



User Manual

For the BCA LEAP Application

| | |
|---------|------------------|
| Role | SPE |
| Version | 1.11 |
| Date | 13 November 2025 |



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 |

| Version | Date Updated | Remarks |
|---------|------------------|--|
| | | 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 |
| 1.11 | 13 November 2025 | Updating of BCA Logo Revision of Section 1.4 Logging into the system Revision of Section 1.5 The Dashboard Addition of Section 1.7.2 View equipment pending authorisation by SPE Revision of Section 2 Renew PTO Application Addition of Section 9.1 Review Inspection by LEI |

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1 Introduction

The BCA Lifts and Escalators Application system (LEAP) was created to automate the process involved in the lifecycle of lifts and escalators, from 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

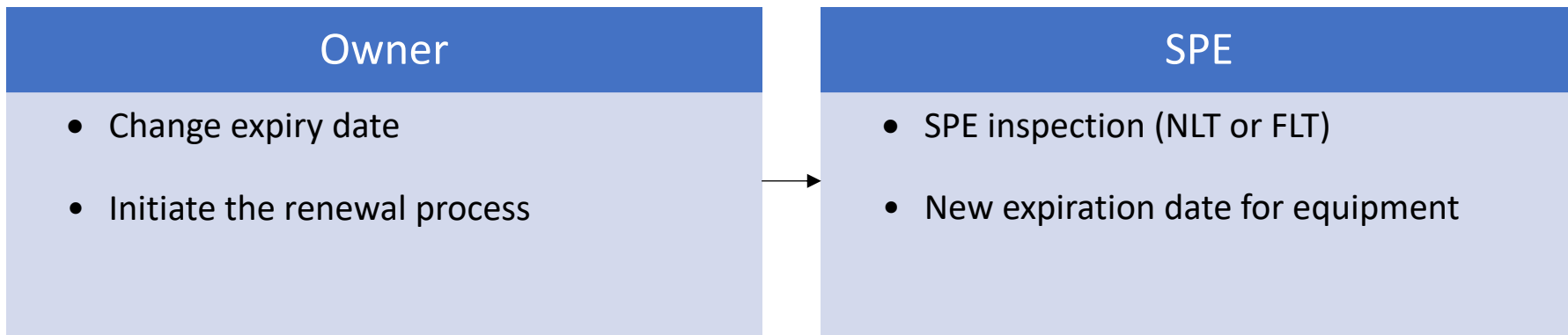
| Status | Description |
|----------------|--|
| Pending Refund | Owner requested for refund, or Finance Officer marked payment for refund |
| Refunded | Finance Officer updated refund status as refunded |
| Rejected | Finance Officer updated refund status as rejected |

1.3 Flow of SPEs main functions

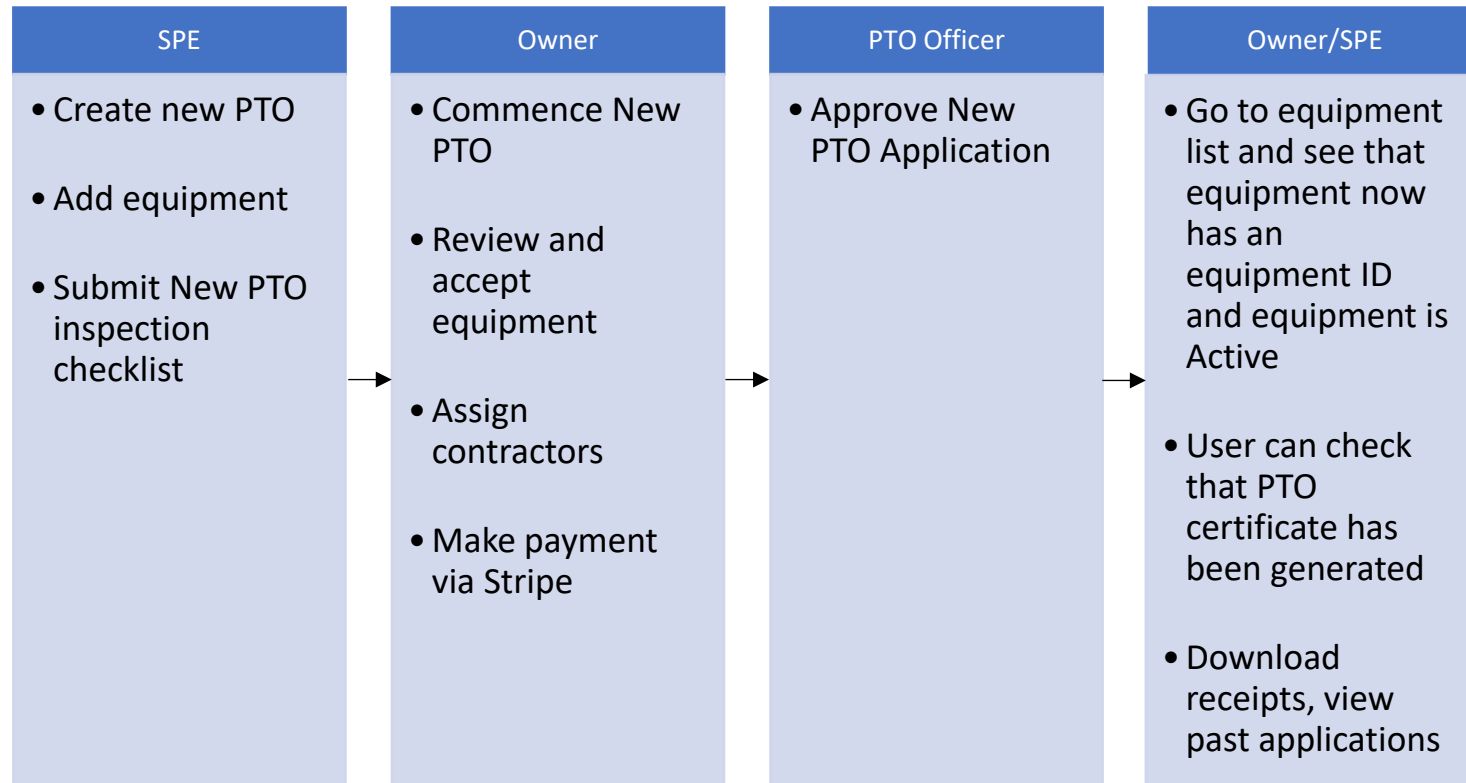
The three main functions of the LEAP system are for SPEs to assist Owners in renewing PTOs, creating new PTOs as well as to recommission PTOs. This section will be used to elaborate on the flow of these 3 main uses.

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

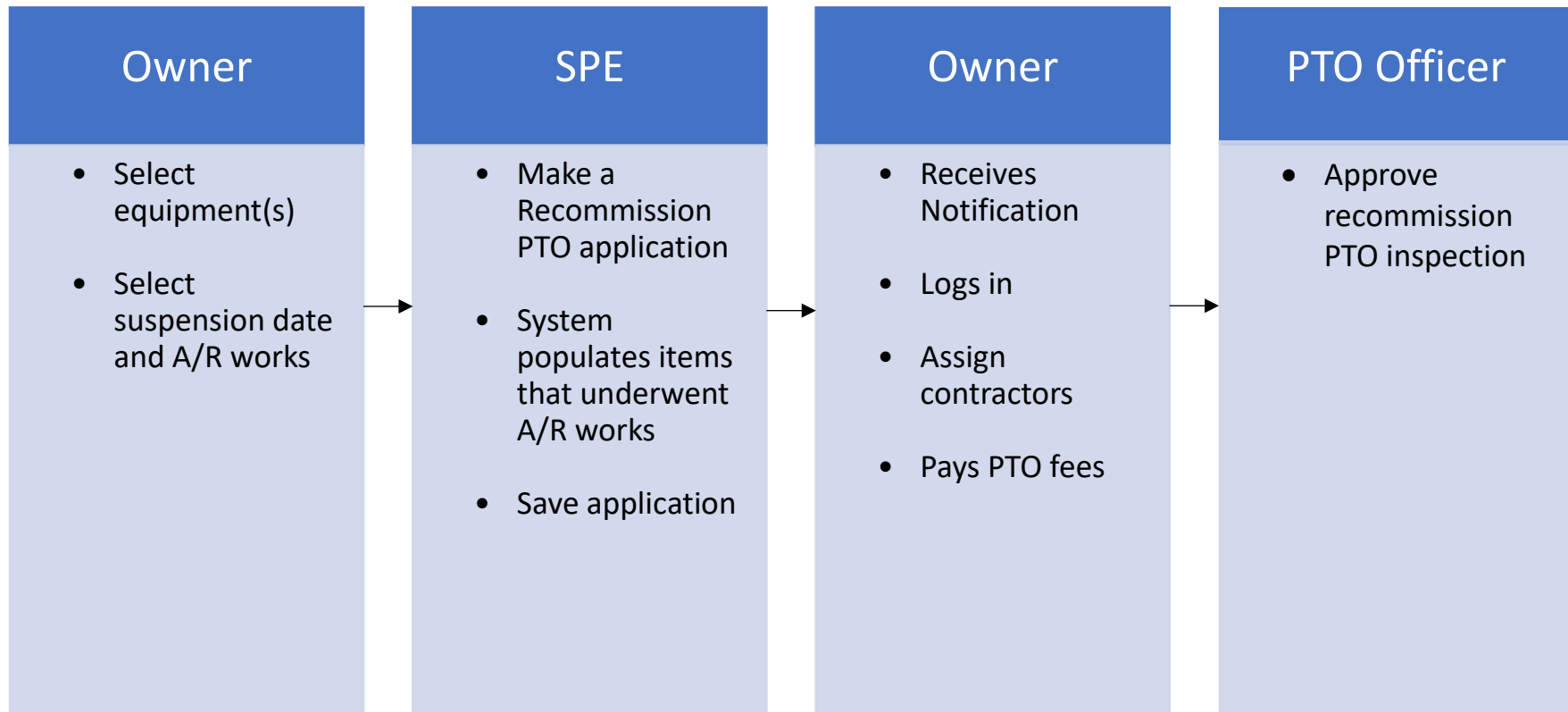


The process of creating a new PTO application begins with the SPE (with an Application ID created for identification). Once created, the SPE conducts the inspection and then routes it to the Owner. The Owner will then receive an email alert and can then commence the new PTO on their end which would include 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 be directed to the Singpass web page.

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

Building and Construction Authority

Feedback

LEAP

Lifts and Escalators Application Portal

Announcement

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

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

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

Individual Login

Individual Home Owner
[Log in with singpass](#)

SPE
[Log in with singpass](#)

LEI
[Log in with singpass](#)

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

Corporate Login

L&E Corporate Owner
[Log in with corpPASS](#)

Contractor
[Log in with corpPASS](#)

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

Contractor - PWM
[Log in with corpPASS](#)

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

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

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

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

QUICK LINKS

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

1.5 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 recommissioning thus requiring action, information on equipment that is expiring and Equipment which are due for Full Load Testing. 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 screenshot displays the LEAP system dashboard. On the left is a sidebar menu with options: Equipment List, All, Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area has a top navigation bar with the LEAP logo, a menu icon, and links for All, Lifts, and Escalators. The user is identified as Marianne Rubens, SPE, with a link to the SPE (User Manual).

Two yellow alert banners are present:

- Alert 1:** There are 1 equipment(s) which are due for 5-yearly Full Load Testing. Please click on View for more details. [View](#)
- Alert 2:** The PTO for 5 equipment(s) need your attention. Please proceed to check the Application. [View](#)

Three summary cards are shown:

- 2378 Equipments** In Equipment List. [View all](#)
- 39 Equipment** Ongoing Renewal. [View all](#)
- 252 Equipment** Ongoing Recommissioning. [View all](#)

Drafts (2)

| | | | | | | |
|---|--------|-----------------------------------|---------------------------|---------------------------------------|------------------------|------------------------|
| MS03 / N/A 3, Melbourne St., 25, 909090 | NewPto | CHEVALIER (Testing Contractor) | januaryrose (Owner) | Will be auto-deleted on 16/12/2025 | Resume | Delete |
| pl23234j / N/A blk233ffi, file uploadong, 000000 | NewPto | CHEVALIER (Testing Contractor) | Jon Bieber ABC (Owner) | Will be auto-deleted on 16/12/2025 | 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 buttons for 'Create New PTO Application' and 'Export All Records To Excel'. Below these, a red box highlights a row of six smart filter cards: '0 Equipment Due for 5 Year Full Load Test', '1 Equipment Pending Authorisation By SPE' (which is selected), '31 Equipment PTO Expiring in 3 Months', '3 New PTO Applications Rejected by Owner', '6 Equipment Pending amendments - BCA Comments', and '31 Equipment Ongoing Renewal'. Below the filters, there are buttons for 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A summary bar shows '848 / 848 equipment(s)', '0 item(s) selected', and options for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. There are also 'Search' and 'Scan/Upload QR Code' buttons. A yellow warning message states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.' The main table lists equipment details with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, APPLICATION ID, and APPLIC ACTION. The table contains six rows of data.

| 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 ... |
| 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 ... |

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. On the left is a vertical sidebar with icons for home, menu, search, download, document, notifications, and settings. The main area features a header with 'Equipment List' and two buttons: 'Create New PTO Application' and 'Export All Records To Excel'. Below the header are eight filter cards arranged in two rows. The first row contains: '0 Equipment Due for 5 Year Full Load Test', '0 Equipment Pending Authorisation By SPE', '19 Equipment PTO Expiring in 3 Months', and '9 New PTO Applications Rejected by Owner'. The second row contains: '14 Equipment Pending amendments - BCA Comments', '19 Equipment Ongoing Renewal', '39 Equipment Ongoing Recommissioning', and '1278 Applications Assigned to me'. The '1278 Applications Assigned to me' card is highlighted with a red border. At the bottom of the dashboard are four buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

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

1.7.2 View equipment pending authorisation by SPE

Select Pending Authorisation by SPE smart filter. SPE can view a list of inspections submitted by an assigned LEI. Refer to [Section 9.1](#) for steps for reviewing inspection by LEI

The screenshot displays the 'Equipment List' interface. At the top right, there are buttons for 'Create New PTO Application' and 'Export All Records To Excel'. Below these, a grid of summary cards shows: 1 Equipment Due for 5 Year Full Load Test, 5 Equipment Pending Authorisation By SPE (highlighted with a red box), 23 Equipment PTO Expiring in 3 Months, 2 New PTO Applications Rejected by Owner, 1 Equipment Pending amendments - BCA Comments, 22 Equipment Ongoing Renewal, 33 Equipment Ongoing Recommissioning, and 1686 Applications Assigned to me. A row of action buttons includes 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. Below the actions, a status bar shows '3 / 1686 equipment(s)' selected, along with buttons for 'Display/Hide Columns', 'Group By Column', 'Clear All Column Filters', 'Search', and 'Scan/Upload QR Code'. A yellow warning box states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.' The table header at the bottom lists columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, and ACTION.

Equipment List

Create New PTO Application Export All Records To Excel

1 Equipment Due for 5 Year Full Load Test

5 Equipment Pending Authorisation By SPE

23 Equipment PTO Expiring in 3 Months

2 New PTO Applications Rejected by Owner

1 Equipment Pending amendments - BCA Comments

22 Equipment Ongoing Renewal

33 Equipment Ongoing Recommissioning

1686 Applications Assigned to me

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

3 / 1686 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 ACTION

Checklist Pending Authorisation By SPE

III Display/Hide Columns

Clear All Column Filters

| EQUIPMENT ID ▲ | INSPECTOR NAME ▲ | REVIEWER NAME ▲ | INSPECTION STATUS ▲ | TEST TYPE ▲ | TEST DATETIME ▲ | ACTION |
|-----------------------------|----------------------|---|--------------------------------|----------------------|---|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="v"/> | <input type="text"/> | <input type="text" value="dd/mm/yyyy"/> <input type="text" value=""/> | |
| L577 | ellis1 | <b style="color:red;">tfnMarianne Rubens 20240820 | Pending SPE Review | Full Load Test | 14/01/2025 | View |
| L552 | ellis1 | <b style="color:red;">tfnMarianne Rubens 20240820 | Pending SPE Review | No Load Test | 27/12/2024 | View |
| L500 | mable.koch | <b style="color:red;">tfnMarianne Rubens 20240820 | Pending SPE Review | No Load Test | 21/10/2024 | View |
| EN-20230724-789077 | mable.koch | <b style="color:red;">tfnMarianne Rubens 20240820 | Pending SPE Review | No Load Test | 16/11/2023 | View |
| L166 | mable.koch | <b style="color:red;">tfnMarianne Rubens 20240820 | Pending SPE Review | No Load Test | 17/07/2023 | View |
| Showing 1 to 5 of 5 results | | | Rows per page | 10 v | First < 1 > Last | |

1.7.3 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.

The screenshot displays the 'Equipment List' dashboard in the LEAP system. On the left is a vertical sidebar with icons for home, list, calendar, search, download, document, notifications, and settings. The main content area features a grid of eight summary cards and a row of action buttons at the bottom.

| Icon | Count | Category |
|-----------------|-------|---|
| Calendar | 0 | Equipment Due for 5 Year Full Load Test |
| Shield | 0 | Equipment Pending Authorisation By SPE |
| Calendar | 19 | Equipment PTO Expiring in 3 Months |
| Prohibited sign | 9 | New PTO Applications Rejected by Owner |
| Checklist | 14 | Equipment Pending amendments - BCA Comments |
| Checklist | 19 | Equipment Ongoing Renewal |
| Checklist | 39 | Equipment Ongoing Recommissioning |
| Person | 1278 | Applications Assigned to me |

Buttons at the bottom: Assign LEI, Initiate Recommission PTO Application, Resume New PTO Application, Export Selected Records To Excel.

Buttons at the top right: Create New PTO Application, Export All Records To Excel.

1.7.4 View equipment with pending recommissions

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

The screenshot displays the 'Equipment List' dashboard in the LEAP system. On the left is a vertical sidebar with navigation icons. The main area features a grid of equipment status filters. At the top right of the dashboard are two buttons: 'Create New PTO Application' and 'Export All Records To Excel'. At the bottom are four buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

| Icon | Count | Equipment Status |
|-------------------------|-------|---|
| Calendar | 0 | Equipment Due for 5 Year Full Load Test |
| Shield | 0 | Equipment Pending Authorisation By SPE |
| Calendar | 19 | Equipment PTO Expiring in 3 Months |
| Prohibited sign | 9 | New PTO Applications Rejected by Owner |
| Checklist | 14 | Equipment Pending amendments - BCA Comments |
| Checklist | 19 | Equipment Ongoing Renewal |
| Checklist (highlighted) | 39 | Equipment Ongoing Recommissioning |
| Person | 1278 | Applications Assigned to me |

1.7.5 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 in the LEAP system. On the left is a sidebar with navigation icons. The main area features a grid of equipment status filters. The filter '9 New PTO Applications Rejected by Owner' is highlighted with a red border. At the top right, there are buttons for 'Create New PTO Application' and 'Export All Records To Excel'. At the bottom, there are buttons for 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

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

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.

Scan/Upload QR Code

Scan QR Code

Upload *

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

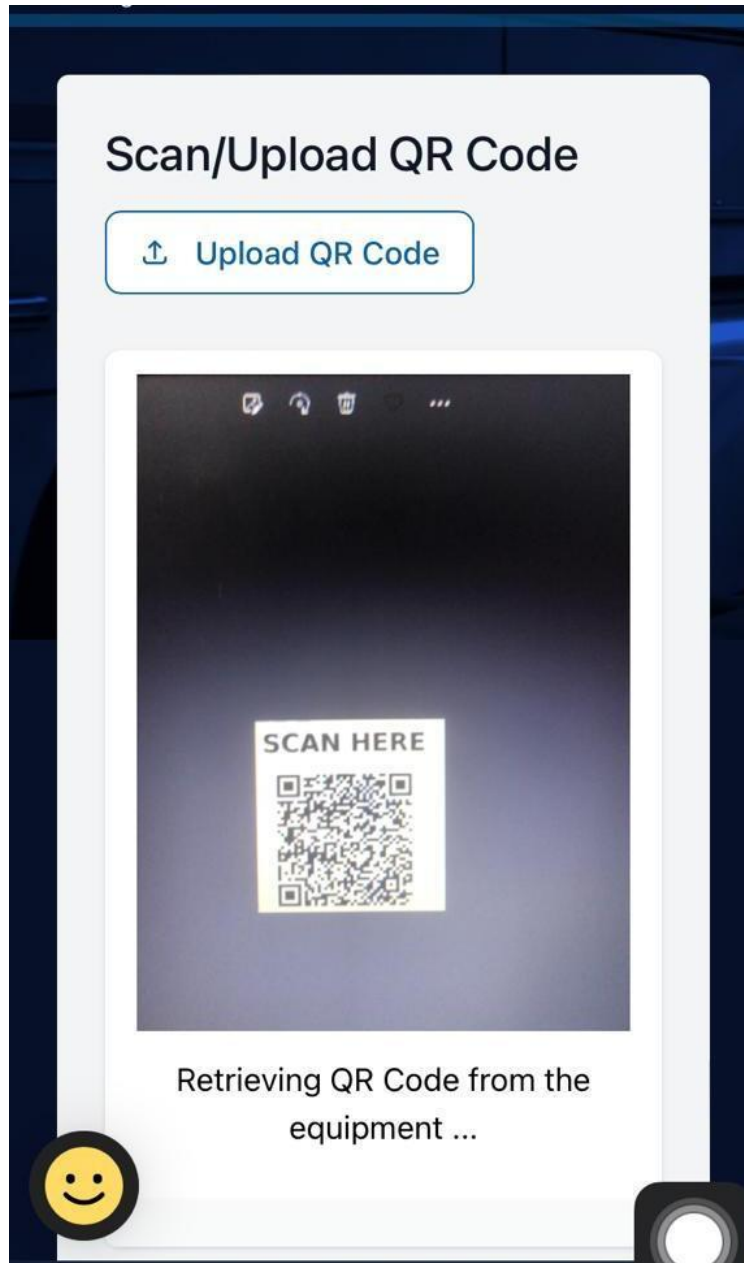
Cancel Save

Either scan or upload QR code

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

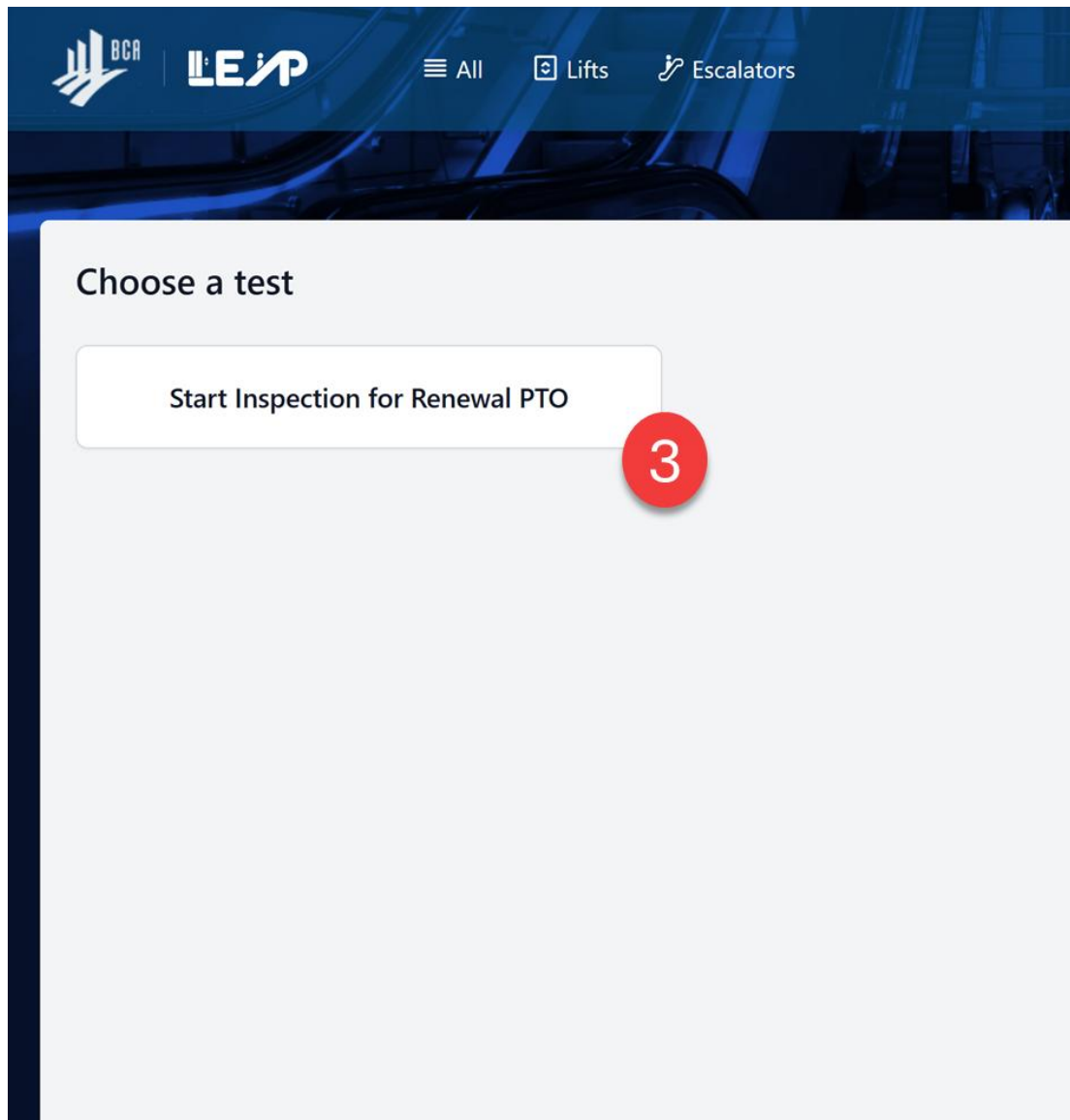
Note:

To upload the QR code, please 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



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

3. Select Start Inspection for Renewal PTO

This moves you to the Renewal 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.

Confirm Details

Inspection Start Date

Date & Time

26/12/2024 23:14

Address Details

Block/House Number

34

Street Name

Ocean View

Floor Number

11

Unit Number

22

Building/Estate Name

N/A

Postal Code

N/A

Development Type

Commercial

Testing Contractor *

9G ELEVATOR PTE LTD <i>test</i> | T18SS0...

FLT Question

Does FLT need to be done?

☒ Yes
 ☐ No

< Previous

Save As Draft

Save And Next >

4. Select Testing Contractor

If equipment type is Traction Lifts, SPE need to select if FLT needs to be done:

- If FLT needs to be done, System will automatically display FLT checklist portion for SPE to fill out
- If FLT doesn't need to be done, System will automatically display NLT checklist portion for SPE to fill out

5. Click Save and Next

Note:

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

Notes regarding Full-load test (FLT) checklist:

- The FLT checklist is applicable for the following types of Traction Lifts: CarLift, PassengerLift, HomeLift, CargoLift, FireLift, ServiceLift.
- When the SPE indicates "Y" for the FLT question, FLT date will be updated based on inspection start date and FLT expiry date will be set to inspection start date + 5 years
- If the renewal inspection is conducted 57 months onwards after the last FLT, the FLT checklist becomes mandatory for the SPE to fill out.
- System will display a banner message on the inspection page to remind the SPE on the upcoming FLT expiry date, which will be shown between 48-57 months since the last FLT:

Renewal Inspection **Saved as Draft**

Please note that the next Full Load Test for L577 will be due on 14 November 2025

01 CONFIRM DETAILS

02 RENEWAL PTO INSPECTION CHECKLIST

03 REVIEW INSPECTION DECLARATION

Equipment Information

| | |
|--|-----------------|
| Equipment ID | Equipment Type |
| L577 | Cargo Lift |
| Owner Name, ID | PTO Expiry Date |
| "> <img/src=x onerror=alert(document.domain)> LTA ABC, UEN8439586I | 31/03/2025 |

Other Observations

▼ Expand All

▲ Collapse All

Status:

Satisfactory (S)

Not Satisfactory (NS)

Not Applicable (NA)

Select All As Satisfactory

6

Machine room/head room

▼

Hoist way

▼

Lift car and Pit

▼

Machine room / Head room (Additional checks/tests for full load)

▼

Hoist Way (Additional checks/tests for full load)

▼

Lift Car and Pit (Additional checks/tests for full load)

▼

Other Observations

▼

< Previous

Save As Draft

7

Save And Next >

6. Fill out the renewal checklist

7. 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.

| | |
|---|---|
| <div><p>Applicable Standard(s) *</p><p>Choose the applicable standard(s)</p><div><div>Any other lift: SS 550:2009</div><div>8</div></div><p>Remarks</p><div>TEST</div><p>Remove</p><p>Add <div>9</div></p><p>Declaration</p><p><input checked="" type="checkbox"/> The equipment has been satisfactorily tested in accordance with the codes chosen above. <div>10</div></p><p><input checked="" type="checkbox"/> I, as the supervising specialist professional engineer, declare that</p><ul style="list-style-type: none">(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 <div>11</div><p>< Previous Save As Draft Save And Next ></p></div> | <p>8. Choose the Applicable Standard(s)</p> <p>9. SPE can Add more Applicable Standards</p> <p>10. Fill up the declaration</p> <p>11. Save and Next</p> |
|---|---|

12. Review the inspection
and proceed to submitRenewal 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.

Inspection Date/Time 27/12/2024 01:19

Equipment Information

Equipment ID L551

Equipment Type Hydraulic Lift

Equipment No PL992

PTO Expiry Date 28/02/2025

Equipment Status Active

Testing Contractor <h1>tfn</h1> 1C791A61-1A28-485B-B58F-FF4A897C6B38

Maintenance Contractor <h1>tfn</h1> 1C791A61-1A28-485B-B58F-FF4A897C6B38

Installation Contractor @BSOLUTE AIRCON PTE. LTD.

12

< Previous

Save As Draft

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

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

singpass

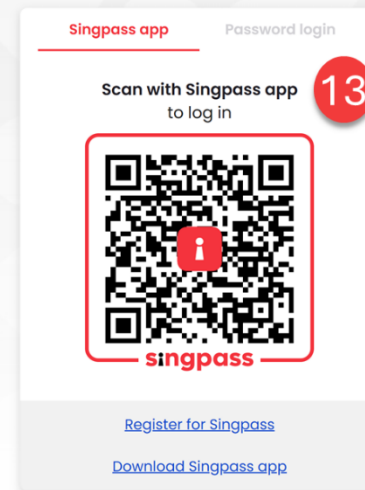
Beware of account takeovers ^

Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.



Log in with Singpass

Your trusted digital identity



13. SPE will be redirected to Singpass login page to verify that they are the rightful owner of the equipment

14. Key in OTP

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

singpass

SMS OTP

Enter the 6-digit One-time Password (OTP) sent to your mobile number ****1948. [Not your mobile number?](#)



One-time Password:

14

Submit

If you do not receive the SMS OTP in 30 seconds, click [resend SMS OTP](#).

✓ The inspection report has been submitted successfully.

15

Renewal Inspection

This inspection is not editable !

✓ CONFIRM DETAILS

✓ RENEWAL PTO INSPECTION CHECKLIST

✓ REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION

✓ 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/Time | 27/12/2024 01:19 |
| Equipment Information | |
| Equipment ID | L551 |
| Equipment Type | Hydraulic Lift |
| Equipment No | PL992 |
| PTO Expiry Date | 28/02/2026 |
| Equipment Status | Active |
| Testing Contractor | <h1>tfn</h1> 1C791A61-1A28-485B-B58F-FF4A897C6B38 |
| Maintenance Contractor | <h1>tfn</h1> 1C791A61-1A28-485B-B58F-FF4A897C6B38 |
| Installation Contractor | @BSOLUTE AIRCON PTE. LTD. |

< Previous

Save As Draft

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

ByPass Spcp - Submit Inspection >

15. A green message will appear to indicate the submission is successful

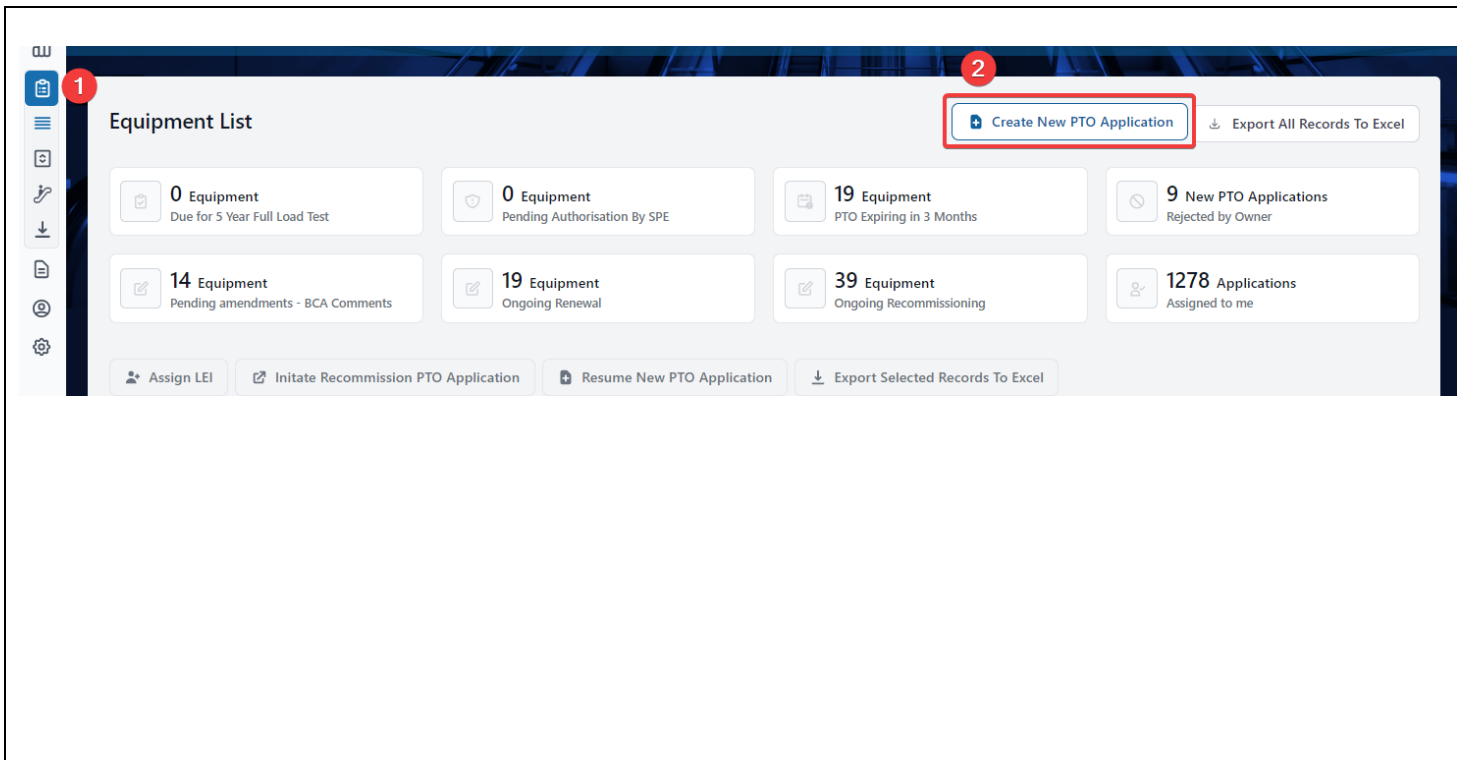
Note:

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).

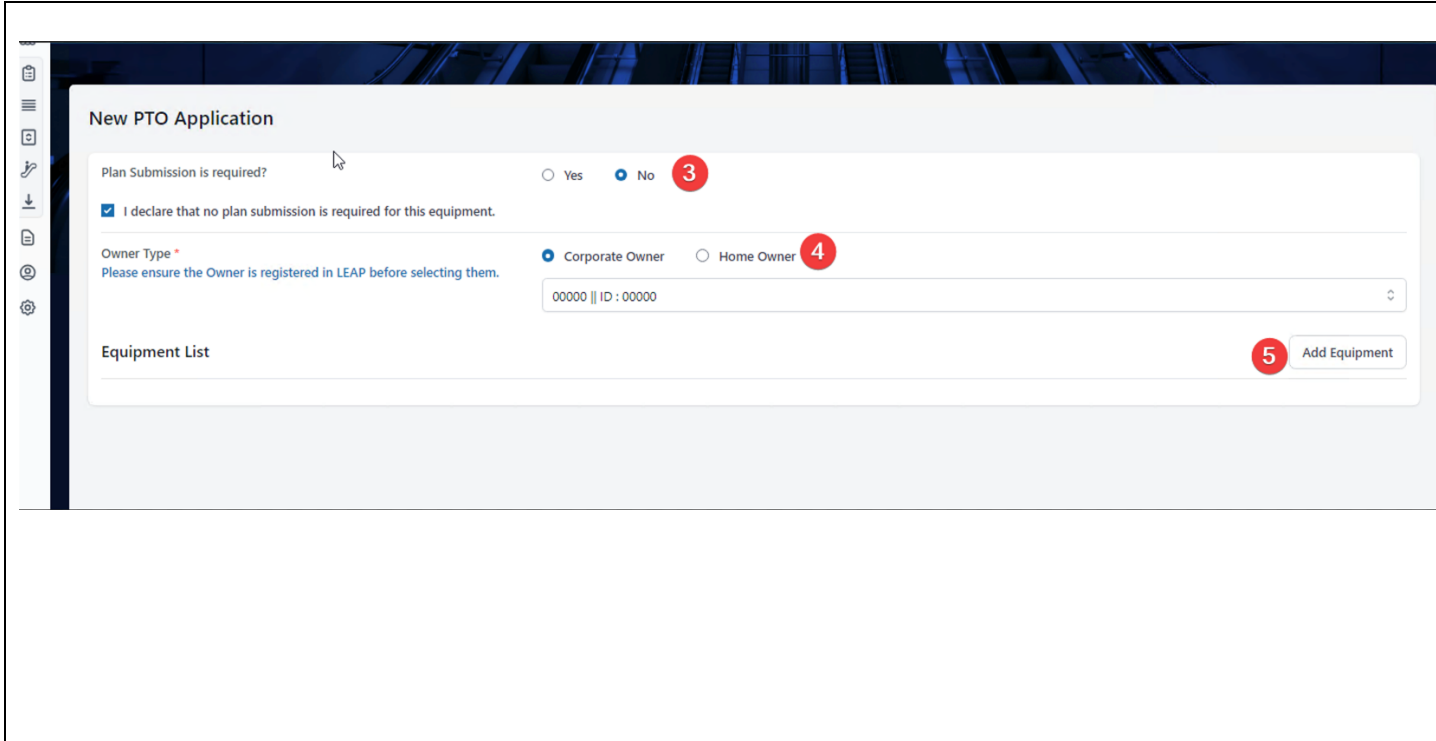
3 New PTO applications

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.



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

☒ Corporate Owner ☐ Home Owner

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 *

Technical Information 2

Equipment No (e.g., PLO1) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/ Machine Roomless *

Rated Speed *

Cabin Breadth *

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Installation Contractor

Cancel

Save 5

Street Name *

Unit Number

Postal Code

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load *

Cabin Height *

Cabin Length *

Add

Remove

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.

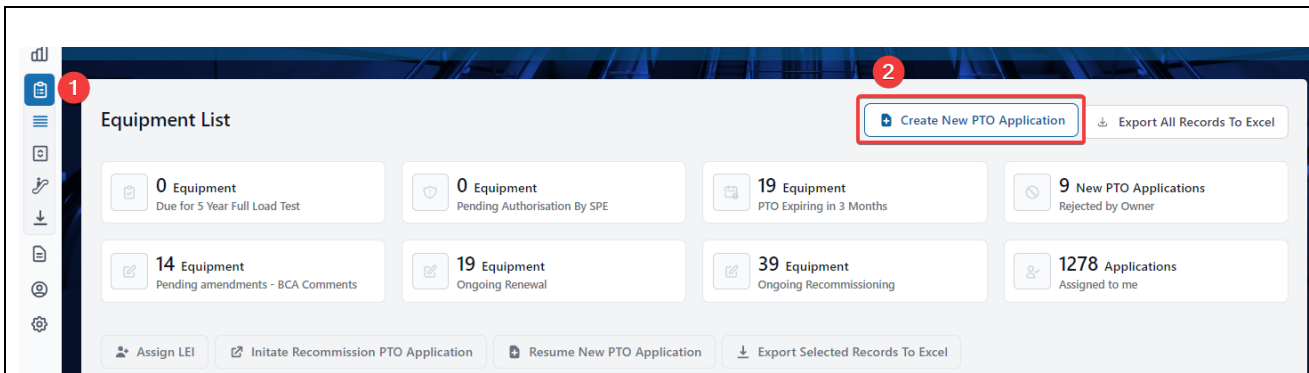
A success message will appear indicating that a New PTO has been created.

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 shows the 'Equipment List' dashboard. The sidebar on the left contains a menu with a red circle '1' next to the 'Equipment List' icon. The main dashboard area has a top right section with a red circle '2' next to the 'Create New PTO Application' button. Below this are eight equipment status 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 are buttons for 'Assign LEI', 'Initiate 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 *

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

☐ Corporate Owner

☒ Home Owner

4

5

testinvalidemail@test.com

6

Checking if the email address entered for the Home Owner is registered in LEAP ...

Equipment List

Add Equipment

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

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

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
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.

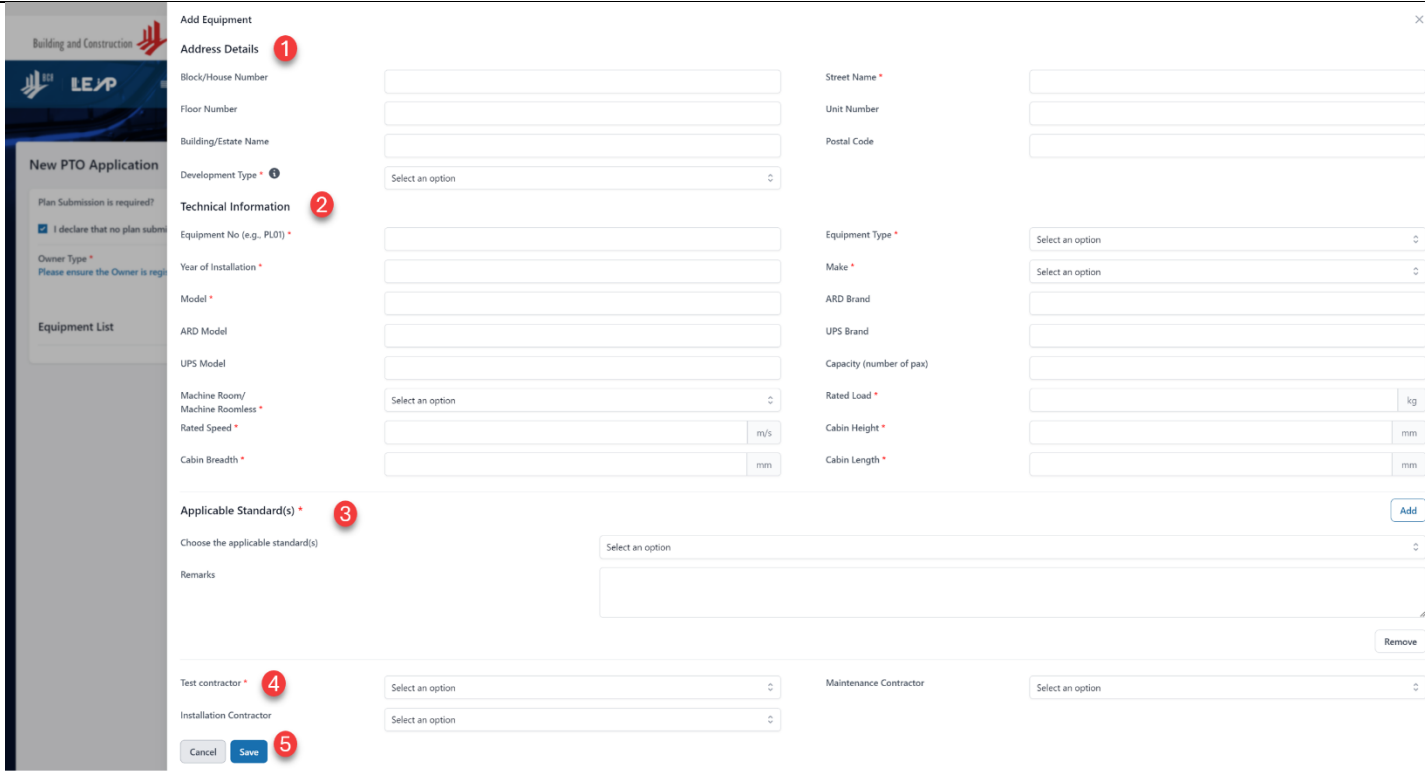
Equipment List **9** Add Equipment

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 |

8. 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.

9. Add equipment



The screenshot shows the 'Add Equipment' form in the LEAP system. It is divided into several sections: 'Address Details' (1), 'Technical Information' (2), 'Applicable Standard(s)' (3), 'Test contractor' (4), and 'Installation Contractor' (5). The form includes fields for Block/House Number, Floor Number, Building/Estate Name, Development Type, Equipment No, 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, and Cabin Length. There are also dropdown menus for 'Choose the applicable standard(s)', 'Test contractor', and 'Installation Contractor'. A 'Remarks' text area and an 'Add' button are present. At the bottom, there are 'Cancel' and 'Save' buttons.

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 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.

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: GS882134N

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. 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 :
autorenwalcp || ID : UEN58392
Bartoletti - Leffler-Opto || ID : UEN7660012U
Company E || ID : 123123
Company FSFD || ID : UEN 231123
Company GHJJ || ID : UEN42324
Company IOOOO || ID : UEN1234555

Equipment List

Group By Column Clear All Column Filters

| ADDRESS | POSTAL CODE | BUILDING NAME | EQUIPMENT ID | EQUIPMENT NAME | STATUS | TYPE | TEST TYPE | TEST DATE | TEST RESULT | TEST REVIEW | TEST REVIEW DATE | TEST REVIEW RESULT | TEST REVIEW REVIEWER | TEST REVIEW REVIEW DATE | TEST REVIEW REVIEW RESULT |
|-------------------------------|-------------|---------------|--------------|----------------|--------------------------|----------------|-----------------|-----------|----------------------------------|----------------|------------------|--------------------|----------------------|-------------------------|---------------------------|
| 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

2. To change the owner, select the new owner to assign the equipment and continue with the following steps.

3. Click "Edit".

Note:

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

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

Group By Column

ADDRESS

blk350044, test jgkf (1 item)

blk350044, test jgkf

Showing 1 to 1 of 1 results

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

Address Details

Block/House Number
blk350044

Floor Number

Building/Estate Name

Development Type *
Residential Non-landed (HDB)

Street Name *
test jgkf

Unit Number

Postal Code

Cancel Save Address Details

Technical Information

Equipment No (e.g., PLO) *
23432

Equipment Type *
Passenger Lift

Year of Installation *
2000

Make *
Hyundai

Model *
model

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load *
44 kg

Cabin Height *
33 mm

Cabin Length *
33 mm

Machine Room/ Machine Roomless *
Machine roomless

Rated Speed *
023 m/s

Cabin Breadth *
23 mm

Applicable Standard(s) *
Choose the applicable standard(s)
Any other lift: Others

Remarks

Remove

Test contractor *
9G ELEVATOR PTE LTD 20240822 || ID : T185S0001A

Maintenance Contractor
9G ELEVATOR PTE LTD 20240822 || ID : T185S0001A

Installation Contractor
Select an option

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 | blk7654500, pink purple street | blk7654500 | pink purple street | N/A | N/A | N/A | N/A | N/A | N/A | View ... |
| N/A | CN1 | TestCN, Test Change Name | TestCN | Test Change Name | N/A | N/A | N/A | N/A | A-202306-007189 | Pend | View ... |
| N/A | pl123123 | blk2343pp, test st | blk2343pp | test st | N/A | N/A | N/A | N/A | A-202306-007228 | Pend | View ... |
| N/A | pl1 | 33 | N/A | 33 | N/A | N/A | N/A | N/A | A-202308-008632 | Pend | View ... |
| N/A | PL01 | Tanjong Pagar | N/A | Tanjong Pagar | N/A | N/A | N/A | N/A | A-202302-007081 | Pend | View ... |
| N/A | 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. Click on Create New PTO Application

The screenshot shows the 'New PTO Application' form in the LEAP system. The form includes a header with the LEAP logo and navigation links. The main content area contains the following elements:

- Plan Submission is required?** A section with two radio buttons: 'Yes' and 'No'. The 'No' button is selected and highlighted with a red circle containing the number 3.
- I declare that no plan submission is required for this equipment.** A checkbox that is checked.
- Owner Type *** A section with two radio buttons: 'Corporate Owner' and 'Home Owner'. The 'Corporate Owner' button is selected.
- Please ensure the Owner is registered in LEAP before selecting them.** A text input field containing 'Ang Mo Kio Town Council' and 'ID : F6456123L'. This field is highlighted with a red circle containing the number 4.
- Equipment List** A section with a table and an 'Add Equipment' button. The button is highlighted with a red circle containing the number 5.

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

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

Add Equipment

Address Details

Block/House Number

Floor Number

Building/Estate Name

Development Type *
Select an option

Technical Information

Equipment No (e.g., PL01) *

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 *
Select an option

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)
Select an option

Remarks

Remove


Test contractor *
Select an option

Maintenance Contractor
Select an option

Installation Contractor
Select an option

Cancel Save 6

6. Fill in the equipment details and click Save


All Lifts Escalators
SPE (User Manual) Marianne Rubens 2024

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

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 |
|-------------------------------|-------------|---------------|--------------|--------------|--------------------------|----------------|------------------------|------------------|-------------------|---------------|----------------------|
| bikd343sj, bikd343sj (1 item) | | | | | | | | | | | |
| bikd343sj, bikd343sj | N/A | N/A | N/A | 44 | * Pending SPE Inspection | Car Lift | Pending SPE Inspection | New PTO | | testcorpwhite | Edit |

Showing 1 to 1 of 1 results

Rows per page 10 First < 1 > Last

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

← BACK

Please ensure the Owner is registered

Equipment List

Group By Column

ADDRESS

blkd343qj, blkd343qj (1)

Showing 1 to 1 of 1 results

Edit Equipment

Address Details

Block/House Number: blkd343qj

Street Name: blkd343qj

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:

UPS Brand:

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 (lt: SS 550:2009)

Remarks: ssss

Remove

Test contractor: 9G ELEVATOR PTE LTD 20240822 | ID: T18SS0001A

Installation Contractor: Select an option

Maintenance Contractor: Select an option

Delete 8

Cancel Duplicate Save Technical Information

8. 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 *
Please ensure the Owner is registered in LEAP before selecting them.

☒ Corporate Owner ☐ Home Owner

testcorpwhite || ID : UEN24234

Equipment List Add Equipment

9

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

648 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 | 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 | blk2343pp, test st | blk2343pp | 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

3. Click on Edit

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

Equipment List 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 |

[BACK](#)

Please ensure the Owner is registered

Equipment List

Group By Column

ADDRESS

bld343jg, bld343jg (1)

bld343jg, bld343jg

Showing 1 to 1 of 1 results

Address Details

Block/House Number: bld343jg

Floor Number:

Building/Estate Name:

Development Type: Civic, Community & Cultural Institutions

Street Name: bld343jg

Unit Number:

Postal Code:

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

Technical Information

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

Year of Installation: 2020

Model: model

ARD Model:

UPS Model:

Machine Room/ Machine Roomless: Machine room

Rated Speed: 44 m/s

Cabin Breadth: 44 mm

Equipment Type: Car Lift

Make: Hyundai

ARD Brand:

UPS Brand:

Capacity (number of pax):

Rated Load: 55 kg

Cabin Height: 33 mm

Cabin Length: 22 mm

Applicable Standard(s)

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

Remarks: SSS

[Add](#)

[Remove](#)

Test contractor: 9G ELEVATOR PTE LTD 20240622 || ID: T18550001A

Installation Contractor: Select an option

Maintenance Contractor: Select an option

[Delete](#) [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 | 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. Click on Create New PTO Application

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

Ang Mo Kio Town Council @ ID: F6456123L

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 | OWNER | ACTION |
|-----------------------|-------------|---------------|--------------|--------------|--------------------------|----------------|------------------------|------------------|-------------------|-------------------------|-------------------|
| Baker Street (1 item) | | | | | | | | | | | |
| Baker Street | N/A | N/A | N/A | PL000 | * Pending SPE Inspection | Car Lift | Pending SPE Inspection | New PTO | | Ang Mo Kio Town Council | Edit |

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

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 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

Technical Information

Equipment No (e.g., PL01) *

23432

Equipment Type *

Passenger Lift

Year of Installation *

2000

Make *

Hyundai

Model *

model

ARD Brand

UPS Brand

Capacity (number of pax)

Machine Room/ Machine Roomless *

Machine roomless

Rated Load *

44

kg

Rated Speed *

0.23

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

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

Add Equipment

Address Details

Block/House Number

Floor Number

Building/Estate Name

Development Type *
Select an option

Technical Information

Equipment No (e.g., PL01) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/
Machine Roomless *

Rated Speed *

Cabin Breadth *

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Installation Contractor

Cancel

Save

Street Name *

Unit Number

Postal Code

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load *

Cabin Height *

Cabin Length *

Add

Select an option

Remove

Select an option

Select an option

9

10

9. Upon duplicating 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 SPE can resume a new PTO Application. These steps are for equipment(s) that has been saved as draft.

The screenshot shows the 'Equipment List' page in the LEAP system. The interface includes a sidebar on the left with a list of equipment categories. The main area displays a grid of equipment details. Red circles and numbers indicate the steps for resuming a new PTO application:

- 1**: Select the 'Resume New PTO Application' button in the top navigation bar.
- 2**: Select the desired equipment(s) from the equipment list.
- 3**: Click the 'Resume New PTO Application' button in the top navigation bar.

The equipment list table is as follows:

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

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 Add Equipment

Group By Column

| 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**

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

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

Observations

Hoist way

Lift car and pit

Previous Save As Draft Save And Next

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.



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 |

< Previous Save As Draft **I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report** >

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 displays the 'No Load Test Inspection' final review summary in the LEAP application. A green alert at the top states: 'The inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection page](#)'. A red circle with the number '16' is visible. The interface includes a sidebar with navigation options: Dashboard, Equipment List, All, Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout. The main content area shows a progress bar with four steps: CONFIRM DETAILS, NEW PTO INSPECTION CHECKLIST, REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION, and FINAL REVIEW OF SUMMARY (the current step). Below the progress bar, a yellow box contains a warning: '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.' The summary table lists the following details:

| | |
|-------------------------|--------------------------|
| 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, there are navigation buttons: '< Previous', 'Save As Draft', and 'I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >'.

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

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

28 Equipment PTO Expiring in 3 Months

2 New PTO Applications Rejected by Owner

5 Equipment Pending amendments - BCA Comments

28 Equipment Ongoing Renewal

25 Equipment Ongoing Recommissioning

797 Applications Assigned to me

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

87 / 797 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 EXPI | ACTION |
|-----------------|--------------|--|-------|-------------|-------------|-----------------------------|-----------------|--------------------------|--------|
| EN-13170-987704 | N/A | 324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444 | 324 | Lotheville | 344444 | aliquam lacus morbi | 23/10/2022 | N/A | View |
| EN-84687-406244 | N/A | 24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835 | 24838 | Vidon | 780835 | suspendisse accumsan tortor | 23/10/2022 | N/A | View |
| EN-86480-444520 | N/A | 324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444 | 324 | Lotheville | 344444 | aliquam lacus morbi | 23/10/2022 | N/A | View |
| EN-14413-485113 | N/A | 24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835 | 24838 | Vidon | 780835 | suspendisse accumsan tortor | 23/10/2022 | N/A | View |
| EN-87401-672315 | N/A | 324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444 | 324 | Lotheville | 344444 | aliquam lacus morbi | 23/10/2022 | N/A | View |
| EN-26324-242379 | N/A | 324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444 | 324 | Lotheville | 344444 | aliquam lacus morbi | 23/10/2022 | N/A | View |

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 | 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?

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

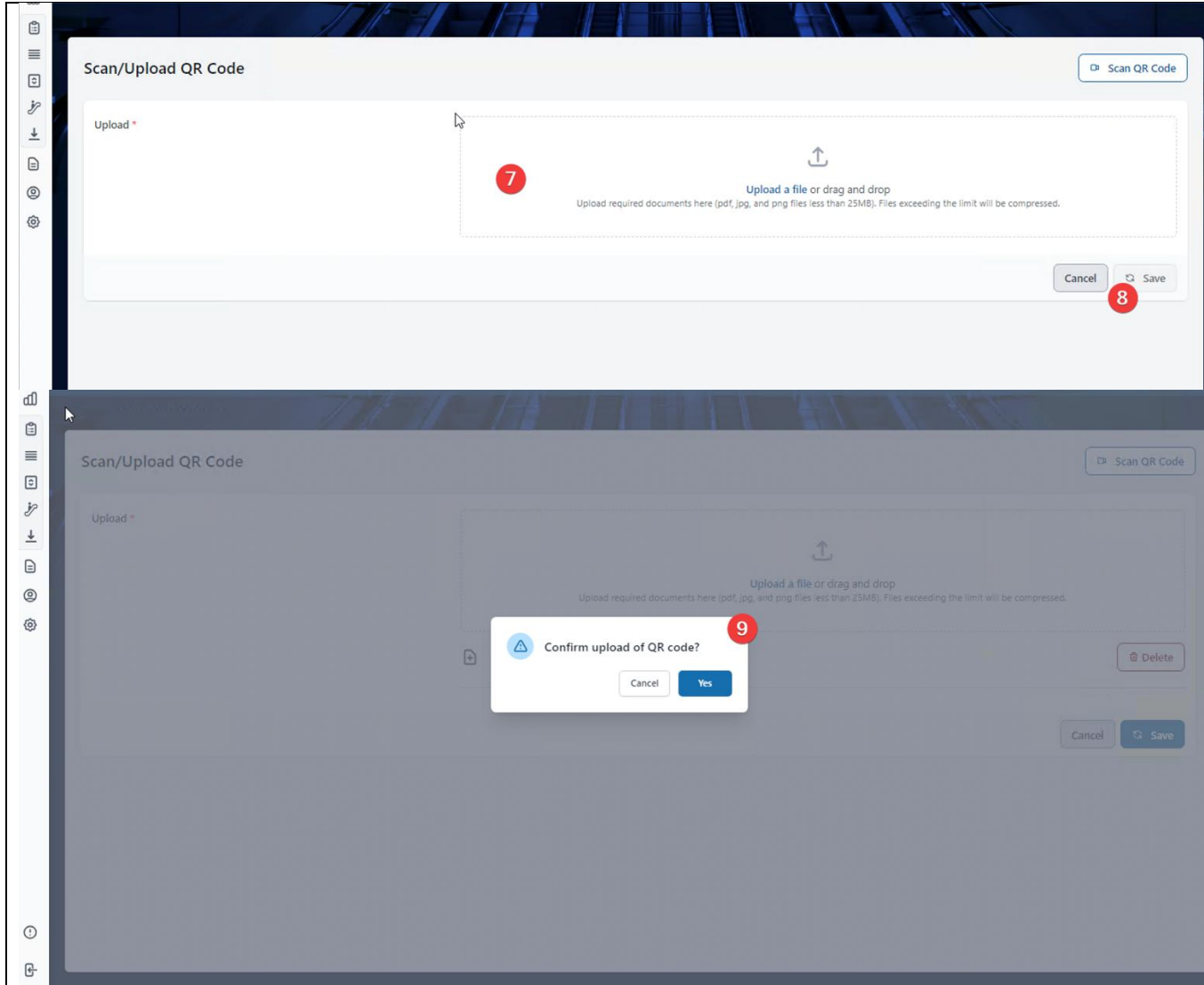
☐ Yes ☒ No

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

Floor Number
468

Building/Estate Name
volutpat erat quisque

Development Type
Residential Landed (Private)

Street Name
Clyde Gallagher

Unit Number
2

Postal Code
117540

Testing Contractor 2

9G ELEVATOR PTE LTD | T18SS0001A

Maintenance Contractor

E M SERVICES PRIVATE LIMITED | T18UF0001A

Installation Contractor 3

Select an option

< Previous

Save As Draft

Save And Next >

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

Expand All Collapse All

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

Select All As Satisfactory

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 +

< Previous Save As Draft Save And Next 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

Note:

For equipment which FLT needs to be done and the next FLT expiry date is due, the system will require the FLT question to be marked as "Y" and will block submission if

| | |
|--|--|
| <div><div><div>📄</div><div>☰</div><div>🔍</div><div>🔗</div><div>⬇️</div><div>📄</div><div>🔍</div><div>⚙️</div><div>🕒</div><div>🔄</div></div><div><div>Applicable Standard(s) *</div><div>Choose the applicable standard(s)<div>Any other lift: Others7</div></div><div>Remarks<div></div></div><div><div>Remove</div><div>Add8</div></div><div><div>9</div><div>Declaration</div><div><div><input checked="" type="checkbox"/> The equipment has been satisfactorily tested in accordance with the codes chosen above.</div><div><div><input checked="" type="checkbox"/> I, as the supervising specialist professional engineer, declare that</div><div>(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.</div><div>(2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.</div><div>(3) I am of the opinion that the lift is fit and safe for operation and use.</div><div>(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.</div></div></div><div><div>< Previous</div><div>Save As Draft</div><div>Save And Next >10</div></div></div></div></div> | <p>this requirement is not met.</p> <ol style="list-style-type: none">7. Select applicable standards8. Click Add if desired9. Check the 2 Declaration checkboxes10. 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 |

< Previous Save As Draft **I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report** 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 inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection Report](#)

No Load Test Inspection

Pending Review

- CONFIRM DETAILS
- RECOMMISSION PTO INSPECTION CHECKLIST
- REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION
- 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 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.

| | |
|------------------------------|---------------------|
| 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 |

< Previous Save As Draft I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >

Submit Feedback Logout

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.

The screenshot displays the 'Confirm Details' section of the LEAP application. It includes fields for 'SPE's Remarks', 'BCA Reviewer's Remarks', and 'Owner's Remarks'. Below these is the 'Confirm Details' section, which contains the 'Inspection Start Date' (18/05/2023) and 'Address Details'. The 'Address Details' section is divided into two columns: 'Block/House Number' (N/A), 'Floor Number' (N/A), and 'Building/Estate Name' (N/A) on the left; and 'Street Name' (Sims Avenue), 'Unit Number' (N/A), and 'Postal Code' (N/A) on the right. At the bottom, there are dropdown menus for 'Testing Contractor' and 'Maintenance Contractor' (both set to 'Tai Hee Engineering | 180079784H') and 'Installation Contractor' (set to 'Tai Hee Engineering | 180079784H'). A red box highlights the 'Save As Draft' button, which is located next to the 'Save And Next >' button. A 'Previous <' button is also visible on the left.

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

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 | pi123123 | blk2343pp, test st | blk2343pp | 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-202308-008632 | Pend View ... |
| N/A | PLD1 | 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 | pi7 | 33 | N/A | 33 | N/A | N/A | N/A | N/A | A-202308-008632 | Pend View ... |

METHOD 1

1. Select equipment list
2. Select view

Equipment Details

Assign LEI Export To Excel View Submission **3** Resume Submission 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

1 The PTO for 6 equipment(s) need your attention. Please proceed to check the Application.
View

815 Equipments
In Equipment List
View all

17 Equipment
Ongoing Renewal
View all

27 Equipment
Ongoing Recommissioning
View all

Draft

| | | | | | | |
|--------------------------------------|---------|--|---------------------------------------|---------------------------------------|--------|--------|
| 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 that are 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) | \$ |
| Overspeed governor rope tension sheave condition | \$ |
| Lift pit ladder (e.g. accessibility, condition) | \$ |
| Lift pit cleanliness | \$ |
| Ventilation / illumination requirements (e.g. machinery space, car top, lift pit) | \$ |
| Other Observations | New Observation |
| Upload documents | New Doc.jpg |
| Previous Submitted Document | Old doc.jpg |

< Previous Save As Draft I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report > Bypass Spec - Submit Inspection >

If you resume an inspection where you previously uploaded documents during the draft stage, you will see a list of those previously submitted documents on the final review page.

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 amends 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

4. Select Start Submission

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

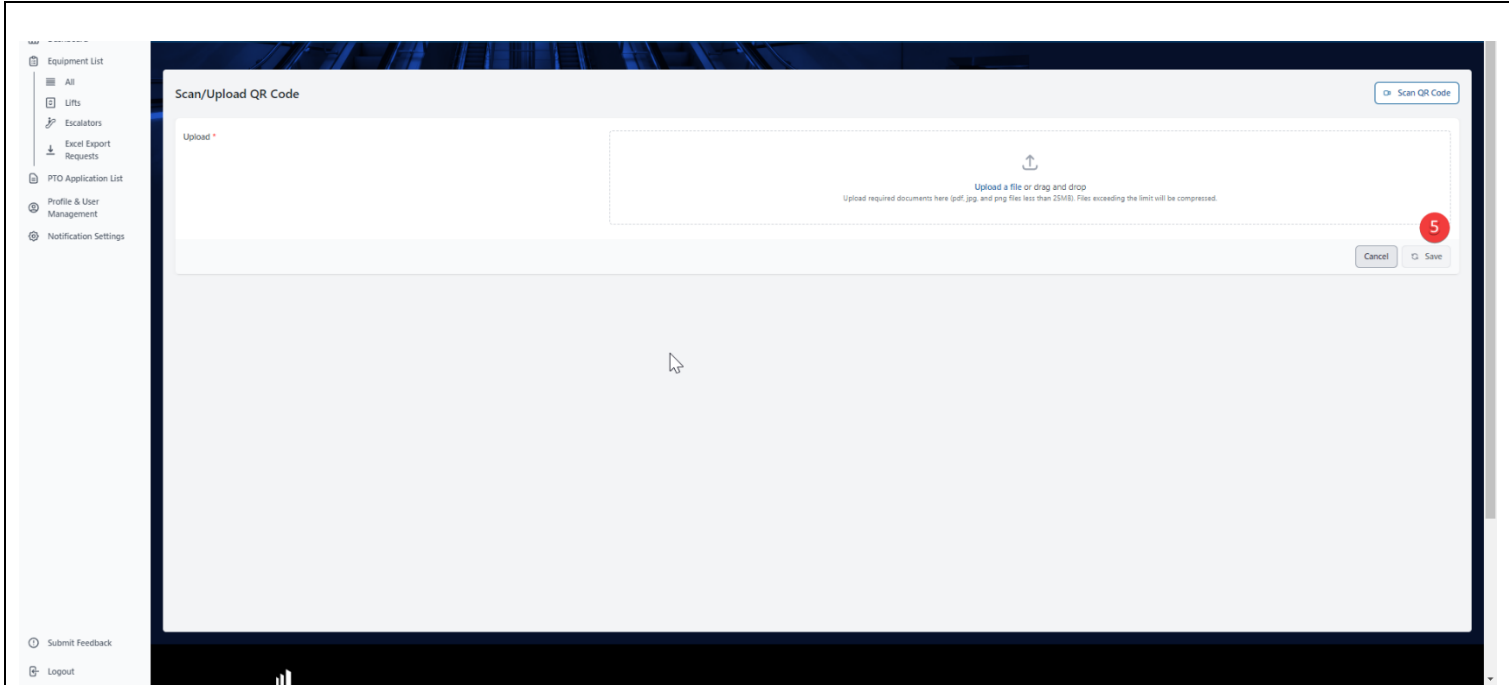
| | | |
|---|---|-------------------------------------|
| Equipment ID EN-91924-688643 | Equipment Type Escalator | Equipment No (e.g., PL01) Esc01a |
| Owner Name, ID Jurong Town Corporation, 180079784F | PTO Expiry Date 23/10/2022 | Equipment Status Suspended |
| Testing Contractor N/A | Maintenance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

Address

| | | |
|--|--------------------------------------|-----------------------|
| Block/House No 123 | Street Name Deimar | Floor Number 21 |
| Unit Number 09 | Building/Estate Name Deimar Villa | Postal Code 912321 |
| Development Type Residential Non-landed (Private) | | |

Application

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



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

6. Continue the reinspection

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 ID | EN-91924-688843 | Equipment Type | Escalator | Equipment No (e.g., PLOT) | 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.mulier;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

BACK

Dashboard

Equipment List

All

Lifts

Escalators

Excel Export Requests

Excel Export Requests

PTO Application List

Profile & User Management

Notification Settings

Confirm Details

Inspection Start Date

Date & Time

21/04/2023 00:00

Address Details

Block/House Number

N/A

Street Name

TESTGIRO

Floor Number

N/A

Unit Number

N/A

Confirm Details

Inspection Start Date

Date & Time

22/05/2024 11:54

Address Details

Block/House Number

N/A

Street Name

TESTGIRO

Floor Number

N/A

Unit Number

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

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)

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 Recommendation 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 | RenewalCL02 | RenewalCL02 | N/A | RenewalCL02 | 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. Select equipment list from sidebar
2. Select equipment for equipment list
3. Select View to see equipment details


Building and
Construction
Authority

Page 87 of 124

8.1 Advanced filter (Search)

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

Equipment List

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 |
|-----------------|--------------|--|----------|---------------------|-------------|---------------|-----------------|---------------------------------|-----------------|---------------|
| L82 | PL08 | 52, Jurong Gateway Road | 52 | Jurong Gateway Road | N/A | N/A | 31/07/2024 | 29/05/2028 | A-202307-007446 | Pend View ... |
| L284 | FinPay02 | FinPay02 | N/A | FinPay02 | N/A | N/A | 31/07/2024 | N/A | A-202307-007439 | Com View ... |
| L280 | Payment | Payment | N/A | Payment | N/A | N/A | 31/07/2024 | N/A | A-202307-007429 | Com View ... |
| E49 | pl23234 | blk232cb, wendy street, 12 - 1, 123543 | blk232cb | wendy street | 123543 | N/A | 30/09/2024 | N/A | A-202307-007839 | Pend View ... |
| L436 | h | 1 | N/A | 1 | N/A | N/A | 31/10/2024 | N/A | A-202306-007200 | Com View ... |
| L484 | b | 1 | N/A | 1 | N/A | N/A | 31/10/2024 | N/A | A-202306-007200 | Com View ... |
| L441 | a | 1 | N/A | 1 | N/A | N/A | 31/10/2024 | N/A | A-202306-007200 | Com View ... |
| EN-70846-800932 | L3462 | 34, Jurong Gateway rd, asd, B1, 183025 | 34 | Jurong Gateway rd | 183025 | asd | 31/10/2024 | N/A | A-202305-007490 | Com View ... |

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

Equipment List

Create New PTO Application Export All Records To Excel

0 Equipment
Due for 5 Year Full Load Test

0 Equipment
Pending Authorisation By SPE

9 Equipment
PTO Expiring in 3 Months

3 New PTO Applications
Rejected by Owner

5 Equipment
Pending amendments - BCA Comments

9 Equipment
Ongoing Renewal

21 Equipment
Ongoing Recommissioning

686 Applications
Assigned to me

3

Equipment ID

Equipment Types

Application Type

Building Name

Block/House Number

PTO expiry date

dd/mm/yyyy

Equipment Statuses

Application Status

Application ID

Postal Code

Street Name

Hide Reset 4 Filter

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

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 | <div>3</div> <div>View</div> <div>...</div> |
| <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 ... |
| <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 | pl7 | 33 | N/A | 33 | N/A | N/A | N/A | A-202308-008632 | Pend | View ... |

- Select equipment list from sidebar
- Select equipment for equipment list
- Select View

[illegible]

Edit Equipment

Address Details

Block/House Number

537

Street Name *

BEDOK NORTH STREET 3

Floor Number

Unit Number

Building/Estate Name

Postal Code

480527

Cancel

Save Address Details

Technical Information

Equipment No (e.g., PL01) *

PL08

Equipment Type *

Home Lift

Development Type *

Residential Non-landed (HDB)

Year of Installation *

2021

Make *

Mitsubishi

Model *

M0123

ARD Brand

UPS Brand

ARD Model

Capacity (number of pax)

15

UPS Model

Machine Room/
Machine Roomless *

Machine room

Rated Load *

1600

kg

Rated Speed *

150

m/s

Cabin Height *

1000

mm

Cabin Breadth *

1000

mm

Cabin Length *

54321

mm

Applicable Standard(s) *

Add

Choose the applicable standard(s)

Home lift: SS 550:2009

Remarks


Remove

Cancel

Save Technical Information

- Make required changes for Address Details
- Click “Save Address Details”
- Make required changes for Technical Information. Should the Equipment Type be changed, the technical information will be populated accordingly
- 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 type="button" value="Yes"/></p> | | <p>Note: If an equipment's status is 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 | 3 View ... |
| <input type="checkbox"/> | BN-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 ... |
| <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 | 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 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, T185S0001A | Maintenance Contractor 9G ELEVATOR PTE LTD, T185S0001A | Installation Contractor 9G ELEVATOR PTE LTD, T185S0001A |
| SPE ID chester.muller, 33 | LEI, Reg No. N/A | Commissioning Date 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, Recommission and New PTO History)

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY

Display/Hide Columns

| APPLICATION TYPE | APPLICATION ID | DATE | APPLICATION STATUS |
|------------------|-----------------|------------|--------------------|
| New PTO | A-202307-007429 | 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

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-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-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

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) | 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 | RenewalCL02 | RenewalCL02 | N/A | RenewalCL02 | 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 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 III 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-202302-007061 | 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 ... |

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

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

A-202307-008026_pl232_testing signsg_.pdf

Document has been authorised by chester.muller on 02/08/2023 12:40

Download

ACOP Type Test Cert_ACOP Protection Means.pdf

DefaultInspectionDocument

Download

Upload By Officer

No files uploaded

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. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main area shows a summary of equipment status: 0 Equipment 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 this, there are buttons for 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel' (highlighted with a red circle '3'). A table of equipment is shown below, with the second row selected (highlighted with a red circle '2'). The table columns are: 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 selected row has the following data: EQUIPMENT ID: EN-01367-436834, EQUIPMENT NO: 234234, ADDRESS: blk7654500, pink purple street, BLK: blk7654500, STREET NAME: pink purple street, POSTAL CODE: N/A, BUILDING NAME: N/A, PTO EXPIRY DATE: N/A, NEXT FULL LOAD TEST EXPIRY DATE: N/A, APPLICATION ID: N/A, and APPLIC ACTION: 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

LEAP

All

Lifts

Escalators

Equipment List

0 Equipment
Due for 5 Year Full Load Test

2 Equipment
Pending Authorisation By SPE

0 Equipment
Pending amendments - SCA Comments

3 Equipment
Ongoing Renewal

Assign LEI

Initiate Reapplication PTO Application

Resume New PTO Application

Export Selected Records To Excel

1579 / 1579 equipment(s) 10 items(s) selected

Display/Hide Columns

Group By Column

Clear All Column Filters

| EQUIPMENT ID | EQUIPMENT NO | ADDRESS | BLK | STREET NAME | POSTAL CODE | BUILDING NAME |
|-------------------------------------|--------------|------------------------------------|--|---------------------------|-------------|---------------|
| <input checked="" type="checkbox"/> | N/A | 642116 | SYST | N/A | SYST | N/A |
| <input checked="" type="checkbox"/> | N/A | 23432 | BR230044, test jgkf | BR230044 test jgkf | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | PL01 | 991, hougang street | 991 hougang street | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | PL10 (DO NOT TOUCH THIS EQUIPMENT) | 305, Tampines Street 40 | 305 Tampines Street 40 | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | BR004423 | BR2342 test | BR2342 test | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | C-004 | Thomson plaza123 | N/A Thomson plaza123 | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | BR423 | BR3436, round robin, 44, 44 - 44, 123456 | BR3436 round robin 123456 | 44 | 44 |
| <input checked="" type="checkbox"/> | N/A | 12 | 12 | N/A 12 | N/A | N/A |
| <input checked="" type="checkbox"/> | N/A | BR45534 | BR45534, test 234234, 234234 | BR45534 test 234234 | N/A | 234234 |
| <input checked="" type="checkbox"/> | N/A | BR45534, test 234234, 234234 | BR45534, test 234234 | BR45534, test 234234 | 444444 | 34 |

Showing 1 to 10 of 1579 results

☒ Address

☒ BLK

☒ Street Name

☒ Postal Code

☒ Building Name

☒ Application ID

☒ Date of application

☒ Application Status

☒ Application Type

☒ Payment Status

☒ Payment Method

☒ Year of Installation

☒ Make

☒ Model

☒ 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

☒ Next Full Load Test Expiry 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

4

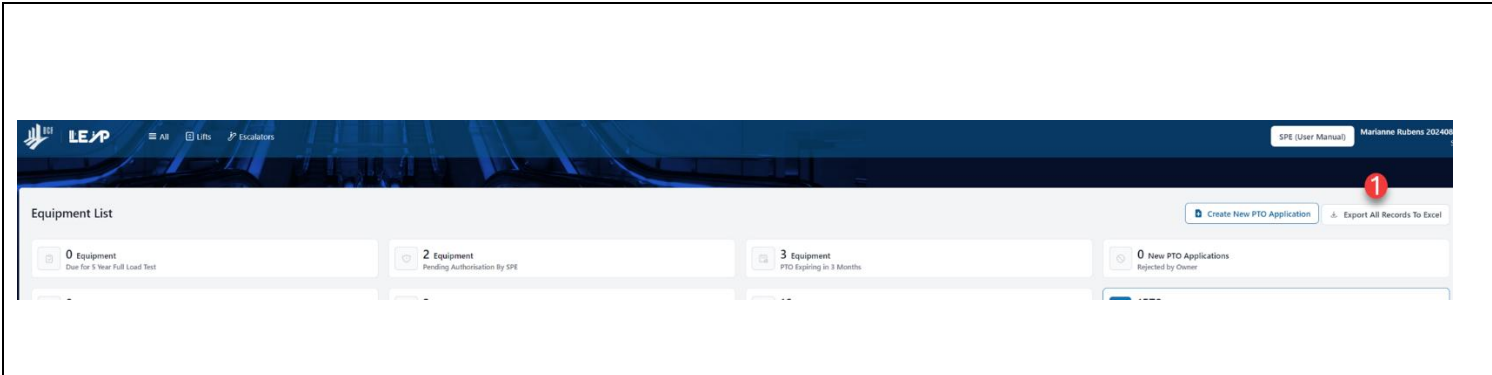
5

Cancel Export

4. Check all the required information to export

5. Click export.

8.8 Export all equipment to excel

| | |
|--|---|
|  | <p>1. Select export all records to Excel</p> <p>(No equipment needs to be selected as this function exports all records).</p> |
|--|---|

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 |
|--------------------------|--------------|-----------|---------------------------------|-------------|--------------------------|
| <input type="checkbox"/> | N/A | PLA 02NOV | 1, MEYAR, 12ECP, 12 - 2, 123456 | 1 | MEYAR 123456 |
| <input type="checkbox"/> | N/A | PL01 | Guillemard Road | N/A | Guillemard Road N/A |
| <input type="checkbox"/> | 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

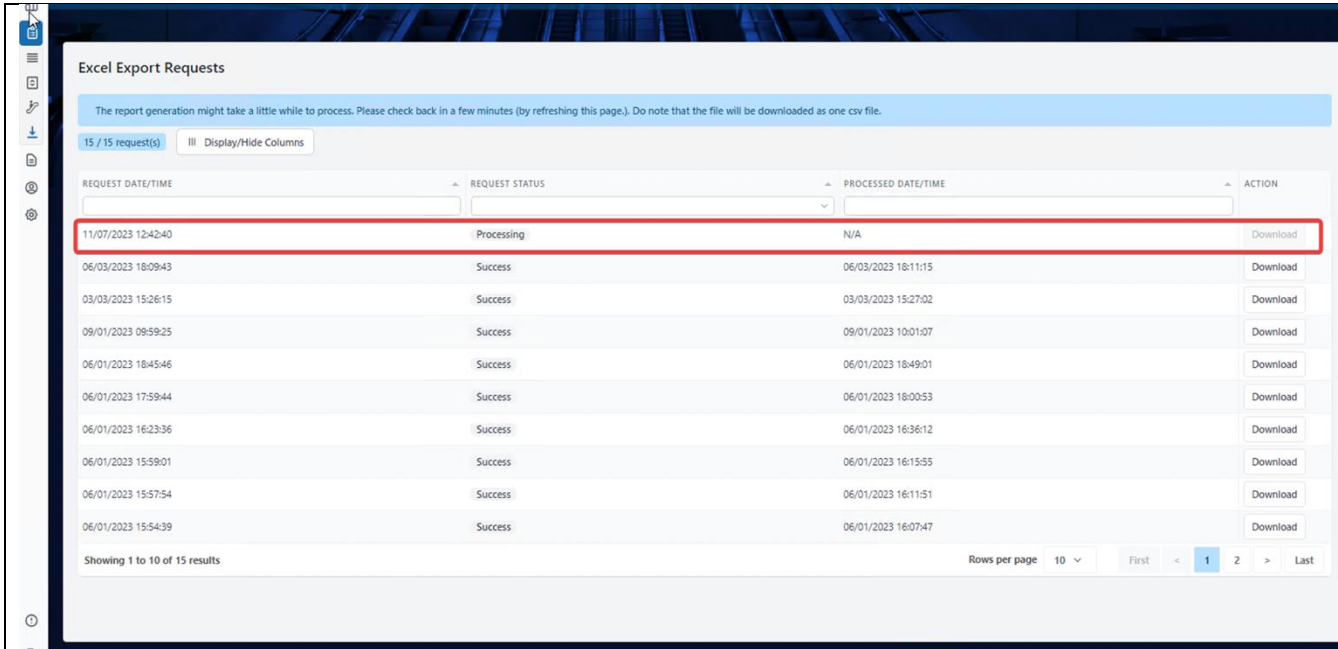
☒ Development Type

Cancel

Export

2. Check the details to be exported

3. Select export



| 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.

The screenshot shows the 'Equipment List' page in the LEAP system. On the left is a sidebar with navigation options: Dashboard, Equipment List (selected), Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main area displays a grid of equipment status cards: 0 Equipment Due for 5 Year Full Load Test, 3 Equipment Pending Authorisation By SPE, 19 Equipment PTO Expiring in 3 Months, 2 New PTO Applications Rejected by Owner, 1 Equipment Pending amendments - BCA Comments, 19 Equipment Ongoing Renewal, 28 Equipment Ongoing Recommissioning, and 1663 Applications Assigned to me. Below the cards are buttons for 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A selection bar shows '1 / 1663 equipment(s)' with '1 item(s) selected'. Below this is a table with columns: EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, and ACTION. The first row of the table is highlighted in blue and contains the following data: L552, PL443, 22, Renewal Renew, 1, 22, Renewal Renew, N/A, N, View, and A yellow warning message states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.' Red callout circles with numbers 1, 2, and 3 are placed over the 'Equipment List' sidebar item, the 'Assign LEI' button, and the first row of the equipment table, respectively.

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 ▲ | EQUIPMEN |
|----------------|----------------|------------------|-------|---------------|---------------|-----------------|--------------------|----------|
| L552 | PL443 | 22 Renewal Renew | 22 | Renewal Renew | N/A | N/A | • Active | Car Lift |

Showing 1 to 1 of 1 results

Rows per page

10 ▾

First

<

1

>

Last

Select the LEI's Name

ellis1 | LEI-0007

☐ Remove LEI Assignment

Close

Save

- Click on the dropdown to select LEI
- Click Save

9.1 Review Inspection by LEI

The screenshot shows the 'Equipment List' page in the LEAP system. The sidebar on the left contains navigation links: Dashboard, Equipment List (highlighted with a red circle 1), All, Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area displays a summary of equipment status with filters and a table of results. A red circle 2 highlights the 'Pending Authorisation By SPE' filter. The table shows one result for equipment L552.

| EQUIPMENT ID | EQUIPMENT NO | ADDRESS | BLK | STREET NAME | POSTAL CODE | BUILDING NAME | PTO EXPIRY DATE | NEXT FULL LOAD TEST EXPIRY DATE | ACTION |
|--------------|--------------|----------------------|-----|---------------|-------------|---------------|-----------------|---------------------------------|--------|
| L552 | PL443 | 22, Renewal Renew, 1 | 22 | Renewal Renew | N/A | N/A | 28/02/2025 | 27/12/2029 | View |

1. Select Equipment List from sidebar
2. Click on filter to view equipment "Pending Authorisation by SPE"

Note: If SPE follows steps in [Section 2](#), they will be redirected to the same page to review inspection by LEI



10 Viewing equipment in PTO application list

10.1 If Application ID is known upfront

The screenshot shows the 'PTO Application List' interface. On the left sidebar, there is a list of application types with a red circle '1' next to 'PTO Application List'. The main area has a table with columns: APPLICATION DATE, APPLICATION TYPE, APPLICATION ID, PLAN SUBMISSION NO, and ACTION. The first row shows '27/10/2023', 'Renewal PTO', 'A-202310-043522', and an empty 'PLAN SUBMISSION NO' field. A red circle '2' is next to the 'APPLICATION ID' field. A red circle '3' is next to the 'View' button in the ACTION column.

| APPLICATION DATE | APPLICATION TYPE | APPLICATION ID | PLAN SUBMISSION NO | ACTION |
|------------------|------------------|-----------------|--------------------|--------|
| 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 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

| 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 ... |

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 | *****828 |
| 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

[illegible]

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 three main sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'Contact Details' section is highlighted with a blue border, indicated by a red circle with the number 1. The 'Email' field is active, showing 'XXX.@gmail.com', with a red circle with the number 2. A yellow 'Email Verification' box is visible below the email field, with a red circle with the number 3. The 'Send OTP' button is highlighted with a red circle with the number 4. The 'Phone' field is also visible, showing '65 52402338'. At the bottom, there is a checkbox for declaring the accuracy of the contact information and 'Cancel' and 'Save' buttons.

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. A green banner at the top indicates 'OTP Sent' with a red circle containing the number 5. Below this, the 'SPE Details' section shows 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 shows an Email field with 'XXX@gmail.com' and a 'Send OTP' button. Below the email field, a 'Verification Code' field is marked with a red circle 7 and a 'Validate' button. A yellow message box states: '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.' To the right of the 'Send OTP' button, a red circle 6 indicates 'OTP has been sent. Resend OTP in 1:59'. The 'Phone' field at the bottom shows '65' and '52402338'.

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:

SPE Name: chester.muller

Address Details

Block/House Number:

Street Name *:

Floor Number:

Unit Number:

Building/Estate Name:

Postal Code:

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 52402338

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

The screenshot shows the 'Profile' page in the LEAP system. A green banner at the top indicates 'Email Verified' with a red circle containing the number 10. Below this, the 'SPE Details' section shows fields for Id (33), SPE NRIC, and SPE Name (chester.muller). The 'Address Details' section contains fields for Block/House Number, Street Name, Floor Number, Unit Number, Building/Estate Name, and Postal Code. The 'Contact Details' section shows an Email field with 'XXX@gmail.com' and a 'Send OTP' button. Below the email field, a yellow box contains the text: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.' The Phone field is partially visible with '65' and '52402338'.

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

This screenshot shows a zoomed-in view of the 'Contact Details' section. The 'Email' field is highlighted with a red circle containing the number 11, and the text 'Verified' is shown next to it. The 'Phone' field is also visible with the number '65 52402338'. A red circle with the number 12 is placed over the 'Send OTP' button.

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 the 'Profile' page in the LEAP application. The page is divided into sections: 'SPE Details' and 'Address Details'. The 'Contact Details' section is highlighted with a red circle 1. It contains fields for 'Email' (with a 'Verified' status), 'Phone' (with a country code dropdown and a number input), and a declaration checkbox. The 'Phone' field is highlighted with a red circle 2. The 'Phone' field is highlighted with a red circle 3. The 'Phone' field is highlighted with a red circle 4. The 'Phone' field is highlighted with a red circle 5. The 'Phone' field is highlighted with a red circle 6. The 'Phone' field is highlighted with a red circle 6.

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

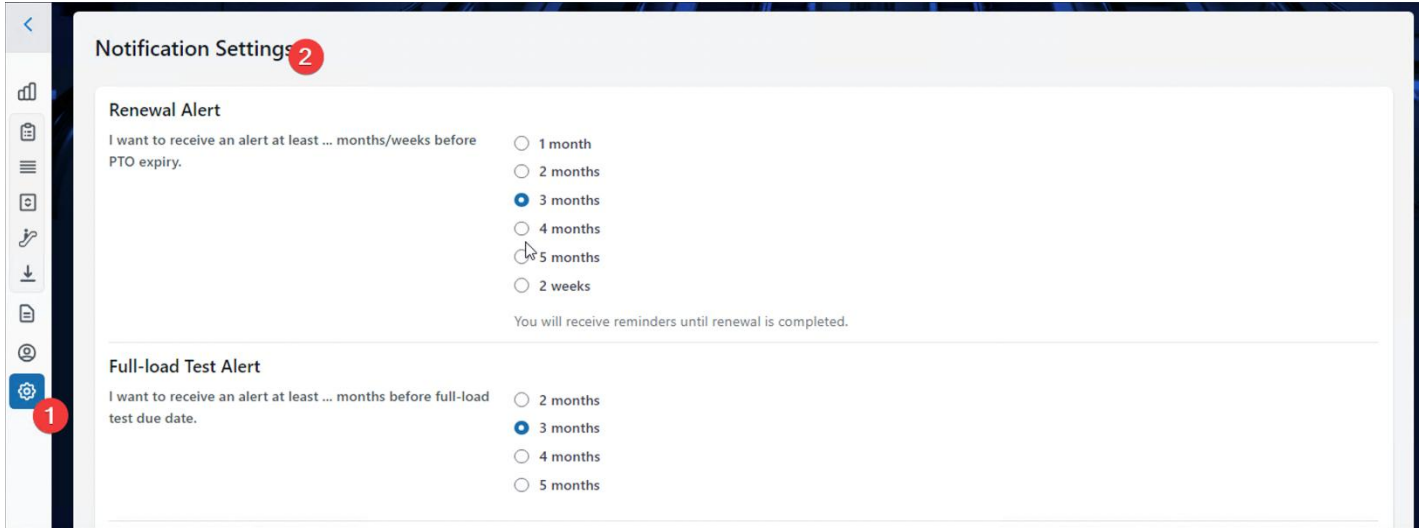
In this section, SPE can change the frequency of notifications being received. The email address has to be verified in order to receive emails. Refer to [Section 10.2 Changing contact details \(email\)](#). Some emails would not be sent if the equipment is terminated or suspended.

Below are the default notification settings for SPE 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 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.

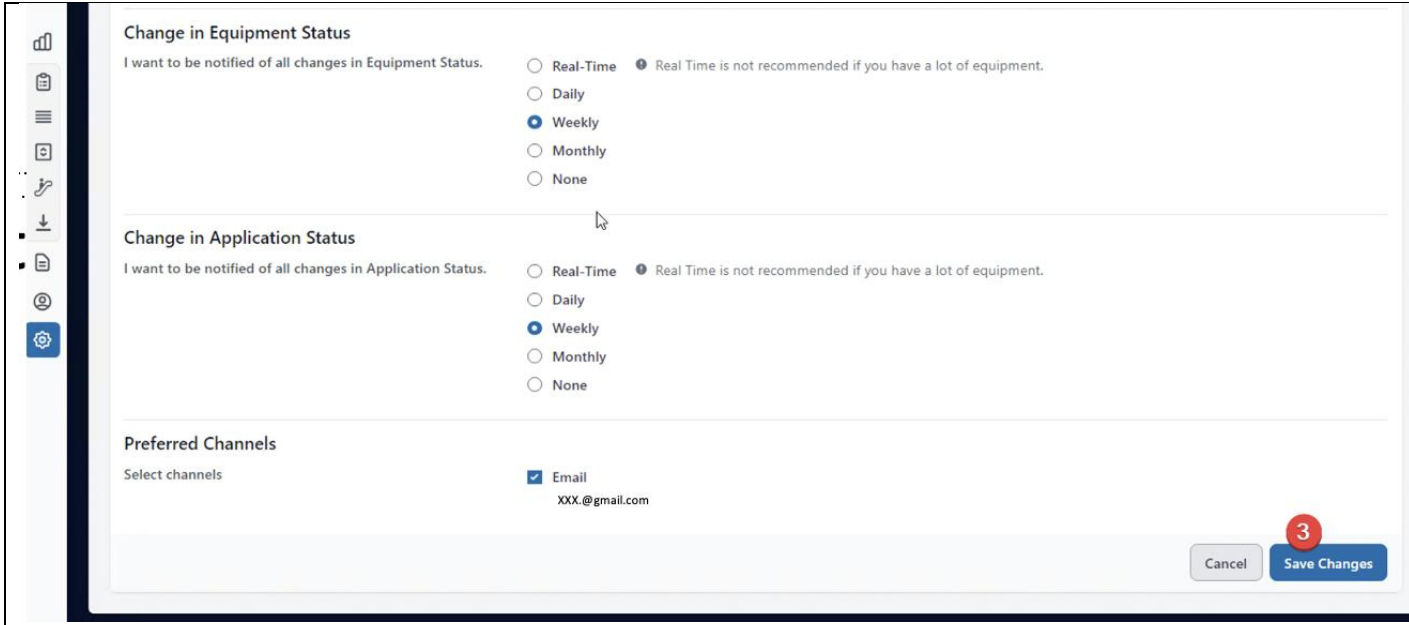
Full-load Test Alert

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

☐ 2 months
☒ 3 months
☐ 4 months
☐ 5 months

1

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



The screenshot shows the 'Settings' page of the LEAP application. On the left is a vertical sidebar with icons for Home, Documents, Lists, Alerts, Settings, and a Gear icon. The main content area has three sections:

- Change in Equipment Status**
I want to be notified of all changes in Equipment Status.
Radio buttons: ☐ Real-Time (disabled), ☒ Real Time is not recommended if you have a lot of equipment. (disabled), ☐ Daily, ☒ Weekly, ☐ Monthly, ☐ None.
- Change in Application Status**
I want to be notified of all changes in Application Status.
Radio buttons: ☐ Real-Time (disabled), ☒ Real Time is not recommended if you have a lot of equipment. (disabled), ☐ Daily, ☒ Weekly, ☐ Monthly, ☐ None.
- Preferred Channels**
Select channels
☒ Email
XXX@gmail.com

At the bottom right are 'Cancel' and 'Save Changes' buttons. A red circle with the number '3' is above the 'Save Changes' button.

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

A successful 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.