

# Quick Guide for Passport Administrators

The Highways England Passport Scheme comprises two parts:

## 1. The Highways Passport System

A single powerful database with the ability to record:

- Health & Safety training
- Other competencies
- Site events (like toolbox talks)
- Notify expiry dates and movement of individuals between service providers that can be read by a variety of mobile card readers

## 2. The Highways Common Induction (HCI)

The HCI provides a baseline understanding of the common hazards on the Highways England network, which allows Principal Contractors to reduce their site induction process by removing the content that is common to all sites.

In line with the [SCSLG's Common Intent document](#), Passport is being adopted in its entirety within the first three months of start of works (construction phase) on many Highways England projects, schemes and contracts.

### **This quick guide is aimed at Passport Administrators within Employer companies.**

Some of you will work for companies that also act as principal contractors on projects. In these instances, there is additional functionality available to implement the system within your projects. Regardless of the role your company has within the highways infrastructure, you can learn how best to use the Passport system and start benefitting from this common standard approach straight away.

## All Employers can now Create Worker Records

Passport allows all employers with a login to create and manage their own worker records. It is also still possible for a larger employer or principal contractor to sponsor workers on behalf of (smaller) employers.

All workers must have a current employer, even if the employer then allows a sponsor to maintain the record. It is also possible for the primary employer to allow the worker to have two more employers if required. This works well where workforces are being supplied by labour-only agencies. Ultimate edit control and management of the worker record continues to be with the primary employer or sponsor.

## Annual Subscriptions and Other Payments

There is an annual charge for all worker records on the Passport System (£29 + VAT per annum). The system will handle and flag all forthcoming subscription expiries to employers, which are notified at 4-week intervals, starting from 12 weeks before a subscription is due. This gives employers plenty of time to renew subscriptions before expiry.

The default payment method is online using a credit or debit card. The entire payment process is seamlessly and securely handled on Passport, with full receipting. This also includes full visibility of all historic payments via the Payment History tab.

Some (larger) employers may have pay on account arrangements with Mitie. In such instances, employers still order their subscriptions online but are invoiced separately by Mitie. In the same way, replacement physical smartcards can also be ordered and paid for when needed (i.e. if a worker has lost or damaged their card).

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## Highways Common Induction

The new Highways Common Induction (HCI) is available from the approved provider Powerplus. Its format is video-based followed by a competency assessment at the end, this typically takes 90-120 minutes to complete. Upon successful completion, the Powerplus system automatically sends updates to the Passport software, so the worker's Passport record is kept current, enabling the new HCI to be checked on the worker's smartcard whenever on site, without any effort by employer administrators.

The cost for the HCI per person is £14 + VAT.

The process to book your workers on the HCI is simple:

First, make sure each worker has been added to the Passport System (and their first year's subscription paid). Then visit the [HCI site](#).

As for any workers who completed the previous HCI (awarded by Lantra), this is still valid and it is not a requirement to do the new HCI until the current HCI has expired.

## Your Projects

If your company acts as a Principal Contactor you will need to decide how you want to implement Passport on your projects and ensure this is communicated to the key teams on projects.

We have a simple guide as well as other support materials to get you set up, so that you can be confident that you are using Passport effectively in your projects from day one.

[Click here to access the Highways Passport web portal.](#)

This includes a separate summary for your card checkers and access controllers. Please let your card checkers know about this and provide them with this useful resource

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## Virtual Smartcards

As well as each worker having a physical smartcard (the first card is issued at no charge), it is also possible to request a virtual smartcard for your workers.

The virtual card is stored securely on the worker's own mobile device and can be checked on site using any of the electronic card checking methods (i.e. the apps or web card reader).

The card is highly secure and the worker doesn't need to remember to take their physical smartcard on site (as people generally carry their mobile phones with them at all times).

To generate a virtual card, the employer simply ensures that the worker's email or mobile phone number are logged on Passport (ideally both are stored), and the employer simply requests a virtual smartcard for the worker (under the Worker's Cards tab on their Passport record).

## CSCS Card Check and Record Transfer

Many of our cardholders have cards from entirely different industry programmes, such as CSCS and Partner schemes.

Using our own software to poll the CSCS management service in real-time, we enable CSCS (and Partner scheme) cards to be checked and then logged on Passport, as well as the competencies copied across. Multiple cards can be stored and updated on a Passport worker record, as well as the cards' images stored.

## API

There is a two-way API available for larger company users or principal contractors.

Larger company users interested in using the API to transfer data to and from Passport should contact Mitie in the first instance (further charges apply).

## For Further Information

The Highways Passport portal has plenty of information about Passport, including many FAQs and other resources: [www.highwayspassport.co.uk](http://www.highwayspassport.co.uk)

For helpdesk assistance or guidance, please contact Mitie who support the Passport System:

Email: [he.validate@mitie.com](mailto:he.validate@mitie.com)

Telephone: 0330 726 0225