

# Passport for Highways England

## Using Passport on Projects: A Summary for Principal Contractors

### Background

The Passport system and smartcard makes it more straightforward for trained, qualified operatives to gain access to Highways England sites. It reduces the need for duplication of data, as the individual's record moves with them from site to site, project to project – regardless of which principal contractor is responsible. The smartcard is easily updated electronically and can be read using the Passport app (Android and iOS versions available) or a PC-connected desktop reader, ensuring that records are accessible where they are needed, are up-to-date and reliable.

The system and card can hold a wide range of information about individuals but, for many contractors, the initial focus is on the Highways England Common Induction (HCI) and using Passport to manage and surface worker records around this.

The way principal contractors choose to implement the Passport system on their projects is largely their decision and there is no single “one size, fits all” method. Some projects use the system extensively very quickly whilst others prefer to start by focussing on the key functions and build from there. This brief document outlines a recommended approach to roll-out that is simple and straightforward and may work well for your projects.

**If your organisation acts as a principal contractor on HE projects – whether alone or in a JV with others – then this is the document to help you plan how to implement the system now.**

### Passport Key Functions and Benefits

- Every worker has one record and corresponding smartcard on Passport so that all relevant information – such as training, qualifications (including the HCI), card swipe activity – are stored in one place.
- This reduces the need to duplicate training and speeds up access to site, as workers' records can be checked and verified immediately.
- It doesn't matter where workers move, the same record and card go with them, with full transferability.
- The smartcard can be updated while workers are on the move, so card checks can be made in confidence, secure in the knowledge that the record is current.
- The system also enables sites to award site-based events directly using the system, so that site inductions, briefings, toolbox talks can be logged in seconds and the records stored centrally on Passport.
- As part of card swipe in, travel time is established so the system also enables management of fatigue.

### Timeline

Highways England supports Passport's use across its estate and the recent Lifesaving Rule (Raising the Bar 23) states:

**“All contracts and projects that are due to start after the 1 April 2019 or those which are due to finish after 1 April 2020 (inclusive of contracts and projects that are in pre-construction) must fully comply with the Highways England Passport scheme, including HCI, on 1 April 2019.”**

# Getting started with Passport on Projects

## 1. Confirm that your project or site is going to be a Passport project / site

This means that all workers will need a Passport card and you should turn away workers without a card. This means that the employer or sponsor for the worker has added the record to Passport and a card has been ordered, so you need to communicate this in advance to your supply chain. More details can be obtained on the Highways Safety Hub: [Getting Started document](#).

## 2. Decide whether workers must also have HCI qualification from the start

If your project is due to start after 1 April 2019 you will need to fully comply with HCI from the beginning, making it a requirement for everyone working on the project. However, for projects which start prior to this date (and will be complete by April 2020), you can choose whether to make HCI a mandatory requirement for all workers from day one. You can amend this decision later in the year by making possession of HCI an access requirement on the system at this point.

## 3. Decide how you are going to check workers' records

There is a dedicated Passport App (both Android and iOS versions) for mobile phones downloadable for free from the relevant stores. This is the most popular and mobile approach and works for most clients. If you are running a project with a site hut or similar, you may want to consider a PC-connected smartcard reader linked to a laptop or PC instead.

Further details can be obtained on the Highways Safety Hub: [Technical Information v 5 document](#).

## 4. Decide what you are going to check

Passport has extensive functionality, but it is sensible to phase in implementation rather than trying to use all the functions from the start. So, a good approach to consider when adopting Passport are the following steps:

- **Check people's cards every day by swiping in or spot-checking but do not require swipe out**  
This means you get the workforce and supervisors familiar with using Passport, the app and cards without making them swipe out at the end of shift.
- **Encourage card checkers to spot-check workers' cards during the shift if a worker is about to perform a safety critical task**  
This gets card checkers comfortable with checking worker cards when needed during shifts to verify information. Every card check is logged and auditable on the system.
- **Consider awarding site-based events**  
If interested in awarding site-based events (such as tool box talks, briefings or site inductions), add this step and show card checkers how easy it is to do this using the App.
- **Move to card swipe out as well as swipe in**  
Once the workforce and card checkers are familiar with swiping in and spot checking, move to requiring card swipe out. As soon as you have card swipe outs as well, you can track shifts and fatigue data.
- **Consider using some of the additional functionality**  
Look to build the worker record further, such as allocated items or logging work restrictions, which are also surfaced at card swipe time.

## Useful Materials

Visit: [www.highwaysafetyhub.com/safety-passport.html](http://www.highwaysafetyhub.com/safety-passport.html)

As well as the documents mentioned above, there are a range of downloadable material for sites / projects (including posters, leaflets and guides for card checkers).