



User Manual

For the BCA LEAP Application

Role	SPE
Version	1.12
Date	7 May 2026



Change Log

Version	Date Updated	Remarks
1.0	21 November 2022	LEAP System Commissioning version
1.1	6 December 2022	Addition of user flow and updates to user interface
1.2	18 January 2023	Addition to manual based on user feedback
1.3	9 February 2023	Addition to manual based on user feedback
1.4	8 June 2023	Addition to manual based on user feedback
1.5	14 July 2023	Addition to manual based on user feedback Revision of Section 2 Renew PTO Application Addition of Section 3.1 Creating New PTO Application for Corporate Owners Addition of Section 3.2 Creating New PTO Application for Home Owners Addition of Section 3.6 Duplicate Equipment for New PTO Application Revision of Section 6 Retrieve / Resume / Delete draft inspections Addition of Section 7.1 Advanced Filter (Search) Revision of Section 7.8 Export all equipment to excel Revision of Section 10.1 Changing address details Revision of Section 10.2 Changing contact details (email) Revision of Section 10.2 Changing contact details (phone number) Revision of Section 11 Notification
1.6	7 August 2023	Revision of Section 2 Renew PTO Application Revision of Section 4 Resume New PTO Application Revision of Section 5 Recommission PTO Application Revision of Section 7.6 Download submission report for equipment
1.7	5 October 2023	Revision of Section 2 Renew PTO application Revision of Section 1.3 Flow of SPEs main functions Revision of Section 10.1 Changing address details Revision of Section 10.2 Changing contact details (email) Revision of Section 10.2 Changing contact details (phone number)
1.8	6 November 2023	Revision of Section 1.5 Dashboard

Version	Date Updated	Remarks
		Revision of Section 2 Renew PTO Application Revision of Section 3 New PTO Applications Revision of Section 4 Resume New PTO Applications Revision of Section 7 Equipment details Revision of Section 8 Assign LEI
1.9	27 June 2024	Revision of Section 2 Renew PTO Application (FLT for Non-Traction Lifts) Revision of Section 5 Recommission Application (Submitting Multiple Equipment) Revision of Section 6 Resume Draft Inspection (When Changing Equipment Type) Addition of Section 7 Amend SPE inspection
1.10	14 November 2024	Revision of Section 1.7 Smart Filter View Revision of Section 2.1 Bypass QR code scanning for PTO renewals Revision of Section 3 New PTO applications Revision of Section 8.7 Exporting equipment details to excel Revision of Section 8.8 Export all equipment to excel Revision of Section 9 Assign LEI
1.11	13 November 2025	Updating of BCA Logo Revision of Section 1.4 Logging into the system Revision of Section 1.5 The Dashboard Addition of Section 1.7.2 View equipment pending authorisation by SPE Revision of Section 2 Renew PTO Application Addition of Section 9.1 Review Inspection by LEI
1.12	7 May 2026	Revision of Section 1.2.4 Payment Status Revision of Section 2 Renew PTO application Revision of Section 3 New PTO applications Revision of Section 4 Resume New PTO Application Revision of Section 5 Recommission PTO Application Revision of Section 7 Amend SPE inspection Revision of Section 8.2 Editing Equipment Details Revision of Section 8.7 Exporting equipment details to excel Revision of Section 8.8 Export all equipment to excel

Version	Date Updated	Remarks
		Revision of Section 11 Profile and User Management

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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
Refund Requested	Owner requested for refund, or Finance Officer mark payment for refund
Refunded	Finance Officer updated refund status as refunded
Pending Refund	Finance Officer updated refund status as pending refund
Failed	GIRO Deduction is unsuccessful
Submitted to Vendors@Gov	Owner made payment through PayBCA and selected Vendors@Gov

1.2.5 Refund Status

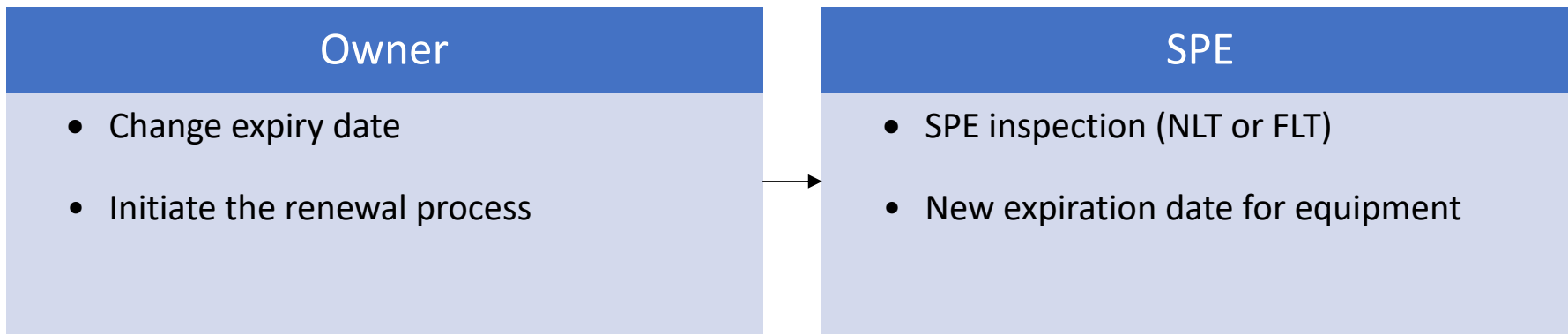
Status	Description
Pending Refund	Owner requested for refund, or Finance Officer marked payment for refund
Refunded	Finance Officer updated refund status as refunded
Rejected	Finance Officer updated refund status as rejected

1.3 Flow of SPEs main functions

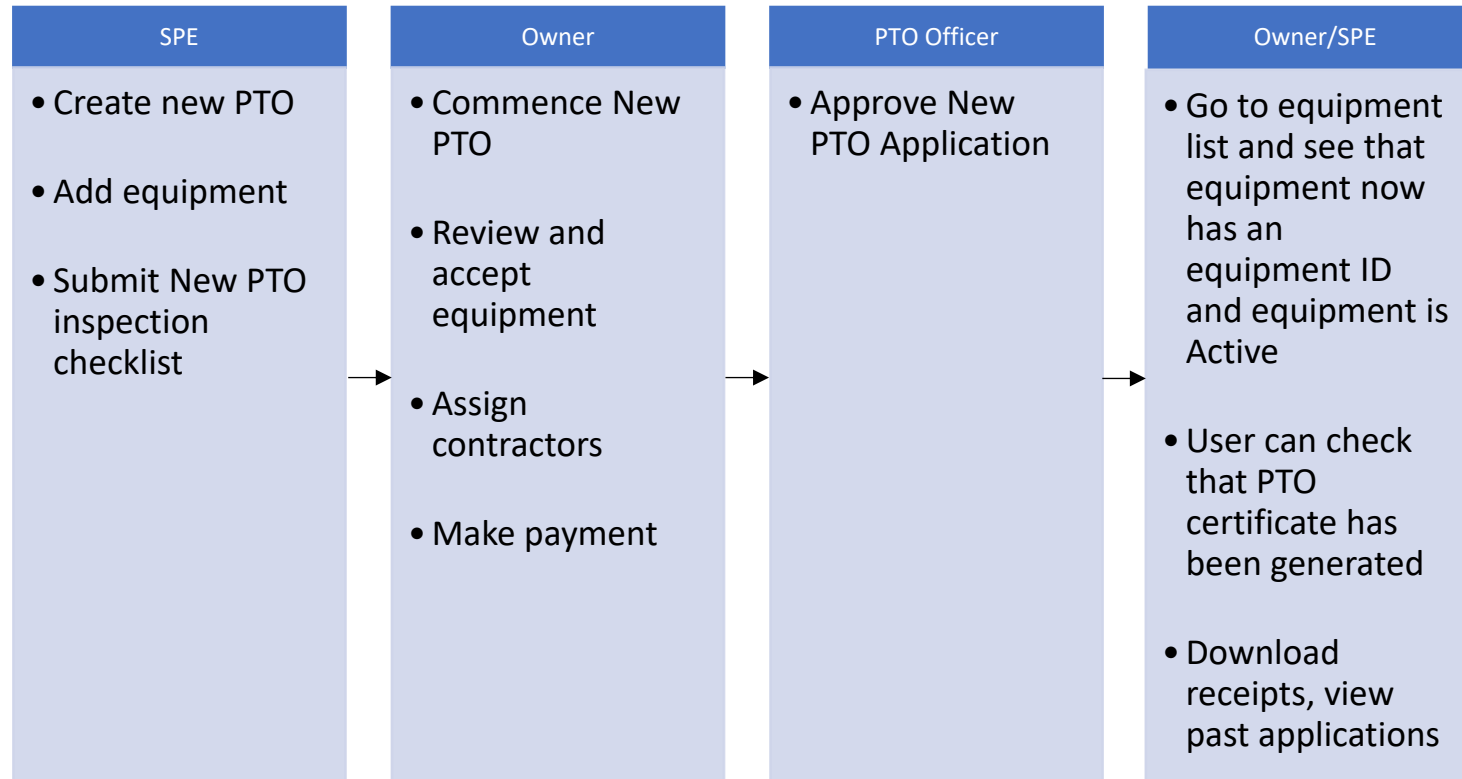
The three main functions of the LEAP system are for SPEs to assist Owners in renewing PTOs, creating new PTOs as well as to recommission PTOs. This section will be used to elaborate on the flow of these 3 main uses.

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

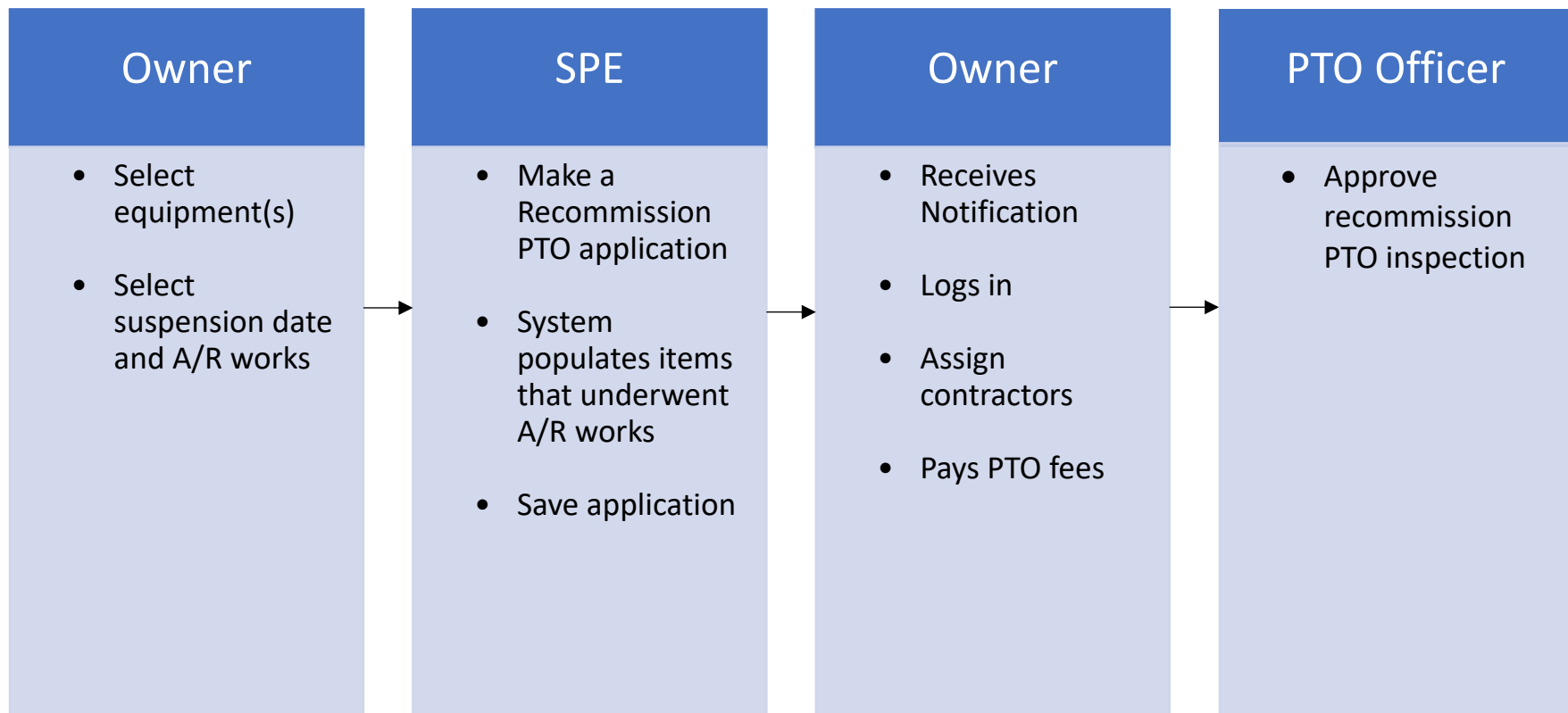


The process of creating a new PTO application begins with the SPE (with an Application ID created for identification). Once created, the SPE conducts the inspection and then routes it to the Owner. The Owner will then receive an email alert and can then commence the new PTO on their end which would include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

The screenshot displays the LEAP Lifts and Escalators Application Portal. At the top, it identifies itself as a Singapore Government Agency Website. The main content area is divided into several sections:

- Announcement:** Contains a warning about impersonation scams and information regarding the transition from the Online Permit to Operate (OPTO) system to the LEAP Portal as of 21 November 2022. It also includes a warning about malware stealing login credentials.
- Individual Login:** Offers three options:
 - Individual Home Owner:** Log in with singpass.
 - SPE:** Log in with singpass.
 - LEI:** Log in with singpass.
 A note states: "If you do not have a Singpass account or have forgotten your password, click here."
- Corporate Login:** Offers three options:
 - L&E Corporate Owner:** Log in with corppass.
 - Contractor:** Log in with corppass.
 - Contractor - PWM:** Log in with corppass.
 Additional instructions are provided for users acting on behalf of their company and for those submitting Progressive Wage Plans.
- QUICK LINKS:** A grid of links to various documents:

LEAP BRIEFING SLIDES	LEAP WEBINAR	LEAP USER MANUAL	FAQ (pdf 272KB, 20 Jan 2023)
Owner (.pdf 5.6MB, 4 Nov 2022)	Owner (.mp4 535.51MB, 31 Oct 2022)	Owner (.pdf 17.57MB, 19 Jun 2025)	
Town Councils (.pdf 5.6MB, 17 Oct 2022)	Town Councils (.mp4 295.20MB, 14 Oct 2022)	Contractors (.pdf 4.61MB, 14 Nov 2024)	
Contractors (.pdf 3.5MB, 28 Oct 2022)	Contractors (.mp4 195.19MB, 28 Oct 2022)	SPE (.pdf 10.65MB, 14 Nov 2024)	
SPE (.pdf 5.3MB, 20 Oct 2022)	SPE (.mp4 249.49MB, 18 Oct 2022)	LEI (.pdf 4.76MB, 14 Nov 2024)	
		Owner Rep (.pdf 12.32MB, 19 Jun 2025)	

1.5 The Dashboard

Here is the dashboard for the LEAP system, alerts from activities that require immediate action by the SPE would pop up here. Examples of alerts include new equipment getting assigned to the SPE, equipment that are ongoing 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 header with 'BCA LEAP', navigation tabs for 'All', 'Lifts', and 'Escalators', and a user profile for 'SPE (User Manual) Marianne Rubens SPE'. Below the header are two yellow alert banners: one for 1 equipment due for 5-yearly Full Load Testing, and another for 5 equipment needing PTO attention. Three summary cards follow: '2378 Equipments In Equipment List', '39 Equipment Ongoing Renewal', and '252 Equipment Ongoing Recommissioning'. A 'Drafts (2)' section contains two rows of draft information, each with a 'NewPto' button, contractor/owner names, an auto-deletion date of 16/12/2025, and 'Resume'/'Delete' actions.

Equipment ID	Contractor	Owner	Auto-deletion Date	Actions
MS03 / N/A 3, Melbourne St., 25, 909090	CHEVALIER (Testing Contractor)	januaryrose (Owner)	16/12/2025	Resume, Delete
pl23234j / N/A blk233ffi, file uploadong, 000000	CHEVALIER (Testing Contractor)	Jon Bieber ABC (Owner)	16/12/2025	Resume, Delete

1.6 Equipment list

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

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 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 Application Status. A search bar and 'Scan/Upload QR Code' button are also visible.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC	ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend	View ...
EN-01367-436834	234234	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' and options for 'Display/Hide Columns', 'Group By Column', and 'Clear All Column Filters'. There are also search and QR code scan buttons. A yellow warning message states: 'You are only allowed to inspect equipment for Renewal and Recommission application after you scan/upload QR code.'

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

1.7.1 View all equipment assigned

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

The screenshot displays the 'Equipment List' dashboard. 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 Re-commission 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
--------------	--------------	---------	-----	-------------	-------------	---------------	-----------------	---------------------------------	--------

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.

Equipment List

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

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

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

1.7.4 View equipment with pending recommissions

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

Equipment List

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

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

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

1.7.5 View equipment rejected by Owner

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

The screenshot displays the 'Equipment List' dashboard. 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** (highlighted with a red box)
- 14 Equipment Pending amendments - BCA Comments
- 19 Equipment Ongoing Renewal
- 39 Equipment Ongoing Recommisioning
- 1278 Applications Assigned to me

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

2 Renew 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

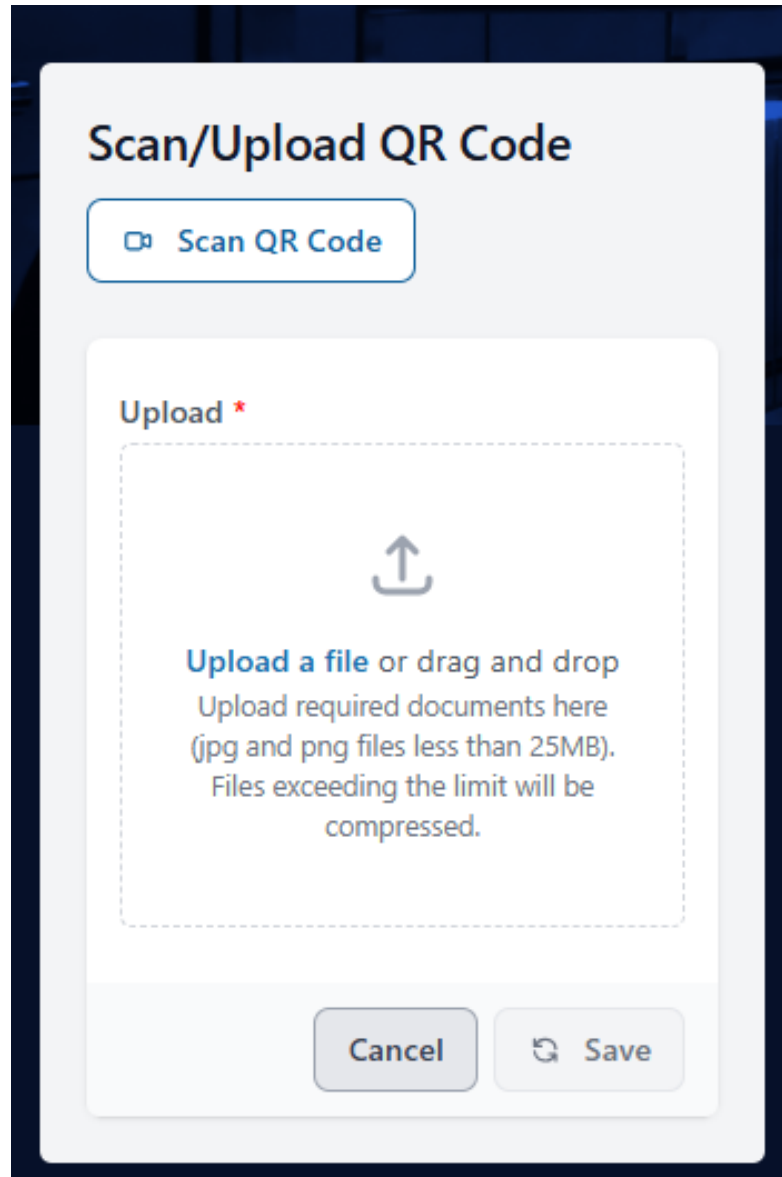
Search | Scan Upload QR Code

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	p123123	bik2343pp, test st	bik2343pp	test st	N/A	N/A	N/A	N/A	A-202306-007228	Pend View ...

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

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

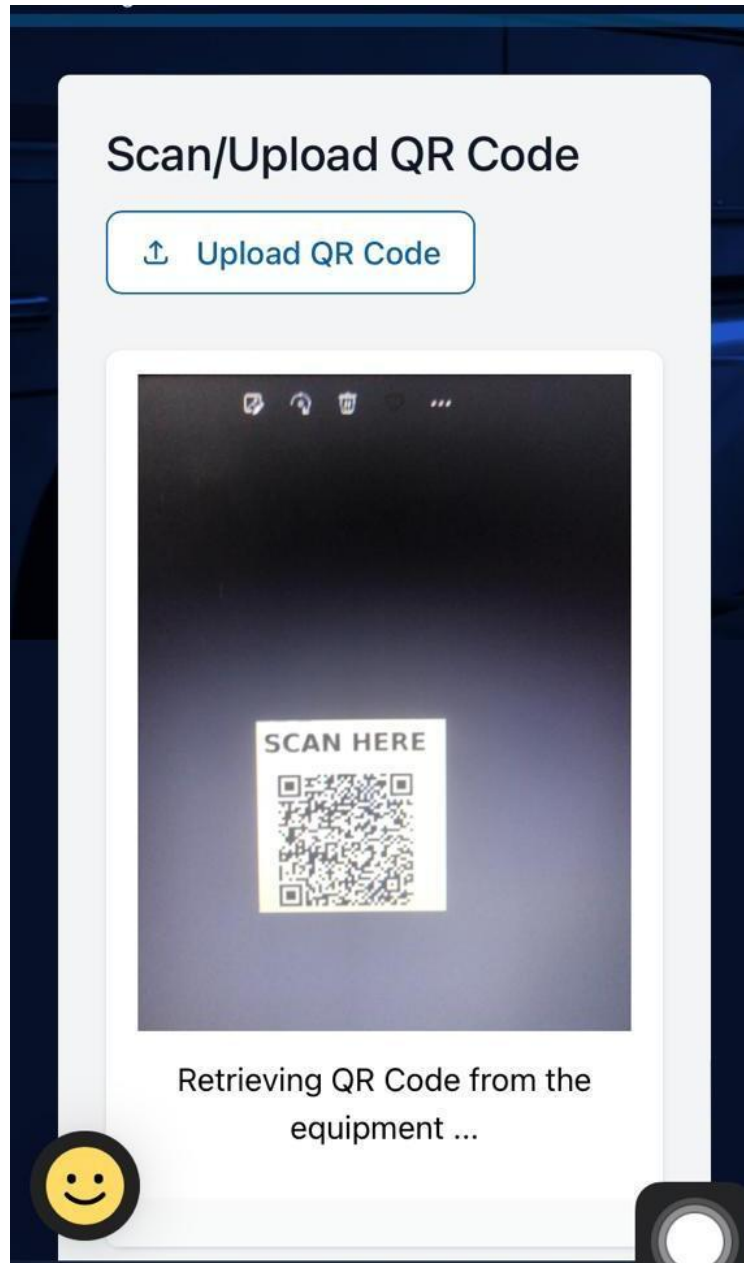


Either scan or upload QR code

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

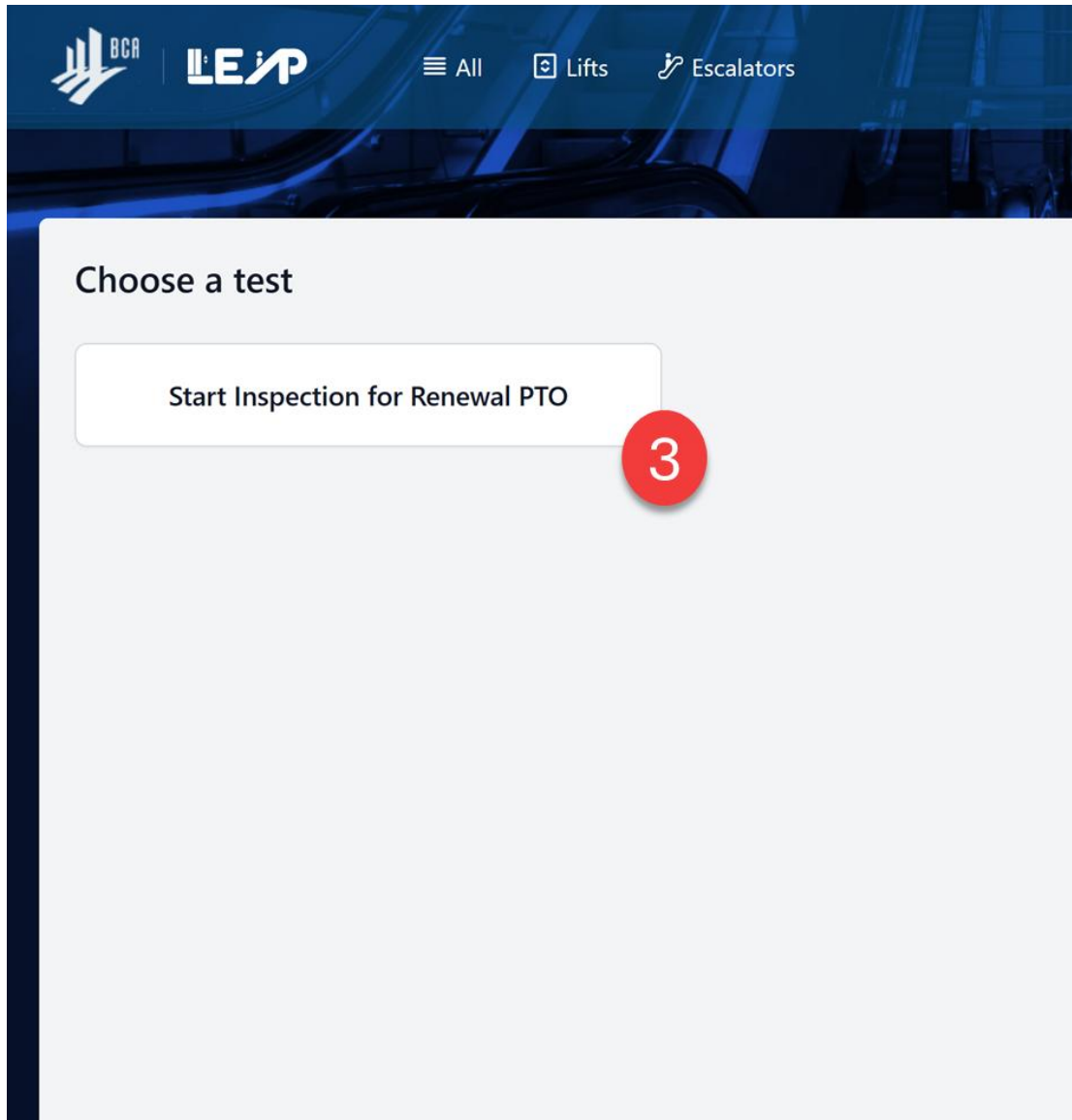
Note:

To upload the QR code, please 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	Street Name
34	Ocean View
Floor Number	Unit Number
11	22
Building/Estate Name	Postal Code
N/A	N/A
Development Type	
Commercial	

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

FLT Question

Does FLT need to be done? Yes No

< Previous Save As Draft Save And Next >

4. Select Testing Contractor

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

- 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	⌵

⏪ 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

Declarations and certifications

9 I, the appointed specialist professional engineer in respect of this application to renew an existing permit to operate a fixed installation, certify and declare that:

- (1) I have checked and verified the measurements, observations and information as set out above in respect of the fixed installation, and I confirm that such measurements, observations and information as stated above are true and accurate.
- (2) I was physically present to supervise the examining, testing and inspecting of the fixed installation by the appointed fixed installation service contractor, and such examining, testing and inspecting of the fixed installation by the appointed fixed installation service contractor was carried out in accordance with regulation 29(3) of the Building Control (Fixed Installations) Regulations 2025.
- (3) the fixed installation is fit for operation.
- (4) I (and / or my nominee, as the case may be) am / is **not** a partner, director, officer or employee of:
 - (a) the owner of the fixed installation;
 - (b) the fixed installation service contractor who examined, inspected and tested the fixed installation; or
 - (c) an associate (as defined by section 2 of the Building Control Act 1989) of a person or entity in (a) or (b) above.
- (5) the fixed installation complies with:
 - (a) the objectives and performance requirements set out in the Third Schedule to the Building Control (Fixed Installations) Regulations 2025;
 - (b) the relevant plans approved by the Commissioner of Building Control (if any); and
 - (c) any terms and conditions in the approved plans imposed by the Commissioner of Building Control.
- (6) the fixed installation complies with the maintenance outcomes in the Fourth Schedule to the Building Control (Fixed Installations) Regulations 2025.

10

[< Previous](#)

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

8. Choose the Applicable Standard(s)

Note: Only for Renewal PTO, if the equipment already has multiple applicable standards, it will show during inspection (Refer to screenshot below).

SPE will not be able to add or remove applicable standards.

9. Check the declaration box

10. Save and Next

Tested by	The Mighty Mrubensm (ID: *****404T)
Date & Time	24/04/2026 00:02
Applicable Standard(s) *	
Choose the applicable standard(s)	SS CP 15:1980
Remarks	
Choose the applicable standard(s)	SS CP 15:1990
Remarks	

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	23/04/2026 23:48
Equipment Information	
Equipment ID	L173969
Equipment Type	Car Lift
Equipment No	ppl123
PTO Expiry Date	30/04/2026
Equipment Status	Active
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	9G ELEVATOR PTE LTD
Installation Contractor	9G ELEVATOR PTE LTD

11

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


11. Review the inspection and proceed to submit

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

singpass

Beware of impersonation scams ^

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




Log in with Singpass

Your trusted digital identity

Singpass app Password login

Scan with Singpass app to log in **12**



singpass

[Register for Singpass](#)

[Download Singpass app](#)

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

🔔 The inspection report has been submitted successfully. 13

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	24/04/2026 00:02
Equipment Information	
Equipment ID	E104
Equipment Type	Escalator
Equipment No	tired1
PTO Expiry Date	31/07/2025
Equipment Status	Active
Testing Contractor	MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD
Maintenance Contractor	MITSUBISHI ELEVATOR (SINGAPORE) PTE. LTD
Installation Contractor	H&S SERVICES PTE LTD
...	

13. After logging in, SPE will be redirected back to LEAP. A green message will appear to indicate the submission is successful

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

3 New PTO applications

3.1 Creating New PTO Application for Corporate Owners

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

1. Begin by selecting the equipment list from the sidebar

2. Then select the Create New PTO Application

New PTO Application

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

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

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

Corporate Owner Home Owner

LTA || ID : T08GB0027D

5 Add Equipment

Equipment List

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

Add Equipment
✕

Address Details 1

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

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

Block/House Number	<input type="text" value="5"/>	Street Name *	<input type="text" value="SCIENCE PARK DRIVE"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text" value="GENEO"/>	Postal Code	<input type="text" value="118265"/>

Development Type * i

Technical Information 2

Equipment No (e.g., PL01) *	<input type="text"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Year of Installation *	<input type="text" value="2021"/>	Make *	<input type="text" value="9G ELEVATOR"/>
Model *	<input type="text" value="ABC"/>	ARD Brand	<input type="text" value="2"/>
ARD Model	<input type="text" value="2"/>	UPS Brand	<input type="text" value="2"/>
UPS Model	<input type="text" value="2"/>	Capacity (number of pax)	<input type="text" value="2"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine roomless"/>	Rated Load *	<input type="text" value="2"/> kg
Rated Speed *	<input type="text" value="2"/> m/s	Cabin Height *	<input type="text" value="2"/> mm
Cabin Breadth *	<input type="text" value="2"/> mm	Cabin Length *	<input type="text" value="2"/> mm

Applicable Standard(s) * 3

Choose the applicable standard(s)

Remarks

Test contractor * 4

Installation Contractor *

5

1. Add address details
- Note:** Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.
2. Fill in technical Information
 3. Fill in applicable standard
- Note:** Only one Applicable Standard can be selected.
4. Fill in contractors
 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.

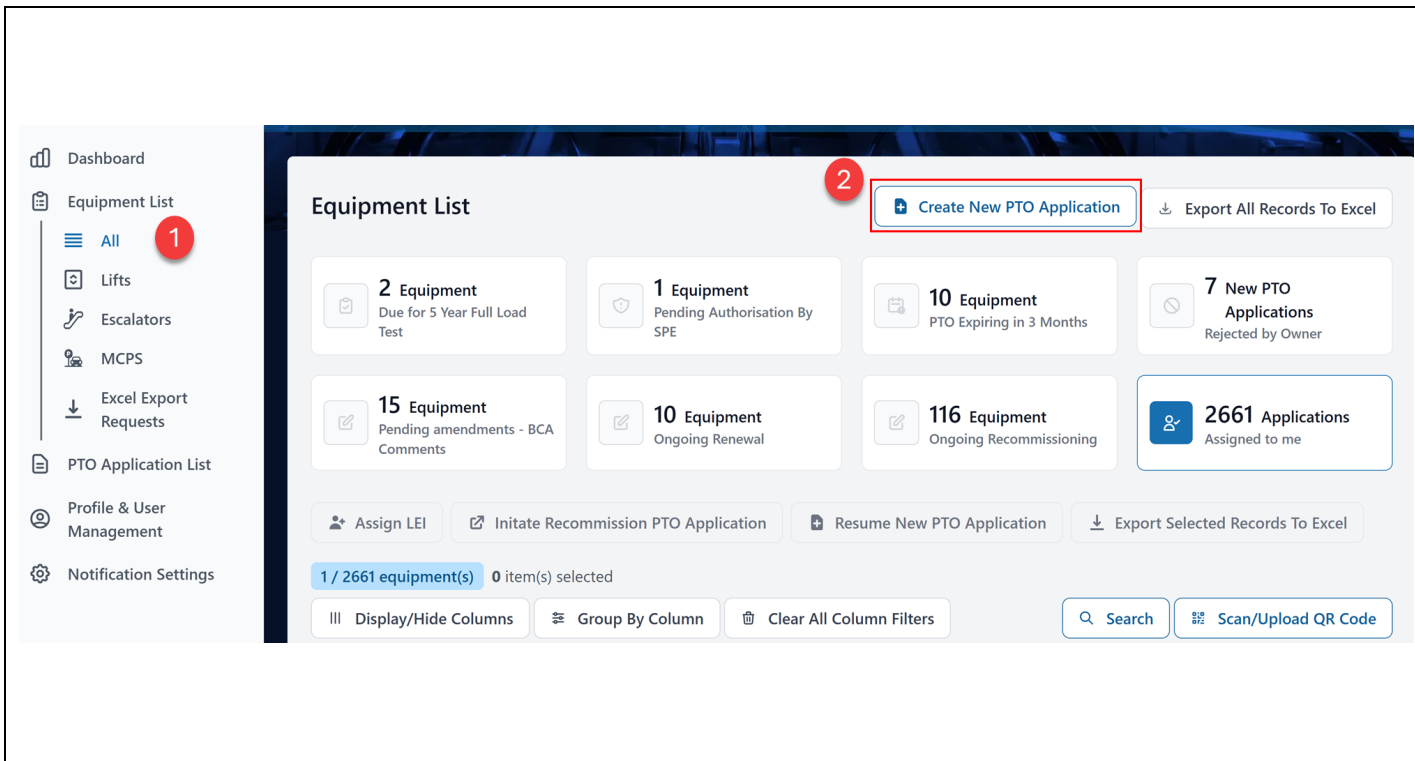
<p>Address Details</p> <p>Search for Address Search by block, street name, building name or postal code</p> <p>Block/House Number <input type="text"/></p> <p>Floor Number <input type="text"/></p> <p>Building/Estate Name <input type="text"/></p> <p>Development Type * <input type="text" value="Select an option"/></p> <p>Technical Information</p> <p>Equipment No (e.g., PL01) * <input type="text"/></p> <p>Equipment Type * <input type="text" value="Select an option"/></p>	<p>579700</p> <ul style="list-style-type: none">200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700	<p>A success message will appear indicating that a New PTO has been created.</p>
--	---	--

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](#).



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**

6

Equipment List

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.

7

Equipment List

3. Select if plan submission is required
4. Select Owner Type
5. For Home Owners, enter email. Do note that the owner must have a registered LEAP account for their email address to be chosen for routing the new PTO to them
6. System will check if the email address entered for the Home Owner is registered in LEAP
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.

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

Equipment List

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

Add Equipment
✕

Address Details 1

Search for Address

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

Block/House Number	<input type="text" value="5"/>	Street Name *	<input type="text" value="SCIENCE PARK DRIVE"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text" value="GENEO"/>	Postal Code	<input type="text" value="118265"/>
Development Type *	<input type="text" value="Commercial"/>		

Technical Information 2

Equipment No (e.g., PL01) *	<input type="text"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Year of Installation *	<input type="text" value="2021"/>	Make *	<input type="text" value="9G ELEVATOR"/>
Model *	<input type="text" value="ABC"/>	ARD Brand	<input type="text" value="2"/>
ARD Model	<input type="text" value="2"/>	UPS Brand	<input type="text" value="2"/>
UPS Model	<input type="text" value="2"/>	Capacity (number of pax)	<input type="text" value="2"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine roomless"/>	Rated Load *	<input type="text" value="2"/> kg
Rated Speed *	<input type="text" value="2"/> m/s	Cabin Height *	<input type="text" value="2"/> mm
Cabin Breadth *	<input type="text" value="2"/> mm	Cabin Length *	<input type="text" value="2"/> mm

Applicable Standard(s) * 3

Choose the applicable standard(s)

Remarks

Test contractor * 4

5

Installation Contractor *

1. Add address details
- Note:** Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.
2. Fill in technical Information
 3. Fill in Applicable Standard(s)
- Note:** Only one Applicable Standard can be selected.
4. Fill in contractors
 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.

<p>Address Details</p> <p>Search for Address Search by block, street name, building name or postal code</p> <p>Block/House Number <input type="text"/></p> <p>Floor Number <input type="text"/></p> <p>Building/Estate Name <input type="text"/></p> <p>Development Type * <input type="text" value="Select an option"/></p> <p>Technical Information</p> <p>Equipment No (e.g., PL01) * <input type="text"/></p> <p>Equipment Type * <input type="text" value="Select an option"/></p>	<p>579700</p> <p>200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700</p> <p>200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700</p> <p>200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700</p> <p>200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700</p> <p>200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700</p> <p>200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700</p>	<p>A success message will appear indicating that a New PTO has been created.</p>
---	---	--

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.

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

New PTO Application

Plan Submission is required? Yes No

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

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

Corporate Owner Home Owner

JTC ID: GS882134N

[Add Equipment](#)

Equipment List

[Group By Column](#)

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

1

1. After SPE adds 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)

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NAME	STATUS	TYPE	TEST STATUS	AUDIT FIRM	ACTION			
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.

Edit Equipment
✕

This equipment is still tied to the old owner LTA || ID : T08GB0027D. Please click "Save" to then update to the new owner Tommy holdings || ID : S999999997

Address Details

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

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

Block/House Number	<input type="text" value="51"/>	Street Name *	<input type="text" value="CUPPAGE ROAD"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text" value="51 CUPPAGE ROAD"/>	Postal Code	<input type="text" value="229462"/>
Development Type *	<input type="text" value="Commercial"/>		

Cancel Save Address Details

Technical Information

Equipment No (e.g., PLD1) *	<input type="text" value="UU772A"/>	Equipment Type *	<input type="text" value="Car Lift"/>
Year of Installation *	<input type="text" value="2000"/>	Make *	<input type="text" value="9G ELEVATOR"/>
Model *	<input type="text" value="2"/>	ARD Brand	<input type="text"/>
ARD Model	<input type="text"/>	UPS Brand	<input type="text"/>
UPS Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine roomless"/>	Rated Load *	<input type="text" value="2"/> kg
Rated Speed *	<input type="text" value="2"/> m/s	Cabin Height *	<input type="text" value="2"/> mm
Cabin Breadth *	<input type="text" value="2"/> mm	Cabin Length *	<input type="text" value="2"/> mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor *

Installation Contractor *

Delete
Cancel
Duplicate
Save Technical Information

4. Click Save.

The Owner has been updated to the newly selected owner.

4

3.4 Delete Equipment for New PTO Application – Method 1

Method 1

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.

LTA || ID : T08GB0027D

Equipment List Add Equipment

ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	APPLICATION STATUS	APPLICATION	ACTION
▼ 51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462 (1 items)									
51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462	229462	51 CUPPAGE ROAD	N/A	UU772A	● Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO	Edit

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

Refer to [Section 3.1](#) for creation of New PTO equipment.

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

Technical Information	
Equipment No (e.g., PL01) *	UU772A
Year of Installation *	2000
Model *	2
ARD Model	
UPS Model	
Machine Room/ Machine Roomless *	Machine roomless
Rated Speed *	2 m/s
Cabin Breadth *	2 mm
Equipment Type *	Car Lift
Make *	9G ELEVATOR
ARD Brand	
UPS Brand	
Capacity (number of pax)	
Rated Load *	2 kg
Cabin Height *	2 mm
Cabin Length *	2 mm
Applicable Standard(s) *	
Choose the applicable standard(s)	Any other lift: SS 550:2009 as amended by Amendment No. 1, Amendment No. 2 published in January 2017
Remarks	
Test contractor *	9G ELEVATOR PTE LTD ID : T18SS0001A
Installation Contractor *	9G ELEVATOR PTE LTD ID : T18SS0001A
Delete 2	Cancel Duplicate Save Technical Information

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

Edit Equipment ✕

🕒 Equipment Deleted Successfully **3**

Address Details

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

Block/House Number	<input type="text" value="51"/>	Street Name *	<input type="text" value="CUPPAGE ROAD"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text" value="51 CUPPAGE ROAD"/>	Postal Code	<input type="text" value="229462"/>
Development Type *	<input type="text" value="Commercial"/>		

3. A success message will be shown to indicate that equipment has been successfully deleted

3.5 Delete Equipment for New PTO Application – Method 2

Method 2

The screenshot displays the 'Equipment List' dashboard. The left sidebar contains navigation options, with 'Equipment List' selected and marked with a red circle 1. The main area shows a summary of equipment status and a table of records. A red circle 2 highlights the 'EQUIPMENT NO' column header in the table. A red circle 3 highlights the 'Resume New PTO' option in the dropdown menu for the selected equipment row.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY D	ACTION
	ppl123						dd/mm/yyyy	View ...
N/A	ppl123	313, ORCHARD ROAD, 313 @ SOMERSET, 238895	313	ORCHARD ROAD	238895	313 @ SOMERSET	N/A	View ...

Refer to [Section 3.1](#) for creation of New PTO equipment.

1. Navigate to the all Equipment List tab
2. Search for an existing New PTO application
3. Select the three-dot icon and select "Resume New PTO"

4. Click on Edit

New PTO Application

Plan Submission is required? Yes No

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

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

LTA || ID : T08GB0027D

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	ACTION
▼ 51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462 (1 items)									
51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462	229462	51 CUPPAGE ROAD	N/A	UU772A	● Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO	Edit ...

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

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

Technical Information

Equipment No (e.g., PL01) *	UU772A	Equipment Type *	Car Lift
Year of Installation *	2000	Make *	9G ELEVATOR
Model *	2	ARD Brand	
ARD Model		UPS Brand	
UPS Model		Capacity (number of pax)	
Machine Room/ Machine Roomless *	Machine roomless	Rated Load *	2 kg
Rated Speed *	2 m/s	Cabin Height *	2 mm
Cabin Breadth *	2 mm	Cabin Length *	2 mm

Applicable Standard(s) *

Choose the applicable standard(s)

Any other lift: SS 550:2009 as amended by Amendment No. 1, Amendment No. 2 published in January 2017

Remarks

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

Installation Contractor * 9G ELEVATOR PTE LTD || ID : T18SS0001A

[Delete](#) **5** [Cancel](#) [Duplicate](#) [Save Technical Information](#)

Edit Equipment ×

✔ Equipment Deleted Successfully **6**

Address Details

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

Block/House Number	<input type="text" value="51"/>	Street Name *	<input type="text" value="CUPPAGE ROAD"/>
Floor Number	<input type="text"/>	Unit Number	<input type="text"/>
Building/Estate Name	<input type="text" value="51 CUPPAGE ROAD"/>	Postal Code	<input type="text" value="229462"/>
Development Type * i	<input type="text" value="Commercial"/>		

6. A success message will be shown to indicate that equipment has been successfully deleted

3.6 Duplicate Equipment for New PTO Application

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.

LTA || ID : T08GB0027D

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	ACTION
▼ 51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462 (1 items)									
51, CUPPAGE ROAD, 51 CUPPAGE ROAD, 229462	229462	51 CUPPAGE ROAD	N/A	UU772A	● Pending SPE Inspection	Car Lift	Pending SPE Inspection	New PTO	Edit

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

Refer to [Section 3.1](#) for creation of New PTO equipment.

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

New PTC Cancel Save Address Details

Technical Information

Equipment No (e.g., PL01) *	pp123	Equipment Type *	Car Lift
Year of Installation *	2000	Make *	9G ELEVATOR
Model *	2a	ARD Brand	
ARD Model		UPS Brand	
UPS Model		Capacity (number of pax)	
Machine Room/ Machine Roomless *	Machine roomless	Rated Load *	2 kg
Rated Speed *	22 m/s	Cabin Height *	2 mm
Cabin Breadth *	22 mm	Cabin Length *	2 mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor * Delete

Installation Contractor * Cancel Duplicate Save Technical Information

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

Add Equipment ✕

Address Details

Search for Address

Block/House Number Street Name *

Floor Number

Unit Number

Building/Estate Name Postal Code

Development Type *

Technical Information

Equipment No (e.g., PL01) * 3 Equipment Type *

Year of Installation * Make *

Model * ARD Brand

ARD Model

UPS Brand

UPS Model

Capacity (number of pax)

Machine Room/ Machine Roomless * Rated Load * kg

Rated Speed * m/s Cabin Height * mm

Cabin Breadth * mm Cabin Length * mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

Test contractor * Installation Contractor *

4

3. Upon duplicating equipment, the Equipment No will be left blank.

Other information will remain the same. SPE can edit the necessary details where applicable before submission

4. Click "Save"

4 Resume New PTO Application

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

The screenshot shows the 'Equipment List' page in the LEAP system. The sidebar on the left contains navigation options, with 'Equipment List' selected and highlighted by a red circle with the number '1'. The main content area displays a dashboard with various equipment status cards. Below these cards, there are action buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application' (highlighted by a red circle with the number '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, and PTO Expiry. The first row is selected, highlighted by a red circle with the number '2'. The table shows one result for equipment ID 'N/A' and number 'ppl123' at '313, ORCHARD ROAD, 313 @ SOMERSET, 238895'. At the bottom, there is a pagination control showing 'Showing 1 to 1 of 1 results' and 'Rows per page' set to 10.

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.

LTA || ID : T08GB0027D

Equipment List

[Add Equipment](#)

[Group By Column](#) [Clear All Column Filters](#)

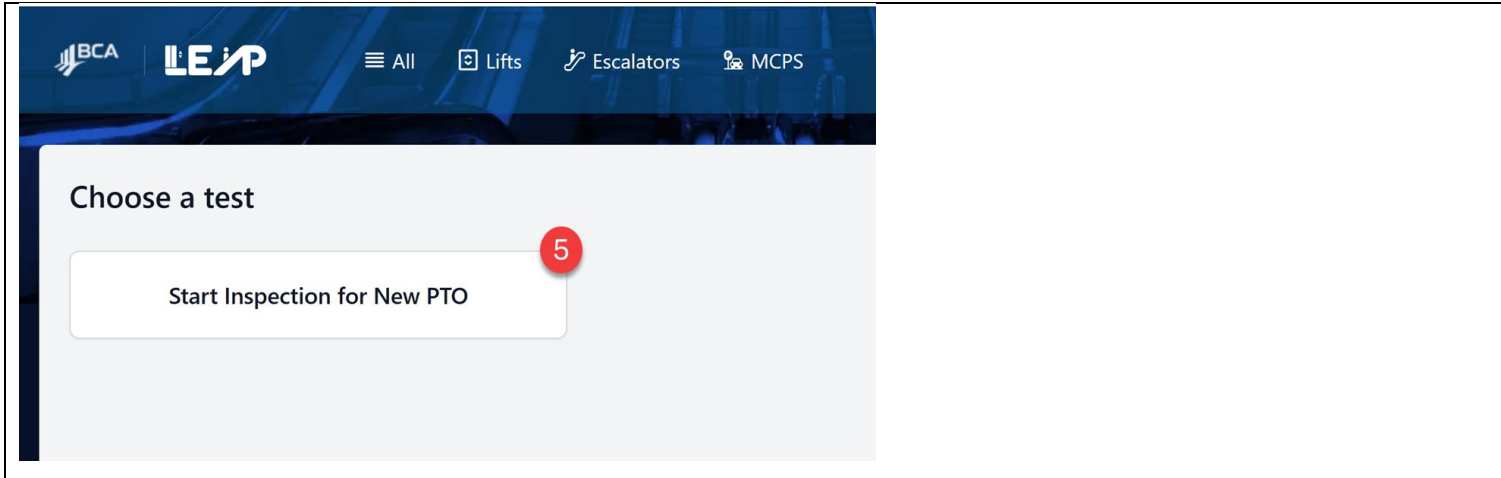
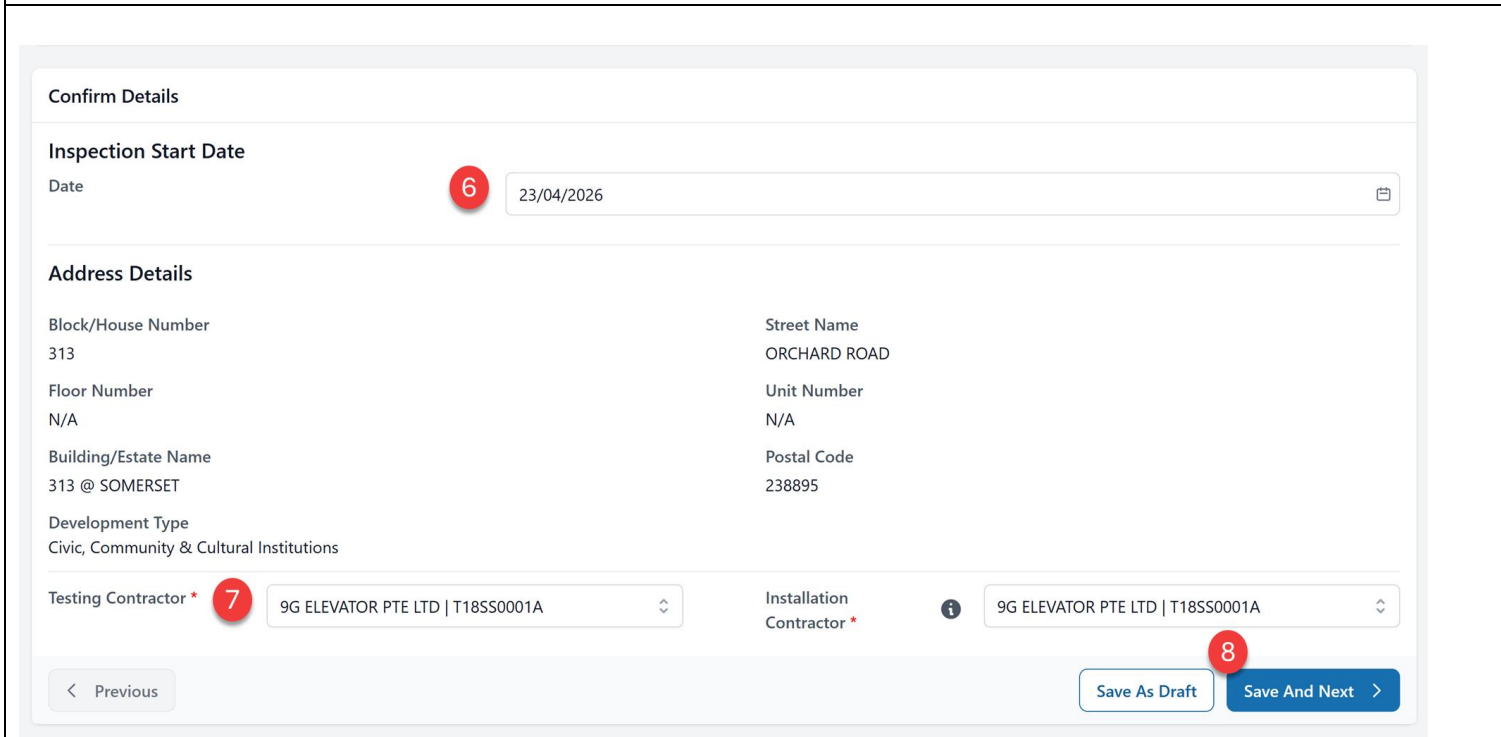
ADDRESS	POSTAL CODE	BUILDING NAME	EQUIPMENT ID	EQUIPMENT NO	EQUIPMENT STATUS	EQUIPMENT TYPE	ACTION
▼ 313, ORCHARD ROAD, 313 @ SOMERSET, 238895 (1 items)							
313, ORCHARD ROAD, 313 @ SOMERSET, 238895	238895	313 @ SOMERSET	N/A	ppl123	• Pending SPE Inspection	Car Lift	Edit ...

Showing 1 to 1 of 1 results

Rows per page: 10 ▼

First [View Inspection](#) [Start Inspection](#)

4. Select the three-dot icon and select "Start Inspection"

	<p>5. Start inspection for New PTO</p>
	<p>6. Adjust inspection date</p> <p>7. Change contractors as required</p> <p>8. Select Save And Next</p> <p>Note: For New PTO applications, SPE is only allowed to select inspection start date within 3 months from today, and not future date.</p>

New PTO Inspection Checklist **9**

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

Status:

Machine Room/ Head Room

Observations

Hoist way

Lift car and pit **10**

9. Complete checklist as required

10. Select Save And Next

Note:

For New PTO applications, the checklist questions are optional.

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

The maximum file upload size is 25 MB.

Applicable Standard(s) *

Choose the applicable standard(s) 11

Any other lift: Others

Remarks

11. Select applicable standard

Note: Only one Applicable Standard can be selected.

12. Check declaration box

13. Click Save and Next

Declarations and certifications

12 I, the supervisor QP appointed in relation to the fixed installation that is the subject of this application for a permit to operate, certify and declare that:

- (1) I have checked and verified the measurements, observations and information in respect of the fixed installation, and confirm that such measurements, observations and information as stated above are true and accurate.
- (2) I was physically present to supervise the examining, testing, inspecting and commissioning of the fixed installation by the appointed fixed installation works contractor, and such examining, testing, inspecting and commissioning of the fixed installation by the appointed fixed installation works contractor was carried out in accordance with regulation 29(2) of the Building Control (Fixed Installations) Regulations 2025.
- (3) the design, installation, operation and function of the fixed installation was carried out in accordance with and complies with:
 - (a) the Building Control (Fixed Installations) Regulations 2025, as modified or waived by the Commissioner of Building Control (if applicable);
 - (b) the relevant plans approved by the Commissioner of Building Control; and
 - (c) any terms and conditions in the approved plans imposed by the Commissioner of Building Control.
- (4) the fixed installation is fit for operation.
- (5) I (and / or my nominee, as the case may be) am / is not a partner, director, officer or employee of:
 - (a) the owner of the fixed installation;
 - (b) the developer of the fixed installation works concerned;
 - (c) the builder undertaking the fixed installation works concerned;
 - (d) the fixed installation works contractor who examined, inspected, tested and commissioned the fixed installation under regulation 29(2) of the Building Control (Fixed Installations) Regulations 2025; or
 - (e) an associate (as defined by section 2 of the Building Control Act 1989) of a person or entity in (a), (b), (c) or (d) above.

13

[< Previous](#)

Save As Draft
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/Time	23/04/2026 21:29
Equipment Information	
Equipment ID	EN-18659-577581
Equipment Type	Platform Lift
Equipment No	NULL
PTO Expiry Date	23/10/2022
Equipment Status	Suspended
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A
...	

14

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

14. 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. **15**

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/Time	23/04/2026 21:29
Equipment Information	
Equipment ID	EN-18659-577581
Equipment Type	Platform Lift
Equipment No	NULL
PTO Expiry Date	23/10/2022
Equipment Status	Suspended
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

15. 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 Recommissioning

797 Applications Assigned to me

Assign LEI | Initiate Recommission 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 Recommission application after you scan/upload QR code.

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPI	ACTION
EN-13170-987704	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View ...
EN-84687-406244	N/A	24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835	24838	Vidon	780835	suspendisse accumsan tortor	23/10/2022	N/A	View ...
EN-86480-444520	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View ...
EN-14413-485113	N/A	24838, Vidon, suspendisse accumsan tortor, 686 - 3, 780835	24838	Vidon	780835	suspendisse accumsan tortor	23/10/2022	N/A	View ...
EN-87401-672315	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View ...
EN-26324-242379	N/A	324, Lotheville, aliquam lacus morbi, 345 - 12135, 344444	324	Lotheville	344444	aliquam lacus morbi	23/10/2022	N/A	View ...

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

This moves you to the next screen

Type of A/R works *

4

- Increasing the available car area.
- Adding a car entrance.
- Add a landing entrance.
- Changing the brake system.
- Changing the car mass by 5% or more.
- Changing the type of drive system.
- Changing the rated load.
- Changing the rated speed.
- Changing the travel distance.
- Changing the ascending car overspeed protection means.
- Changing the buffer.
- Changing the car bottom clearances and overhead clearances.
- Changing the door locking device type.
- Changing the guiderail size.
- Changing the number or size of a hoisting rope.
- Changing the overspeed governor.
- Changing the restrictor or one-way restrictor.
- Changing the rupture valve.
- Changing an E/E/PE.
- Changing the safety gear.
- Changing the traction sheave.
- Changing the unintended car movement protection means.
- Changing the access to the machinery spaces.
- Changing the software in a manner that affects safety functionalities.
- Changing the type of the hoisting rope.
- Changing the landing door type.
- Changing the car door type.
- Changing the compensation system.
- Changing the hydraulic jack.
- Changing the pawl device.
- Changing the pressure relief valve.
- Others (Applicable for the items that are not listed above or if the equipment is intended to be powered down for an extended period)

5

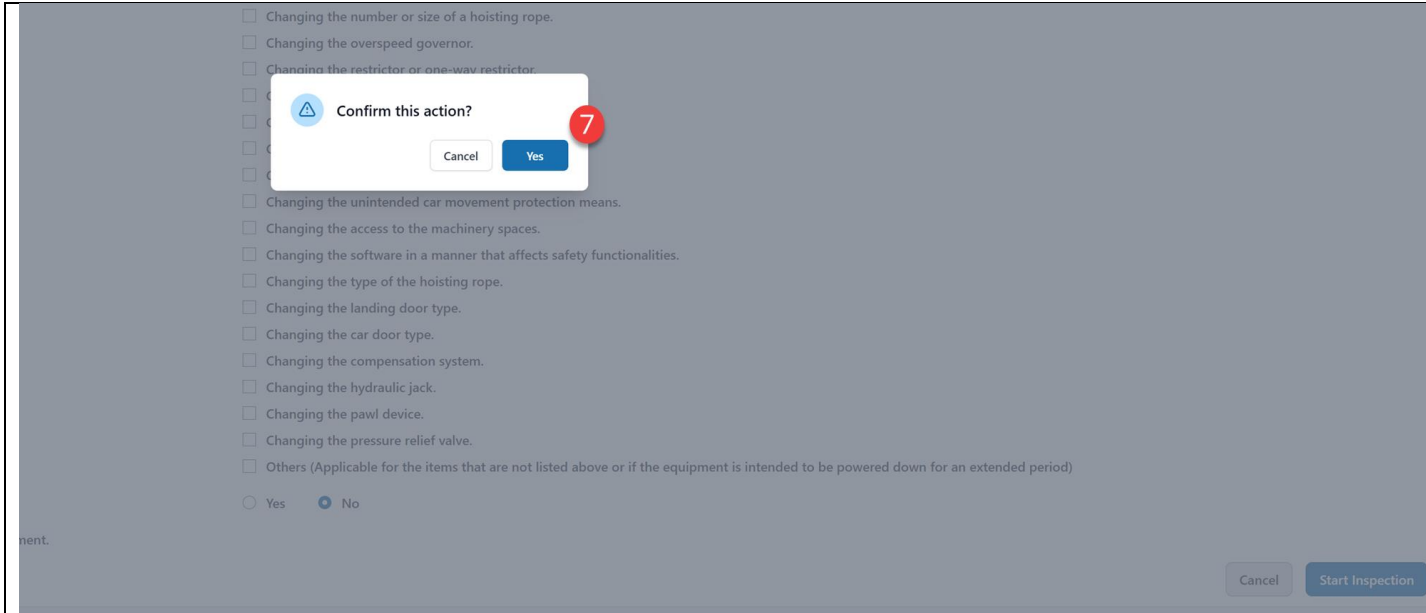
Plan Submission is required?

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

6

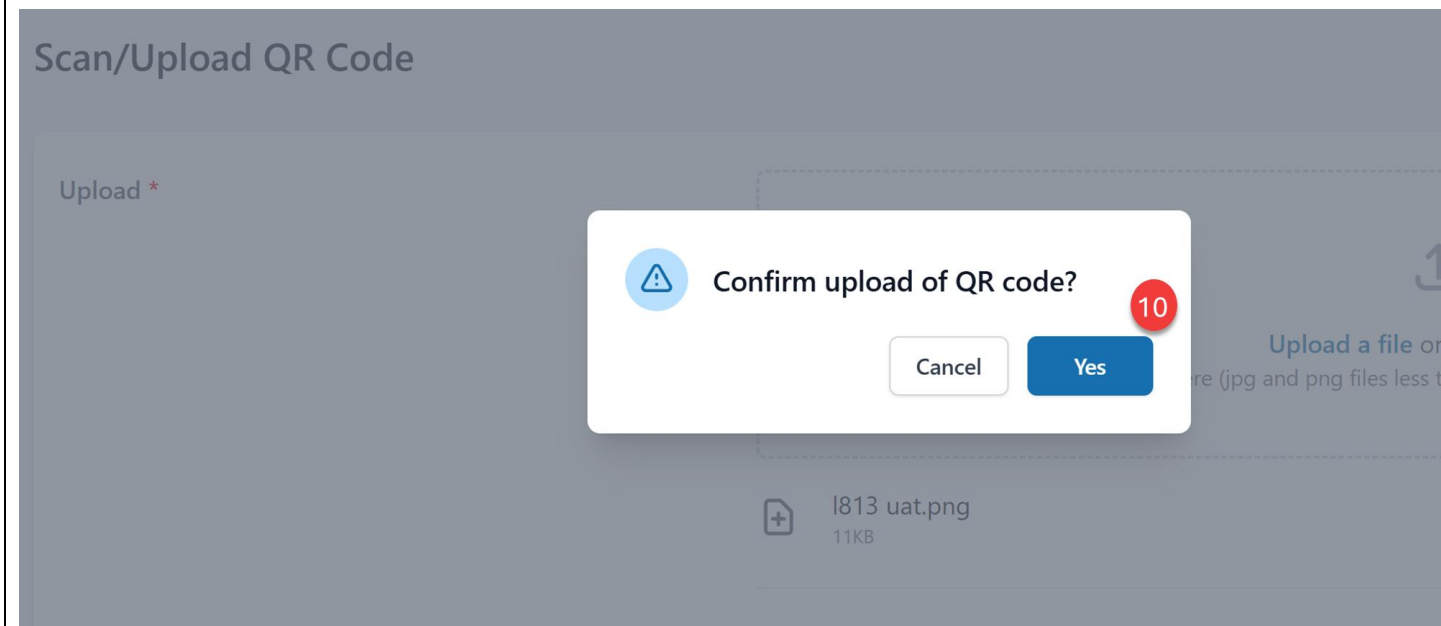
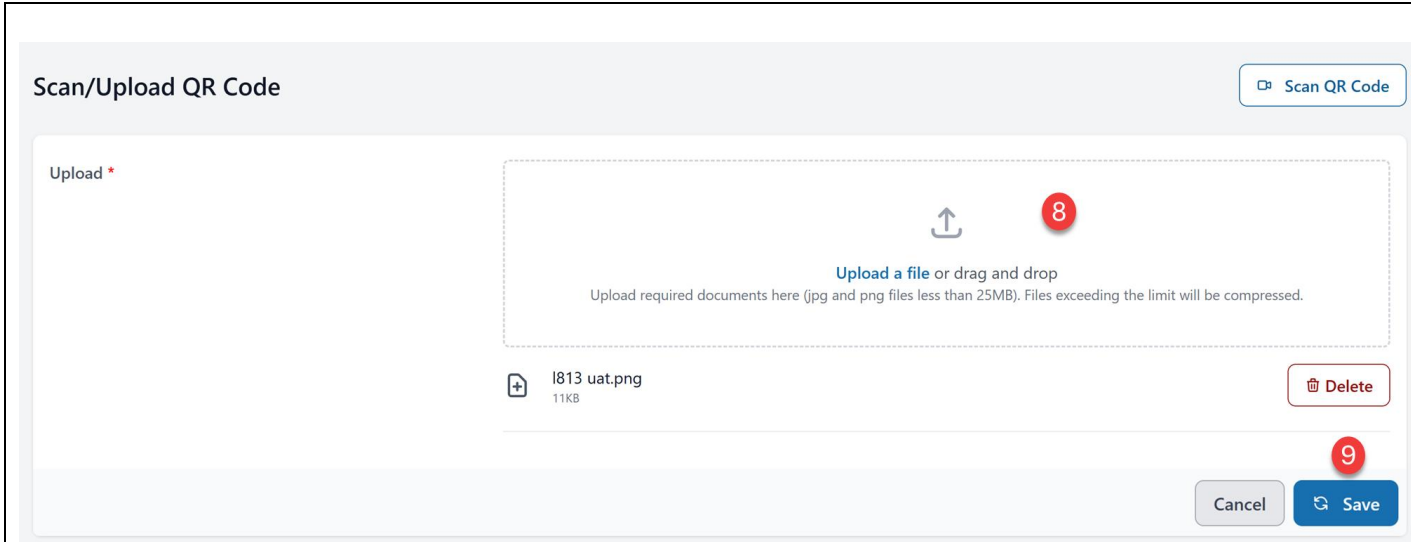
Cancel Start Inspection

4. Type of A/R works would be prefilled by Owner. SPE's role would be to check that it is correctly selected.
5. Click declaration box
6. Select Start inspection



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

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



8. Scan/Upload QR code

9. Click Save to proceed with inspection

10. 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

	<ol style="list-style-type: none"> 1. Start inspection for Recommission PTO 2. Change contractors as required 3. Select Save And Next <p>Note: The inspection start date cannot be editable for inspections for Renewal and Recommission PTO applications.</p> <p>They will be captured the moment the QR code was scanned/uploaded and reached this inspection page.</p>
--	---

Confirm Details

Inspection Start Date

Date & Time
13/03/2026 11:41

Address Details

Block/House Number N/A	Street Name CL7732
Floor Number N/A	Unit Number N/A
Building/Estate Name N/A	Postal Code 000000
Development Type Commercial	

Testing Contractor * 2

< Previous Save As Draft 3 Save And Next >

Recommission PTO Inspection Checklist

Expand All Collapse All

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

Select All As Satisfactory

Other Observations **4**

1. Observations

Remarks +

2. Upload documents

Upload a file or drag and drop

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

Remarks +

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

Remarks +

Previous Save As Draft Save And Next **6**

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

Note:

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

Applicable Standard(s) *

Choose the applicable standard(s)

Code of Practice for installation, operation, and maintenance of vertical platform lift with enclosed platform and automatic sliding doors 7

Remarks

Declarations and certifications

8

I, the supervisor QP appointed in relation to the fixed installation which has undergone major alteration or replacement works and is the subject of this application for a permit to operate certify and declare that:

- (1) I have checked and verified the measurements, observations and information as set out above in respect of the fixed installation, and I confirm that such measurements, observations and information as stated above are true and accurate.
- (2) I was physically present to supervise the examining, inspecting, testing and commissioning of the fixed installation by the appointed fixed installation works contractor, and such examining, inspecting, testing and commissioning by the appointed fixed installation works contractor was carried out in accordance with regulation 29(2) of the Building Control (Fixed Installations) Regulations 2025.
- (3) the design, installation, operation and function of the fixed installation was carried out in accordance with and complies with:
 - (a) the Building Control (Fixed Installations) Regulations 2025, as modified or waived by the Commissioner of Building Control (if applicable);
 - (b) the relevant plans approved by the Commissioner of Building Control; and
 - (c) any terms and conditions in the approved plans imposed by the Commissioner of Building Control.
- (4) the fixed installation is fit for operation.
- (5) I (and / or my nominee, as the case may be) am / is **not** a partner, director, officer or employee of:
 - (a) the owner of the fixed installation;
 - (b) the developer of the fixed installation works concerned;
 - (c) the builder undertaking the fixed installation works concerned;
 - (d) the fixed installation works contractor who examined, inspected, tested and commissioned the fixed installation under regulation 29(2) of the Building Control (Fixed Installations) Regulations 2025; or
 - (e) an associate (as defined by section 2 of the Building Control Act 1989) of a person or entity in (a), (b), (c) or (d) above.

9

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

this requirement is not met.

7. Select applicable standard

Note: Only one Applicable Standard is allowed.

8. Check declaration box

9. 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/Time	23/04/2026 21:29
Equipment Information	
Equipment ID	EN-18659-577581
Equipment Type	Platform Lift
Equipment No	NULL
PTO Expiry Date	23/10/2022
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 >

10

10. 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. 11

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/Time	23/04/2026 21:29
Equipment Information	
Equipment ID	EN-18659-577581
Equipment Type	Platform Lift
Equipment No	NULL
PTO Expiry Date	23/10/2022
Equipment Status	Suspended
Testing Contractor	9G ELEVATOR PTE LTD
Maintenance Contractor	N/A
Installation Contractor	N/A

11. 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.

Confirm Details

Inspection Start Date

Date & Time

13/03/2026 11:41

Address Details

Block/House Number	Street Name
N/A	CL7732
Floor Number	Unit Number
N/A	N/A
Building/Estate Name	Postal Code
N/A	000000

Development Type

Commercial

Testing Contractor *

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

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

METHOD 1

1. Select equipment list
2. Select view

Equipment Details

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

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

Address

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

Development Type
Commercial

3. Select resume submission to continue with draft application

The screenshot shows the LEAP dashboard interface. At the top, a yellow banner displays a notification: "The PTO for 6 equipment(s) need your attention. Please proceed to check the Application." Below this are three summary cards: "815 Equipments In Equipment List", "17 Equipment Ongoing Renewal", and "27 Equipment Ongoing Recommissioning". The main section is titled "Draft" and contains a table of draft applications. A red circle with the number "2" highlights the "Delete" button for the first draft record.

ID	Contractor	Owner	Auto-deletion Date	Actions
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
Upload documents	New Doc.jpg
Previous Submitted Document	Old doc.jpg

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 the Smart Filter for “Pending amendments – BCA comments
3. Find the equipment and select View to see equipment details

4. Select Start Submission

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

Observations ^

Remarks +

2. Supporting documents (e.g., Lift location plan)

6 Upload a file or drag and drop

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

image - 2026-03-10T161122.780.png 7 Delete

123.pdf
92KB Not uploaded 8 Delete

Remarks +

Hoist way v

Lift car and pit v

< Previous 8 Save As Draft Save And Next >

6. Continue the reinspection.

Note: At this stage, SPE can upload additional supporting documents

7. At this stage, SPE can delete previously uploaded documents

8. Click Save and Next

The screenshot displays two instances of the 'Confirm Details' form. The top instance shows an inspection start date of 21/04/2023 00:00, while the bottom instance shows 22/05/2024 11:54. Both forms include an 'Address Details' section with fields for Block/House Number, Street Name, Floor Number, and Unit Number. The 'Date & Time' field in both instances is highlighted with a red box.

Field	Top Instance (21/04/2023)	Bottom Instance (22/05/2024)
Inspection Start Date	21/04/2023 00:00	22/05/2024 11:54
Block/House Number	N/A	N/A
Street Name	TESTGIRO	TESTGIRO
Floor Number	N/A	N/A
Unit Number	N/A	N/A

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

8 Equipment details

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

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

8.2 Editing Equipment Details

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search | Scan/Upload QR Code

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

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

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		
<p>Block/House No 537</p>	<p>Street Name BEDOK NORTH STREET 3</p>	<p>Floor Number N/A</p>

4. Select "Edit"

Edit Equipment **EN-52757-543721**

Address Details

Search for Address 5

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

Block/House Number	<input type="text" value="71"/>	Street Name *	<input type="text" value="ROBINSON ROAD"/>
Floor Number	<input type="text" value="2"/>	Unit Number	<input type="text" value="2"/>
Building/Estate Name	<input type="text" value="71 ROBINSON"/>	Postal Code	<input type="text" value="068895"/>
Development Type *	<input type="text" value="Residential Non-landed (HDB)"/> 6		

5. Make required changes for Address Details

Note: Address details can be populated via “Search for Address” (Refer to screenshot below) or Manual input.

6. Click “Save Address Details”

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

Address Details

Search for Address

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

Block/House Number	<input type="text"/>
Floor Number	<input type="text"/>
Building/Estate Name	<input type="text"/>
Development Type *	<input type="text" value="Select an option"/>

- 200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700
- 200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700
- 200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700
- 200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700
- 200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700
- 200 BRADDELL ROAD 7ER @ BCA BRADDELL CAMPUS SINGAPORE 579700

Technical Information

Equipment No (e.g., PL01) *

Equipment Type *

Technical Information 1

Equipment No (e.g., PL01) *	<input type="text" value="CL7890"/>	Equipment Type *	<input type="text" value="Fire Lift"/>
Year of Installation *	<input type="text" value="2024"/>	Make *	<input type="text" value="BNF ENGINEERING (S)"/>
Model *	<input type="text" value="CL7890"/>	ARD Brand	<input type="text"/>
ARD Model	<input type="text"/>	UPS Brand	<input type="text"/>
UPS Model	<input type="text"/>	Capacity (number of pax)	<input type="text"/>
Machine Room/ Machine Roomless *	<input type="text" value="Machine room"/>	Rated Load *	<input type="text" value="1"/> kg
Rated Speed *	<input type="text" value="1"/> m/s	Cabin Height *	<input type="text" value="1"/> mm
Cabin Breadth *	<input type="text" value="1"/> mm	Cabin Length *	<input type="text" value="1"/> mm

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

2

1. Make required changes for Technical Details
2. Save Technical Information

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

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

Applicable Standard(s) *

Choose the applicable standard(s)

Remarks

SS CP 15:1990

Remove

Choose the applicable standard(s)

Remarks

SS CP 15:1980

Remove

Cancel Save Technical Information

Note: If an equipment has multiple applicable standards, it can be edited and saved. No additions are allowed.

In this case, applicable standards can be removed until only one remain.

Edit Equipment L690

3

✔ Equipment data updated

3. Success message will be shown

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?

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.

Applicable Standard(s)

APPLICATION TYPE	CODE OF STANDARD	REMARKS	UPDATED AT	UPDATED BY
1 Recommission PTO	Any other lift: SS 550:2009	recomm 2	24/04/2026	SPE - Sushi: Best Friend of Hasani
Recommission PTO	Any other lift: SS CP 2:2000		24/04/2026	Officer - Myra Wintheiser
2 Others	Any other lift: SS CP 2:2000	edit	24/04/2026	Owner - Ollie Jacobs
Renewal PTO	Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004		23/04/2026	SPE - Sushi: Best Friend of Hasani
New PTO	Any other lift: Others		23/04/2026	SPE - Sushi: Best Friend of Hasani

Showing 1 to 5 of 5 results

Rows per page: 10

[Show less](#) ^

Note:
Changes to applicable standard(s) will be reflected in equipment details in the following scenarios:

1. Transition of application type(s). For example, a Renewal PTO with Code of Standard (COS) A undergoes Recommission application and changes to COS B
2. COS is edited as per [Section 8.2](#)

8.3 View Past Applications

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

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	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 ...

2 **3**

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

The screenshot displays the LEAP application interface. At the top, there are navigation buttons: "Assign LEI", "Export To Excel", "View Submission", "Start Submission", and "Edit".

The "Equipment Details" section contains the following information:

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

A "Show more" link is located below the details.

The "PAST APPLICATIONS" section is highlighted with a red circle '5'. It includes a sub-header "(Renewal, Recommission and New PTO History)" and three tabs: "PAST APPLICATIONS", "OWNER, CONTRACTOR & SPE HISTORY", and "INSPECTION HISTORY".

Below the tabs is a "Display/Hide Columns" button. A table below shows the application history:

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

A red circle '4' is placed over the "APPLICATION TYPE" column header in the table.

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

8.4 View Owner, Contractor and SPE history

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<input type="checkbox"/>	EN-01367-436834	234234	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

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
<input checked="" type="checkbox"/>	N/A	PL09 Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	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	N/A View ...
<input type="checkbox"/>	N/A	CN1 TestCN, Test Change Name	TestCN	Test Change Name	N/A	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	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pl1 33	N/A	33	N/A	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	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	N/A	A-202307-007379	Pend View ...
<input type="checkbox"/>	N/A	pl7 33	N/A	33	N/A	N/A	N/A	N/A	A-202308-008632	Pend View ...

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

Equipment Details

Assign LEI
Export To Excel
View Submission
Start Submission
Edit

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

[Show more](#)

PAST APPLICATIONS
(Renewal, Recommission and New PTO History)

OWNER, CONTRACTOR & SPE HISTORY

INSPECTION HISTORY 5

Display/Hide Columns

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

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

8.6 Download Submission Report for Equipment

1 Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Page 102 of 121

8.7 Exporting equipment details to excel

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

31 Equipment PTO Expiring in 3 Months

3 New PTO Applications Rejected by Owner

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

27 Equipment Ongoing Recommissioning

848 Applications Assigned to me

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

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

Search | Scan/Upload QR Code

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

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	PTO EXPIRY DATE	NEXT FULL LOAD TEST EXPIRY DATE	APPLICATION ID	APPLIC ACTION
N/A	PL09	Amsterdam Street	N/A	Amsterdam Street	N/A	N/A	N/A	16/10/2028	A-202303-007219	Pend View ...
<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	N/A View ...
<input type="checkbox"/>	N/A	CN1 TestCN, Test Change Name	TestCN	Test Change Name	N/A	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	N/A	A-202306-007228	Pend View ...
<input type="checkbox"/>	N/A	pi1 33	N/A	33	N/A	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	N/A	A-202302-007081	Pend View ...
<input type="checkbox"/>	N/A	Renewal/CL02	N/A	Renewal/CL02	N/A	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	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 Selected Records to Excel

Equipment List

1579 / 1579 equipments (10 items) selected

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME
N/A	E42116	SYST	N/A	SYST	N/A	N/A
N/A	23432	blK350044, test jgkf	blK350044	test jgkf	N/A	N/A
N/A	PL01	991, hougang street	991	hougang street	N/A	N/A
N/A	PL10 (DO NOT TOUCH THIS EQUIPMENT)	305, Tampines Street 40	305	Tampines Street 40	N/A	N/A
N/A	p8084423	blK2342, test	blK2342	test	N/A	N/A
N/A	C-004	Thomson plaza123	N/A	Thomson plaza123	N/A	N/A
N/A	p8423	blK3436, round robin, 44, 44 - 44, 123456	blK3436	round robin	123456	44
N/A	12	12	N/A	12	N/A	N/A
N/A	p0234234	blK45534, test 234234, 234234	blK45534	test 234234	N/A	234234
N/A	p032423	blK45534, test 234234, 234234 - 4, 444444	blK45534	blK45534	444444	34

Showing 1 to 10 of 1579 results

- Address
- BLK
- Street Name
- Postal Code
- Building Name
- Application ID
- Date of application
- Application Status
- Application Type
- Payment Status
- Payment Method
- Year of Installation
- Make
- Model
- Capacity
- ARD Brand
- ARD Model
- UPS Brand
- UPS Model
- Machine room/Machine Roomless
- Rated Load
- Rated Speed
- Cabin Height
- Cabin Breadth
- Cabin Length
- Speed
- Width
- Span
- Length
- Rise
- No Load Test Date
- Full Load Test Date
- Next Full Load Test Expiry Date
- Code of Standard
- Owner Name
- Owner Email
- Owner Representative Status
- Owner Representative Name
- Owner Representative Email
- Maintenance Contractor
- Test Contractor
- Specialist Professional Engineer
- Lift Escalator Inspector
- PTO Approved Date
- Development Type

Cancel Export

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

A		AQ
1	EQUIPMENT ID	CODE OF STANDARD
2	E104	SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969	Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

Note: In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

8.8 Export all equipment to excel

Equipment List

0 Equipment Due for 5 Year Full Load Test

2 Equipment Pending Authorisation By SPE

3 Equipment PTO Expiring in 3 Months

0 New PTO Applications Rejected by Owner

Create New PTO Application Export All Records To Excel

1. Select export all records to Excel

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

Equipment List

0 Equipment Due for 5 Year Full Load Test

1 Equipment Pending Authorisation By SPE

6 Equipment Pending amendments - BCA Comments

31 Equipment Ongoing Renewal

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

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

Display/Hide Columns Group By Column Clear All Columns

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

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

Cancel Export

2. Check 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.

AQ	
1	EQUIPMENT ID
2	CODE OF STANDARD
3	E104 SS 626:2017; SS CP 15:1980; SS CP 15:1990
3	L173969 Any other lift: SS 550:2009; Any other lift: SS CP 2:2000; Any other lift: SS CP 2:2000 as amended by Amendment No. 1 published in January 2004; Any other lift: Others

Note: In column “CODE OF STANDARD”, past Code of Standard(s) are denoted by semi-colon “;” in the excel.

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

Clear All Column Filters

EQUIPMENT ID	EQUIPMENT NO	ADDRESS	BLK	STREET NAME	POSTAL CODE	BUILDING NAME	EQUIPMENT STATUS	EQUIPMEN
L552	PL443	22 Renewal Renew	22	Renewal Renew	N/A	N/A	Active	Car Lift

Showing 1 to 1 of 1 results

Rows per page: 10

Navigation: First < 1 > Last

Select the LEI's Name: 4

Remove LEI Assignment

Buttons: Close Save 5

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

Note:
LEI assignment can be removed by ticking the "Remove LEI Assignment" checkbox

9.1 Review Inspection by LEI

The screenshot displays the 'Equipment List' interface. The sidebar on the left contains the following menu items: Dashboard, Equipment List (highlighted with a red circle '1'), Lifts, Escalators, Excel Export Requests, PTO Application List, Profile & User Management, and Notification Settings. The main content area features several summary cards: '0 Equipment Due for 5 Year Full Load Test', '4 Equipment Pending Authorisation By SPE' (highlighted with a red circle '2'), '19 Equipment PTO Expiring in 3 Months', '2 New PTO Applications Rejected by Owner', '1 Equipment Pending amendments - BCA Comments', '19 Equipment Ongoing Renewal', '28 Equipment Ongoing Recommissioning', and '1663 Applications Assigned to me'. Below these cards are action buttons: 'Assign LEI', 'Initiate Recommission PTO Application', 'Resume New PTO Application', and 'Export Selected Records To Excel'. A table below shows a list of equipment with 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. The first row is selected, showing details for equipment L552. At the bottom, it indicates 'Showing 1 to 1 of 1 results' and 'Rows per page 10'.

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

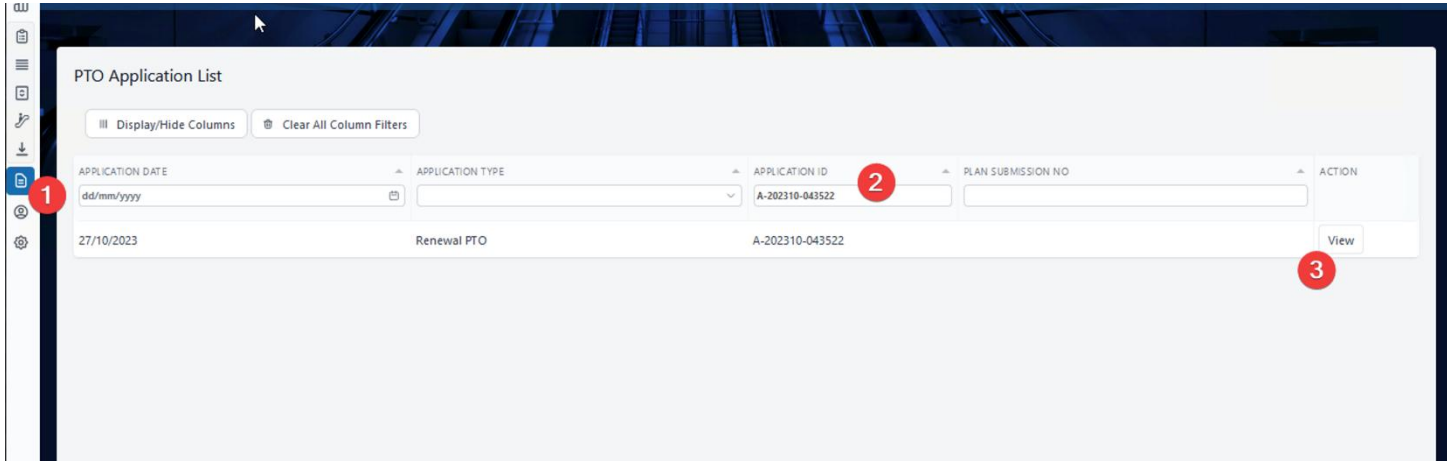
Cancel **Route Back To LEI** **I Have Reviewed The Information And Wish To Proceed To Submit The Inspection Report**

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) **5**

OWNER, CONTRACTOR & SPE HISTORY | INSPECTION HISTORY

4

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: 49
SPE Name: Sushi: Best Friend of Hasani

Address Details

Search for Address: e.g., Block 123, Main Street, or 123456
Block/House Number: 56
Street Name: Dsd
Floor Number: 56
Unit Number: 462
Building/Estate Name: 21sdf
Postal Code: 555555

Contact Details

Email: ezra_tan@tsp.dev (Verified) [Send OTP]
Phone: 65 34243212

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

[Cancel] [Save]

1. Begin by selecting profile and user management

2. Key in changes to address.

Note: Address details can be populated via "Search for Address" (Refer to screenshot below) or Manual input.

3. Check declaration

4. Select save

Address Details

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

Block/House Number: []
Floor Number: []
Building/Estate Name: []
Development Type: Select an option

Technical Information

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

579700

200 BRADDELL ROAD BCA ACADEMY SINGAPORE 579700

200 BRADDELL ROAD BCA BRADDELL CAMPUS SINGAPORE 579700

200 BRADDELL ROAD BCA CUSTOMER SERVICE CENTRE SINGAPORE 579700

200 BRADDELL ROAD BCA GALLERY SINGAPORE 579700

200 BRADDELL ROAD CONSTRUCTION INDUSTRY TRAINING INSTITUTE (CITI) SINGAPORE 579700

200 BRADDELL ROAD ZFR @ BCA BRADDELL CAMPUS SINGAPORE 579700

11.2 Changing Contact Details (Email)

The screenshot displays the 'Profile & User Management' page in the LEAP application. The page is divided into several sections:

- SPE Details:** Includes fields for 'Id' (49) and 'SPE Name' (Sushi: Best Friend of Hasani).
- Address Details:** Includes a search bar for address, and fields for 'Block/House Number' (56), 'Street Name' (Dsd), 'Floor Number' (56), 'Unit Number' (462), 'Building/Estate Name' (21sdf), and 'Postal Code' (55555).
- Contact Details:** Includes an 'Email' field (abc@gov.sg) with a 'Send OTP' button (highlighted with a red circle 2), a 'Validate' button (highlighted with a red circle 3), and a 'Phone' field (65 34243212).

A yellow 'Email Verification!' message is displayed below the email field, stating: "Please click on 'Send OTP' to get a One Time Password to verify your email. Please wait for a few minutes and check your inbox, junk or spam folder." A countdown timer indicates "OTP has been sent. Resend OTP in 1:52".

At the bottom of the page, there is a declaration checkbox: "I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above." and buttons for 'Cancel' and 'Save'.

1. Select profile and user management

2. Under Contact Details, fill in new email address and click on Send OTP

Note: A green success message "OTP Sent" will be displayed

3. Check email inbox for OTP and fill it in. Click "Validate".

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

Profile

✔ Email Verified

Note: Once email is verified, you will see a success message “Email Verified”.

11.3 Changing Contact Details (Phone Number)

< BACK

- Dashboard
- Equipment List
- All
- Lifts
- Escalators
- MCPS
- Excel Export Requests
- PTO Application List
- Profile & User Management 1
- Notification Settings

Profile

SPE Details

Id

SPE Name

Address Details

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

Block/House Number

Street Name *

Floor Number

Unit Number

Building/Estate Name

Postal Code

Contact Details

Email * Send OTP

Verified

Phone * 3


I declare that the contact information provided above is accurate. Notices and documents under the Building Control Act 1989 and its subsidiary legislation or any other official correspondence can be served on me through the email address provided above. 4

5

1. Select profile and user management
2. Go to Contact Details
3. Fill your phone number with correct country code
4. Select declaration
5. 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



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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

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.