

Highways England Health & Safety Passport: Getting Started

A simple checklist for companies working for Highways England

Pricing

For the Passport system: there is a simple, standard charge of £30 + VAT for each worker record added and includes use of the Passport system, as well as an individual smartcard. Records and cards are valid until November 2019. New pricing from November 2019 will be confirmed by us in good time to ensure continuity. Highways England Common Induction (HCI) Training involves an additional charge (see section below).

Registration and Approval

Contact MiTec to register your company with the Highways England Health & Safety Passport Scheme. *MiTec is Mitie's Business Support Services Centre and is responsible for supporting users.*

Having confirmed your company tier level, MiTec will send out an application pack including contract and a company set-up form. As part of this process, MiTec will request a VAT certificate and carries out its internal finance processes through to "approval" state. Once approved, companies are contacted by the Mitie Training Manager to arrange training on one of the scheduled training dates.

Final details of set-up are arranged (e.g. for Tier 1 or 2 companies, initial bulk upload of employee data).

Tier 1 and 2 Companies

Once your company is registered and authorised, your Passport Administrator will receive a login to access the Passport system. This login enables your Administrator to create and maintain your employee records on Passport.

Start by creating a basic Passport record for every employee that works for Highways England. A basic record comprises mandatory fields to get a Passport smartcard: Name, Date of Birth, NI Number and a recent passport-style photograph. Request an individual Passport smartcard for each employee; these will be sent to your office location by MiTec.

After that, simply maintain and update your employee records as needed – changes will synchronise to your workforce's cards.

Tier 3, 4 and Owner Operator

Once your company is registered, you will receive a login to access the Passport system. The login enables you to maintain your employee records once MiTec have set-up the basic record for each employee and ordered the individual smartcards on your behalf. After that, the day-to-day administration of individual records on the system is managed, maintained and updated by you – changes will synchronise to your workforce's cards.

Highways England Common Induction (HCI) Training

HCI Training should be arranged for your employees for an additional charge. It is recommended that you add the individual's basic record in Passport and request a smartcard **before they attend HCI Training**. Once your employee has attended and completed the training session the HCI outcome will be entered into Passport against the individual record.

Contact Lantra or book HCI Training with a Lantra-approved Training Provider with www.coursesight.co.uk

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