

HE Passport Scheme

Update June 1st, 2020

Highways England and the Supply Chain Safety Leadership Group (SCSLG) have agreed to endorse the Highways England Passport Scheme as best practice. The system is now recognised to evidence training and competence throughout the supply chain. The Passport system was previously run as a proof of concept which ended on May 31st, 2020. From June 1st, a range of preparation and transition activities need to commence, leading to full implementation by October 1st.

The Highways England Passport Scheme's aim is to set a common standard for all workers across the supply chain who work on Highways England sites. The Passport aims to simplify the method of gaining access to sites by providing a personalised smart card. It will make it simpler for staff to transfer between sites and for companies to verify that the people who work for them have the training, qualifications and competencies to work on any site.

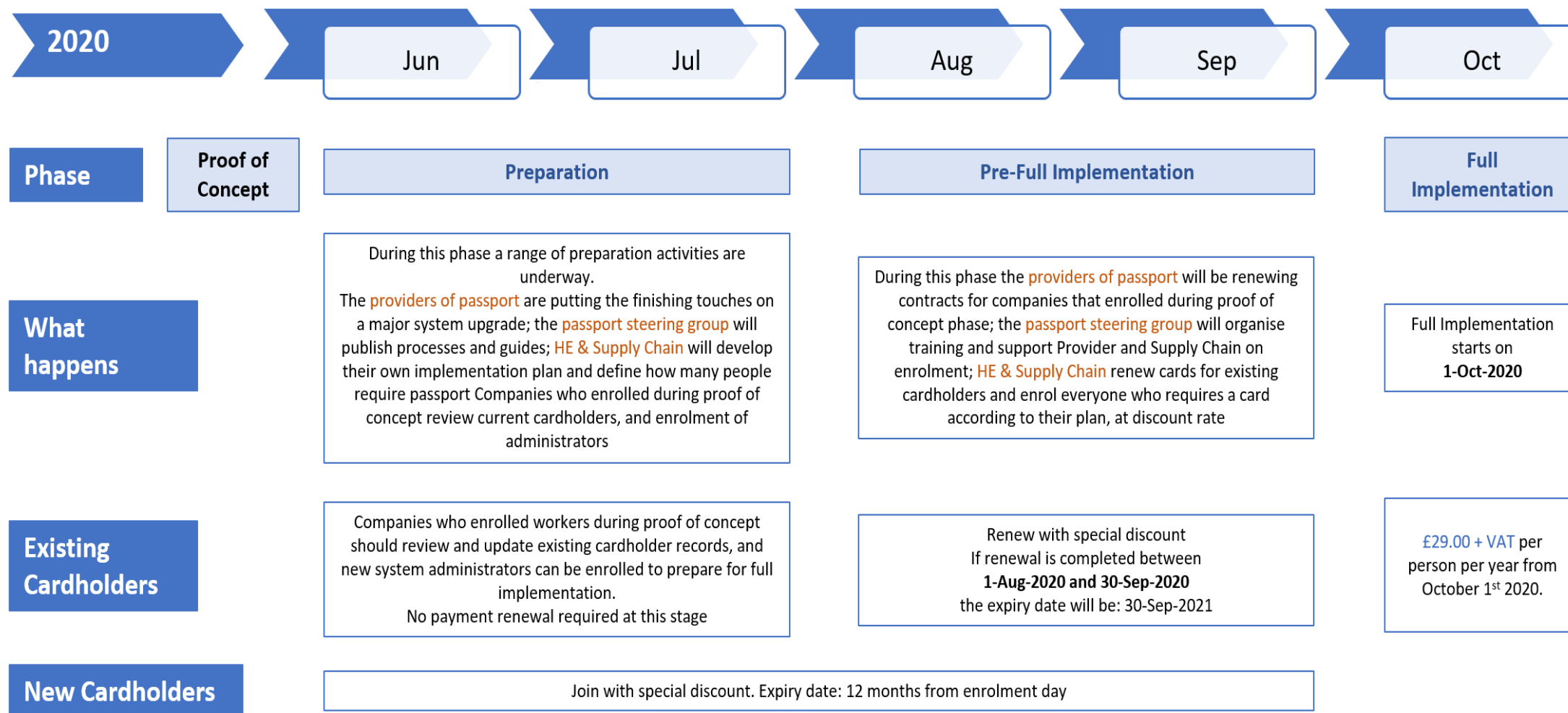
There is a single annual cost of £29 for Passport which applies to every active worker record on the system. This has been discounted to £25 for all purchases until 30th September 2020. There is no other subscription cost – the annual charge per worker covers the system's usage. The technology and support services are provided by Reference Point and Mitie.



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System/Cards Implementation Plan

Following Supply Chain Safety Leadership Group and Highways England Executive Safety Committee endorsement, we are preparing to move the Scheme from the proof of concept phase to the full implementation phase



Special discount of £4 (Total to be paid for Y1 £25.00 + VAT per person)

*Discount valid for 1st year only; Full payment to be completed within terms and conditions

Details about Highways Common Induction will be sent out soon



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

Preparation - June and July 2020:

- **What Happens:** During this phase a range of preparation activities will be required by you to ensure systems are correct.
- A major system upgrade will take place on August 1st, any companies using Passport will also be offered the opportunity to learn about the exciting new functionality that will be available. Users familiar with the existing Passport system will easily find their way around but there are many new features, so Mitie will be running a series of online sessions to demonstrate these.
- **Existing Cardholders with some/ all Highways workers already on Passport:** During June and July, you may continue to **ADD** new workers to the system as needed. You should also take this time to do some housekeeping on the worker records you sponsor – ending sponsor or employment relationships with any workers that you no longer handle, as well as taking the opportunity to update your active worker records with the individual's unique e-mail or mobile phone number (as these will be very useful once implementation is underway). You will also be contacted by Mitie as some small changes are needed around the contract (as the upgraded system will be hosted in Microsoft Azure). At this stage there is no need for you to do any other preparation.
- **New Cardholders wanting to start using Passport:** Contact Mitie to get set up. E-mail: he.validate@mitie.com or call 0330 726 0225). For each worker record added before October 2020 you will be charged the discounted rate for their first year's subscription of £25 + VAT.

Pre-full implementation - August and September 2020

- **During this phase:** Right at the start of this phase (August 1st/2nd) there will be a major upgrade to the Passport system which will provide a range of powerful new features ready for industry to make full use of in the coming months. The upgrade will be handled by Reference Point (who provide all the technology) and Mitie (who support and train on the system). Companies don't need to do anything to prepare for this other than look out for opportunities to attend an online training/ briefing session (if they haven't already done this).
- **Existing Cardholders with some/ all Highways workers already on Passport:** During August and September, you need to renew annual subscriptions for any worker records added before October 1st, 2019. Regardless of when these worker records were added to Passport, as part of the upgrade process these records will be migrated with an extended validity period up to midnight on 30th September to give you time to renew their annual subscriptions (at the discounted price of £25 + VAT).
We advise companies to login and start using the new system functionality (such as online payment) to renew subscriptions for all workers that you want to continue to handle. As all older worker subscriptions are set with a September 30th expiry date, when you renew this date will extend for a further year, so there is NO BENEFIT in delaying renewing the subscription.
E.g. Worker expiry 30th September 2020.
Company A renews on August 1st. Worker now has a subscription until 30th September 2021.
Company B renews on September 30th. Worker now has a subscription until 30th September 2021.
Failure to renew by end of September 2020 will render these records inaccessible to your company.

NB: worker records that are added AFTER October 1st, 2019 will expire a year after they were added. So, if a worker was added on Dec 15th, 2019 this is the date when their new subscription needs to be paid for (making it valid for another year until Dec 15th, 2021).

New Companies wanting to start using Passport: Contact Mitie to get set up. E-mail: he.validate@mitie.com or call 0330 726 0225). For each worker record added you will be charged the discounted rate for their first year's subscription of £25 + VAT.

Full implementation - October 2020 onwards

This is now the full implementation period. We will continue to carry out a programme of engagement and communication to ensure the passport requirements and needs are understood at all levels within the supply chain.

At this stage the discounted subscription rate has ended and will be replaced by the standard annual worker subscription charge of £29 + VAT.

If you have any questions/feedback please feel free to make contact HEPassport@highwaysengland.co.uk