Highways passport

national highways

SUPPLY CHAIN SAFETY LEADERSHIP GROUP

Passport: Quick Guide for Card Checkers

The Highways 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 national Highways 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 any National Highways projects, scheme or contracts.

This quick guide is aimed at Access Controllers and Card Checkers, so you can learn how best to use the Passport System and start benefitting from this common standard approach straightaway by checking workers' Passport smartcards on site.

How do you Check Passport Cards on your Project?

There are three approaches, which work on smartphones, tablets and laptops, making it quick and easy to check cards wherever you are:
- iOS app (iOS Validate 5)
- Android app (Android Validate 5)
- Web card reader

The apps are ideal, running on your own smartphone and offer the most feature-rich experience.

The web card reader - available for almost any device – doesn't require any installation, making it a perfect option if your company policy locks down hardware and prevents access to apps.

Your Project

As the Passport System is flexible in how it is used, some projects will start with a basic approach while many others want to start using more of the system's functionality from day 1. The Principal Contractor on your project will have told you how they want use to use the System to check workers' Passport cards using the app/ web card reader.

This will be one or more of the following:
- Swipe Workers IN;
- Swipe workers OUT;
- Access Requirements for the project;
- Spot Check Workers;
- Award Site-Based events (e.g. toolbox talks).

referencepoint

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Quick Guide for Card Checkers

Getting Started: the App

1. Get the app installed:

- iOS Validate 5
- Android Validate 5
- Web Card Reader

2. Once you have installed the app or accessed the web card reader you will need to link it to the Passport system (you only need to do this once). The quickest way to do this is to scan the QR code on your own physical Passport smartcard.

3. The first time you use the app/web card reader, there is one more security step so we can be sure who is checking people's cards. To complete it, you need to enter your email address or mobile phone number, so we can verify your details against your record on Passport.

If Passport already has these details, the app will guide you through this final security step. If we don't have these details on Passport, you can add them yourself.

To find out how please go to the Highways Passport web portal, which includes FAQs and tutorial videos.

Virtual Passport Cards

Any Passport cardholder can now also choose to have a virtual Passport card stored securely on their mobile phone. These virtual cards can also be checked using the app/web card reader, so you'll start to see people using a Passport virtual card instead (you might like to get one too. Ask your company's Passport admin to arrange this for you).

Card Design

You can check these virtual cards just like you check the QR code on the physical smartcards – and they are also very secure.

In 2020, we slightly changed the card appearance around system sponsor logos. It doesn't matter which card design people have. Checking the card using the app/web card reader will confirm that it's valid and tell you as a Card Checker all you need to know to allow the cardholder onto the project and help ensure safety.

For Further Information

The Passport portal has plenty of information about Passport, including many FAQs:

Web: www.highwayspassport.co.uk

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

Email: he.validate@mitie.com
Telephone: 0330 726 0225

Passport is the brand name of the Validate system, supported by Mitie, when used on Highways. This is powered by Reference Point's proven SkillGuard system.