

Dear All,

This is the last of our e-mail communications before the full implementation phase of Passport begins. **You have just two days left to renew or subscribe at the discounted rate.**

Some contractors have been asking about Highways England's involvement and support on Passport. Here is a message from Mark Byard, HSW Director Highways England, Phil Clifton, Chair of Supply Chain Safety Leadership Group and Director for Balfour Beatty and just one of the many contractors signed up to the scheme – Nick Holt Director from WJ Ltd. <https://www.gov.uk/government/news/passport-to-safety-open-to-all-suppliers-large-and-small>

The Passport solution has been developed due to the strong desire of the Supply Chain to introduce a shared platform between employers and contractors, to improve safety awareness when working on the Highways England network. The Passport provides a single transferable record for each cardholder. As individuals move between organisations and across supply chains, their record travels with them, meaning that all their qualifications, skills, training and other details affecting their authority to work are available to you. Not only is this faster, but it ensures that you don't waste time and money on unnecessary repeat training. You will also have visibility of your cardholders who have completed the Highways England Common Induction (HCI), avoiding having to go through the process again. Highways England strongly endorses Passport and whilst it has not mandated Passport, it encourages the supply chain to adopt Passport *and will be specified* in contracts upon award of contract encouraging the supply chain to sign up to the Passport scheme within 6 months.

The many benefits of implementing Passport are fully understood and supported by **both** the Supply Chain Safety Leadership Group and Highways England. Highways England is also actively involved in its promotion and take-up together with the Supply Chain Leadership Group and is firmly behind its implementation for all projects which use it. Example of Projects which have already confirmed their implementation of Passport include– Motorway Alliance, RDP M56, M42 J6 scheme, A4208 Blackcat roundabout on A1.

As most people will know, Passport was run initially as a two-year proof of concept which started late in 2017 and a single charge for the POC was clearly communicated to all participants. Finalising terms for the new commercial arrangement took longer than expected so the suppliers of Passport (Mitie and Reference Point) ran the system free of charge until the new commercial arrangement was in place which has now been agreed until 2024.

For those worker records added during the previous proof of concept phase, the majority of these must be renewed before October 1st to remain valid. So for those companies who have not yet renewed these subscriptions, here's a reminder, as there isn't much time left to take advantage of the discounted price (ends 30th September).

Annual Subscription Renewals – due by October 1st 2020

For those worker records added during the previous proof of concept phase, the majority of these must be renewed before October 1st to remain valid. Any worker subscription that is due on 1st October can be renewed before this date at a rate of £25 (instead of the usual £29) - and this subscription will be valid until September 30th 2021. **Please do NOT delay these subscription renewals. Log in and simply check your worker records by clicking on the “Forthcoming Worker Subscriptions” shortcut on your user dashboard.** Do make sure you renew subscriptions for all the workers you want to continue managing by September 30th. **The annual charge will increase to £29 on 1st October for**

any renewal or new worker record added from that date. There are no exemptions to this charge.

Administrator Training

Our training//webinar sessions for **Passport system administrators** have been very well-received. To date we have trained over 400 users and more booked to attend training sessions into next month.

There are more sessions being run on the below dates with available space:

Wednesday 30th September at 1pm

Thursday 1st October at 1pm

Wednesday 7th October at 1pm

Thursday 8th October at 1pm

Wednesday 14th October at 1pm

Thursday 15th October at 1pm

Wednesday 21st October at 1pm

If you haven't already reserved your place, please do book by sending an email to he.validate@mitie.com (requests will not be accepted by phone) and needs to include the following information: Name, Company and Position. Users should note that Mitie will be using Microsoft Teams to conduct training. As well as learning about the new functionality, you will also have the opportunity to ask questions webinar-style.

Mitie's "Question of the week"

Each week we are going to answer one of the more common questions received by the Mitie Helpdesk.

Question – As a company, why do we need a primary contact and what is the difference between a primary contact and administrator.

Answer – We need one nominated person to take the role of being the Primary Contact on the Validate (Passport) system. The Primary Contact receives our updates and renewals reminders. The Primary Contact will also receive any e-mail requests for data corrections from workers accessing their record on miValidate. It is therefore essential that each company keeps its Primary Contact record up-to-date, as this is who we reach out to (via e-mail) for all critical communications.

In addition to the Primary Contact, each company may have as many administrators as required using the system with varying level of access (one of these can also be the Primary Contact).

To update your Primary Contact details, log in to the Validate (Passport) system and go to My Account. Then, click into Edit my Contacts/ Offices. You will then click the Contacts tab and can add/ edit or delete from there. If you require any further assistance please contact the helpdesk directly.

We hope you are finding the information and links useful. Please remember all previous communication updates can be found on the [Highways Safety Hub](#) and we put together a list of [Frequently Asked Questions](#) to help with any queries you may have.

If you haven't already logged in to the upgraded Passport system, please do – and don't forget to change your password the first time you use it. www.highwayspassport.co.uk You should also spend some time browsing the Passport portal to obtain a range of information on the software, its functionality, plus useful material for you to download and distribute to your colleagues and projects.