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Electrical and Mechanical Engineering Group

04 November 2022

See Distribution List

Dear Sir/Madam

IMPLEMENTATION OF THE LIFTS AND ESCALATORS APPLICATION (“LEAP”) PORTAL

Objective

This circular is to inform the industry on the launch of the Lifts and Escalators Application (“LEAP”) Portal on **21 November 2022**, which will replace the existing Online Permit To Operate (“OPTO”) system.

LEAP Portal

2. Since July 2016, every owner of a lift or escalator must apply to BCA for a permit to operate (“PTO”) and obtain the PTO before he may operate the lift or escalator. All PTO applications for lifts and escalators (collectively termed as fixed installations) have been carried out through the OPTO system. As a continuing effort in providing better service to the industry with a more intuitive user experience, the new LEAP portal (<https://www2.bca.gov.sg/LEAP>) will go live on 21 November 2022 0900 hrs.

3. Some of the key enhancements of LEAP include:
- a) Convenient and secured login process using Singpass/Corppass;
 - b) Appointment of owner’s representative to carry out renewal of PTO annually;
 - c) Improved dashboard and smart filter functions; and
 - d) Digital signing of documents for the Specialist Professional Engineers (Lift & Escalator) (“SPE”).

New Login Mechanism and Onboarding for Existing OPTO Users

4. LEAP will onboard Singpass and Corppass login mechanism for individual and corporate users respectively. The use of Singpass/Corppass will ensure convenient and secured logins through the implementation of two-factor authentication (“2FA”). Corporate users should ensure that the Corppass administrator of the firm has added the users of LEAP Portal via the Corppass portal (<https://www.corppass.gov.sg/cpauth/login/homepage>).

5. All existing OPTO users who are registered as owners¹ of lifts or/and escalators will be required to undergo a one-time onboarding process. First-time users of LEAP will be asked to log in with their OPTO credentials (with Username and Password) so as to link their existing fixed installation(s) records with their LEAP account. This onboarding feature will be made available for 1 year till 21 November 2023. A quick guide for the onboarding process will be made available on the LEAP homepage before 21 November 2022.

Appointment of Owner’s Representative

6. In order to facilitate the renewal of PTO annually, which must be initiated by the owner of the fixed installation, LEAP will allow the owner to appoint an owner’s representative to assist in the renewal of the PTO. The appointed representative can access the specific fixed installation records that are assigned by the owner and make payment for the application fee(s) on behalf of the owner.

¹ Under the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016, “owner”, in relation to a lift or escalator, means —

(a) except as otherwise provided by paragraph (b), the owner, lessee or occupier of the building or structure in, or in connection with, which the lift or escalator is used; or

(b) where the lift or escalator is part of any common property or limited common property —

(i) in the case of common property of any housing estate of the Housing and Development Board — the Town Council established under the Town Councils Act (Cap. 329A) for that housing estate;

(ii) in the case of common property or limited common property not comprised in a strata title plan — the person receiving any rent or charge for the maintenance of that common property or limited common property, and includes every person whose name is entered in the Valuation List prepared under section 10 of the Property Tax Act (Cap. 254) as owner of that common property or limited common property; or

(iii) in the case of common property or limited common property comprised in a strata title plan — the management corporation or subsidiary management corporation, as the case may be, having control of the common property or limited common property,

but does not include a supplier of a lift or escalator, or an agent of such supplier, who, by reason only of a contract for the sale or installation of the lift or escalator, retains the ownership of the lift or escalator pending any payment of its price or the giving of any other consideration.

Display of Updated PTO

7. As required under Regulation 10(4) and Regulation 22(4) of the Building Maintenance and Strata Management (Lift, Escalator and Building Maintenance) Regulations 2016 (“Regulations”), owners are required to display the PTO in a prominent location in the lift or at the escalator. The purpose of displaying the PTO is to assure passengers that the fixed installation has been regularly maintained and tested to meet safety standards.

8. With the launch of LEAP, we have also reviewed the PTO format. We noted feedback from lift and escalator owners on the problems they faced in having to replace the display of updated PTOs for their fixed installations each year. Going forward, while lift and escalator owners will still need to renew the PTOs annually, they no longer need to replace the PTOs for their fixed installations, as the new PTO issued will not indicate an expiry date. This will help to reduce manpower resources as owners do not need to change the hardcopy PTOs every year. All owners are encouraged to print and display the updated PTOs by 31 January 2023. Members of public can scan the QR code to obtain the most updated information of the fixed installation, including the status, expiry date, maintenance contractor and certifying SPE.

Annual Inspection and Testing Reports

9. Since 01 April 2022, the Annual Inspection and Testing Report for traction lifts has to be submitted to the lift owner by the lift service contractor and SPE. Lift owners must keep such maintenance records for a period of at least five years, and make available such records to be inspected by BCA when requested.

10. The recently published circular on 1 September 2022² requires the Annual Testing Reports for Escalators, Hydraulic Lifts, Vertical Platform Lifts and Stair Lifts to be submitted for PTOs expiring on/after 31 January 2023 by the fixed installation maintenance contractor and SPE.

11. LEAP will enable the certifying SPE to digitally sign and submit these electronic report(s). Lift owners will be able to access these report(s) via the portal. This will be implemented for traction lifts with immediate effect and will be implemented for Escalators, Hydraulic Lifts, VPLs and Stair Lifts at a later stage.

² Please refer to the circular [APPBMSMA-2022-05](#), titled “Implementation of Annual Inspection and Testing Reports for PTO Renewals of Escalators, Hydraulic Lifts, Vertical Platform Lifts and Stair Lifts”.

System Downtime to Transit to LEAP

12. The migration from OPTO to LEAP will take place from 17 November to 20 November 2022. The last submission to OPTO must be submitted by 16 November 2022, 9pm. Any submission(s) after this cut-off date and time will need to be submitted via LEAP after it goes live on 21 November 2022. We seek your understanding and cooperation to submit your PTO applications for new, renewal or recommissioning of the fixed installation before 16 November 2022.

Training Resources

13. To support our industry in this transition to LEAP, training resources such as user guides, quick guide, Frequently Asked Questions (“FAQs”) will be made available on the LEAP Portal (<https://www2.bca.gov.sg/LEAP>). A recording of the webinar to the industry can also be found on the website.

Feedback and Clarification

14. For further information, feedback or clarification, please submit your enquiry through BCA’s Online Feedback Form at <https://www.bca.gov.sg/feedbackform> or call us at (65)1800-342 5222 (1800-DIAL BCA).

Yours faithfully



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All lift and escalator owners

All Professional Engineers registered with Professional Engineers Board

All Authorised Examiners registered with Ministry of Manpower