

## Quick Guide for Highways England Passport Cardholders

Your HE passport system is powered by the UK's most widely used system designed to keep you, your team-mates and projects safe. There are two parts: a powerful online database and your own passport Smartcard – they work together to keep your information up-to-date and easy to check wherever and whenever you are at work.

This quick guide gives you some more information on how your passport Smartcard might be checked at work and the information available.

There are two versions of the app available for smartphones– one for Android and the other for iPhone.

The app allows an authorised user (a card checker or supervisor) to check your card, swipe you into and out of a site, or record any on-site training you receive, such as site inductions or toolbox talks. When you arrive at work you will be asked to show your card so that it can be checked electronically using the app – so make sure you keep it with you at all times. Every check is recorded on the central database and can be viewed later by your principal contractor to ensure you are being kept safe.

Even if you are not an approved 'card checker' with access to the functions above, you can still download the app to view your own details.

### What data is shown about me?

We only show the key details about you that are necessary to ensure that you and those around you remain safe whilst at work. Any other details recorded on the central database will not be visible to anyone scanning your card.

**Cardholder's Card** – we show a picture of the card itself so that a card checker can confirm that they are looking at the correct record and that the card is genuine.

**Competences** – these include the Highways Common Induction, along with any other qualifications, inductions, and toolbox talks that have been recorded. Recent D&A tests and the Safety Critical Medical are also visible (pass/fail outcome only, no other details are shown). In the app, these are all referred to as 'competences'.

**Work restrictions** – if you currently have a work restriction (e.g. 'Must Be Accompanied') this will be displayed. The reason for the restriction is not shown, only the work restriction itself.

**Fatigue Information** – if you have been swiped into a site or project in the past, the app will show how long you were last on site, the site or project name and the amount of time that's passed since you were last swiped out. This helps the card checker ensure that a cardholder is not at risk of fatigue from excessive work hours or insufficient rest time.

### How do I get the Android app?

Just scan the QR code below with your mobile to be taken to the passport app page on the Google Play app store (your device may have a QR code scanner pre-installed, otherwise there are many free ones available to download).



If your device supports NFC you should download this version of the app (which also supports QR code scanning), otherwise only the QR version will be available for download.

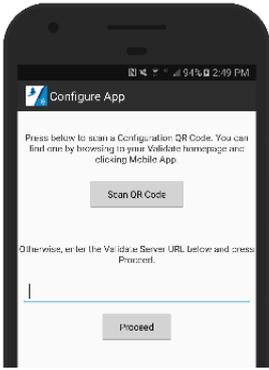


### How do I get the iOS app for iPhone?

Launch the App Store on your device and search for [Validate QR](#).



## How do I use it?



It's easy! Just follow the onscreen instructions to get yourself started. The first time you launch the app you'll need to scan the QR code on the Mobile App link on the Highways England Health and Safety Passport website at <https://he.validate.mitie.com> (or simply scan the QR code below).

Just scan the QR code below when prompted by the app:



## Now you're ready to read your own card

If you have the NFC version of the Android app you can scan the card via the smart chip inside. Just hold the card flat to the rear of the device until it is recognised (make sure NFC is enabled on your phone first then hold it steady until the app has finished reading the card details).

You can even see your own details when you're in an area without any mobile signal if you scan using NFC, but bear in mind that any recent updates to your record may not be visible until the card is next scanned whilst the mobile device is online – it's this process that copies your updated details to the smart chip in the card.



If your device does not support NFC (including ALL iPhones), you can still view your record by scanning the QR code printed on your passport card. You'll need to have internet access the first time you scan your card by QR code (as this method doesn't access the smart chip in the card), but you can check your card again when offline if needed as your details will be stored securely on the device itself after the initial scan. Remember, when offline the information you see is only current as of the last online scan, so you should ensure that your card is scanned online whenever possible.

To help you, the app will always show you the last time your data was updated from the central database.

## Don't have an Android Smartphone?

You can still check your details by scanning the QR code on their card using any publicly available QR code scanning app.

## Checking your online record

You can see more of the information held about you online by registering on the system. You will need to supply your Validate number (printed on your card), name and National Insurance number to register.

Go to the Highways England Health and Safety Passport website at: <https://he.validate.mitie.com> Click on the [Mivalidate](#) link at the bottom of the login page and then click on the [Register](#) button.

Once registered, you can log in at any time and click [View Your Profile](#) to see the details held about you. If you believe they are incorrect, you can also contact your current sponsor to request that these be updated, just click [Correct My Details](#).