

## 1. Purpose and Scope

The purpose of this document is to define the minimum expectations around the use of the Passport System for all organisations who choose to adopt the Passport Scheme on a Highways England funded project or contract.

This document is not designed to detail the core processes associated with the administration of the scheme and does not currently cover the expectations associated with the online Highways England Common Induction (HCI), expectations for individual card holders and associated competence interventions. Nor does it detail the full scope of the Passport system (software) available for contractors to use or the cost and subscription arrangements. There is further information available on the Induction, the costs of cards and induction etc. on the Passport portal – see this link for further information:

<https://highwayspassport.co.uk/resources/frequently-asked-questions/>

This document details **the minimum expectations for contractors** using the system.

## 2. Definitions and Notes

### Primary Employer

As part of a worker's eligibility for authority to work in Passport, they must have a current (primary) employer. Generally, the primary employer should be the organisation who pays the worker's wage and is also the organisation responsible for paying the annual Passport system fee. The primary employer has full record creation and edit rights on a worker record. It is under the primary employer's control whether a worker can be sponsored or have secondary employment.

### Secondary Employer

There is a "Share Employment" flag on a worker's record that enables the worker's primary employer to allow up to two secondary employers for a worker (this is useful for example where the worker's employment is through labour only agencies).

NB: ONLY the Primary Employer has full edit rights and this status only changes if the worker's primary employment is transferred to one of the shared (secondary) employers. Secondary employers are only allowed the following edit functions on the worker record of their secondary employees:

- Awarding competencies
- Assigning allocated items
- Adding the worker to a crew

### A Worker

References to a Worker, Individual or Employee relates to an individual card holder of the Passport scheme, regardless of their employment status.

### Sponsorship

It is under the primary employer's control whether a worker can be sponsored. If this flag is set on a worker's record, then another employer acting as sponsor can assume this important role. In order to access a worker record to sponsor, the sponsoring company would have been provided with the worker's unique Passport number, surname and date of birth by the worker's employer. The sponsor can then take over all "primary employer" roles on the record and has full access and edit rights, including subscription payment and card requests. Sponsors can terminate a sponsorship arrangement at any time by logging a

sponsorship end date on the worker's record. The primary employer can also remove sponsorship privileges from a worker's record and resume full responsibility themselves.

### **Association**

Companies that do not employ or sponsor a worker may still associate with a cardholder. This enables associating companies (i.e. employers) to view key elements of a cardholder record affecting the worker's authority to work but without edit rights over the worker record (the only exception is the award of employer-specific competencies to associated workers). It is possible to associate with a cardholder without the worker having swiped into a site, which makes association valuable especially when forward planning or creating work crews in advance. To associate with a cardholder, logged in employer users must have been supplied with the individual's unique Passport number, surname and date of birth by the cardholder's sponsor or employer.

### **Crews**

Employers - when acting as a Contractor in Charge for a project or site - can create crews. This function enables employed, sponsored or associated workers to be placed in a crew (and provides a useful way to arrange teams – especially in advance of work start). Crews, once created, are visible to project or site managers without the need for any cardholder to be already swiped in on the project/ site.

### **Visitor**

A visitor to a contract or project is defined as anybody who requires access to the work location where passport scheme rules apply but will not be undertaking any physical work activity other than observing or inspecting work activity. These individuals should be issued with a Passport Visitor Permit. Please note that a maximum of 10 Visitor Permits can be issued in any 12 month rolling period. Any "visitor" carrying out more than 10 site visits in this time period will require a Passport.

## **3. Roles and Responsibilities**

### **Primary Employer / Sponsor**

The Primary Employer / Sponsor is responsible for the following, regardless of whether they have delegated some of the responsibilities to secondary employers.

- Undertaking check's of an individuals' suitability to work on the Strategic Road Network prior to engaging in a Contract of Employment / Sponsorship arrangement
- Provide a worker with a valid Passport Smart Card
- Ensure the card holder completes the Highways Common Induction where required by the Project or Contract taking account of any derogation periods allowed
- Populating and maintaining all competency records for individuals as required by the Passport System (see section 8 below)
- Ongoing training and assessment to ensure competence at required intervals

### **Individual Cardholder / Employee**

All workers with a valid subscription are issued with a physical smart card upon request by their employer. Alongside this, employers can also issue a virtual smart card immediately, which workers can store in a secure wallet on their own smartphone. The Individual shall present their Passport record (Physical Smart Card or virtual card) for checking at any time

whilst working on the Strategic Road Network. The individual will co-operate with their Primary Employer to keep the personal information held in the Passport Scheme Database up to date. Individuals can access their personal records held on the Passport Scheme Database through the Mi Validate System.

An individual is to notify their Primary Employer if their Passport Smart Card is ever lost, stolen or damaged.

### **Highways England**

Highways England's role is to endorse the full implementation of the Passport scheme as a means to evidence training and competence. It is a commitment within the Home Safe and Well Plan and sets a clear expectation for those working with Highways England delivering works on the Strategic Road Network.

### **Supply Chain Safety Leadership Group**

The SCSLG role is to sponsor the system when used on the Highways England Network and provide the strategic direction of the Passport Scheme as it matures. The Supply Chain Leadership Group have published a Common Intent document for the Highways Passport Scheme and the Highways Safety Hub have released an updated Raising the Bar Standard for site inductions, which can be viewed here:

<https://www.highwaysafetyhub.com/passport-scheme.html>

### **Passport Steering Group**

The Passport Steering Group is made up of volunteers from Highways England's Supply Chain whose role is to develop the scheme as a whole and to present a steer to the SCSLG on how the group wishes to use and take forward elements of the system and the Highways Common Induction, and to develop a series of case studies to share with others lessons learned around efficiency savings, compliance benefits and other improvements.

### **An Organisation's Passport Scheme Administrator**

The Passport Scheme Administrator is responsible for maintaining all records on behalf of their respective organisation through the Passport Scheme Database.

### **Mitie / Mitec Helpdesk**

Mitie is a strategic partner to Government and a leader in innovation and their role in the Highways Passport Scheme is to administer the scheme. Any new company wanting to use Passport for the first time will need to set up a company account directly with Mitie. Mitie will provide administrator logins and arrange for attendance at an online Passport web briefing session to get things started. Going forwards the Mitie Helpdesk can help with any queries on guidance around onboarding company workers. Email and phone contacts are available here:

<https://highwaypassport.co.uk/about-us/>

### **Reference Point**

Founded over 20 years ago, Reference Point is an award-winning, international provider of technology solutions focused around active workforces to help ensure people are trained and qualified for the jobs they do and can work safely and effectively together. Reference Point's role in the Highways Passport is to provide the platform and store the data.

Reference Point's SkillGuard system (Passport is a rebranded version, supported by Mitie Validate): their web applications, database, smartcards and apps that work together to

surface and record essential information wherever and whenever it is needed, with particular emphasis on delivering informed, real-time “authority to work” to safeguard workers are used by many other major clients including Network Rail, Transport for London and HS2 (all delivered in partnership with Mitie), as well as the Australasian Railway Association, Thames Water and Tarmac. In addition, Reference Point is the technology partner for the CSCS (Construction Skills Certification Scheme) Go Smart ecosystem, which is the UK’s largest industry smartcard scheme.

Reference Point can help contractors with other functional aspects of the Passport system outside of competence such as swipe in and out.

#### **4. Note on MAPPA cards – Motorway Pass**

A Passport card with a valid HCI recorded on it will be considered equivalent to a MAPPA card allowing those relevant individuals to stop on the hard shoulder where required for a maximum of 15 minutes.

For those contractors and personnel who do not hold a Passport, but who are required to undertake short stay stops on live motorways, they will need to obtain a MAPPA card in the normal way.

#### **5. Employing / Sponsoring Expectations**

To hold a valid record on Passport all workers must have a primary employer. It is also possible for a worker to have a sponsor as well, but this is under control of the primary employer. Each organisation signed up to Passport are to ensure that when an employee leaves their employment, their leave date is entered on the system to “de-employ” them and where applicable “de-sponsor”.

NOTE: The Primary Employer must act upon Individuals request for de-employment / de-sponsorship. Where an employer refuses for any reason then the worker has the ability to contact the Mitec Helpdesk who will remove the worker from the employer’s database.

#### **6. Who needs to be registered on the Passport Scheme (Minimum Requirements)?**

Where an organisation has adopted the Passport Scheme, below is the minimum (default) position on which trades need an active subscribed Passport record and smart card and will be required to undertake the Highways Common Induction.

Anybody working under the control of a Principal Contractor for a Highways England funded project or contract (online and offline) and would normally receive a project or contract induction in accordance with CDM 2015. E.g. Their job role requires access to the construction site

This includes, but is not limited to the following roles and trades

- All operatives (including CWF Contractors, Subcontractors and Agency / freelance employees)
- Supervisors
- Managers
- Contract Managers
- Health and Safety, Environment Managers / Advisors
- Road Sweeper, Water Jetter & Gully sucker Operator
- Scaffolders
- Asbestos Removal Operatives
- Bricklaying & Stonemasons
- Carpentry, Joinery, Formwork & Timber Frame
- Concrete work, Steel fixers

- Technology Engineers, Electrician, National Roads Technology Service workers
- Demolition & Reclamation
- Groundworks Inc. Drain laying, Kerbs & Paving
- Landscaping, Arboriculture
- Piling
- Plant Operators
- Scaffolding, tower erection, temp works etc.
- Surveyors
- Pavement, pavers, planers, material testing etc.
- Traffic Management
- Permanent and Temporary Vehicle Restraint installers
- Road Marking and Surface Treatment
- On Site cleaners
- Gate men and banks men

#### 7. Current exemptions from holding a Passport Card (Minimum Requirements)?

Those currently\* identified as being exempt from both holding a Passport Card and undertaking the Highways Common Induction are as follows;

##### **Deliveries**

Delivery Drivers of material such as stone, aggregate or concrete who only visit site to off load material and leave site and currently only receive a shorter 'Delivery Driver' induction as required by Raising the Bar 23. In time the Highways England Passport Scheme Steering Group will be working to bring this demographic in scope.

##### **Fitters / Maintenance Personnel**

Maintenance Personnel such as hydraulic hose fitters who require emergency access to the network because it is unsafe to recover a broken-down item of plant back to the compound are currently excluded from undertaking the Highways Common Induction and often it is impractical to provide them with the full project induction.

##### **Recovery Operations**

Recovery Drivers working as part of the national recovery contract, currently being delivered by FMG support via a national network of recovery operators, which is used by traffic officers when removing vehicles on a statutory basis, are currently exempt from holding a passport card. This may not apply to recovery drivers who provide recovery service for major project or asset delivery schemes under the control of a principal contractor as they may require this as part of their site rules.

##### **Utility Companies / Statutory Undertakers**

Statutory Undertakers working on behalf of the various companies and agencies with legal rights to access their services and property to carry out certain development and highways works such as utilities and telecoms companies or nationalised companies such as Network Rail who may need access to the SRN to maintain Rail Bridges are exempt from holding a Highways England Passport and undertaking the HCI. This is the default position unless the Principal Contractor defines other arrangements.

##### **Escorted Visitors**

From time to time individuals from outside the contract or project team may wish to visit the works being undertaken on the Project / Scheme to observe or inspect work activity such as Highways England Personnel, offsite designers, Certification Body Auditors or

Members of Parliament. A visitor to a contract or project is defined as anybody who requires access to the work location but will not be undertaking any physical work activity other than observing or inspecting work activity. These individuals should be issued with a Highways England Passport Visitor Permit, as the system automatically tracks the number of times they visit each site, and visitors must also be escorted by a member of the project team at all times. A limit of 10 times a year has been set to ensure this system isn't abused and because anybody who visits a project or scheme work site more than 10 times per year should ideally hold a Passport record, subscription and smart card and have completed the Highways Common Induction.

Anyone who is just visiting a Highways England Office, Supply Chain Office, Major Project Site Office or Motorway Maintenance Compound and not going on to the construction site or Strategic Road Network do not require a Highways England Passport or HCI or a temporary visitor permit.

#### **Highways England Traffic Officers**

Traffic Officers do not require a Passport card or to undertake the HCI even if they are required to enter traffic management for any reason.

#### **Tunnelling**

Operatives undertaking tunnelling works are currently exempt from holding a passport card due to the limited amount of tunnelling work required in RIS2 confining the trade to two projects. It is still recommended that the tunnelling operatives undertake the HCI so that they have a basic understanding of Highways England rules however this decision will be left to the appointed PC on the two tunnelling projects.

#### **Security Personnel**

Security Guards who provide security provision on site compounds or maintenance compounds do not require a Highways England Passport or HCI or a temporary visitor permit.

#### **Winter Maintenance (Gritter Drivers)**

Contingent workers who are only engaged by maintenance providers to help support the winter maintenance provision and are only driving a gritter do not need a Highways England Passport or HCI or a temporary visitor permit.

#### **Pre-Construction Phase**

The default position is that the passport scheme is not a requirement during the preconstruction phase. This includes anyone working outside of the construction phase such as GI surveying works, ecology, Archaeology etc do not require a passport card or to undertake the HCI. However, the organisation in charge of the work may wish to mandate this.

**\*Please note this is the current position however work is ongoing to bring some of the exempted trades back in scope.**

Employer organisations are of course welcome to register their workers to the system so that their workers have Passport records, subscriptions and smart cards etc.

Principal Contractors may also decide to include some of the above exempted trades in their site rules so please engage with the relevant Principal Contractor before turning up on site.

### Designers

Where designers are not involved in any site works but work in a design office or office compound only there is no requirement for a Highways Passport or HCI.

**\*Please note that those design organisations undertaking assurance or Technical Advisor roles or supporting projects through the construction phase who do undertake regular site visits may be required by the relevant Principal Contractor to hold a Passport and HCI.**

### 8. Minimum functionality to be used on the system

The Passport System is a comprehensive competency management system with a lot of functionality but in order to ensure a base consistency in the initial period of the scheme there are a few minimum requirements expected of the system functionality by certain roles.

- **Employers** are to create and maintain their eligible worker records including payment of subscriptions and requesting a physical smartcard for each worker and to ensure the minimum competency requirements recorded on the system (in accordance with section 8 below) are accurate and up to date.
- **Principal Contractors** are expected to use the Passport card to validate workers competence at induction
- **Employer / Principal Contractors Supervisors** are expected to regularly spot check the passport card to ensure each worker has the valid competencies for the activity they are doing
- **Employer / Principal Contractors** are to ensure visitor permits are issued to those defined as visitors

This is the absolute minimum expected however organisations are encouraged to utilise as much of the functionality as desired with an aim of feeding back any comments to the steering group for inclusion into the scheme rules.

### 9. Minimum Competency Requirements to be recorded onto the Passport System

Organisations are entitled to add as many 'competencies' as they wish especially employer based and site awarded competencies such as toolbox talks and briefings. However, the minimum requirements that must be recorded on the system are listed below. For these core competencies evidence of completion for each award is required to be uploaded on to the Passport system. A certificate or scanned in card are acceptable pieces of evidence.

- Highways Common Induction (automatically added after completion of the online induction)
- Base competency e.g. CSCS, CPCS, LANTRA, Sector Scheme etc for the activity the worker is engaged to do
- SMSTS, SSSTS etc for those appointed as a Supervisor
- Site Specific or Contract Specific Induction too
- First Aid Certificate for those identified as a nominated first aiders by the employer

### 10. Functionality of the system not yet to be used

Until the Passport Steering Group develops the collective rules, the following functionality within the system will not be utilised.

- Recording of Occupational Health Data
- Recording of Drug and Alcohol Data
- The ability to suspend a worker's card
- Work Restrictions

Much of this functionality requires separate logins by approved Occupational Health Providers and all will require a review of the system Data Protection Impact Assessment before this functionality can be used.

#### **11. Where to get more information.**

For further information on the Highways England Passport Scheme:

E-mail: [HEPassport@Highwaysengland.co.uk](mailto:HEPassport@Highwaysengland.co.uk)

Or visit the Highways Safety Hub.

For further information on the Passport software:

<https://highwayspassport.co.uk/>

**Appendix A: Passport Headline Functionality**

Key:

1. Minimum (please use as this is a Minimum Requirement)
2. Optional (please use if you would like to)
3. Do not use (please do not use yet)

Headline Passport Functions	Function Key
Employers create and maintain their eligible worker records including payment of subscriptions and requesting a physical smartcard for each worker.	Minimum
Employers may also request a virtual card for the worker (very popular with workforces)	Optional
Employers award key competencies to their workers: Highways Common Induction; Base competencies such as CSCS, CPCs, Lantra and – for supervisors – SMSTS, SSSTs etc	Minimum
Employers award other competencies to worker records including employer competencies	Optional
Employers add and award site-based events like toolbox talks and briefings to workers including via mobile apps on site	Optional
Employers may assign job roles to workers and also search worker records for best fit	Optional
Employers acting as Principal Contractors to spot check workers’ cards to validate workers at induction	Minimum
Supervisors on site to spot check workers’ cards at the start of shift to ensure worker has the valid competencies to work	Minimum
Employers/ Principal Contractors add and award site-based events like toolbox talks and briefings to workers including via mobile apps on site	Optional
Principal contractors to issue visitor permits to those defined as visitors to site	Minimum
Principal Contractor defines “requirement for entry to their site (e.g. HCI = mandatory), which means Passport app automatically checks for this when workers’ cards swiped in	Optional
Supervisors swipe workers in and out (not just spot check) which will confirm hours worked and provide baseline fatigue data	Optional
Monitor and manage forthcoming expiries (e.g. competencies, subscriptions etc)	Optional
Comprehensive card check and swipe analysis provides full breakdown on site activity	Optional
Run both ad hoc and pre-defined reports (reports also exportable)	Optional
Ability to associate with workers employed by other companies and create crews in advance of work start	Optional
Allocated items	Optional
<b><i>The following functionality within the system is not to be used until the Steering Group develops the collective rules</i></b>	
Recording of Occupational Health Data	Do Not Use
Recording of Drug and Alcohol Data	Do Not Use
The ability to suspend a worker’s card	Do Not Use
Work restrictions	Do Not Use