



## HE Passport Steering Board Update: August 2019

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Highways England is committed to delivering the corporate level plan to support the Home Safe and Well aim by 2040;

“No one should be harmed when travelling or working on the strategic road network” this includes a specific action to:

- Develop a common structure for inductions and a means for providing evidence of training of our supply chain via the Highways England Passport Scheme.

This builds on the Health and Safety 5-year plan action (38) to “Develop a Highways England competency or Passport Scheme which all those working on the network must complete on a regular basis to ensure maintenance of skills”.

The scheme has 2 main parts:

1. HE Passport Scheme, a single database across the Highways England supply chain (Operations and Major projects), accessible by all applicable license holders with the ability to; record training, inductions, briefings, notify supervisors of training and competence expiry dates, data sharing and data migration on individuals moving between Construction Service Providers that can be read by a variety of mobile or fixed access card readers (e.g. QR code, NFC);
2. The Highways Common Induction (HCI), providing the necessary skills to work safely, by providing a baseline understanding of the common hazards on the Highways England network. Therefore reducing the induction process repeated on every project by removing the content that is common to all sites.

### **“16,426 HE Passport Scheme Cards Issued to Date”**

We thank those of you who have engaged with us to provide constructive feedback on the HE Passport Scheme and HCI to date.

### **“479 Suppliers Currently Engaged with the Scheme”**

The HE Passport Steering Board, supported by the Steering Group/Working Groups is in the process of reviewing the feedback from the proof of concept stage to finalise the requirements of the HE Passport Scheme and HCI from the 1<sup>st</sup> November 2019 to its full implementation.

The HE Passport Scheme is not currently mandated by Highways England, but it is our intention that the Scheme is recognised as best practice for any one working on Highways England’s network delivering a common structure for inductions and a means for providing evidence of training of the supply chain.



The HE Passport Steering Board has formed six working groups to drive the development and full implementation of the HE Passport Scheme and HCI:

- 1. Highways Common Induction (HCI)**  
HE Passport Steering Board Lead:  
Tracey Collins  
[Tracey.Lucas@kier.co.uk](mailto:Tracey.Lucas@kier.co.uk)

Review the current approach to the Highways Common Induction ensuring that it provides a baseline understanding of the common hazards on the Highways England network.
- 2. Passport/Smartcards**  
HE Passport Steering Board Lead:  
David Foster  
[david.foster@carnellgroup.co.uk](mailto:david.foster@carnellgroup.co.uk)

Review the current approach to the use of the HE Passport Card ensuring that it provides the most effective solution whilst defining who needs a passport to work on the Network.
- 3. Database/Records**  
HE Passport Steering Board Lead:  
Liz Braithwaite  
[liz.braithwaite@skanska.co.uk](mailto:liz.braithwaite@skanska.co.uk)

Review the requirements of the database to ensure the chosen system provides the ability to visibly manage competencies at site level, data sharing and data migration between Highways England supply chain.
- 4. Terms of Reference & Governance**  
HE Passport Steering Board Lead:  
Mark Bridges  
[mark.bridges@gallifordtry.co.uk](mailto:mark.bridges@gallifordtry.co.uk)

Review the rules and governance around the operation of the HE Passport Steering Board and document the rules and expectations around the Scheme, creating clear unambiguous guidance around employer sponsorship, visitor permitting and swiping in and out.
- 5. Communications**  
HE Passport Steering Board Lead:  
Nicola Richardson  
[nicola.richardson@aggregate.com](mailto:nicola.richardson@aggregate.com)

Develop and implement a communications strategy to engage with the supply chain and communicate effectively with all stakeholders regarding the HE Passport Scheme and HCI.
- 6. HE Internal Group**  
HE Passport Steering Board Lead:  
Angelica Rice  
[Angelica.Rice@highwaysengland.co.uk](mailto:Angelica.Rice@highwaysengland.co.uk)

Define the rules around the HE passport and HCI for HE employees, making the information and processes clear/available for everyone. This group also has the task to make sure all the correct procurement processes for a government organisation are followed accordingly.

It is our intention to get around the country to the various community meetings taking place each month, to enable us to engage with Highways England delivery teams and the supply chain community. Please feel free to contact us ([HEPassport@highwaysengland.co.uk](mailto:HEPassport@highwaysengland.co.uk)) to discuss any meetings you have arranged in your communities or events that you are planning to allow us to spread the word of the HE Passport Scheme and listen to your feedback.

This is the first update from the HE Passport Steering Board; it is our intention to provide an update each month on the progress of the working groups and further details around the full implementation of the HE Passport Scheme/HCI. If you have any questions/feedback please feel free to make contact ([HEPassport@highwaysengland.co.uk](mailto:HEPassport@highwaysengland.co.uk)).