



Highways passport *The Inside Lane*

Passport's Biggest Ever Two Months

September and October have both seen more sign ups and account renewals than any other month before.

We have had a total of 7,159 subscription renewals and registrations so far, bringing the total number of workers on the system to more than 30,000. This growth is driven by contractors big and small, all across the country.

8,000

4,000

0

Subscription Renewals and
New Subscriptions
Across 2021

Jan - Feb Mar - Apr May - Jun Jul - Aug Sep - Oct

This is the November edition of Inside Lane, coming up:

- **Page 1:** Passport has had its biggest ever growth over the last two months, here are the numbers.
- **Page 2:** We look ahead to Highways UK and share the different times and places you can find Passport. Be sure to attend our talk in the Tech Innovation Theatre at 12:20-12:40 on November 4th.
- **Page 3:** Highways Passport has a new logo which is part of a bigger rebrand - we explain why this change was needed and what it means for you.
- **Page 4:** Teresa Moss, Passport Lead for National Highways, shares what it really means to be using Passport on site.

Highways Passport is at Highways UK: **Here's Where to Find us**

Highways UK is less than a week away. The UK's biggest highways industry event takes place from the 3rd to the 4th of November and Passport will be there. Here are all the different places you can find us:

1: Tanya Morris, Director at Reference Point, and Tracey Collins, Talent, Development and Inclusion Manager, will be speaking on the 4th of November at the Tech Innovation Theatre. Here's what to expect:

Highways Passport: ONE Single, Smart Solution for the Highways Workforce

The Passport system is transforming how the highways industry ensures the competence of its workforce by using the best, trusted technology to reliably deliver and capture real-time information when and where it is needed, right across the supply chain. This workshop will be introduced by the providers of the Passport system, which is already being used by tens of thousands of highways workers, and will then detail how Kier Highways are implementing Passport and their plans for extended future use.

2: Skanska will be hosting us from 10:15-11:00 on day two to allow you to come and ask your questions about Passport and sustainability.

3: National Highways, Skanska and Kier will be talking about Passport on their stands. You can find them at the following locations:

- National Highways: I80
- Skanska: C80
- Kier: I100

4: Finally, if you want to take the chance to chat with a Passport expert in person, then send us a message on the below email to arrange a meeting: **Jack.Boon@referencepoint.co.uk**.

We look forward to seeing you there!



Highways Passport is Getting a New Look

We have released a new brand for Highways Passport.

Our new look recognises the fact that Highways Passport is no longer limited to the National Highways estate. As Passport offers so many benefits to those using it, the scheme has grown, and more and more contractors are choosing to use the system for their local authority contracts, in their ancillary businesses and more.

What to Expect

You can see the new logo below. This logo now replaces the old logo across the entire system, across our social media, websites and the Passport smartcards themselves.

The New Logo:

Highways
passport

The System:



The Physical Smartcard:



The Virtual Smartcard:



What Using Passport Really Means

**Teresa Moss, Highways Passport Lead,
National Highways.**

With over 30,000 workers and 750+ companies all using Passport, the system now hosts a large chunk of the highways workforce.

Its growth doesn't look to be slowing down either. Month by month, Passport gains more momentum. By now, the chances are your organisation is already using Passport and that you have plenty of workers on the system.

But, now that you've paid for the subscriptions, are you getting maximum value out of Passport?

To get more from the system, you need to embed it. Once your workforce are using it on site, it will help you drive efficiency, improve site safety, reduce risk to your organisation, save money and help you invest in the sustainability of your supply chain.

So if your organisation has signed up to Passport but doesn't have a plan in place to start reaping the benefits – read on. This is your guide to getting the most from the system.



Safer Sites



Greater Efficiency



Reduced Risk



Cost Savings



Swiping Cards

By now, every worker in your organisation should have their very own Highways Passport (if not, [click here for a 'getting started' guide](#)). They carry this card with them as they travel across the supply chain and it can be scanned via a QR code or an NFC chip to surface their record.

You have two options for scanning workers' cards and it isn't an either-or decision - you can use both.

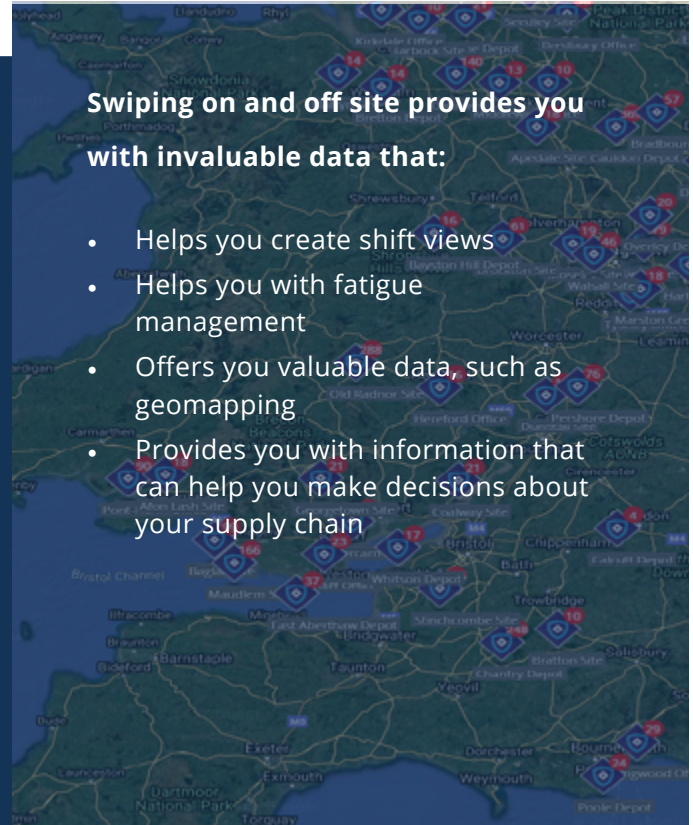
Option 1: Swiping on and off Site

This means that a supervisor scans a worker's card to check their record and ensure they have the authority to work. It's straightforward and only takes seconds.

Swiping on and off site is often the best choice as it offers the most benefits. It means you can be sure that every worker entering your site has the competencies they need to work safely, as well as the right inductions and toolbox talks. This helps protect both your workers and your organisation.

Swiping on and off site provides you with invaluable data that:

- Helps you create shift views
- Helps you with fatigue management
- Offers you valuable data, such as geomapping
- Provides you with information that can help you make decisions about your supply chain



Option 2: Spot Checking Cards

Spot checks are the exact same process as swiping on and off site, but rather than scanning a worker's Passport upon entry and exit, it's scanned at the point of need. This means that a supervisor scans a worker's card to check they're qualified for a specific task or to use specific equipment.

Getting Started with Swiping

Once all your workers have cards, swiping is an incredibly straightforward process. The key is clear communication – make sure everyone is aware of how you plan to use Passport on your sites.

It can be helpful to start with spot-checking whilst everyone gets used to the tool and to then progress to swiping on and off site after a few weeks.

Trust the Card

Passport offers your organisation economies of scale that aren't possible for any individual company.

Given that much of the UK highways workforce is shared across the supply chain and that workers often travel freely between contractors and projects, it makes sense for the entire supply chain to use a shared database.

Operating like this means your organisation can remove the need for duplicated training on your sites and projects.

Site and Project Level Inductions and the Highways Common Induction (HCI)

The HCI is an online course that takes approximately two hours to complete. It covers key messages from National Highways and the general risks faced by workers when working on the strategic road network. This means workers then only need to have a site-specific induction.

By requiring a Highways Passport, organisations can remove the content covered in the HCI and instead cover only the content that is relevant to that site or project and not covered in the HCI.

Toolbox Talks

Many companies deliver Toolbox Talks like Slips, Trips and Falls to every worker starting on a site or project. Without Passport, this is easier than checking that worker's record to see if they have already received that Toolbox Talk or not.

With Passport, it's now easier than ever to check what training a worker has had. What's more, the system logs that you have checked the worker's record – giving you evidence you have done your due diligence.

This means all you need to do is include any site-specific information in the site induction. In turn, you can deliver new content and further train your workforce, allowing you to cover new information - like mental health - rather than repeat the same training again and again.

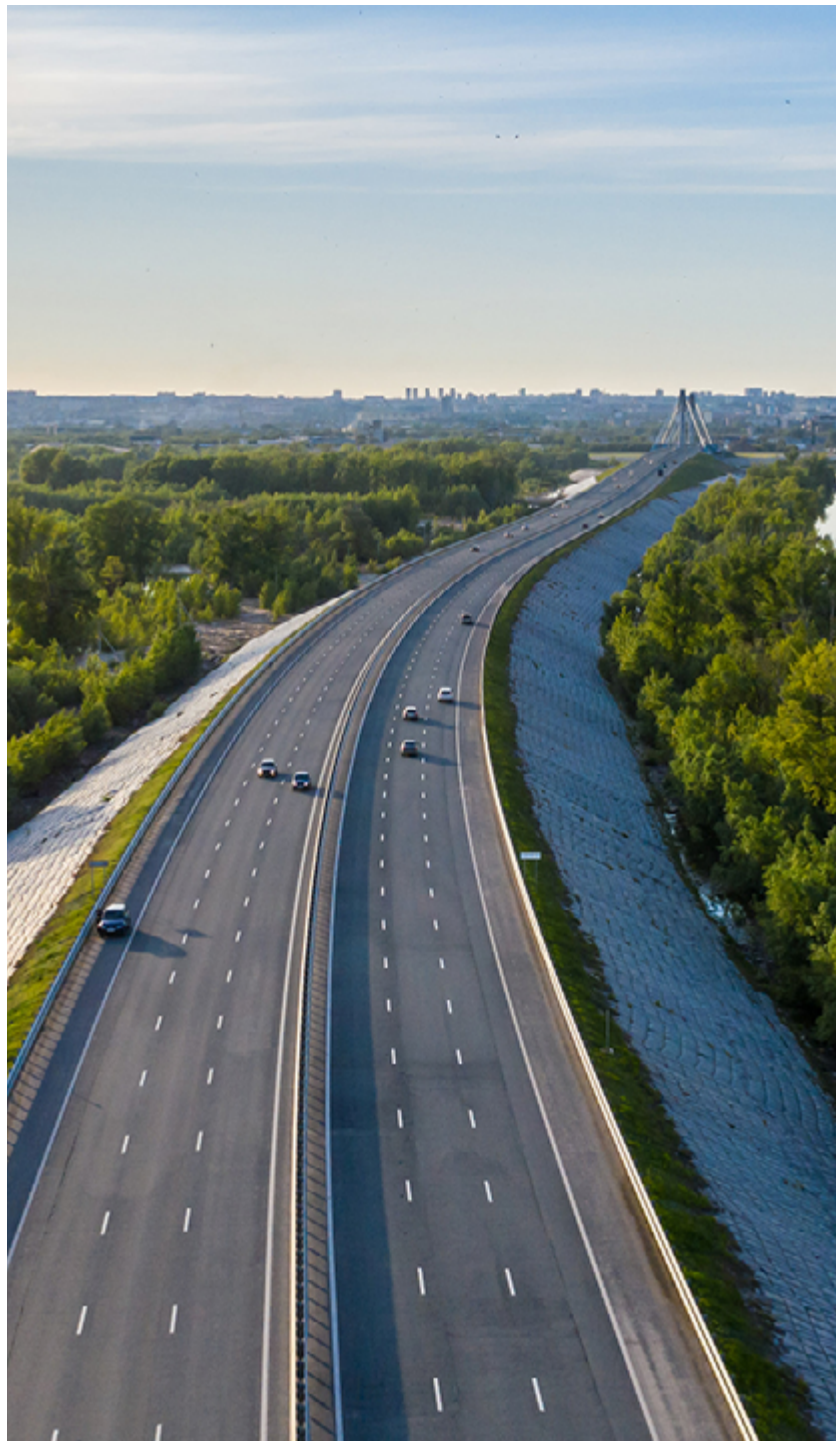
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These two steps are helping organisations across the highways supply chain get the most from Passport. One of the perks of the Passport scheme is that the more other organisations start using it, the more value it offers your organisation.

This advantage means that you'll get more value from the system over time without needing to put in more work. You can cut costs, improve efficiency, and better train your workers. Add to that, it will help you improve site safety, improve the quality of your work and improve the sustainability of your supply chain.

It really is a win-win situation. If you want to get started but would appreciate some help, contact the Mitie helpdesk:

he.validate@mitie.com



Passport Means:

- . Safer Sites
- . Greater Efficiency
- . Major Cost Savings
- . Reduced Risk
- . Workforce Sustainability.

Speak to us at Highways UK:

Get in touch with us using this email:

Jack.Boon@referencepoint.co.uk

Useful Links:

- <https://www.highwayssafetyhub.com/Passport-scheme.html>
- highwaysPassport.co.uk
- <https://highwaysPassport.co.uk/resources/frequently-asked-questions/>
- <https://highwaysPassport.co.uk/resources/how-to-use-Passport/>



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