



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
		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

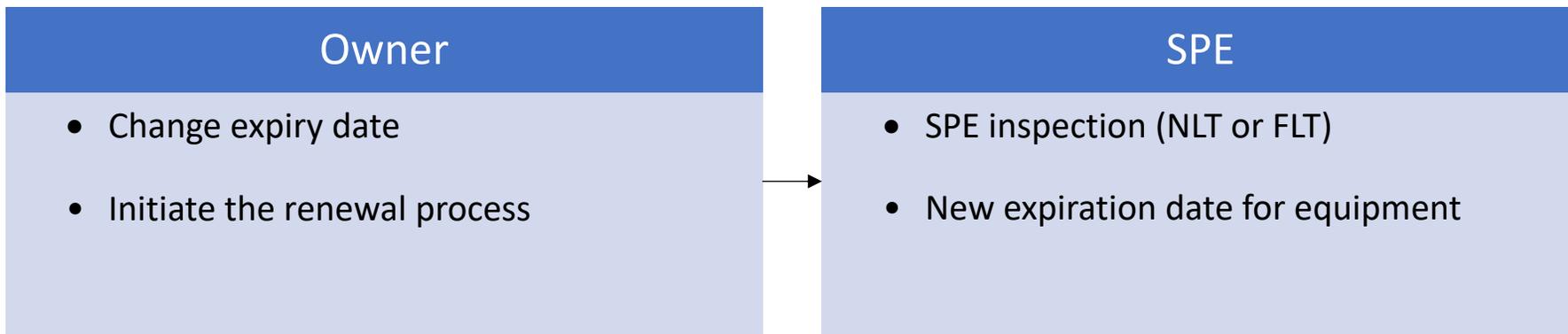
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

1.3 Flow of SPEs main functions

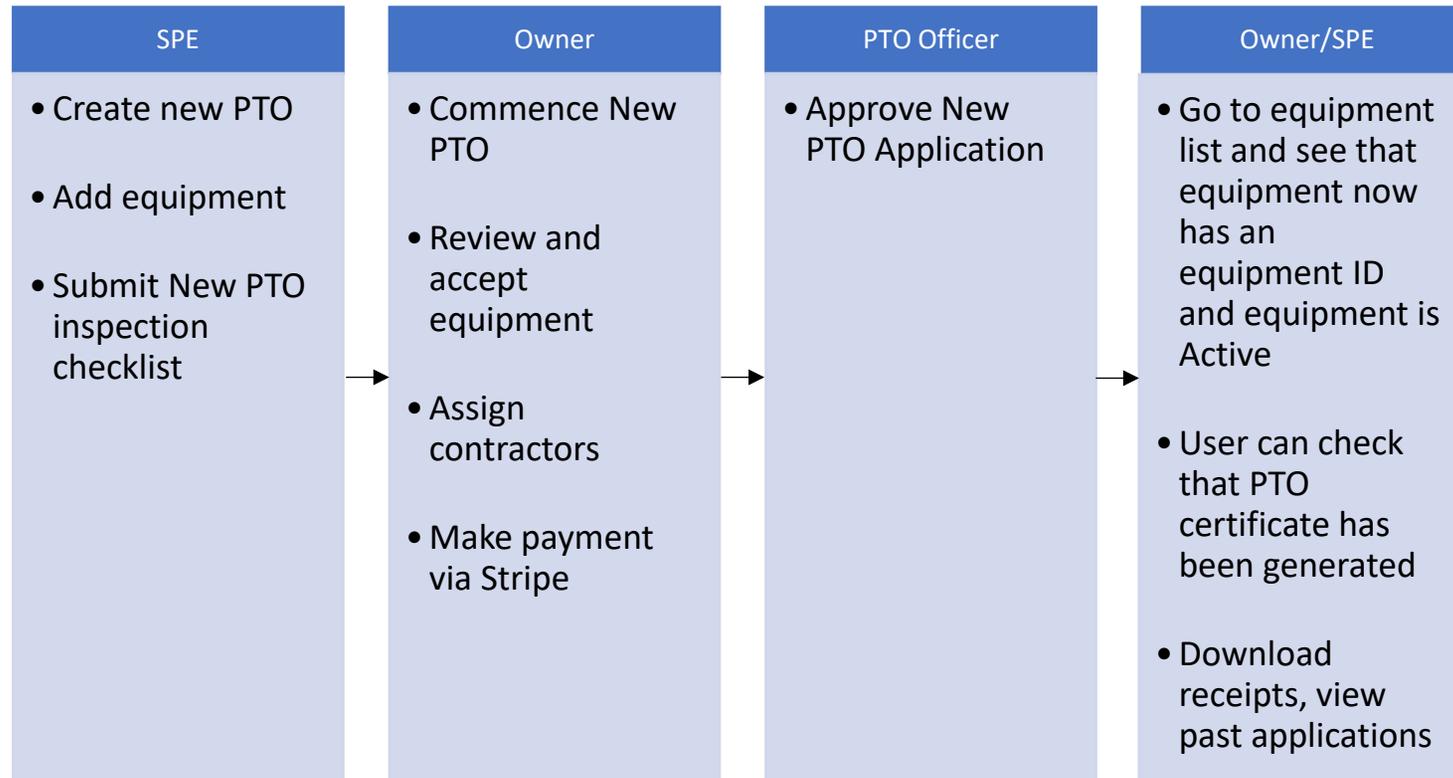
The three main functions of the LEAP system are for SPEs to assist Owners in renewing PTOs, creating new PTOs as well as to recommission PTOs. This section will be used to elaborate on the flow of these 3 main uses.

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

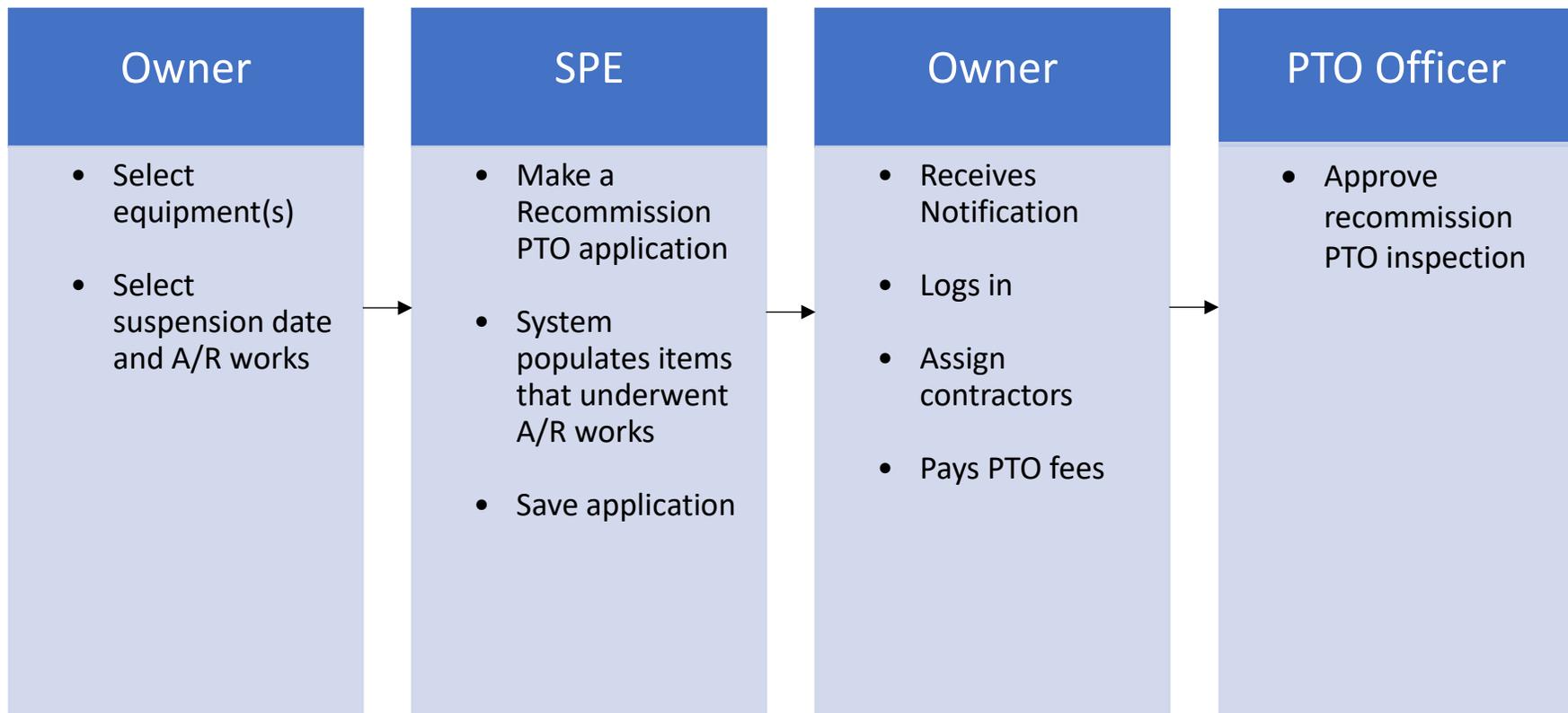


The process of creating a new PTO application begins with the SPE (with an Application ID created for identification). Once created, the SPE conducts the inspection and then routes it to the Owner. The Owner will then receive an email alert and can then commence the new PTO on their end which would include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

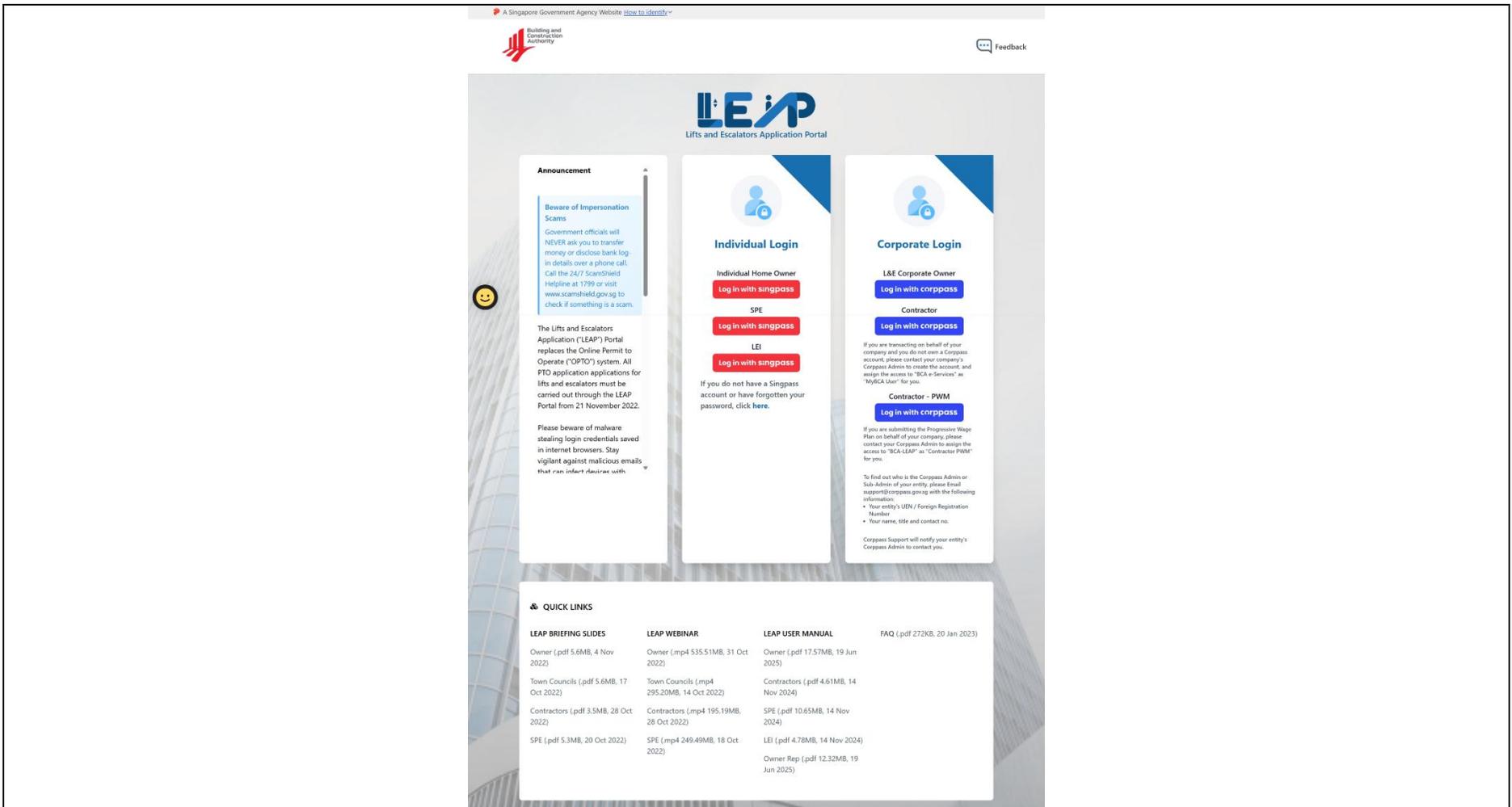
1.3.3 SPE flow: Recommission process

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.



1.5 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities that require immediate action by the SPE would pop up here. Examples of alerts include new equipment getting assigned to the SPE, equipment that are ongoing recommission thus requiring action, 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 shows the LEAP dashboard interface. On the left is a navigation menu with items: 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 'BCA LEAP', 'All', 'Lifts', 'Escalators', a user profile 'SPE (User Manual) Marianne Rubens SPE', and a search icon. Below the navigation bar are two yellow alert banners: 'There are 1 equipment(s) which are due for 5-yearly Full Load Testing. Please click on View for more details.' and 'The PTO for 5 equipment(s) need your attention. Please proceed to check the Application.' Below these are three summary cards: '2378 Equipments In Equipment List', '39 Equipment Ongoing Renewal', and '252 Equipment Ongoing Recommissioning'. At the bottom, a 'Drafts (2)' section lists two draft items with details like ID, address, contractor, owner, and auto-deletion date.

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.

The screenshot displays the 'Equipment List' dashboard. At the top, there are summary cards for different equipment statuses: 0 Equipment Due for 5 Year Full Load Test, 1 Equipment Pending Authorisation By SPE, 31 Equipment PTO Expiring in 3 Months, 3 New PTO Applications Rejected by Owner, 6 Equipment Pending amendments - BCA Comments, 31 Equipment Ongoing Renewal, 27 Equipment Ongoing Recommissioning, and 848 Applications Assigned to me. Below these are action buttons like 'Assign LEI', 'Initiate Recommission PTO Application', and 'Resume New PTO Application'. A table below shows equipment details with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application ID, and Application Status. A table with 12 columns: 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. The table contains 4 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 ...

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 this is a row of smart filter cards, each with an icon and a count:

- 0 Equipment: Due for 5 Year Full Load Test
- 1 Equipment: Pending Authorisation By SPE (highlighted with a red box and a mouse cursor)
- 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 (highlighted with a blue box)

Below the filter cards are action buttons: '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' along with options for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. There are also search and QR code scan buttons.

A table of equipment records is shown below, with columns for 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 several rows of data, including equipment with IDs like PL09, EN-01367-436834, CN1, pl123123, pl1, and PL01.

A yellow warning banner at the bottom right states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.'

1.7.1 View all equipment assigned

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

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

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

At the bottom, there are buttons for 'Assign LEI', 'Initiate Recommision PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

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

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
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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"/>	<input type="text"/>	dd/mm/yyyy <input type="text"/>	
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 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. At the top right, there are two buttons: 'Create New PTO Application' and 'Export All Records To Excel'. The dashboard features eight summary cards arranged in a 2x4 grid:

- 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** (highlighted with a red box)
- 19 Equipment Ongoing Renewal
- 39 Equipment Ongoing Recommissioning
- 1278 Applications Assigned to me

At the bottom of the dashboard, there are four action buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A vertical sidebar on the left contains navigation icons for home, menu, search, refresh, download, list, chat, and settings.

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

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

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

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.

Equipment List

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

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

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

2 Renew PTO application

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](#)

2

[Scan/Upload QR Code](#)

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

[Display/Hide Columns](#) [Group By Column](#) [Clear All Column Filters](#)

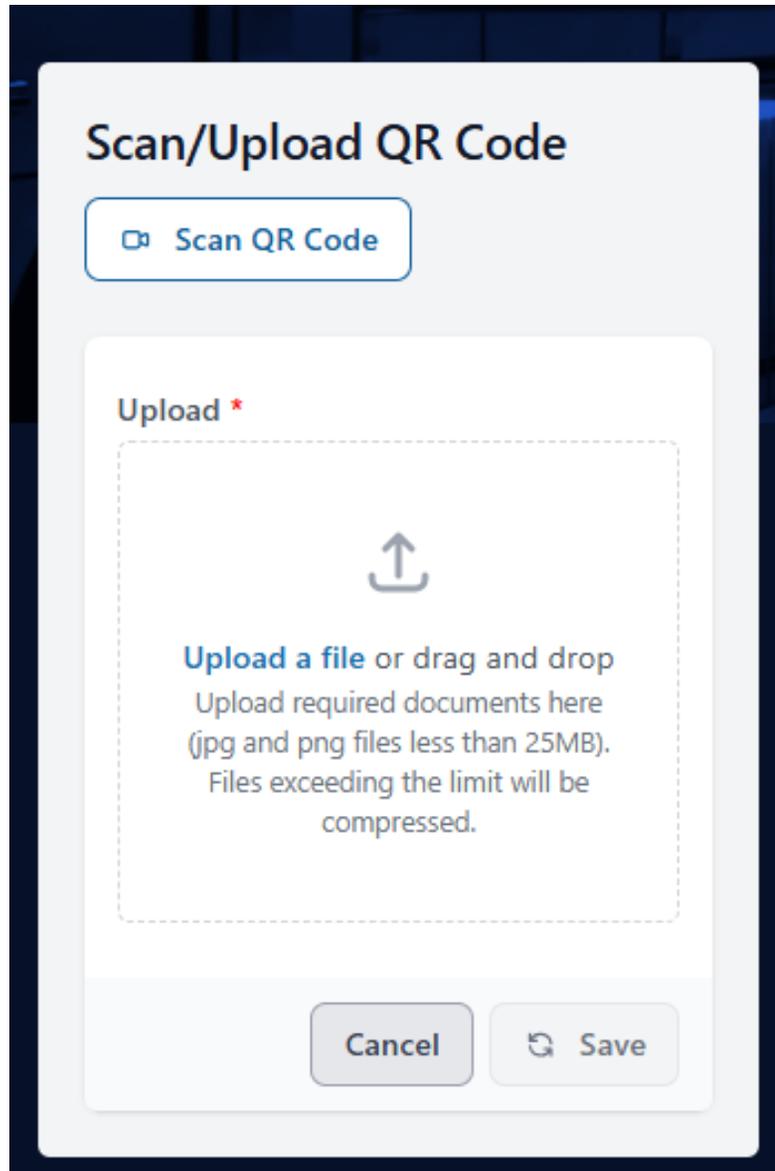
EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
EN-01367-436834	234234	bik7654500, pink purple street	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	p123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...

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

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.

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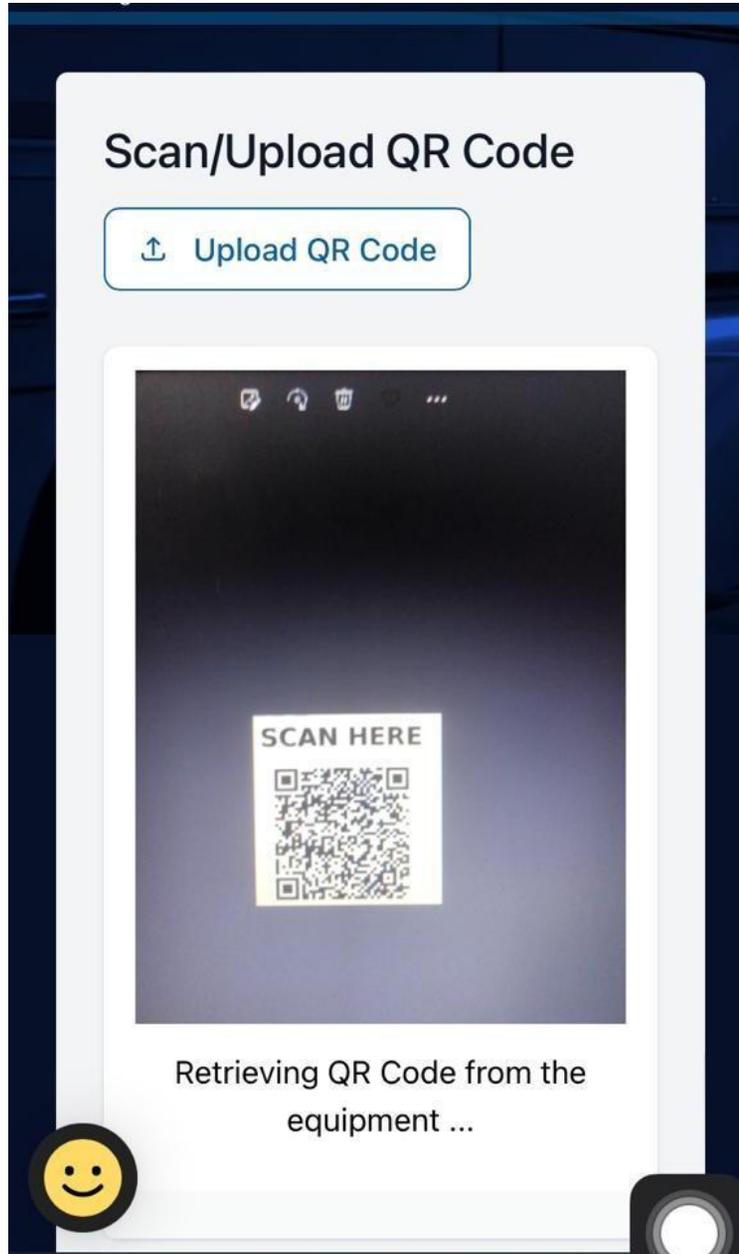


Either scan or upload QR code

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

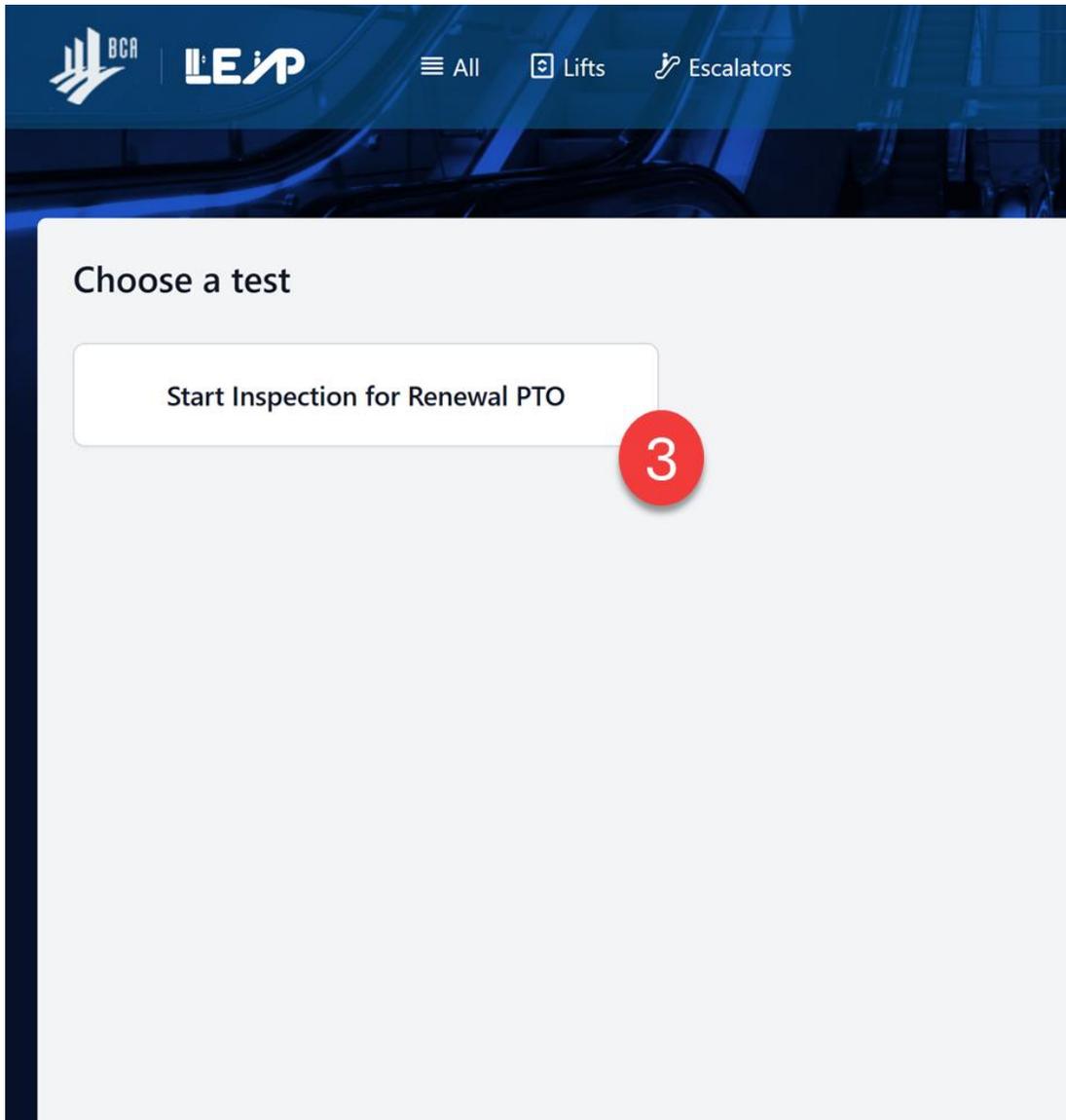
Note:

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

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:

- a. If FLT needs to be done, System will automatically display FLT checklist portion for SPE to fill out
- b. 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

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

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 **7**

Previous Save As Draft 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.

Applicable Standard(s) *

Choose the applicable standard(s) **8**

Remarks

9

Declaration **10**

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

I, as the supervising specialist professional engineer, declare that

- (1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.
- (2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.
- (3) I am of the opinion that the lift is fit and safe for operation and use.
- (4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of **11**

- 8. Choose the Applicable Standard(s)
- 9. SPE can Add more Applicable Standards
- 10. Fill up the declaration
- 11. Save and Next

Renewal 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 >

12. Review the inspection and proceed to submit

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

Singpass app Password login

Scan with Singpass app to log in **13**



Register for Singpass
Download Singpass app

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](#) ✓

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 >](#)

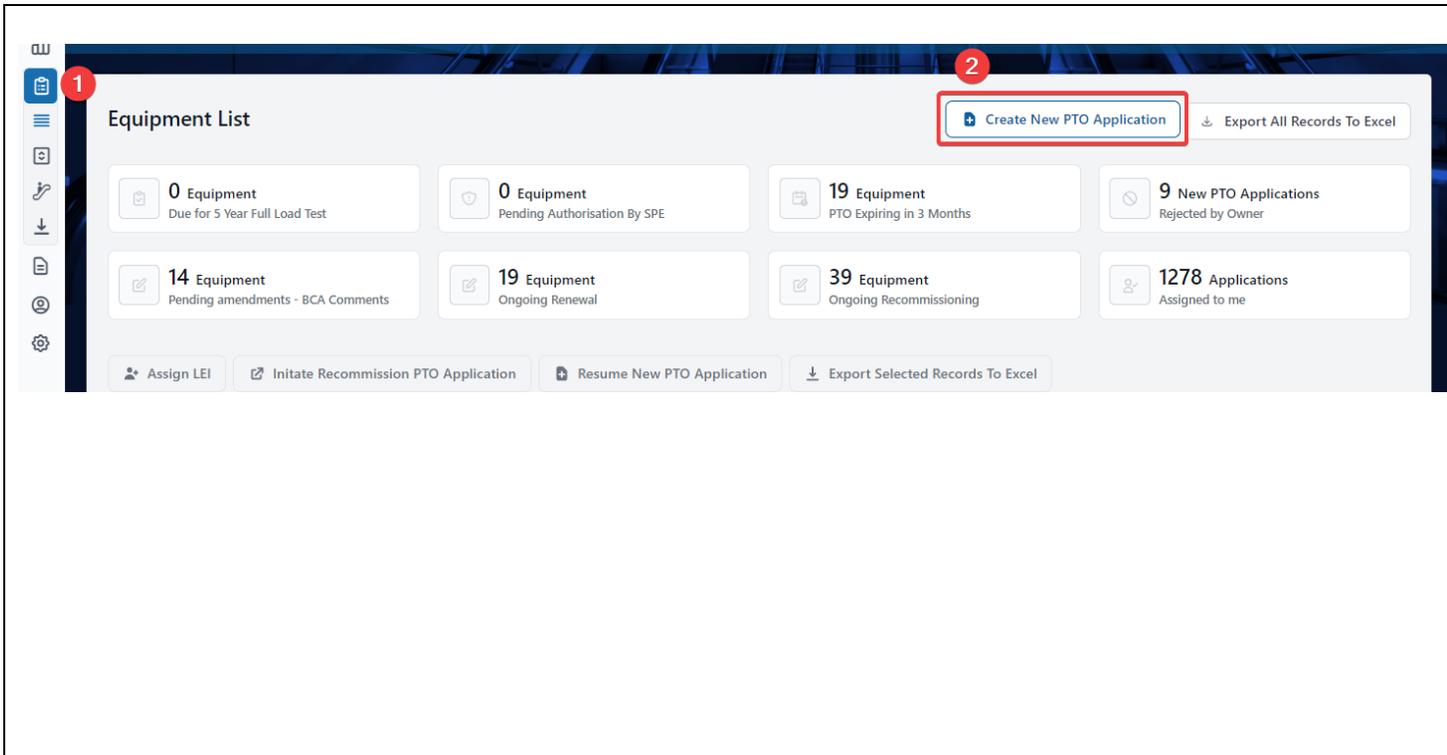
15. A green message will appear to indicate the submission is successful

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.



The screenshot shows the 'Equipment List' dashboard in the LEAP system. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area features a grid of equipment status cards and a top navigation bar. A red circle '2' highlights the 'Create New PTO Application' button in the top right corner of the dashboard. Below the grid, there are buttons for 'Assign LEI', 'Initiate ReCommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'.

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

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

New PTO Application

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

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

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

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

00000 || ID : 00000

Equipment List **5** Add Equipment

3. Select if plan submission is required

4. Select Owner Type:

For corporate owners select from the list in the drop-down box.

Do note that the owner must have a registered Company Name (Corporate Owner) in LEAP to be chosen for routing the new PTO to them.

5. Add equipment

The screenshot shows the 'Add Equipment' form in the LEAP system. The form is divided into several sections:

- Address Details (1):** Includes fields for Block/House Number, Floor Number, Building/Estate Name, Street Name, Unit Number, and Postal Code.
- Technical Information (2):** Includes fields for Development Type, Equipment No. (e.g., PLO1), Year of Installation, Model, ARD Model, UPS Model, Machine Room/ Machine Roomless, Rated Speed (m/s), Cabin Breadth (mm), Equipment Type, Make, ARD Brand, UPS Brand, Capacity (number of pax), Rated Load (kg), Cabin Height (mm), and Cabin Length (mm).
- Applicable Standard(s) (3):** A dropdown menu to choose the applicable standard(s), with an 'Add' button.
- Remarks:** A text area for additional notes, with a 'Remove' button.
- Test contractor (4) and Installation Contractor:** Dropdown menus for selecting the test contractor and installation contractor.
- Maintenance Contractor:** A dropdown menu for selecting the maintenance contractor.
- Buttons (5):** 'Cancel' and 'Save' buttons at the bottom left.

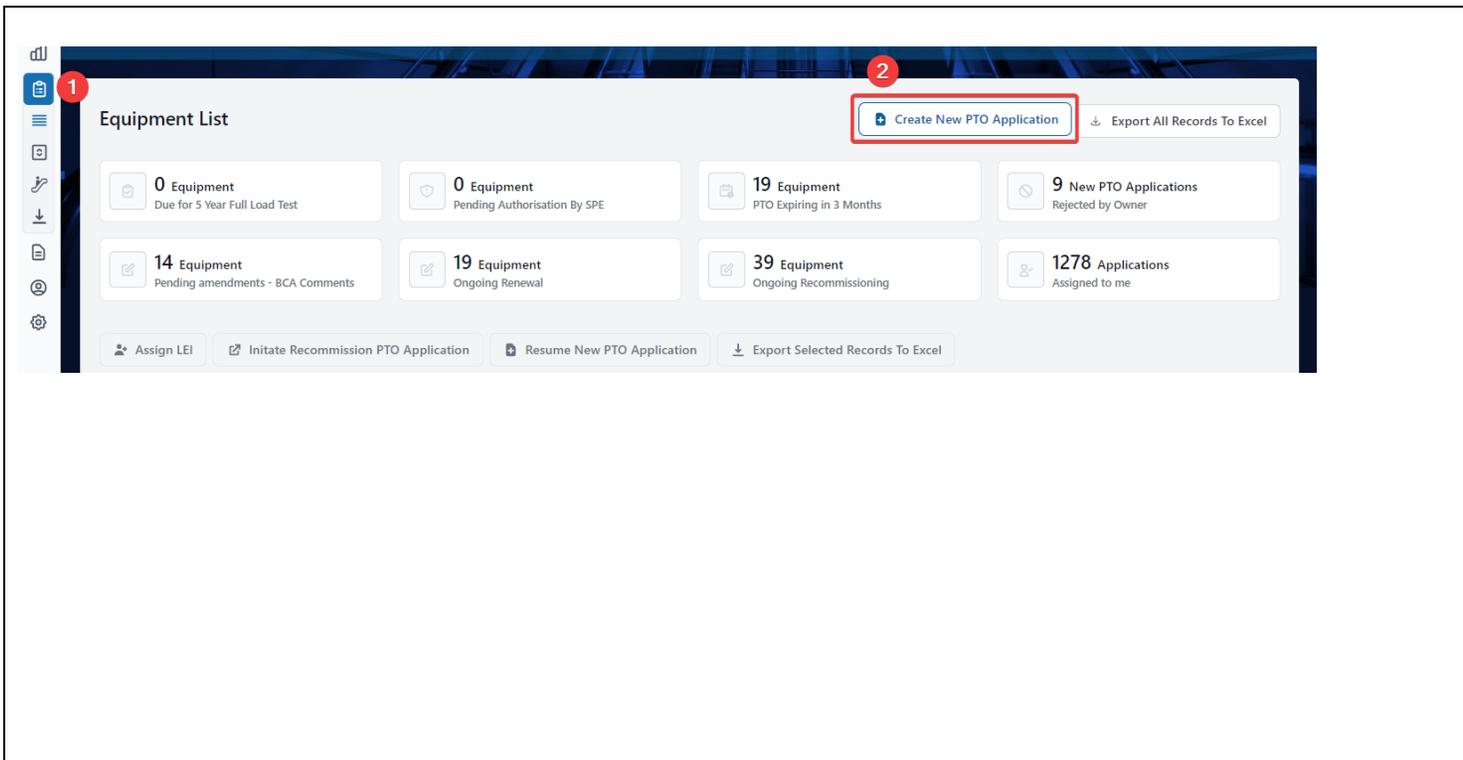
1. Add address details
 2. Fill in technical Information
 3. Applicable standards
 4. Fill in test contractor
 5. Select “Save”
- Once you have filled in all the details select the save button to submit the New PTO application.
- The process of inspection is explained in [Section 4](#) Resume New PTO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

3.2 Creating New PTO Application for Home Owners

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

Do note the following:

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



The screenshot displays the 'Equipment List' dashboard. A sidebar on the left contains navigation icons, with a red circle '1' highlighting the 'Equipment List' icon. The main content area features a grid of equipment status cards and a top navigation bar. A red circle '2' highlights the 'Create New PTO Application' button in the top bar. The dashboard includes the following data:

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

Navigation buttons at the bottom include: 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 * Corporate Owner Home Owner **4**

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

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 * Corporate Owner Home Owner

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

testinvalidemail@test.com

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

Equipment List Add Equipment

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

Add Equipment 9

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	Pi 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 a web form for adding equipment. It includes fields for address (Block/House Number, Floor Number, Building/Estate Name, Street Name, Unit Number, Postal Code), technical specifications (Equipment No., Year of Installation, Model, ARD Model, UPS Model, Machine Room/Roomless, Rated Speed, Cabin Breadth, Equipment Type, Make, ARD Brand, UPS Brand, Capacity, Rated Load, Cabin Height, Cabin Length), and applicable standards. There are also dropdown menus for Test contractor, Installation Contractor, and Maintenance Contractor. A 'Save' button is highlighted with a red circle 5.

1. Add address details
2. Fill in technical Information
3. Applicable standards
4. Fill in test contractor
5. Select save

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

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

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

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

The screenshot shows the 'New PTO Application' interface. At the top, there are radio buttons for 'Plan Submission is required?' (Yes/No) and a checked checkbox for 'I declare that no plan submission is required for this equipment.' Below this, the 'Owner Type' is set to 'Corporate Owner' with a dropdown for 'JTC ID: GS882134N'. An 'Add Equipment' button is visible. The 'Equipment List' section features a table with columns: ADDRESS, POSTAL CODE, BUILDING NAME, EQUIPMENT ID, EQUIPMENT NO, EQUIPMENT STATUS, EQUIPMENT TYPE, APPLICATION STATUS, APPLICATION TYPE, INSPECTION STATUS, and ACTION. A single row is displayed with the following values: N/A, N/A, N/A, PL1010, Pending Owner Acceptance, Car Lift, Pending Payment, New PTO, No Load Test: Pen, and Edit/View Inspection. A red circle with the number '1' is positioned below the table.

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

Equipment List

Group By Column Clear All Column Filters

ADDRESS POSTAL CODE BUILDING NAME EQUIPMENT ID EQUIPMENT NAME

ABC Audit Firm || ID: [redacted] (2)

autorenwalcopp || ID: UEN58392

Bartoletti - Leffler-Opto || ID: UEN7660012U

Company E || ID: 123123

Company FSFD || ID: UEN 231123

Company GHJJ || ID: UEN42324

Company IOOOO || ID: UEN1234555

blk350044, test jgkf (1 item) (3)

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.

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

Technical Information

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

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: Others

Remarks

Test contractor *

9G ELEVATOR PTE LTD 20240822 || ID : T185S0001A

Maintenance Contractor

9G ELEVATOR PTE LTD 20240822 || ID : T185S0001A

Installation Contractor

Select an option

4

Cancel Duplicate Save Technical Information

4. Click Save.

The Owner has been updated to the newly selected owner.

3.4 Delete Equipment for New PTO Application – Method 1

Method 1

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
BN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N/A View ...
N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend View ...
N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...
N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...
N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	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 the following elements:

- Plan Submission is required?:** Radio buttons for 'Yes' and 'No'. The 'No' option is selected and highlighted with a red circle containing the number 3.
- Declaration:** A checked checkbox with the text 'I declare that no plan submission is required for this equipment.'
- Owner Type *:** Radio buttons for 'Corporate Owner' and 'Home Owner'. The 'Corporate Owner' option is selected and highlighted with a red circle containing the number 4.
- Owner Details:** A dropdown menu showing 'Ang Mo Kio Town Council || ID: F6456123L', highlighted with a red circle containing the number 4.
- Equipment List:** A section with an 'Add Equipment' button, 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"

Add Equipment

Address Details

Block/House Number

Floor Number

Building/Estate Name

Development Type *

Technical Information

Equipment No (e.g., PLD1) *

Year of Installation *

Model *

ARD Model

UPS Model

Machine Room/
Machine Roomless *

Rated Speed * m/s

Cabin Breadth * mm

Street Name *

Unit Number

Postal Code

Equipment Type *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load * kg

Cabin Height * mm

Cabin Length * mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Maintenance Contractor

Installation Contractor

6

6. Fill in the equipment details and click Save

New PTO Application

Plan Submission is required? Yes No

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

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

Corporate Owner Home Owner

testcorpwhite || ID: UEN24234

Equipment List Add Equipment

Group By Column Clear All Column Filters

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION TYPE	INSPECTION STATUS	OWNER	ACTION
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

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

BACK

Please ensure the Owner is registered

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

Equipment List

Group By Column

ADDRESS

bld343jg, bld343jg (1)

bld343jg, bld343jg

Showing 1 to 1 of 1 results

Edit Equipment

Address Details

Block/House Number: bld343jg
Street Name: bld343jg
Floor Number:
Unit Number:
Building/Estate Name:
Postal Code:
Development Type: Civic, Community & Cultural Institutions

Cancel Save Address Details

Technical Information

Equipment No (e.g., PL01): 44
Equipment Type: Car Lift
Year of Installation: 2020
Make: Hyundai
Model: model
ARD Brand:
ARD Model:
UPS Brand:
UPS Model:
Capacity (number of pax):
Machine Rooms/ Machine Roomless: Machine room
Rated Load: 55 kg
Rated Speed: 44 m/s
Cabin Height: 33 mm
Cabin Breadth: 44 mm
Cabin Length: 22 mm

Applicable Standard(s)

Choose the applicable standard(s): Any other lift: 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

Cancel Duplicate Save Technical Information

Delete 8

Submit Feedback

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

9. The equipment is deleted from the equipment list

3.5 Delete Equipment for New PTO Application – Method 2

Method 2

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	Edit
N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202303-007219	Resume New PTO
N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-001	View Inspection
N/A	pl1	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...
N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	N/A	A-202302-007081	Pend View ...
N/A	RenewalCL02	RenewalCL02	N/A	RenewalCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

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

New PTO Application

Plan Submission is required? Yes No

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

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

Ang Mo Kio TC || ID : F6456123L

[Add Equipment](#)

[Group By Column](#)

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

3. Click on Edit

← BACK

Please ensure the Owner is registered

Edit Equipment

Equipment List

Group By Column

ADDRESS

bld343sj, bld343sj (1)

bld343sj, bld343sj

Showing 1 to 1 of 1 results

Address Details

Block/House Number: bld343sj

Street Name: bld343sj

Floor Number:

Unit Number:

Building/Estate Name:

Postal Code:

Development Type: Civic, Community & Cultural Institutions

Cancel Save Address Details

Technical Information

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

Equipment Type: Car Lift

Year of Installation: 2020

Make: Hyundai

Model: model

ARD Brand:

ARD Model:

UPS Brand:

UPS Model:

Capacity (number of pax):

Machine Room/ Machine Roomless: Machine room

Rated Load: 55 kg

Rated Speed: 44 m/s

Cabin Height: 33 mm

Cabin Breadth: 44 mm

Cabin Length: 22 mm

Applicable Standard(s)

Choose the applicable standard(s): Any other lift: SS 550:2009

Remarks: ssss

Remove

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

Maintenance Contractor: Select an option

Installation Contractor: Select an option

Delete 4

Cancel Duplicate Save Technical Information

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

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	RenewalCL02	RenewaCL02	N/A	RenewaCL02	N/A	N/A	N/A	N/A	A-202307-007379	Pend	View ...
N/A	pl7	33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend	View ...

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

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

- Plan Submission:** A question 'Plan Submission is required?' with radio buttons for 'Yes' and 'No'. A red circle '3' highlights the 'No' option, which is selected. Below it is a checkbox 'I declare that no plan submission is required for this equipment.' which is also checked.
- Owner Type:** Radio buttons for 'Corporate Owner' and 'Home Owner'. A red circle '4' highlights the 'Corporate Owner' option, which is selected. Below it is a dropdown menu showing 'Ang Mo Kio Town Council || ID : F6456123L'.
- Equipment List:** A section with a red circle '5' and the text 'Add Equipment'.
- Address Details:** Fields for 'Block/House Number' (bik350044), 'Street Name' (test.jgkf), 'Floor Number', 'Unit Number', 'Building/Estate Name', 'Postal Code', and 'Development Type' (Residential Non-landed (HDB)). Buttons for 'Cancel' and 'Save Address Details' are present.
- Technical Information:** Fields for 'Equipment No (e.g., PL01)' (23432), 'Equipment Type' (Passenger Lift), 'Year of Installation' (2000), 'Make' (Hyundai), 'Model', 'ARD Brand', 'UPS Brand', 'Capacity (number of pax)', 'Machine Room/ Machine Roomless' (Machine roomless), 'Rated Load' (44 kg), 'Rated Speed' (023 m/s), 'Cabin Height' (33 mm), 'Cabin Breadth' (23 mm), and 'Cabin Length' (33 mm). Buttons for 'Add', 'Cancel', 'Duplicate', and 'Save Technical Information' are present.
- Applicable Standard(s):** A dropdown menu showing 'Any other lift: Others' and a 'Remove' button.
- Remarks:** A text area for additional notes.
- Contractors:** Fields for 'Test contractor' (9G ELEVATOR PTE LTD 20240822 || ID : T18550001A), 'Maintenance Contractor' (9G ELEVATOR PTE LTD 20240822 || ID : T18550001A), and 'Installation Contractor' (Select an option). A red circle '6' highlights the 'Save Technical Information' button.

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: F0456123L

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	PL00	* Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTD		Ang Mo Kio Town Council	

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

New PTO Application

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

Owner Type *
Please ensure the Owner is registered.

Equipment List

Group By Column

ADDRESS

- blk350044, test.jgkf (1 item)

Showing 1 to 1 of 1 results

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

Cancel Save Address Details

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

Applicable Standard(s) * Add

Choose the applicable standard(s)

Any other lift: Others

Remarks

Remove

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

Delete

Cancel Duplicate Save Technical Information

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

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 *

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 *

Make *

ARD Brand

UPS Brand

Capacity (number of pax)

Rated Load * kg

Cabin Height * mm

Cabin Length * mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Maintenance Contractor

Installation Contractor

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 displays the 'Equipment List' dashboard. At the top, there are several summary cards: '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 '648 Applications Assigned to me'. Below these cards are buttons for 'Assign LEI', 'Initiate Recommision PTO Application', 'Resume New PTO Application' (highlighted with a red circle 3), and 'Export Selected Records To Excel'. A table below shows a list of equipment with columns for ID, No., Address, BLK, Street Name, Postal Code, Building Name, PTO Expiry Date, Next Full Load Test Expiry Date, Application ID, and Action. The first row is highlighted with a red circle 2. A sidebar on the left is highlighted with a red circle 1.

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	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...
N/A	pi1	33	N/A	33	N/A	N/A	N/A	N/A	A-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	pi7	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**

The screenshot displays the 'Confirm Details' section of the LEAP application. It includes the following elements:

- Remarks Section:** Three sections for 'SPE's Remarks', 'BCA Reviewer's Remarks', and 'Owner's Remarks', each with a yellow bar.
- Confirm Details Section:**
 - Inspection Start Date:** A date picker field with '11/07/2023' selected, marked with a red circle '6'.
 - Address Details:** A table with the following data:

Block/House Number	N/A	Street Name	CL01
Floor Number	N/A	Unit Number	N/A
Building/Estate Name	N/A	Postal Code	N/A
 - Contractors:** Three dropdown menus: 'Testing Contractor' (marked with a red circle '7') with '9G ELEVATOR PTE LTD | T18SS0001A' selected; 'Installation Contractor' (marked with a red circle '8') with 'Select an option' selected; and 'Maintenance Contractor' with 'Select an option' selected.
- Navigation:** A 'Previous' button on the left and 'Save As Draft' and 'Save And Next' buttons on the right (the latter marked with a red circle '8').

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

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

New PTO Inspection Checklist

Machine Room/ Head Room

Observations

Hoist way

Lift car and pit

Expand All Collapse All

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

Select All As Satisfactory

Machine Room/ Head Room 9 ▾

Observations ▾

Hoist way ▾

Lift car and pit ▾

Previous Save As Draft 10 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.

Applicable Standard(s) *

Choose the applicable standard(s) 11

Remarks

Remove

Add 12

Declaration

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

I, as the supervising specialist professional engineer, declare that

(1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.

(2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.

(3) I am of the opinion that the lift is fit and safe for operation and use.

(4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.

14

Save As Draft Save And Next >

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

The screenshot shows the 'No Load Test Inspection' page in the LEAP application, which is currently saved as a draft. A green notification bar at the top indicates 'Successfully saved as draft'. Below this, a progress bar shows four steps: 'CONFIRM DETAILS', 'NEW PTO INSPECTION CHECKLIST', 'REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION', and '04 FINAL REVIEW OF SUMMARY'. The 'Final Review Of Summary' section contains a yellow warning box with the text: 'Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process.' Below the warning box is a table of inspection details:

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

At the bottom of the page, there are three buttons: 'Previous', 'Save As Draft', and 'I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report'. A red circle with the number '15' is overlaid on the 'I Have Reviewed...' button.

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

The screenshot shows the LEAP application interface. At the top, a green alert banner states: "The inspection report has been submitted successfully. To retrieve the copy in PDF, please go to [View Inspection page](#)". A red notification badge with the number "16" is visible. The main heading is "No Load Test Inspection". Below this is a "Pending Review" section with four steps: "CONFIRM DETAILS", "NEW PTO INSPECTION CHECKLIST", "REVIEW INSPECTION CHECKLIST AND SUBMIT DECLARATION", and "FINAL REVIEW OF SUMMARY". The "FINAL REVIEW OF SUMMARY" step is currently active. A yellow warning box contains the text: "Please review and ensure the information provided is accurate before you proceed to submit your inspection report. You will be required to complete further authentication via Singpass to confirm that you are the rightful SPE assigned to this equipment. Upon authentication, the submission will be completed. Please note that there will be no further amendments after you complete the submission process." Below this is a table of inspection details:

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

At the bottom of the main content area, there are navigation buttons: "< Previous", "Save As Draft", and "I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report >". The sidebar menu on the left includes: Dashboard, Equipment List, All, Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, Notification Settings, Submit Feedback, and Logout.

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

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 Recommisioning

797 Applications Assigned to me

Assign LEI | Initiate Recommision PTO Application (3) | 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 Recommision application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST 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 Recommision PTO Application.

This moves you to the next screen

<

Recommission Equipment

Equipment ID
EN-26324-242379

Owner Name, ID
K company, F9990067U

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

SPE, ID
chester.muller, 33

[Show more](#) ▾

Equipment Type
Passenger Lift

PTO Expiry Date
23/10/2022

Maintenance Contractor
N/A

LEI, Reg No.
N/A

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

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

Installation Contractor
N/A

Commissioning Date
N/A

Type of A/R works

4

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

Plan Submission is required?

Yes No

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

Cancel
5
Start Inspection

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

5. Select Start inspection

Recommissioning 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.

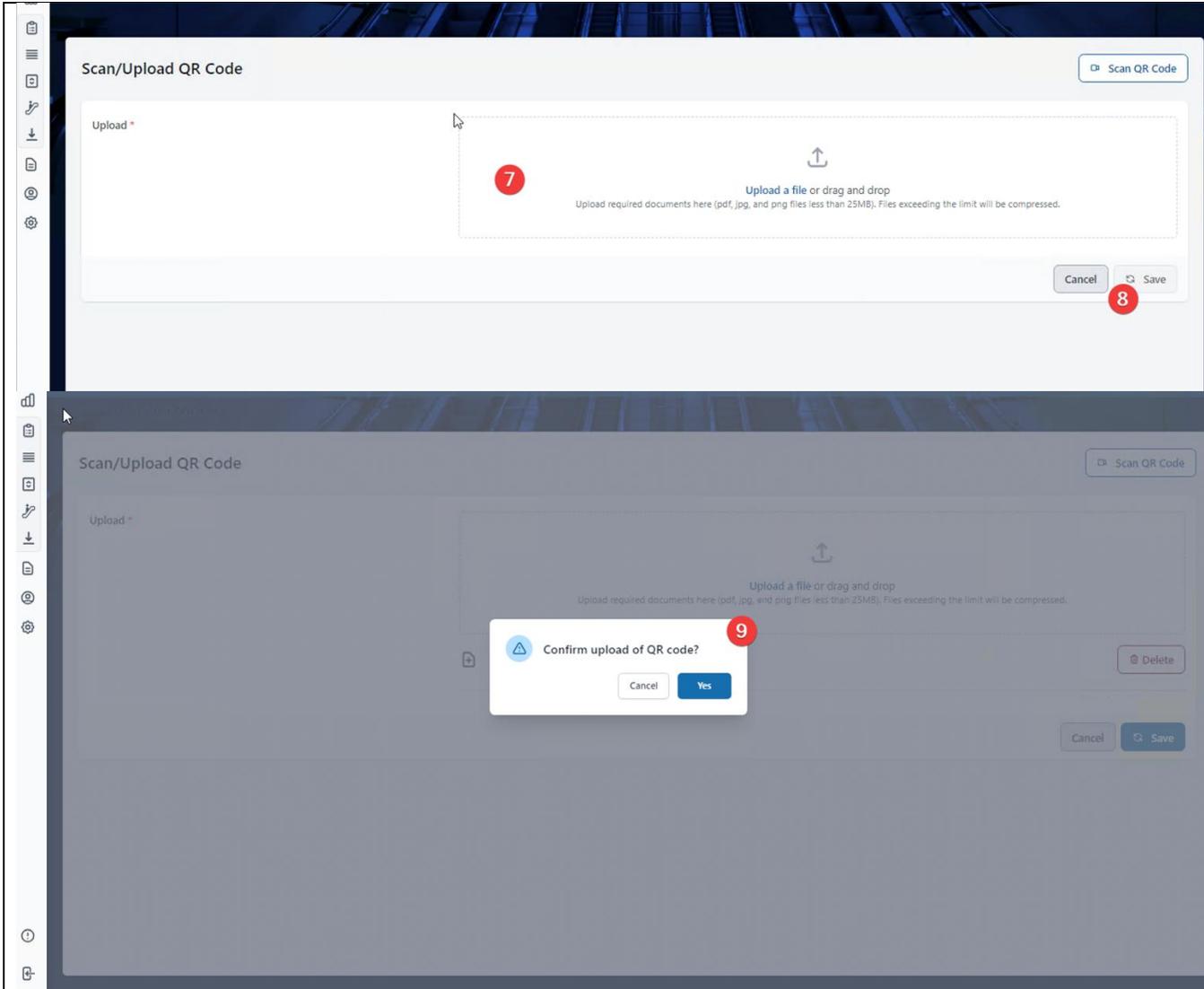
Yes No

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

Testing Contractor* 2

9G ELEVATOR PTE LTD | T18SS0001A

Maintenance Contractor

E M SERVICES PRIVATE LIMITED | T18UF0001A

Installation Contractor i

Select an option

[< Previous](#)

Save As Draft

Save And Next 3

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

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

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

Recommission PTO Inspection Checklist

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

Other Observations **4**

1. Observations

Remarks +

2. Upload documents

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

Remarks +

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

Remarks +

6

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

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

The screenshot shows a web form for lift and escalator applications. It features a sidebar with navigation icons, a main content area, and a bottom navigation bar. The form is divided into several sections:

- Applicable Standard(s) ***: A dropdown menu with the selected option "Any other lift: Others" (callout 7) and a "Remarks" text area below it.
- Buttons**: "Remove" and "Add" buttons (callout 8).
- Declaration**: A section with a checked checkbox and the text "The equipment has been satisfactorily tested in accordance with the codes chosen above." (callout 9).
- Declaration Details**: A section with a checked checkbox and the text "I, as the supervising specialist professional engineer, declare that" followed by four numbered points:
 - (1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.
 - (2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.
 - (3) I am of the opinion that the lift is fit and safe for operation and use.
 - (4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.
- Bottom Navigation**: "Previous", "Save As Draft", and "Save And Next" buttons (callout 10).

this requirement is not met.

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

No Load Test Inspection **Saved as Draft**

☑ Successfully saved as draft

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

Final Review Of Summary

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

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

11

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

The 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 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	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 >

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 the following fields and options:

- SPE's Remarks**: Empty text area.
- BCA Reviewer's Remarks**: Empty text area.
- Owner's Remarks**: Empty text area.
- Confirm Details**: Section header.
- Inspection Start Date**: Date field with value '18/05/2023'.
- Address Details**:
 - Block/House Number: N/A
 - Floor Number: N/A
 - Building/Estate Name: N/A
 - Street Name: Sims Avenue
 - Unit Number: N/A
 - Postal Code: N/A
- Testing Contractor**: Dropdown menu with 'Tai Hee Engineering | 180079784H' selected.
- Maintenance Contractor**: Dropdown menu with 'Tai Hee Engineering | 180079784H' selected.
- Installation Contractor**: Dropdown menu with 'Tai Hee Engineering | 180079784H' selected.

Navigation buttons at the bottom include 'Previous', 'Save As Draft' (highlighted with a red box), and 'Save And Next'.

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

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A	N View ...
N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	N/A	A-202306-007189	Pend View ...
N/A	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...
N/A	pi1	33	N/A	33	N/A	N/A	N/A	N/A	A-202306-008632	Pend View ...
N/A	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-202306-008632	Pend View ...

METHOD 1

1. Select equipment list
2. Select view

Equipment Details

Assign LEI
Export To Excel
View Submission
Resume Submission 3
Edit

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

Address

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

Development Type
Commercial

3. Select resume submission to continue with draft application

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

815 Equipments
In Equipment List

17 Equipment
Ongoing Renewal

27 Equipment
Ongoing Recommissioning

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)	S
Overspeed governor rope tension sheave condition	S
Lift pit ladder (e.g. accessibility, condition)	S
Lift pit cleanliness	S
Ventilation / illumination requirements (e.g. machinery space, car top, lift pit)	S
Other Observations	New Observation
Observations	
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

Equipment Details

Equipment ID: EN-91924-688643
Equipment Type: Escalator
Equipment No (e.g., PL01): Esc01a
Equipment Status: **Suspended**

Owner Name, ID: Jurong Town Corporation, 180079784F
PTO Expiry Date: 23/10/2022

Testing Contractor: N/A
Maintenance Contractor: N/A
Installation Contractor: N/A

SPE, ID: chester.muller, 33
LEI, Reg No.: N/A
Commissioning Date: N/A

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: Re-commission PTO application submitted on 27/09/2022 is Pending Amendment By SPE

Buttons: Assign LEI, Export To Excel, View Submission, **Start Submission** (highlighted), Edit

4. Select Start Submission

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

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

No Load Test Inspection

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

[Edit Equipment Details](#)

Equipment ID EN-91924-688643	Equipment Type Escalator	Equipment No (e.g., PLO1) Esc01a
Owner Name, ID Jurong Town Corporation, 180079764F	PTO Expiry Date 23/10/2022	Equipment Status Suspended
Testing Contractor N/A	Maintenance Contractor N/A	Installation Contractor N/A
SPE_ID chester.mullej; 33	LEI, Reg No. N/A	Commissioning Date N/A
Full Load Test Date 16/09/2017	Next Full Load Test Expiry Date N/A	No Load Test Date 29/05/2021

[Show more](#) ▾

SPE's Remarks
—

BCA Reviewer's Remarks
Tested on 10 Oct.

Owner's Remarks
—

Confirm Details

Inspection Start Date
Date & Time
27/09/2022 00:00

6. Continue the reinspection

The screenshot displays two instances of the 'Confirm Details' screen. The top instance shows an inspection start date of 21/04/2023 00:00, which is highlighted with a red box. The bottom instance shows an inspection start date of 22/05/2024 11:54, also highlighted with a red box. Both screens show address details for 'TESTGIRO'.

Field	Value
Inspection Start Date	21/04/2023 00:00
Block/House Number	N/A
Street Name	TESTGIRO
Floor Number	N/A
Unit Number	N/A

Field	Value
Inspection Start Date	22/05/2024 11:54
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

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

8.1 Advanced filter (Search)

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

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

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 Recommision PTO Application | Resume New PTO Application | Export Selected Records To Excel

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

2

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

3

1. Select equipment list from sidebar

2. Select equipment for equipment list

3. Select View

<

Equipment Details

Assign LEI
Export To Excel
View Submission
Start Submission
4 Edit

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

Address

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

4. Select "Edit"

Edit Equipment

Address Details 5

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

6

Technical Information 7

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

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

8

5. Make required changes for Address Details

6. Click “Save Address Details”

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

8. Click “Save Technical Information”

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

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

8.3 View past applications

SPE can view the history of all applications for the equipment

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

2

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View 3
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pi123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pi1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007061	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	pi7	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

Equipment Details

Assign LEI Export To Excel View Submission Start Submission Edit

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

[Show more](#)

PAST APPLICATIONS

(Renewal, Re-commission and New PTO History)

5

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY

Display/Hide Columns

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

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

8.4 View Owner, Contractor and SPE history

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search | Scan/Upload QR Code

2

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

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 Recommision PTO Application | Resume New PTO Application | Export Selected Records To Excel

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

Search | Scan/Upload QR Code

2

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<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	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 ...

3

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

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

Equipment Details

Assign LEI
Export To Excel
View Submission
Start Submission
Edit

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

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY 5

Display/Hide Columns

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

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

8.6 Download submission report for equipment

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Display/Hide Columns Group By Column Clear All Column Filters

Search Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	pl123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1	33	N/A	33	N/A	N/A	N/A	A-202308-008632	Pend View ...
<input type="checkbox"/>	N/A	PL01	Tanjong Pagar	N/A	Tanjong Pagar	N/A	N/A	N/A	A-202302-007061	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	<div style="display: flex; gap: 5px;"> 6 View 7 Download PDF </div>

Scroll down the page.

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

Note:
Only completed submissions will be reflected.

View Inspection 1 [Download PDF](#)

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

[Show more](#) ▾

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

Contractors

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

Upload List

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 📄 A-202307-008026_pl232_testing signsg_.pdf 3 </div> <p style="font-size: 10px; margin: 0;">Document has been authorised by chester.muller on 02/08/2023 12:40 Download 🗑</p>	↓
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 📄 ACOP Type Test Cert_ACOP Protection Means.pdf </div> <p style="font-size: 10px; margin: 0;">DefaultInspectionDocument Download</p>	

Upload By Officer

No files uploaded [↓](#)

Applicable Standard(s)

Applicable standard	Remarks
Any other lift SS 550:2000	

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

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 | **3** 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.

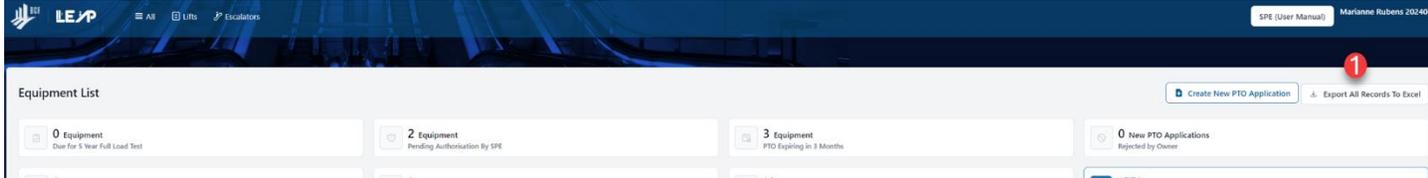
EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input checked="" type="checkbox"/>	EN-01367-436834	234234	bik7654500, pink purple street	bik7654500	pink purple street	N/A	N/A	N/A	N/A	N/A View ...
<input type="checkbox"/>	N/A	CN1	TestCN, Test Change Name	TestCN	Test Change Name	N/A	N/A	N/A	A-202306-007189	Pend View ...
<input type="checkbox"/>	N/A	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 ...

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

4. Check all the required information to export

5. Click export.

8.8 Export all equipment to excel



1. Select export all records to Excel

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

Equipment List

0 Equipment
Due for 5 Year Full Load Test

1 Equipment
Pending Authorisation By SPE

6 Equipment
Pending amendments - BCA Comments

31 Equipment
Ongoing Renewal

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

3 / 848 equipment(s) 0 item(s) selected

Display/Hide Columns
Group By Column
Clear All Columns

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE
<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

Excel Export Requests

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

15 / 15 request(s) Display/Hide Columns

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

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

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

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

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

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

9 Assign LEI

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

Equipment List

0 Equipment Due for 5 Year Full Load Test

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

1663 Applications Assigned to me

Assign LEI

1 / 1663 equipment(s) 1 item(s) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BI	ACTION
<input checked="" type="checkbox"/>	L552	PL443 22, Renewal Renew, 1	22	Renewal Renew	N/A	N	View ...

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

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

Assign LEI

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

Remove LEI Assignment

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

9.1 Review Inspection by LEI

The screenshot shows the LEAP system interface. On the left sidebar, the 'Equipment List' option is highlighted with a red circle containing the number '1'. In the main content area, there are several summary cards. The card for '4 Equipment Pending Authorisation By SPE' is highlighted with a red circle containing the number '2'. Below these cards is a table of equipment records. The table has columns for EQUIPMENT ID, EQUIPMENT NO, ADDRESS, BLK, STREET NAME, POSTAL CODE, BUILDING NAME, PTO EXPIRY DATE, NEXT FULL LOAD TEST EXPIRY DATE, and ACTION. One record is visible with EQUIPMENT ID 'L552' and EQUIPMENT NO 'PL443'. The table is currently showing 1 of 1 results.

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

Declaration

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

I, as the supervising specialist professional engineer, declare that

(1) I have checked and verified the measurements, observations and information, and I confirm that the measurements, observations and information as stated above are true and accurate as at the date of this submission.
(2) I confirm that the lift contractor carried out the examination, inspection and testing of the lift in my presence.
(3) I am of the opinion that the lift is fit and safe for operation and use.
(4) I am not a partner, associate, director, officer or employee of the owner of the lift or the lift contractor carrying out the examination, inspection and testing of the lift.

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.

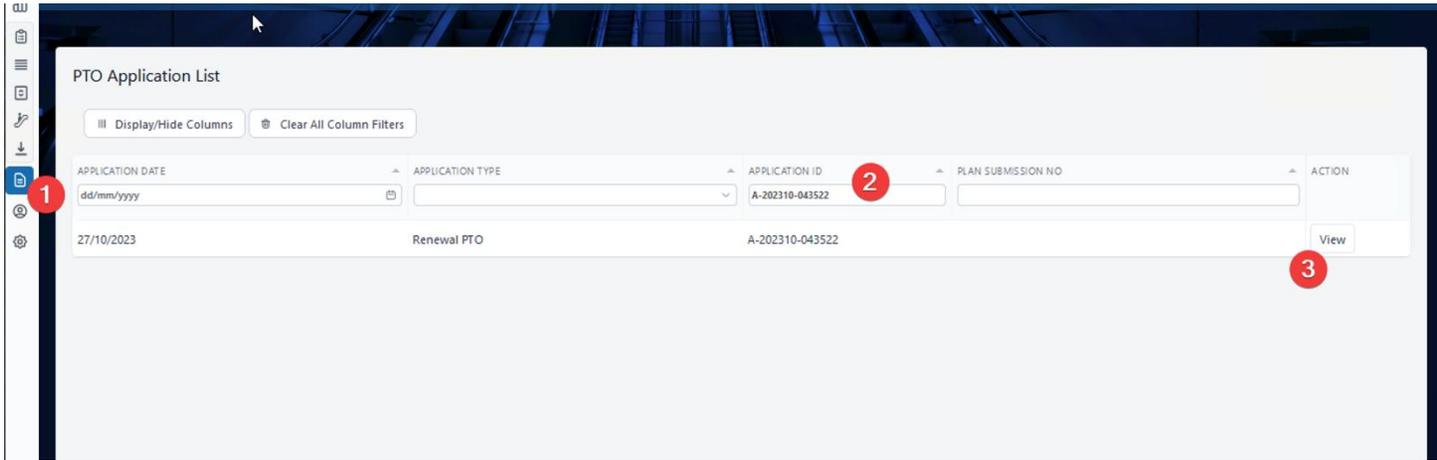
Inspection Date/Time	27/12/2024 12:51
Equipment Information	
Inspection date/time	N/A
Address	
Block/House No	N/A
Application	
Application ID	N/A
Technical Information	
Make	N/A
Code of standard	N/A
-	----

Remarks

3. After reviewing the inspection checklist, SPE can select to submit report
 4. SPE can route inspection back to assigned LEI if there are amendments to be made
- Note: For submission of report, follow steps in [Section 2](#)

10 Viewing equipment in PTO application list

10.1 If Application ID is known upfront



PTO Application List

Display/Hide Columns Clear All Column Filters

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

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

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

Note: All the past applications can be found here which will link you up with the equipment. Should you wish to look up 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 Re-commissioning

848 Applications Assigned to me

Assign LEI Initiate Re-commission 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 Re-commission application after you scan/upload QR code.

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

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

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

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

Equipment Details

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

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

Show more

PAST APPLICATIONS (Renewal, Recommission and New PTO History)	OWNER, CONTRACTOR & SPE HISTORY	INSPECTION HISTORY	
Display/Hide Columns			
APPLICATION TYPE	APPLICATION ID	DATE	APPLICATION STATUS
New PTO	A-202307-007433	10/07/2023	Pending PTO Officer Review

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

11 Profile and user management

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

Profile

SPE Details

Id	9
SPE NRIC	*****8281
SPE Name	susie43

Address Details

Block/House Number	blk99
Street Name *	test 99
Floor Number	99
Unit Number	99
Building/Estate Name	99
Postal Code	999999

Contact Details

11.1 Changing address details

Profile

SPE Details

Id: 9

SPE NRIC: ****8281

SPE Name: susie43

Address Details

Block/House Number: blk99

Street Name *: test 99

Floor Number: 99

Unit Number: 99

Building/Estate Name: 99

Postal Code: 999999

I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

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

11.2 Changing contact details (email)

The screenshot displays the 'Profile' page in the LEAP application. The page is divided into sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'SPE Details' section includes fields for 'Id' (33), 'SPE NRIC', and 'SPE Name' (chester.muller). The 'Address Details' section includes fields for 'Block/House Number', 'Street Name *', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section includes an 'Email *' field (XXX.@gmail.com) and a 'Phone *' field (65 53402338). A yellow 'Email Verification!' banner is visible below the email field, with instructions to click 'Send OTP' to get a One Time Password. A 'Send OTP' button is located to the right of the email field. The 'Cancel' and 'Save' buttons are at the bottom right. Red circles 1, 2, 3, and 4 highlight the profile selection, Contact Details section, email input field, and Send OTP button, respectively.

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

The screenshot displays the 'Profile' page in the LEAP application. The page is divided into several sections: 'SPE Details', 'Address Details', and 'Contact Details'. The 'OTP Sent' status is highlighted in green at the top, with a red circle containing the number '5' next to it. The 'SPE Details' section includes fields for 'Id' (33), 'SPE NRIC', and 'SPE Name' (chester.muller). The 'Address Details' section includes fields for 'Block/House Number', 'Street Name', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'. The 'Contact Details' section includes an 'Email' field (XXX@gmail.com) with a 'Send OTP' button, a 'Verification Code' field with a 'Validate' button, and a 'Phone' field (65 52402338). A red circle containing the number '7' is next to the 'Verification Code' field. A red circle containing the number '6' is next to the 'Send OTP' button. A yellow message box is displayed below the 'Send OTP' button, containing 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.'

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

The screenshot shows the 'Profile' page in the LEAP application. It is divided into three main sections: 'SPE Details', 'Address Details', and 'Contact Details'.
- **SPE Details:** Includes fields for 'Id' (33), 'SPE NRIC', and 'SPE Name' (chester.muller).
- **Address Details:** Includes fields for 'Block/House Number', 'Street Name *', 'Floor Number', 'Unit Number', 'Building/Estate Name', and 'Postal Code'.
- **Contact Details:** Includes an 'Email *' field with 'XXX@gmail.com' and a 'Send OTP' button. Below it is an OTP input field with '102775' and a 'Validate' button. A red circle '8' is around the OTP field, and a red circle '9' is around the 'Validate' button.
At the bottom, a yellow banner reads: 'Email Verification! Please click on "Send OTP" to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder.'

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

Profile

Email Verified 10

SPE Details

Id: 33

SPE NRIC: [Empty]

SPE Name: chester.muller

Address Details

Block/House Number: [Empty]

Street Name *: [Empty]

Floor Number: [Empty]

Unit Number: [Empty]

Building/Estate Name: [Empty]

Postal Code: [Empty]

Contact Details

Email *: XXX@gmail.com Send OTP

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

Phone *: 65 52402338

I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

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

Contact Details

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

Phone *: 65 52402338

12 XXX@gmail.com

65 52402338

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)

Profile

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

Verified

Phone * 65 52402338

I declare that the contact information provided above is accurate. Notices and documents under the Building Maintenance and Strata Management Act 2004 ("BMSMA") and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above.

Cancel Save

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

Change in Equipment Status

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

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

Change in Application Status

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

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

Preferred Channels

Select channels

Email
XXX@gmail.com

Cancel Save Changes

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

A 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.