E M SERVICES PRIVATE LIMITED (Testing Contractor)	AMKT council edit 20231019 (Owner)	Will be auto-deleted on 20/12/2023	Resume	Delete
TESTGIROE105 / E24 TESTGIRO	Renewal	9G ELEVATOR PTE LTD (Testing Contractor)	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](#)

0 Equipment
 Due for 5 Year Full Load Test

1 Equipment
 Pending Authorisation By SPE

31 Equipment
 PTO Expiring in 3 Months

3 New PTO Applications
 Rejected by Owner

6 Equipment
 Pending amendments - BCA Comments

31 Equipment
 Ongoing Renewal

27 Equipment
 Ongoing Recommissioning

848 Applications
 Assigned to me

[Assign LEI](#)
[Initiate Recommission PTO Application](#)
[Resume New PTO Application](#)
[Export Selected Records To Excel](#)

848 / 848 equipment(s) 0 item(s) selected
 [Display/Hide Columns](#)
[Group By Column](#)
[Clear All Column Filters](#)

Search
 [Scan/Upload QR Code](#)

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

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

1.7 Smart Filter View

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

The screenshot displays the 'Equipment List' interface. At the top, there are two buttons: 'Create New PTO Application' and 'Export All Records To Excel'. Below these are several smart filter cards, each with a count and a description:

- 0 Equipment: Due for 5 Year Full Load Test
- 1 Equipment: Pending Authorisation By SPE (highlighted with a red box)
- 31 Equipment: PTO Expiring in 3 Months
- 3 New PTO Applications: Rejected by Owner
- 6 Equipment: Pending amendments - BCA Comments
- 31 Equipment: Ongoing Renewal
- 27 Equipment: Ongoing Recommissioning
- 848 Applications: Assigned to me

Below the filter cards, there are action buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A status bar shows '848 / 848 equipment(s) 0 item(s) selected'. There are also controls for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. A search bar and a 'Scan/Upload QR Code' button are present. A yellow warning message states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.'

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend 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.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are buttons for 'Create New PTO Application' and 'Export All Records To Excel'. The dashboard features several summary cards:

- 0 Equipment Due for 5 Year Full Load Test
- 0 Equipment Pending Authorisation By SPE
- 19 Equipment PTO Expiring in 3 Months
- 9 New PTO Applications Rejected by Owner
- 14 Equipment Pending amendments - BCA Comments
- 19 Equipment Ongoing Renewal
- 39 Equipment Ongoing Recommissioning
- 1278 Applications Assigned to me** (highlighted with a red box)

At the bottom, there are buttons for 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A sidebar on the left contains navigation icons for home, search, and settings.

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

[+ Create New PTO Application](#) [↓ Export All Records To Excel](#)

0 Equipment Due for 5 Year Full Load Test	0 Equipment Pending Authorisation By SPE	19 Equipment PTO Expiring in 3 Months	9 New PTO Applications Rejected by Owner
14 Equipment Pending amendments - BCA Comments	19 Equipment Ongoing Renewal	39 Equipment Ongoing Recommissioning	1278 Applications Assigned to me

[Assign LEI](#) [Initiate Recommission PTO Application](#) [Resume New PTO Application](#) [↓ 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 PTO Application](#) [Export All Records To Excel](#)

0 Equipment Due for 5 Year Full Load Test	0 Equipment Pending Authorisation By SPE	19 Equipment PTO Expiring in 3 Months	9 New PTO Applications Rejected by Owner
14 Equipment Pending amendments - BCA Comments	19 Equipment Ongoing Renewal	39 Equipment Ongoing Recommissioning	1278 Applications Assigned to me

[Assign LEI](#) [Initiate Recommission PTO Application](#) [Resume New PTO Application](#) [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.

The screenshot displays the 'Equipment List' dashboard. At the top right, there are buttons for 'Create New PTO Application' and 'Export All Records To Excel'. The main area contains eight filter cards:

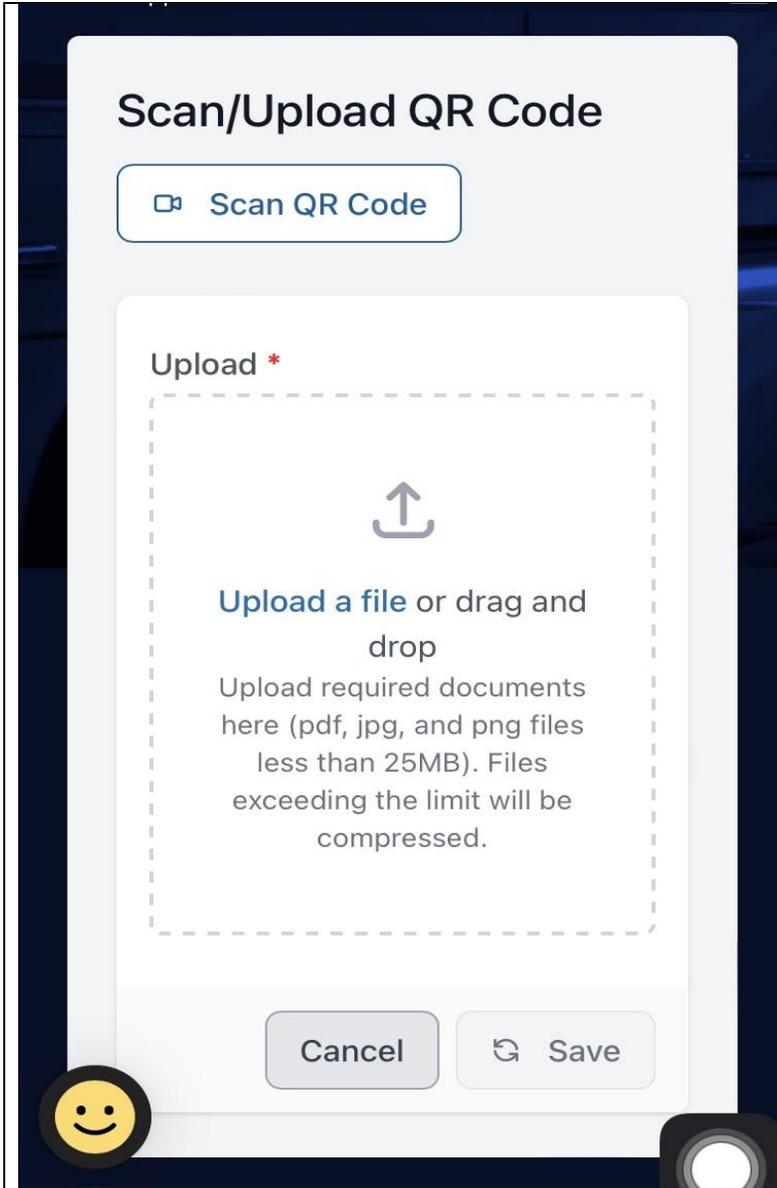
- 0 Equipment Due for 5 Year Full Load Test
- 0 Equipment Pending Authorisation By SPE
- 19 Equipment PTO Expiring in 3 Months
- 9 New PTO Applications Rejected by Owner** (highlighted with a red box)
- 14 Equipment Pending amendments - BCA Comments
- 19 Equipment Ongoing Renewal
- 39 Equipment Ongoing Recommissioning
- 1278 Applications Assigned to me

At the bottom, there are four action buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

2 Renew PTO application

1. Begin by selecting the equipment list from the sidebar
2. Then select scan/upload code

Note:
Only QR codes that have been generated via the LEAP application can be used. Older OPTO QR codes would be invalid.

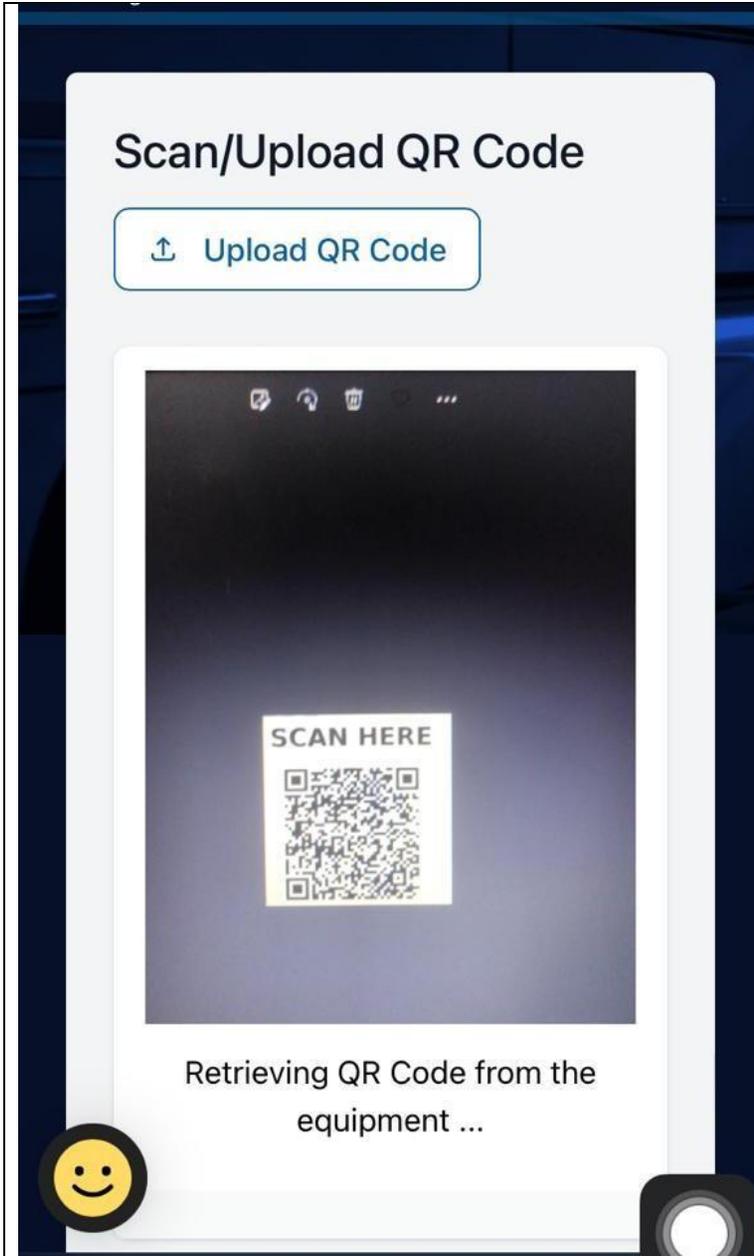


Either scan or upload QR code

This screen shows the scan/upload QR code from a mobile view

Note:

To upload the QR code, please ensure to crop only the QR code and save as an image file prior to upload.



Either scan or upload QR code

This screen shows the scan/upload QR code from a mobile view

Choose a test

3 Start No Load Test for Renewal PTO

Start Full Load Test for Renewal PTO

Once you have completed Full Load Test, you are not required to do No Load Test.

Once QR code is verified, the system will take you to the choose a test screen.

3. Select No Load Test for 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

3

Start Inspection for Renewal PTO

Upload a file or drag and drop

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

Remarks +

FLT question ^

25. Does FLT need to be done? * Y N

Remarks +

< Previous

Save As Draft

Save And Next >

Note:

For the Stair Chair, Hydraulic, and Platform Lift equipment 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.

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 expiry date accordingly.

Owner's Remarks

Confirm Details

Inspection Start Date

Date & Time

05/05/2023 10:42

Address Details

Block/House Number	Street Name
899	test
Floor Number	Unit Number
N/A	N/A
Building/Estate Name	Postal Code
N/A	N/A

Testing Contractor: 9G ELEVATOR PTE LTD | G3749998Q **4**

Installation Contractor: SIGMA ELEVATOR SINGAPORE PTE L... **4**

Maintenance Contractor: C&W SERVICES OPERATIONS PTE LT... **5**

< Previous

Save As Draft

Save And Next > **6**

4. Select testing contractor
5. Select maintenance contractor
6. Click Save And Next

Note:

The inspection start date cannot be editable for inspections for Renewal and Recommission PTO applications.

They will be captured the moment the QR code was scanned/uploaded and reached this inspection page.

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

Other Observations

Expand All Collapse All

Status: Satisfactory (S) Not Satisfactory (NS) Not Applicable (NA)

Select All As Satisfactory

Upper Landing Machinery Space (Drive Station) ▾

Inclines 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 ▾

Previous Save As Draft Save And Next

7. 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.

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: Others
9

Remarks

Remove
Add 10

Declaration

11 The equipment has been satisfactorily tested in accordance with the codes chosen above.

I, as 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.

< Previous

Save As Draft
12
Save And Next >

9. Select applicable standards
10. Click Add if desired to add multiple COS for the equipment
11. Check the 2 Declaration checkboxes
12. Click Save and Next

No Load Test Inspection **Saved as Draft**

☑ Successfully saved as draft

✓ CONFIRM DETAILS
✓ RENEWAL PTO INSPECTION CHECKLIST
✓ REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
04

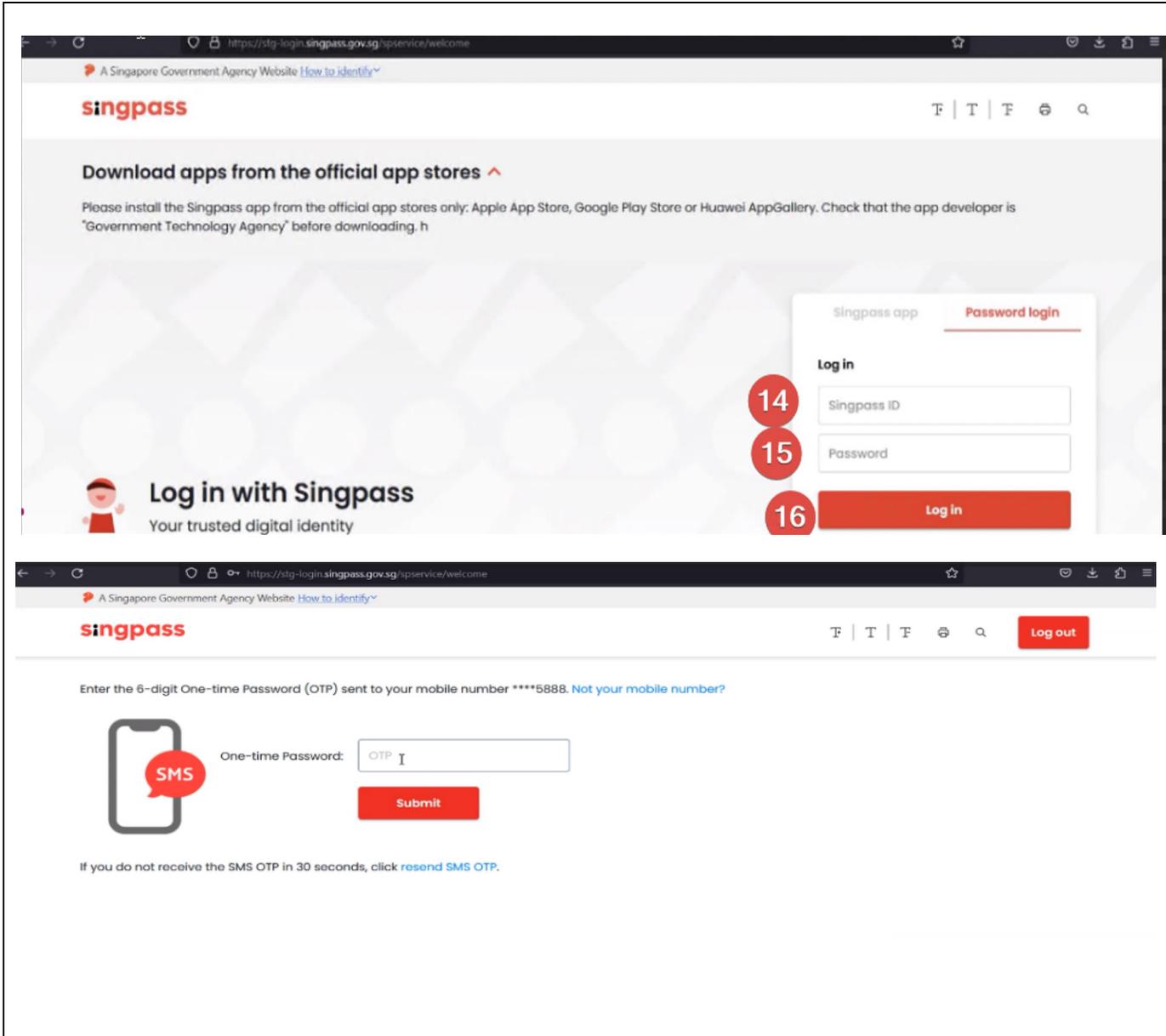
Final Review Of Summary

Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication if you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after the submission process.

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
13 I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >

13. Click the “I have Reviewed the Information and Wish to Proceed To Submit The Inspection Report” button and you will be redirected to Singpass page to further authenticate to confirm you are the rightful SPE assigned to the equipment.



14. You will be directed to the Singpass login page. Key in your Singpass ID

15. Key in your password

16. Log in

At this stage, Singpass verification is required. After successful verification, you will be routed back to Step 4 Final Review of Summary Inspection in LEAP.

The inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection page](#)
17

No Load Test Inspection

Pending Review

CONFIRM DETAILS

NEW PTO INSPECTION CHECKLIST

REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION

FINAL REVIEW OF SUMMARY

Final Review Of Summary

Please review and ensure the details are accurate before you proceed to submit your inspection report. You will be brought to further authenticate to login via Singpass as the rightful SPE assigned to this equipment and the inspection will be deemed as completed. Please note that there will be no further amendments after you complete the submission process.

Inspection Date	26/07/2023
Equipment Information	
Equipment ID	pl12312
Buffer condition (e.g. proper fixing, oil level, oil leak, aging polyurethane buffer, cracked or corroded spring) Buffer type	S
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

17. You should see a green alert to show that you have successfully done the equipment inspection.

Note:
You will see that the inspection will not be editable if the inspection has been completed and does not require further action, or you will see that it is pending review (from BCA Officer).

2.1 Bypass QR code scanning for PTO renewals

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel

848 / 848 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search Scan/Upload QR Code

2

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend 3
<input checked="" type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View
<input type="checkbox"/>	N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202306-008632	Pend View
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View
<input type="checkbox"/>	N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	A-202307-007379	Pend View
<input type="checkbox"/>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	A-202306-008632	Pend View

1. Select equipment list
2. Select equipment
3. Select view
4. Select start submission

Note:
If there has been drafts created for the application, a “Resume Submission” button will be shown instead of “Start Submission”. However, clicking either of the button will lead you to the Inspection page.

LEAP
AM
Lifts
Escalators
SPE (User Manual)
Marianne Rubens 2024092

Assign LID
Export To Excel
View Submission
Start Submission
Edit

Equipment ID
N/A

Owner Name ID
Corporate: <script>fetch('http://169.254.169.254/metadata/instance?api-version=2024-07-17', {method: 'GET', headers: {'Metadata': 'true'}}).then(response => {return response.text();}).then(data => {document.write(data);</script> - UEN432436df

Testing Contractor
Test Firm2 PTE LTD, U44216772f

SPE ID
Marianne Rubens 20240920_44

Owner Representative Assignment Status
N/A

Full Load Test Date
N/A

Equipment Type
Car Lift

PTD Expiry Date
N/A

Maintenance Contractor
SG ELEVATOR PTE LTD 20240902, T18550001A

LEI Reg No.
N/A

Owner Representative
N/A

Next Full Load Test Expiry Date
N/A

Equipment No (e.g., PL01)
PL01

Equipment Status
Accepted By Owner

Installation Contractor
@BSOLUTE AIRCON PTE. LTD., 201326611Z

Commissioning Date
N/A

Owner Representative Email
N/A

No Load Test Date
N/A

Address

Block/House No
991

Unit Number
N/A

Development Type
Civic, Community & Cultural Institutions

Street Name
hougang street

Building/Estate Name
N/A

Floor Number
N/A

Postal Code
N/A

Application

Latest Application
New PTD application submitted on 04/10/2024 is Pending SPE Inspection

PTD Approved Date
N/A

Application Type
New PTD

Application ID
A-202410-013417

Type of A/R works
N/A

Application Status
Pending SPE Inspection

Plan Submission is required?
No

Equipment Details

Assign LEI Export To Excel View Submission **2** Start Submission Edit

Equipment ID N/A	Equipment Type Service Lift	Equipment No (e.g., PL01) PL09
Owner Name, ID AMKTC council edit 2022/019, 94496123L	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor E M SERVICES PRIVATE LIMITED, T18UFG001A	Maintenance Contractor E M SERVICES PRIVATE LIMITED, T18UFG001A	Installation Contractor E M SERVICES PRIVATE LIMITED, T18UFG001A
SPE ID cheater.muller.23	LEI Reg No. N/A	Commissioning Date N/A
Owner Representative Assignment Status N/A	Owner Representative N/A	Owner Representative Email N/A
Full Load Test Date 16/10/2023	Next Full Load Test Expiry Date 16/10/2028	No Load Test Date N/A

Address

Block/House No N/A	Street Name Amsterdam Street	Floor Number N/A
Unit Number N/A	Building/Estate Name N/A	Postal Code N/A

Development Type
Commercial

Application

Latest Application
New PTO application submitted on 31/03/2023 is Pending SPE Inspection

PTO Approved Date N/A	Application ID A-202303-007219	Application Status Pending SPE Inspection 1
--------------------------	-----------------------------------	---

1. Ensure that the Application Status is Pending SPE Inspection

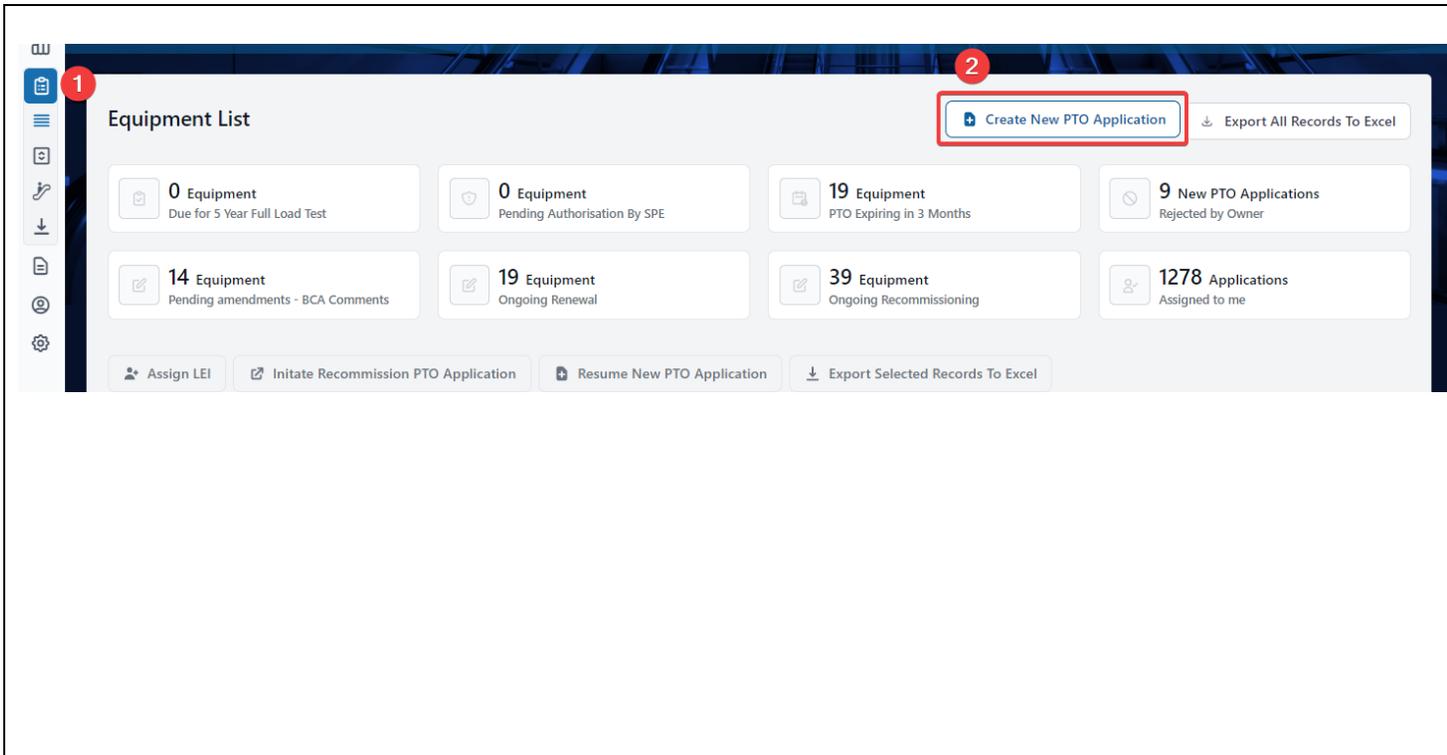
In this case, since Application Status is Complete, “The Start Submission” button will be disabled. The button will only be enabled and not greyed out when Application Status is Pending SPE Inspection

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.



The screenshot shows the 'Equipment List' dashboard in the LEAP system. A sidebar on the left contains navigation icons, with a red circle and the number '1' highlighting the 'Equipment List' icon. The main content area features a grid of equipment status cards and a top navigation bar. A red circle and the number '2' highlight the 'Create New PTO Application' button in the top right corner of the dashboard.

Equipment Status	Count	Description
Equipment Due for 5 Year Full Load Test	0	0 Equipment
Equipment Pending Authorisation By SPE	0	0 Equipment
Equipment PTO Expiring in 3 Months	19	19 Equipment
New PTO Applications Rejected by Owner	9	9 New PTO Applications
Equipment Pending amendments - BCA Comments	14	14 Equipment
Equipment Ongoing Renewal	19	19 Equipment
Equipment Ongoing Recommissioning	39	39 Equipment
Applications Assigned to me	1278	1278 Applications

1. Begin by selecting the equipment list from the sidebar
2. Then select the Create New PTO Application

New PTO Application

Plan Submission is required? Yes No **3**

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

Owner Type * Corporate Owner Home Owner **4**
Please ensure the Owner is registered in LEAP before selecting them.

00000 || ID : 00000

Equipment List **5** Add Equipment

3. Select if plan submission is required

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

Building and Construction Authority

LEAP

New PTO Application

Plan Submission is required?
 I declare that no plan submission is required.

Owner Type *
Please ensure the Owner is registered.

Equipment List

Add Equipment ×

Address Details 1

Block/House Number

Floor Number

Building/Estate Name

Development Type * 2

Technical Information

Equipment No (e.g., PLOT) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/ Machine Roomless *

Rated Speed *

Cabin Breadth *

Street Name *

Unit Number

Postal Code

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load *

Cabin Height *

Cabin Length *

Applicable Standard(s) * 3 Add

Choose the applicable standard(s)

Remarks

Remove

Test contractor * 4

Maintenance Contractor

Installation Contractor

Cancel Save 5

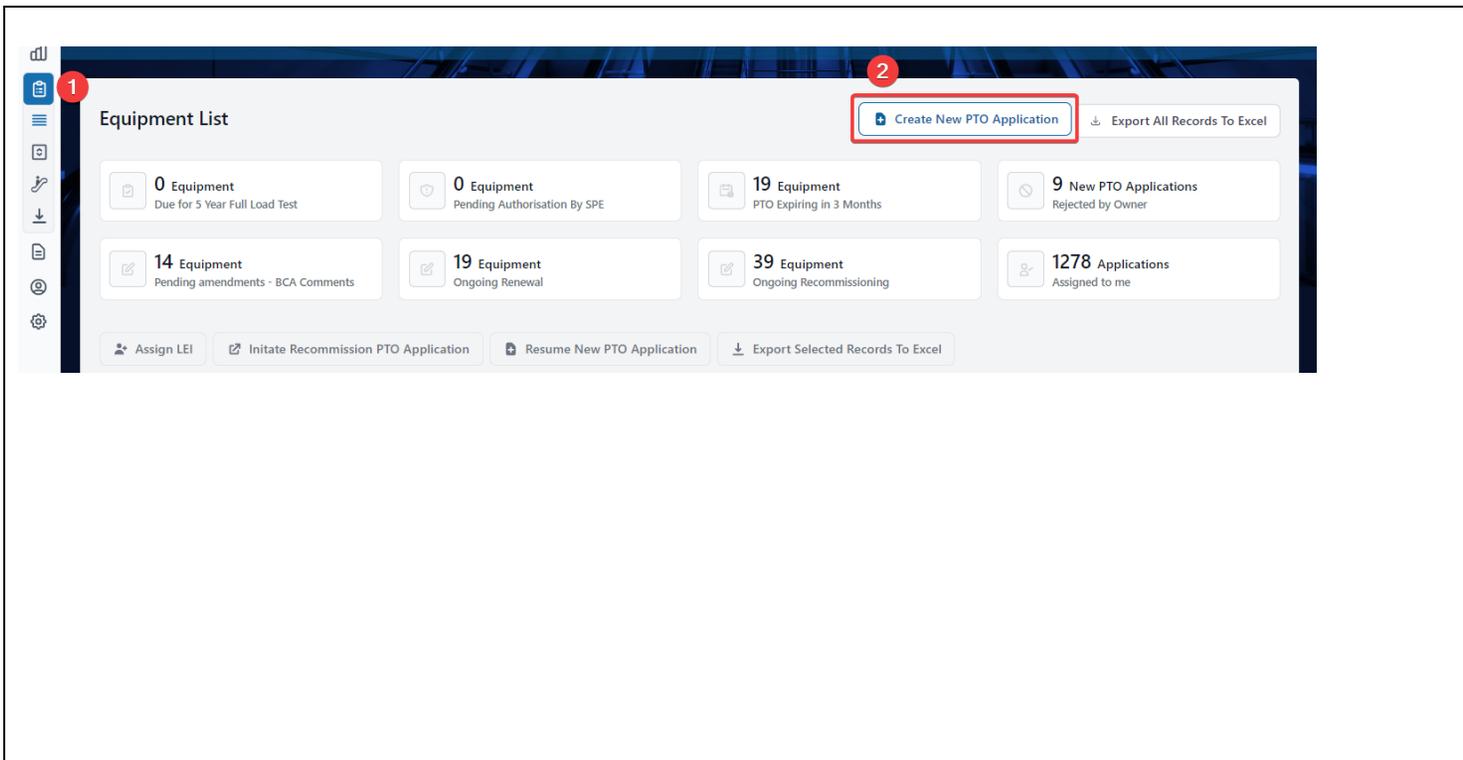
1. Add address details
 2. Fill in technical Information
 3. Applicable standards
 4. Fill in test contractor
 5. Select “Save”
- Once you have filled in all the details select the save button to submit the New PTO application.
- The process of inspection is explained in [Section 4](#) Resume New PTO application.
- A success message will 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 [Section 3.1 Creating New PTO Application for Corporate Owners](#).



The screenshot displays the 'Equipment List' dashboard. On the left sidebar, a red circle with the number '1' highlights the 'Equipment List' icon. In the main content area, a red circle with the number '2' highlights the 'Create New PTO Application' button, which is also enclosed in a red rectangular box. The dashboard features several summary cards: '0 Equipment Due for 5 Year Full Load Test', '0 Equipment Pending Authorisation By SPE', '19 Equipment PTO Expiring in 3 Months', '9 New PTO Applications Rejected by Owner', '14 Equipment Pending amendments - BCA Comments', '19 Equipment Ongoing Renewal', '39 Equipment Ongoing Recommissioning', and '1278 Applications Assigned to me'. At the bottom, there are buttons for 'Assign LEI', 'Initate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

1. Begin by selecting the equipment list from the sidebar
2. Then select the Create New PTO Application

New PTO Application

Plan Submission is required? Yes No **3**

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

Owner Type * Corporate Owner Home Owner **4**

Please ensure the Owner is registered in LEAP before selecting them.

5 testinvalidemail@test.com

6

Equipment List

3. Select if plan submission is required
4. Select Owner Type
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
6. System will check if the email address entered for the Home Owner is registered in LEAP

New PTO Application

Plan Submission is required? Yes No

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

Owner Type *
Please ensure the Owner is registered in LEAP before selecting them.

Corporate Owner Home Owner

testinvalidemail@test.com

7 The email address entered for the Home Owner is not registered in LEAP. Please ask the Home Owner to register an account in LEAP first before you proceed with New PTO application.

Equipment List Add Equipment

7. Should an unregistered email of Home Owner be entered, system will prompt an error and “Add Equipment” will remain disabled.

New PTO Application

Plan Submission is required? Yes No

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

Owner Type * Corporate Owner Home Owner

Please ensure the Owner is registered in LEAP before selecting them.

hasani+08099911@tsp.dev

8 The email address entered for the Home Owner is registered in LEAP.

9 Add Equipment

Group By Column

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	API ACTION
▼ Tanjong Pagar B (1 item)							
Tanjong Pagar B	N/A	N/A	N/A	PL01	⊛ Pending Owner Acceptance	Car Lift	⌵ Edit View Inspection

- If the email address of Home Owner is registered in LEAP, the system will display a green successful message and “Add Equipment” will be enabled.
- Add equipment

Add Equipment

Address Details 1

Block/House Number Street Name

Floor Number Unit Number

Building/Estate Name Postal Code

Development Type Select an option

Technical Information 2

Equipment No (e.g., PL01) Equipment Type Select an option

Year of Installation Make Select an option

Model ARD Brand

ARD Model UPS Brand

UPS Model Capacity (number of pax)

Machine Room/
Machine Roomless Rated Load kg

Rated Speed m/s Cabin Height mm

Cabin Breadth mm Cabin Length mm

Applicable Standard(s) 3

Choose the applicable standard(s) Select an option

Remarks

Test contractor 4 Select an option Maintenance Contractor Select an option

Installation Contractor Select an option

5

1. Add address details

2. Fill in technical Information

3. Applicable standards

4. Fill in test contractor

5. Select save

Once you have filled in all the details select the save button to submit the New PTO application.

The process of inspection is explained in [Section 4](#) Resume New PTO application.

A success message will appear indicating that a New PTO 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
- Excel Export Requests
- PTO Application List
- Profile & User Management
- Notification Settings

New PTO Application

Plan Submission is required? Yes No

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

Owner Type *
Please ensure the Owner is registered in LEAP before selecting them.

Corporate Owner Home Owner

JTC || ID : G5882134N

Add Equipment

Equipment List Add Equipment

Group By Column

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	INSPECTION STATUS	ACTION
- 23 (1 Item)										
23	N/A	N/A	N/A	PL1010	Pending Owner Acceptance	Car Lift	Pending Payment	New PTO	No Load Test: Pen	Edit View Inspection

1

1. After SPE adds an equipment and finishes the inspection, the equipment list will be populated with the equipment.

The Equipment status will be "Pending Owner Acceptance"

New PTO Application

Plan Submission is required? Yes No

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

Owner Type *
Please ensure the Owner is registered in LEAP before selecting them.

Corporate Owner Home Owner

ABC Audit Firm || ID: [dropdown]
 autorenewalcpp || ID: UEN58392
 Bartoletti - Leffler-Opto || ID: UEN7660012U
 Company E || ID: 123123 **2**
 Company FSFD || ID: UEN 231123
 Company GHJJ || ID: UEN42324
 Company IOOPO || ID: UEN1234555

Equipment List

Group By Column Clear All Column Filters

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT	STATUS	TYPE	TEST STATUS	AUDIT FIRM	ACTION	
- blk350044, test jgkf (1 item)										
blk350044, test jgkf	N/A	N/A	N/A	23432	Pending Owner Acceptance	Passenger Lift	Pending Payment	New PTO	No Load Test: Pending BCA Review	ABC Audit Firm Edit View Inspection

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

- To change the owner, select the new owner to assign the equipment and continue with the following steps.
- Click "Edit".

Note:
Changing the owner from the Owner Type will not immediately change the owner assignment for the list of equipment shown below.

This equipment is still tied to the old owner ABC Audit Firm || ID : . Please click "Save" to then update to the new owner Company GHJ || ID : UEN42324

Building and Construction

LEAP

New PTO Application

Plan Submission is required?
 I declare that no plan submission is required.

Owner Type *
Please ensure the Owner is registered.

Equipment List

Group By Column

ADDRESS

blk350044, test jgkf (1 results)

blk350044, test jgkf

Showing 1 to 1 of 1 results

Address Details

Block/House Number

Floor Number

Building/Estate Name

Development Type *

Street Name *

Unit Number

Postal Code

[Cancel](#) [Save Address Details](#)

Technical Information

Equipment No (e.g., PL01) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Roomy/
Machine Roomless *

Rated Speed * m/s

Cabin Breadth * mm

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load * kg

Cabin Height * mm

Cabin Length * mm

[Add](#)

Choose the applicable standard(s)

Any other lift: Others

Remarks

[Remove](#)

Test contractor *

Installation Contractor

Maintenance Contractor

[Delete](#) [Cancel](#) [Duplicate](#) [Save Technical Information](#)

4. Click Save.

The Owner has been updated to the newly selected owner.

3.4 Delete Equipment for New PTO Application – Method 1

Method 1

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI | Initiate ReCommission PTO Application | Resume New PTO Application | Export Selected Records To Excel

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

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
BN-01367-436834	234234	bik7654500, pink purple street	bik7654500	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	bik2343pp, test st	bik2343pp	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-202302-007061	Pend View ...
N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Click on Equipment List tab
2. Click on Create New PTO Application

The screenshot shows the 'New PTO Application' form in the LEAP system. At the top, there is a navigation bar with the LEAP logo, menu items for 'All', 'Lifts', and 'Escalators', and a user profile for 'Marianne Rubens 20240'. The form title is 'New PTO Application'. Below the title, there are three sections with numbered callouts:

- 3**: A radio button selection for 'Plan Submission is required?'. The 'No' option is selected.
- 4**: A radio button selection for 'Owner Type *'. The 'Corporate Owner' option is selected. Below this is a dropdown menu showing 'Ang Mo Kio Town Council || ID: F6456123L'.
- 5**: An 'Add Equipment' button located at the bottom right of the 'Equipment List' section.

3. Select Plan Submission requirement accordingly
4. Select Owner Type and input owner details accordingly
5. Click "Add Equipment"

Add Equipment [Close]

Address Details

Block/House Number

Floor Number

Building/Estate Name

Development Type *

Technical Information

Equipment No (e.g., PLD1) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/
Machine Roomless *

Rated Speed * m/s

Cabin Breadth * mm

Street Name *

Unit Number

Postal Code

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load * kg

Cabin Height * mm

Cabin Length * mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Maintenance Contractor

Installation Contractor

6

6. Fill in the equipment details and click Save

New PTO Application

Plan Submission is required? Yes No

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

Owner Type *
 Please ensure the Owner is registered in LEAP before selecting them.
 Corporate Owner Home Owner

testcorpwhite || ID : UEN24234

Equipment List Add Equipment

Group By Column Clear All Column Filters

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	INSPECTION STATUS	OWNER	ACTION
- bld343sj, bld343sj (1 item)											
bld343sj, bld343sj	N/A	N/A	N/A	44	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO		testcorpwhite	7 Edit

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

7. To delete the created equipment from the Equipment list under the New PTO Application, click "Edit"

8. Scroll down and click on the "Delete" button

9. The equipment is deleted from the equipment list

3.5 Delete Equipment for New PTO Application – Method 2

Method 2

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel

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

Search Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
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 purple street	bik7654500	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-202303-007219	Resume New PTO
N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-001	View Inspection
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	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Click on Equipment List tab
2. Find an existing New PTO application and click on “Resume New PTO” under “View” Action

- Dashboard
- Equipment List
- All
- Lifts
- Escalators
- Excel Export Requests
- PTO Application List
- Profile & User Management
- Notification Settings
- Submit Feedback
- Logout

New PTO Application

Plan Submission is required? Yes No

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

Owner Type * Corporate Owner Home Owner
Please ensure the Owner is registered in LEAP before selecting them.

Ang Mo Kio TC || ID : F6456123L

[Add Equipment](#)

[Group By Column](#)

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	ACTION
▼ Singapore (1 item)								
Singapore	N/A	N/A	N/A	PL1	* Pending Owner Acceptance	Car Lift	Pending SPE Inspect	Edit -

3. Click on Edit

← BACK

Please ensure the Owner is registered

Edit Equipment

Equipment List

Group By Column

ADDRESS

bld343sj, bld343sj (1)

bld343sj, bld343sj

Showing 1 to 1 of 1 results

Address Details

Block/House Number: bld343sj

Street Name *: bld343sj

Floor Number:

Unit Number:

Building/Estate Name:

Postal Code:

Development Type *: Civic, Community & Cultural Institutions

Cancel Save Address Details

Technical Information

Equipment No (e.g., PL01) *: 44

Equipment Type *: Car Lift

Year of Installation *: 2020

Make *: Hyundai

Model *: model

ARD Brand:

ARD Model:

UPS Brand:

UPS Model:

Capacity (number of pax):

Machine Room/ Machine Roomless *: Machine room

Rated Load *: 55 kg

Rated Speed *: 44 m/s

Cabin Height *: 33 mm

Cabin Breadth *: 44 mm

Cabin Length *: 22 mm

Applicable Standard(s) *

Choose the applicable standard(s): Any other lift: S5 S50:2009

Remarks: ssss

Remove

Test contractor *: SG ELEVATOR PTE LTD 20240822 || ID: T18550001A

Maintenance Contractor: Select an option

Installation Contractor: Select an option

Delete 4

Cancel Duplicate Save Technical Information

4. Scroll down and click on the "Delete" button

New PTO Application

Plan Submission is required? Yes No

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

Owner Type * Corporate Owner Home Owner
Please ensure the Owner is registered in LEAP before selecting them.

testcorpwhite || ID : UEN24234

Equipment List Add Equipment

5

5. The equipment is deleted from the equipment list

3.6 Duplicate Equipment for New PTO Application

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI | Initiate Recommission PTO Application | Resume New PTO Application | Export Selected Records To Excel

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

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
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 purple street	bik7654500	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	bik2343pp, test st	bik2343pp	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	Renewa/CL02	Renewa/CL02	N/A	Renewa/CL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Click on Equipment List tab
2. Click on Create New PTO Application

The screenshot shows the 'New PTO Application' form in the LEAP system. The form is divided into several sections:

- Plan Submission:** A radio button selection for 'Plan Submission is required?'. The 'No' option is selected and highlighted with a red circle '3'. Below it, a checkbox is checked: 'I declare that no plan submission is required for this equipment.'
- Owner Type:** Radio buttons for 'Corporate Owner' (selected) and 'Home Owner'. A dropdown menu below shows 'Ang Mo Kio Town Council || ID: F6456123L' and is highlighted with a red circle '4'.
- Equipment List:** A table with one entry: 'bik350044, test jgkf'. A red circle '5' highlights the 'Add Equipment' button.
- Address Details:** Fields for Block/House Number (bik350044), Street Name (test jgkf), Floor Number, Unit Number, Building/Estate Name, Postal Code, and Development Type (Residential Non-landed (HDB)). A 'Save Address Details' button is highlighted with a red circle '5'.
- Technical Information:** Fields for Equipment No (23432), Equipment Type (Passenger Lift), Year of Installation (2000), Make (Hyundai), Model, ARD Brand, UPS Brand, Capacity (number of pax), Machine Room/ Machine Roomless (Machine roomless), Rated Load (44 kg), Cabin Height (33 mm), Cabin Breadth (23 mm), and Cabin Length (33 mm). A 'Save Technical Information' button is highlighted with a red circle '6'.
- Applicable Standard(s):** A dropdown menu showing 'Any other lift: Others'.
- Remarks:** A text area for additional notes.
- Contractors:** Dropdown menus for 'Test contractor' and 'Maintenance Contractor', both showing '9G ELEVATOR PTE LTD 20240822 || ID: T18550001A'.
- Installation Contractor:** A dropdown menu with 'Select an option'.

3. Select Plan Submission requirement accordingly
4. Select Owner Type and input owner details accordingly
5. Click "Add Equipment"
6. Fill in the equipment details and click Save

New PTO Application

Plan Submission is required? Yes No

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

Owner Type ^{*}
Please ensure the Owner is registered in LEAP before selecting them.

Corporate Owner Home Owner

Ang Mo Kio Town Council [ID: FG456123L]

Equipment List Add Equipment

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	INSPECTION STATUS	OWNER	ACTION
Baker Street (1 item)											
Baker Street	N/A	N/A	N/A	PL00	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTD		Ang Mo Kio Town Council	7 Edit

7. To duplicate the created equipment from the Equipment list under the New PTO Application, click "Edit"

New PTO Application

Plan Submission is required?
 I declare that no plan submission is required.

Owner Type *
Please ensure the Owner is registered.

Equipment List

Group By Column

ADDRESS

blk350044, test jgkf (1 item)

blk350044, test jgkf

Showing 1 to 1 of 1 results

Block/House Number	blk350044	Street Name *	test jgkf
Floor Number		Unit Number	
Building/Estate Name		Postal Code	
Development Type *	Residential Non-landed (HDB)		

Cancel Save Address Details

Equipment No (e.g., PL01) *	23432	Equipment Type *	Passenger Lift
Year of Installation *	2000	Make *	Hyundai
Model *	model	ARD Brand	
ARD Model		UPS Brand	
UPS Model		Capacity (number of pax)	
Machine Room/ Machine Roomless *	Machine roomless	Rated Load *	44 kg
Rated Speed *	023 m/s	Cabin Height *	33 mm
Cabin Breadth *	23 mm	Cabin Length *	33 mm

Applicable Standard(s) * Add

Choose the applicable standard(s)

Any other lift: Others || Remarks | | | |
| | | | Remove |

Test contractor *	9G ELEVATOR PTE LTD 20240822 ID : T18550001A	Maintenance Contractor	9G ELEVATOR PTE LTD 20240822 ID : T18550001A
Installation Contractor	Select an option		

Delete

Cancel Duplicate Save Technical Information

8. Scroll down and click on the "Duplicate" button

9. Upon duplicated equipment, the Equipment No will be left blank.

Edit the Equipment No and/or other necessary details where applicable

10. 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.

The screenshot displays the 'Equipment List' dashboard. At the top, there are summary cards for various equipment statuses: 0 Equipment Due for 5 Year Full Load Test, 1 Equipment Pending Authorisation By SPE, 31 Equipment PTO Expiring in 3 Months, 3 New PTO Applications Rejected by Owner, 6 Equipment Pending amendments - BCA Comments, 31 Equipment Ongoing Renewal, 27 Equipment Ongoing Recommissioning, and 848 Applications Assigned to me. Below these cards are action buttons: Assign LEI, Initiate Re-commission PTO Application, Resume New Application (highlighted with a red circle and '3'), and Export Selected Records To Excel. A table below shows a list of equipment with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION ID, and APPLIC ACTION. The first row is highlighted with a blue background and a red circle with the number '2'. A search bar and 'Scan/Upload QR Code' button are also visible.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
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 purple street	bik7654500	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	bik2343pp, test st	bik2343pp	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-202302-007061	Pend View ...
N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list.
3. Select the Resume New PTO Application.

Note:
Resume New PTO Application button will be disabled for completed New PTO applications

New PTO Application

Plan Submission is required? Yes No

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

Owner Type * Corporate Owner Home Owner
Please ensure the Owner is registered in LEAP before selecting them.

ABC Audit Firm || ID:

Equipment List

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION ACTION
CL01 (1 item)								
CL01	N/A	N/A	N/A	CL01	Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTC Edit ...

View Inspection
Start Inspection **4**

4. Select start inspection

5. Start inspection for New PTO

Choose a test

Start Inspection for New PTO **5**

-
-
-
-
-
-
-
-
-
-
-

SPE's Remarks

BCA Reviewer's Remarks

Owner's Remarks

Confirm Details

Inspection Start Date

Date 6

Address Details

Block/House Number	Street Name
N/A	CL01
Floor Number	Unit Number
N/A	N/A
Building/Estate Name	Postal Code
N/A	N/A

Testing Contractor 7

Maintenance Contractor

Installation Contractor i

< Previous
Save As Draft 8 Save And Next >

6. Adjust inspection date
7. Change contractors as required
8. Select Save And Next

Note:
For New PTO applications, SPE is only allowed to select inspection start date within 3 months from today, and not future date.

New PTO Inspection Checklist

- Machine Room/ Head Room
- Observations
- Hoist way
- Lift car and pit

Expand All Collapse All

Status: Satisfactory (S) Not Satisfactory (NS) Not Applicable (NA)

Select All As Satisfactory

Machine Room/ Head Room 9

Observations

Hoist way

Lift car and pit

Previous Save As Draft Save And Next 10

9. Complete checklist as required

10. Select Save And Next

Note:

For New PTO applications, the checklist questions will be optional.

For finalized checklist questions, kindly follow what is displayed in the system. The screenshot shown here is for illustration purposes only.

The maximum file upload size is 25 MB.

Applicable Standard(s) *

Choose the applicable standard(s) 11

Any other lift: Others

Remarks

Remove

Add 12

Declaration

13 The equipment has been satisfactorily tested in accordance with the codes chosen above.

I, as 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.

14

< Previous
Save As Draft
Save And Next >

11. Select applicable standards
12. Click Add if desired
13. Check the 2 Declaration checkboxes
14. Click Save and Next

No Load Test Inspection **Saved as Draft**

Successfully saved as draft

CONFIRM DETAILS
 NEW PTO INSPECTION CHECKLIST
 REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
 04 FINAL REVIEW OF SUMMARY

Final Review Of Summary

Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.

Inspection Date	04/08/2023
Equipment Information	
Equipment ID	1
Equipment Type	Car Lift
Equipment No	N/A
PTO Expiry Date	N/A
Equipment Status	Pending SPE Inspection
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

15

15. Click the “I have Reviewed the Information and Wish to Proceed To Submit The Inspection Report” button and you will be redirected to Singpass page to further authenticate to confirm you are the rightful SPE assigned to the equipment.

The screenshot shows the LEAP application interface. At the top, a green alert banner states: "The inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection page](#)". A red circular badge with the number "16" is visible. Below the alert, the main heading is "No Load Test Inspection".

A yellow "Pending Review" banner contains four steps, each with a blue checkmark icon:

- CONFIRM DETAILS
- NEW PTO INSPECTION CHECKLIST
- REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
- FINAL REVIEW OF SUMMARY

The "Final Review Of Summary" section contains a yellow warning box with the text: "Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SFE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process."

Below the warning box is a table with the following data:

Inspection Date	26/07/2023
Equipment Information	
Equipment ID	N/A
Equipment Type	Service Lift
Equipment No	SL01
PTO Expiry Date	N/A
Equipment Status	Pending Owner Acceptance
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

At the bottom of the table, there are navigation buttons: "< Previous" on the left, "Save As Draft" in the center, and "I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >" on the right.

16. You should see a green alert to show that you have successfully done the equipment inspection.

Note:
You will see that the inspection will be not editable if the 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 multiple equipment under one single application ID, 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.

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from the equipment list to initiate recommission PTO application.
3. Select Initiate Recommission PTO Application.

This moves you to the next screen

<
Recommission Equipment

Equipment ID
EN-26324-242379

Owner Name, ID
K company, F9990067U

Testing Contractor
C&W SERVICES OPERATIONS PTE LTD, 201800001A

SPE, ID
chester.muller, 33

[Show more](#) ▾

Equipment Type
Passenger Lift

PTO Expiry Date
23/10/2022

Maintenance Contractor
N/A

LEI, Reg No.
N/A

Equipment No (e.g., PL01)
N/A

Equipment Status
Suspended (with effect from 05/09/2022)

Installation Contractor
N/A

Commissioning Date
N/A

Type of A/R works

4

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

Plan Submission is required?

Yes No

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

Cancel
5 Start Inspection

4. Type of A/R works would be prefilled by Owner. SPE's role would be to check that it is correctly selected.

5. Select Start inspection

Recommission Equipment

Equipment ID EN-26324-242379	Equipment Type Passenger Lift	Equipment No (e.g., PL01) N/A
Owner Name, ID K company, F9990067U	PTO Expiry Date 23/10/2022	Equipment Status Suspended (with effect from 05/09/2022)
Testing Contractor C&W SERVICES OPERATIONS PTE LTD, 201800001A	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A

[Show more](#)

Type of A/R works

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

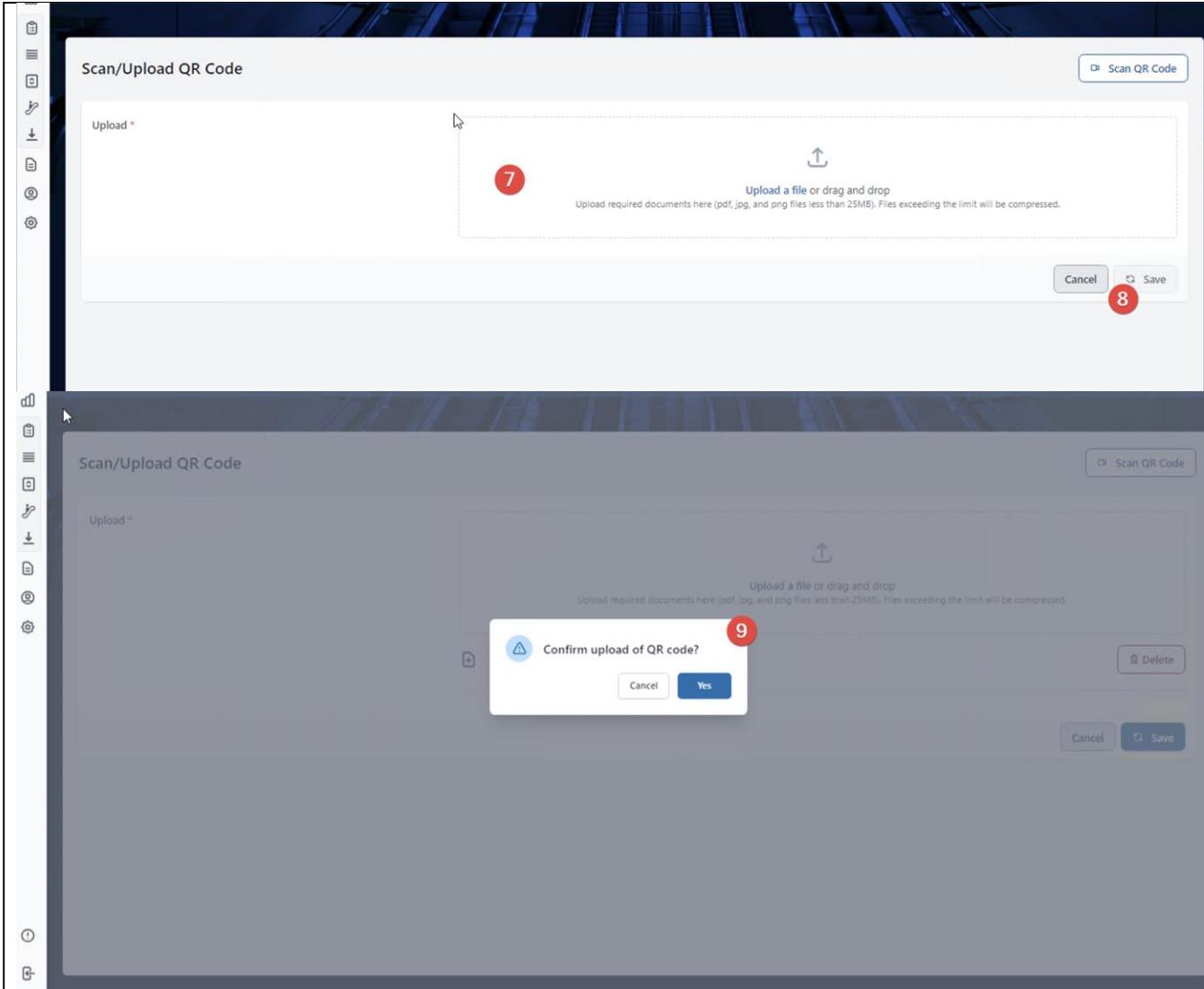
Plan Submission is required?
 Yes No

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

Confirm this action? 6

6. A dialogue box will appear, confirm by clicking Yes to proceed.

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



7. Scan/Upload QR code
8. Click Save to proceed with inspection
9. A dialogue box will appear, confirm by clicking Yes to proceed.

Note:
System will allow you to proceed after detecting if logged in SPE is assigned SPE for the equipment associated with the QR code

Choose a test 1

Start Inspection for
Recommission PTO

Confirm Details

Inspection Start Date

Date & Time

01/12/2023 10:21

Address Details

Block/House Number 30367	Street Name Clyde Gallagher
Floor Number 468	Unit Number 2
Building/Estate Name volutpat erat quisque	Postal Code 117540
Development Type Residential Landed (Private)	

Testing Contractor* 2

9G ELEVATOR PTE LTD | T18SS0001A

Maintenance Contractor

E M SERVICES PRIVATE LIMITED | T18UF0001A

Installation Contractor i

Select an option

< Previous

Save As Draft

Save And Next 3

1. Start inspection for Recommission PTO
2. Change contractors as required
3. Select Save And Next

Note:
The inspection start date cannot be editable for inspections for Renewal and Recommission PTO applications.

They will be captured the moment the QR code was scanned/uploaded and reached this inspection page.

Recommission PTO Inspection Checklist

Status:

Other Observations 4

1. Observations

Remarks +

2. Upload documents

Upload a file or drag and drop

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

Remarks +

3. Does FLT need to be done? 5 Y N

Remarks +

6

4. Complete checklist as required
5. Select "Y" if FLT is required. If this is selected, the Full Load Test Date will be updated upon approval of the Recommission PTO application.
6. Select Save And Next

Applicable Standard(s) *

Choose the applicable standard(s) **7**

Remarks

8

Declaration **9**

The equipment has been satisfactorily tested in accordance with the codes chosen above.

I, as 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.

10

7. Select applicable standards
8. Click Add if desired
9. Check the 2 Declaration checkboxes
10. Click Save and Next

No Load Test Inspection **Saved as Draft**

☑ Successfully saved as draft

CONFIRM DETAILS
 RECOMMISSION PTO INSPECTION CHECKLIST
 REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
 04 FINAL REVIEW OF SUMMARY

Final Review Of Summary

Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.

Inspection Date	04/08/2023
Equipment Information	
Equipment ID	1
Equipment Type	Car Lift
Equipment No	N/A
PTO Expiry Date	N/A
Equipment Status	Pending SPE Inspection
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

11

11. Click the “I have Reviewed the Information and Wish to Proceed To Submit The Inspection Report” button and you will be redirected to Singpass page to further authenticate to confirm you are the rightful SPE assigned to the equipment.

The screenshot displays the 'No Load Test Inspection' page in the LEAP application. At the top, a green alert banner states: 'The inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection Report](#)'. A red circle with the number '12' is overlaid on this banner. Below the banner, a progress bar shows four steps: 'CONFIRM DETAILS', 'RECOMMISSION PTO INSPECTION CHECKLIST', 'REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION', and 'FINAL REVIEW OF SUMMARY'. The 'FINAL REVIEW OF SUMMARY' step is currently active. The main content area is titled 'Final Review Of Summary' and contains a yellow warning box with the text: 'Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.' Below this is a table of inspection details:

Inspection Date	26/07/2023
Equipment Information	
Equipment ID	L123
Equipment Type	Service Lift
Equipment No	SL01
PTO Expiry Date	N/A
Equipment Status	Suspended
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

At the bottom of the page, there are navigation buttons: '< Previous', 'Save As Draft', and 'I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >'.

12. You should see a green alert to show that you have successfully done the equipment inspection.

Note:
You will see that the inspection will not be editable if the inspection has been completed and does not require further action, or you will see that it is pending 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

Address Details

Block/House Number N/A	Street Name Sims Avenue
Floor Number N/A	Unit Number N/A
Building/Estate Name N/A	Postal Code N/A

Testing Contractor

Maintenance Contractor

Installation Contractor

[< Previous](#) [Save As Draft](#) [Save And Next >](#)

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

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
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 purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N 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	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...
N/A	pi1	33	N/A	33	N/A	N/A	N/A	N/A	A-202306-008632	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	Renewa/CL02	Renewa/CL02	N/A	Renewa/CL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pi7	33	N/A	33	N/A	N/A	N/A	N/A	A-202306-008632	Pend View ...

METHOD 1

1. Select equipment list
2. Select view

Equipment Details

Assign LEI
Export To Excel
View Submission
Resume Submission 3
Edit

Equipment ID N/A	Equipment Type Home Lift	Equipment No (e.g., PL01) HL01
Owner Name, ID Ong Ka Yi Gmail, ****0008	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor Tai Hee Engineering, 180079784H	Maintenance Contractor Tai Hee Engineering, 180079784H	Installation Contractor Tai Hee Engineering, 180079784H
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

Address

Block/House No N/A	Street Name Sims Avenue	Floor Number N/A
Unit Number N/A	Building/Estate Name N/A	Postal Code N/A
Development Type Commercial		

3. Select resume submission to continue with draft application

The screenshot shows the LEAP dashboard interface. At the top, a yellow notification banner indicates that PTO for 6 equipment(s) needs attention. Below the banner are three summary cards: '815 Equipments in Equipment List', '17 Equipment Ongoing Renewal', and '27 Equipment Ongoing Recommissioning'. The 'Draft' section contains a table with four rows of draft applications. A red circle with the number '2' highlights the 'Delete' button for the first draft application.

Equipment ID	Status	Testing Contractor	Owner	Auto-deletion Date	Resume	Delete
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
KY05 / N/A Yanglo Street	NewPto	E M SERVICES PRIVATE LIMITED (Testing Contractor)	AMKT council edit 20231019 (Owner)	Will be auto-deleted on 01/12/2023	Resume	Delete
KY06 / N/A Yanglo Street	NewPto	E M SERVICES PRIVATE LIMITED (Testing Contractor)	AMKT council edit 20231019 (Owner)	Will be auto-deleted on 20/12/2023	Resume	Delete
TESTGIROE105 / E24 TESTGIRO	Renewal	9G ELEVATOR PTE LTD (Testing Contractor)	Kayne Lee (Owner)	Will be auto-deleted on 06/12/2023	Resume	Delete

METHOD 2

1. Go to Dashboard
2. Under "Draft", select either Resume to resume application or Delete to delete draft application

Select Resume to continue with draft application

Note:

Any draft records more than 3 months old will be deleted automatically by the system.

No Load Test Inspection **Saved as Draft**

Successfully saved as draft

CONFIRM DETAILS
 RENEWAL PTO INSPECTION CHECKLIST
 REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
 04 FINAL REVIEW OF SUMMARY

Final Review Of Summary

Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.

Buffer type	1124
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	New Observation
Upload documents	New Doc.jpg
Previous Submitted Document	Old doc.jpg

In the final review, there will be a list of previous submitted document

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).

1. Select equipment list from sidebar
2. Select equipment for that has status “Pending Amendment by SPE”
3. Select View to see equipment details

- Dashboard
- Equipment List
 - All
 - Lifts
 - Escalators
 - Excel Export Requests
- PTO Application List
- Profile & User Management
- Notification Settings
- Submit Feedback
- Logout

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

<p>Equipment ID EN-91924-688643</p> <p>Owner Name, ID Jurong Town Corporation, 180079784F</p> <p>Testing Contractor N/A</p> <p>SPE, ID chester.muller, 33</p> <p>Owner Representative Assignment Status N/A</p> <p>Full Load Test Date 16/09/2017</p>	<p>Equipment Type Escalator</p> <p>PTO Expiry Date 23/10/2022</p> <p>Maintenance Contractor N/A</p> <p>LEI, Reg No. N/A</p> <p>Owner Representative N/A</p> <p>Next Full Load Test Expiry Date 16/12/2022</p>	<p>Equipment No (e.g., PL01) Esc01a</p> <p>Equipment Status Suspended</p> <p>Installation Contractor N/A</p> <p>Commissioning Date N/A</p> <p>Owner Representative Email N/A</p> <p>No Load Test Date 29/05/2021</p>
---	---	--

Address

Block/House No 123	Street Name Deimar	Floor Number 21
Unit Number 09	Building/Estate Name Deimar Villa	Postal Code 912321

Development Type
Residential Non-anded (Private)

Application

Latest Application
Recommission PTO application submitted on 27/09/2022 is Pending Amendment By SPE

4. Select Start Submission

5. Scan QR code to continue the reinspection and select save to go to the next page

- Dashboard
- Equipment List
 - All
 - Lifts
 - Escalators
 - Excel Export Requests
- PTO Application List
- Profile & User Management
- Notification Settings
- Submit Feedback
- Logout

No Load Test Inspection

01 CONFIRM DETAILS
02 RECOMMISSION PTO INSPECTION CHECKLIST
03 REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
04 FINAL REVIEW OF SUMMARY

[Edit Equipment Details](#)

Equipment Information		
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 N/A
Full Load Test Date 16/09/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 29/05/2021
Show more ▾		
SPE's Remarks —		
BCA Reviewer's Remarks Tested on 10 Oct.		
Owner's Remarks —		
Confirm Details		
Inspection Start Date		
Date & Time 27/09/2022 00:00		

6. Continue the reinspection

Building and Construction Authority

Page 86 of 123

Confirm Details

Inspection Start Date

Date & Time
21/04/2023 00:00

Address Details

Block/House Number	Street Name
N/A	TESTGIRO
Floor Number	Unit Number
N/A	N/A

Confirm Details

Inspection Start Date

Date & Time
22/05/2024 11:54

Address Details

Block/House Number	Street Name
N/A	TESTGIRO
Floor Number	Unit Number
N/A	N/A

Note: The inspection date and time will be refreshed the first time SPE select to resume inspection after the application status is “Pending Amendment by SPE”

8 Equipment details

1. Select equipment list from sidebar
2. Select equipment for equipment list
3. Select View to see equipment details

8.1 Advanced filter (Search)

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

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

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

8.2 Editing equipment details

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI | Initiate Recommision PTO Application | Resume New PTO Application | Export Selected Records To Excel

848 / 848 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Select equipment list from sidebar
2. Select equipment for equipment list
3. Select View

Equipment Details

Assign LEI
Export To Excel
View Submission
Start Submission
4
Edit

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

Address

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

4. Edit

Edit Equipment

Address Details 5

Block/House Number <input type="text" value="537"/>	Street Name * <input type="text" value="BEDOK NORTH STREET 3"/>
Floor Number <input type="text"/>	Unit Number <input type="text"/>
Building/Estate Name <input type="text"/>	Postal Code <input type="text" value="460527"/>

6

Technical Information 7

Equipment No (e.g., PL01) * <input type="text" value="PL08"/>	Equipment Type * <input type="text" value="Home Lift"/>
Development Type * <input type="text" value="Residential Non-landed (HDB)"/>	Make * <input type="text" value="Mitsubishi"/>
Year of Installation * <input type="text" value="2021"/>	ARD Brand <input type="text"/>
Model * <input type="text" value="M0123"/>	UPS Brand <input type="text"/>
ARD Model <input type="text"/>	Capacity (number of pax) <input type="text" value="15"/>
UPS Model <input type="text"/>	Rated Load * <input type="text" value="1600"/> kg
Machine Room/ Machine Roomless * <input type="text" value="Machine room"/>	Cabin Height * <input type="text" value="1000"/> mm
Rated Speed * <input type="text" value="150"/> m/s	Cabin Length * <input type="text" value="54321"/> mm
Cabin Breadth * <input type="text" value="1000"/> mm	

Applicable Standard(s) * Add

Choose the applicable standard(s)

Remarks

8

5. Make required changes for Address Details

6. Click “Save Address Details”

7. Make required changes for Technical Information. Should the Equipment Type be changed, the technical information will be populated accordingly

8. Click “Save Technical Information”

Note:
The saving of address details and technical information will be independent.

	 <p>You have amended the equipment type. If you wish to proceed, you will need to resubmit the inspection checklist based on the new equipment type that you have selected. Are you sure you want to proceed?</p> <p><input type="button" value="No"/> <input checked="" type="button" value="Yes"/></p>		<p>Note: If an equipment's status is in ongoing inspection, SPE will see a pop-up message indicating that the inspection will need to be redone if the equipment type is amended.</p>
--	---	--	--

8.3 View past applications

SPE can view the history of all applications for the equipment

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel

848 / 848 equipment(s) 1 item(s) selected Display/Hide Columns Group By Column Clear All Column Filters Search Scan/Upload QR Code

2

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View 3
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pi1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pi7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

Equipment ID L281	Equipment Type Cargo Lift	Equipment No (e.g., PL01) Payment2
Owner Name, ID ABC Audit Firm,	PTO Expiry Date 31/07/2024	Equipment Status Active
Testing Contractor 9G ELEVATOR PTE LTD, T18550001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18550001A	Installation Contractor 9G ELEVATOR PTE LTD, T18550001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date 10/07/2023
Full Load Test Date 10/07/2023	Next Full Load Test Expiry Date N/A	No Load Test Date 10/07/2023

[Show more](#)

PAST APPLICATIONS
(Renewal, Re-commission and New PTO History) **5**

OWNER, CONTRACTOR & SPE HISTORY | INSPECTION HISTORY

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	DATE	APPLICATION STATUS
New PTO	A-202307-007429	10/07/2023	Complete

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

8.4 View Owner, Contractor and SPE history

1 Equipment List

0 Equipment
Due for 5 Year Full Load Test

1 Equipment
Pending Authorisation By SPE

31 Equipment
PTO Expiring in 3 Months

3 New PTO Applications
Rejected by Owner

6 Equipment
Pending amendments - BCA Comments

31 Equipment
Ongoing Renewal

27 Equipment
Ongoing Recommissioning

848 Applications
Assigned to me

Assign LEI | Initiate Recommission PTO Application | Resume New PTO Application | Export Selected Records To Excel

848 / 848 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters

Search | Scan/Upload QR Code

2

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View 3
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	Renewa/CL02	Renewa/CL02	N/A	Renewa/CL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) CL01
Owner Name, ID ABC Audit Firm,	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

[Show more](#)

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

Display/Hide Columns

ROLE	NAME	ID	START DATE	END DATE
Installation contractor	9G ELEVATOR PTE LTD	T18SS0001A	10/07/2023	N/A
Test contractor	9G ELEVATOR PTE LTD	T18SS0001A	10/07/2023	N/A
Maintenance contractor	9G ELEVATOR PTE LTD	T18SS0001A	10/07/2023	N/A
SPE	chester.muller	33	10/07/2023	N/A
Corporate Owner	ABC Audit Firm		10/07/2023	N/A

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

8.5 View checklist history

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI | Initiate Recommission PTO Application | Resume New PTO Application | Export Selected Records To Excel

848 / 848 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	blk7654500, pink purple street	blk7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	blk2343pp, test st	blk2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007061	Pend View ...
<input type="checkbox"/>	N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

2 **3**

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

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

Equipment ID N/A	Equipment Type StairChair Lift	Equipment No (e.g., PL01) KY03
Owner Name, ID Jurong Town Corporation, 180079784F	PTO Expiry Date N/A	Equipment Status Pending Owner Acceptance
Testing Contractor Tai Hee Engineering, 180079784H	Maintenance Contractor N/A	Installation Contractor N/A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

[Show more](#)

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

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	INSPECTION DATE	INSPECTION TYPE	ACTION
New PTO	A-202209-006493	22/06/2023	No Load Test	View

4. Scroll down to bottom of the page
5. See inspection checklist history

8.6 Download submission report for equipment

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel

848 / 848 equipment(s) 1 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

Search Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pl7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

Scroll down to bottom of the page

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) CL01
Owner Name, ID ABC Audit Firm,	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

[Show more](#)

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

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	INSPECTION DATE	INSPECTION TYPE	ACTION
New PTO	A-202307-007433	10/07/2023	No Load Test	6 View 7 Download PDF

Scroll down the page.

4. See Inspection History
5. Look for the PTO application record
6. Click “View” for more details and download the report from there
7. Click “Download PDF”

Note:
Only completed submissions will be reflected.

View Inspection 1 [Download PDF](#)

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) pl232
Owner Name, ID LTA, G7801208K	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, G3749998Q
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A

[Show more](#) ▾

Building/Estate Name N/A	Road Name testing signsg	Block/House No blk3244ssd
Floor Number N/A	Division N/A	Postal Code N/A

Contractors

Contractor Type Test contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Maintenance contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN T18SS0001A
Contractor Type Installation contractor	Contractor Name 9G ELEVATOR PTE LTD	Contractor UEN G3749998Q

Upload List

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + A-202307-008026_pl232_testing signsg_.pdf <small>Document has been authorised by chester.muller on 02/08/2023 12:40</small> </div> <div style="text-align: right;"> 3 Download ↓ </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + ACOP Type Test Cert_ACOP Protection Means.pdf <small>DefaultInspectionDocument</small> </div> <div style="text-align: right;"> Download </div>

Upload By Officer

No files uploaded ↓

Applicable Standard(s)

Applicable standard	Remarks
---------------------	---------

- SPE can view inspection details
1. SPE can download PDF from this page
- OR
2. Scroll down the page.
 3. Download the inspection report has been signed by the SPE

8.7 Exporting equipment details to excel

The screenshot displays the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with navigation icons. The main content area shows a summary of equipment status (e.g., 0 Equipment Due for 5 Year Full Load Test, 1 Equipment Pending Authorisation By SPE, 31 Equipment PTO Expiring in 3 Months) and a table of equipment records. A red circle '1' points to the sidebar, '2' points to the selection of a specific equipment record (EN-01367-436834), and '3' points to the 'Export Selected Records To Excel' button. The table below shows the details of the selected equipment and other records.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input checked="" type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pi1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pi7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from equipment list
3. Click on export to excel

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

8.8 Export all equipment to excel



1. Select export all records to Excel

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

Equipment List

0 Equipment
Due for 5 Year Full Load Test

1 Equipment
Pending Authorisation By SPE

6 Equipment
Pending amendments - BCA Comments

31 Equipment
Ongoing Renewal

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

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

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

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

Cancel
Export

2. Check the details to be exported
3. Select export

Excel Export Requests

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

15 / 15 request(s) Display/Hide Columns

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

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

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

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

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

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

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.

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI | Initiate Recommission PTO Application | Resume New PTO Application | Export Selected Records To Excel

31 / 848 equipment(s) | 1 item(s) selected | Display/Hide Columns | Group By Column | Clear All Column Filters

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	ACTION
<input checked="" type="checkbox"/>	L428	pitestgiro1	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...
<input type="checkbox"/>	L434	pitestgiro4	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...
<input type="checkbox"/>	L430	pitestgiro6	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...
<input type="checkbox"/>	L431	pitestgiro5	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...
<input type="checkbox"/>	L427	pitestgiro9	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...
<input type="checkbox"/>	E67	E3212	dsavs	N/A	dsavs	N/A	31/10/2023	N/A	A-202310-043463	View ...
<input type="checkbox"/>	L397	312312	bik329erka, test st	bik329erka	test st	N/A	31/10/2023	24/08/2028	A-202310-043427	View ...
<input type="checkbox"/>	L432	pitestgiro8	12	N/A	12	N/A	31/10/2023	N/A	A-202310-043427	View ...

1. Begin by selecting the equipment list from the sidebar
2. Then select the desired equipment(s) from equipment list to renewed
3. Select assign LEI button.

Note: SPE can only assign LEI to renewal and recommission applications.

Assign LEI

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	OWNER NAME & ID
L773	L08833	1122990 Beach Road	1122990	Beach Road	N/A	N/A	Active	Car Lift	Pending SPE Inspection	Renewal PTO	LTA devcompany test edit -< >-HLW

Showing 1 to 1 of 1 results

Rows per page 10

Select the LEI's Name

Alvin Shanahan edit | LEI-00031

Remove LEI Assignment

Close Save

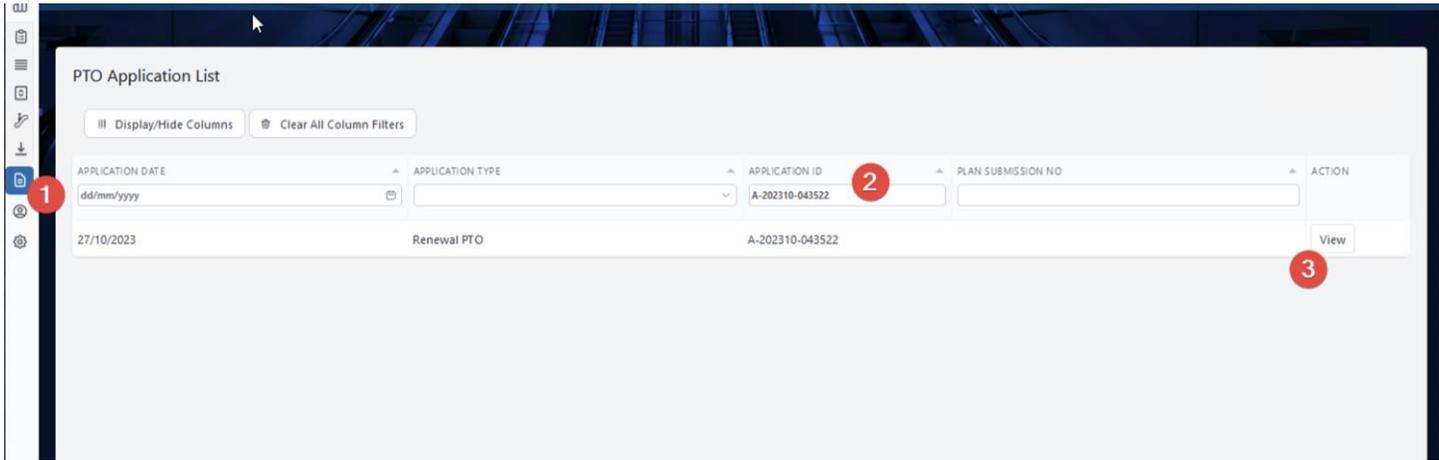
4

5

4. Click on the dropdown to select LEI
5. Click Save

10 Viewing equipment in PTO application list

10.1 If Application ID is known upfront



PTO Application List

Display/Hide Columns Clear All Column Filters

APPLICATION DATE	APPLICATION TYPE	APPLICATION ID	PLAN SUBMISSION NO	ACTION
dd/mm/yyyy		A-202310-043522		
27/10/2023	Renewal PTO	A-202310-043522		View

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

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

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

10.2 If Application ID is not known upfront

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

Assign LEI Initiate Recommission PTO Application Resume New PTO Application Export Selected Records To Excel

848 / 848 equipment(s) 1 item(s) selected

Display/Hide Columns Group By Column Clear All Column Filters

Search Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
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 purple street	bik7654500	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	bik2343pp, test st	bik2343pp	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	Renewal/CL02	Renewal/CL02	N/A	Renewal/CL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

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

Note:
Most often the best way to search would be via the PTO expiry date.

Equipment Details

Assign LEI | Export To Excel | View Submission | Start Submission | Edit

Equipment ID N/A	Equipment Type Car Lift	Equipment No (e.g., PL01) CL01
Owner Name, ID ABC Audit Firm,	PTO Expiry Date N/A	Equipment Status Accepted By Owner
Testing Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Maintenance Contractor 9G ELEVATOR PTE LTD, T18SS0001A	Installation Contractor 9G ELEVATOR PTE LTD, T18SS0001A
SPE, ID chester.muller, 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date N/A	Next Full Load Test Expiry Date N/A	No Load Test Date N/A

Show more

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

Display/Hide Columns

APPLICATION TYPE	APPLICATION ID	DATE	APPLICATION STATUS
New PTO	A-202307-007433	10/07/2023	Pending PTO Officer Review

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

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

Id	9
SPE NRIC	*****8281
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

SPE Details

Id: 9

SPE NRIC: ****8281

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

I declare that the contact information provided above is accurate. 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 email address provided above.

Cancel Save

1. Begin by selecting profile and user management
2. Key in changes to address
3. Check declaration
4. Select save

11.2 Changing contact details (email)

The screenshot displays the 'Profile' page in the LEAP application. The page is divided into sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'SPE Details' section includes fields for 'Id' (33), 'SPE NRIC', and 'SPE Name' (chester.muller). The 'Address Details' section includes fields for 'Block/House Number', 'Street Name *', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section includes an 'Email *' field with the value 'XXX.@gmail.com' and a 'Send OTP' button. A yellow 'Email Verification!' banner is visible below the email field, stating: 'Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.' Below the email field is a 'Phone *' field with the value '65 53402338'. At the bottom of the page, there is a checkbox for a declaration: 'I declare that the contact information provided above is accurate. 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 email address provided above.' The 'Cancel' and 'Save' buttons are located at the bottom right of the page. Red numbered callouts (1-4) are placed on the page: 1 points to the 'SPE Name' field, 2 points to the 'Contact Details' section header, 3 points to the 'Email *' field, and 4 points to the 'Send OTP' button.

1. Select profile and user management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your email address.
4. Click on Send OTP

The screenshot displays the 'Profile' page in the LEAP application. The page is divided into several sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'OTP Sent' status is highlighted in green at the top, with a red circle containing the number '5' next to it. The 'Send OTP' button is located in the 'Contact Details' section, with a red circle containing the number '6' next to it. Below the 'Send OTP' button, there is a 'Verification Code' field with a 'Validate' button, marked with a red circle containing the number '7'. A yellow message box below the 'Validate' button reads: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.' A red circle containing the number '6' is also present next to the text 'OTP has been sent. Resend OTP in 1:59'.

5. A green successful message "OTP Sent" will be displayed
6. A message to inform OTP has been sent, with a countdown timer of 2 minutes to request resend OTP. After 2 minutes, the "Resend OTP" button will be enabled.
7. A textbox will be displayed with a "Validate" button

Profile

OTP Sent

SPE Details

Id: 33

SPE NRIC: (empty)

SPE Name: chester.muller

Address Details

Block/House Number: (empty)

Street Name *: (empty)

Floor Number: (empty)

Unit Number: (empty)

Building/Estate Name: (empty)

Postal Code: (empty)

Contact Details

Email *: XXX@gmail.com [Send OTP]

102775 [Validate]

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

Phone *: 65 53402338

8. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill the OTP sent to your email.
9. Click Validate

Profile

Email Verified **10**

SPE Details

Id: 33

SPE NRIC: [Redacted]

SPE Name: chester.muller

Address Details

Block/House Number: [Redacted]

Street Name *: [Redacted]

Floor Number: [Redacted]

Unit Number: [Redacted]

Building/Estate Name: [Redacted]

Postal Code: [Redacted]

Contact Details

Email *: XXX@gmail.com

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

Phone *: 65 52402338

I declare that the contact information provided above is accurate. 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 email address provided above.

Waiting for www2-uat.bca.gov.sg...

Contact Details

Email *: Verified **11** XXX@gmail.com

Phone *: 65 52402338

12

10. A message to inform Email verified

11. A green "Verified" tag will be shown

12. "Send OTP" will be hidden as the email has been verified. Should there be any changes to the email, repeat Step 3

Note:

You would be required to validate your email with OTP.

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

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

11.3 Changing contact details (phone number)

The screenshot shows a mobile application interface for editing a profile. The 'Profile' page is divided into three main sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'SPE Details' section contains fields for 'Id' (33), 'SPE NRIC', and 'SPE Name' (chester.muller). The 'Address Details' section includes fields for 'Block/House Number', 'Street Name *', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section features an 'Email *' field (XXX@gmail.com) with a 'Verified' status, and a 'Phone *' field with a country code dropdown (65) and a phone number (52402338). A declaration checkbox is present below the phone field, and a 'Save' button is at the bottom right.

1. Select profile and user management
2. Go to Contact Details
3. Click on the textbox and a blue border will be shown to ensure the textbox is clicked and in active state. Fill your phone number
4. Ensure country code (in digit) is entered
5. Select declaration
6. Save

Note:

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

You would need to select declaration before "Save" is enabled

12 Notifications

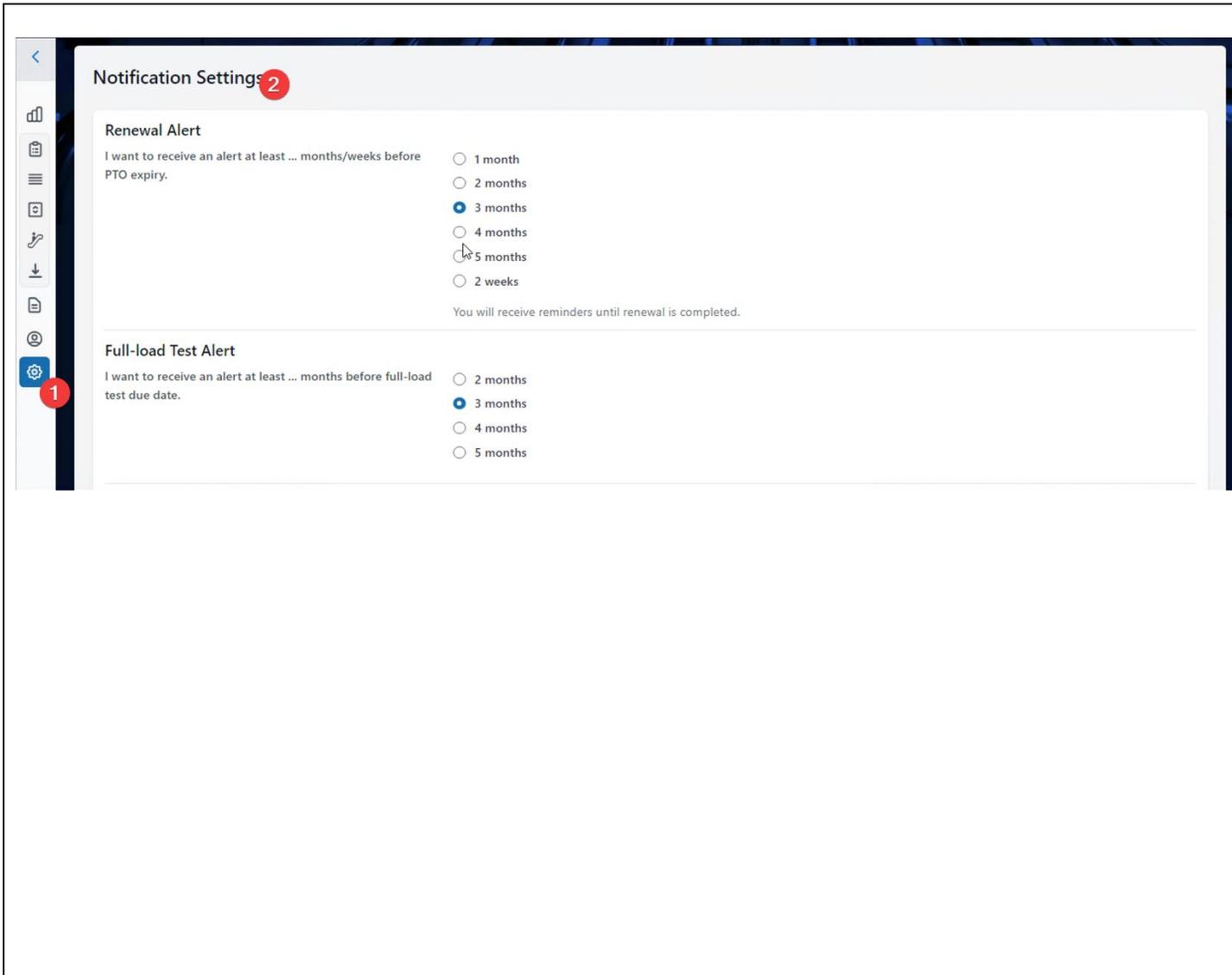
In this section, SPE can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to [Section 10.2 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated or suspended.

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.



Notification Settings 2

Renewal Alert

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

1 month

2 months

3 months

4 months

5 months

2 weeks

You will receive reminders until renewal is completed.

Full-load Test Alert

I want to receive an alert at least ... months before full-load test due date.

2 months

3 months

4 months

5 months

1. Select Notification Settings from sidebar
2. Change frequency for – Renewal Alert / Full Load Test Alert / Equipment status / Application status / Preferred channels

Change in Equipment Status

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

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

Change in Application Status

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

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

Preferred Channels

Select channels

Email
 XXX@gmail.com

Cancel
Save Changes

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

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

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