

# Home Safe and Well: Capable People

Passport allows your entire highways workforce to have their relevant records stored in ONE powerful system. And each worker has a corresponding secure smartcard which is updated electronically. This smartcard can be checked on site to ensure workers are competent, qualified and have the capability to perform their job safely and effectively.

These credentials can be confirmed in real-time, wherever needed, across ANY highways project. This supports workforce movement without losing any key information from job to job.



**Tanya Morris,**  
**Company Director,**  
**Reference Point.**

## Passport's Key Features

- Powerful online database of workforce linked to an individual smartcard.
- High security physical and virtual smartcards available.
- Single transferable record, kept updated, which moves with the worker.
- Full range of competencies can be awarded, managed and surfaced.
- Certificates and supporting evidence for outcomes also held.
- New Highways Common Induction is surfaced automatically and visible on operative's smartcard.
- CSCS and many partner cards/ qualifications can be registered online in seconds.
- Easy to check worker details on site using our apps. All audited.
- Site events (e.g. toolbox talks, inductions, briefings) can be awarded electronically.
- All card swipe data available including wide range of filters. Instant analysis. Geomap views.
- At-a-glance forthcoming expiries to maintain workforce capabilities.
- World-class direct messaging straight to worker.
- Comprehensive reporting.
- myPassport (worker's view of own record). Responsive web design. Promotes "ownership".

*"Passport makes it so simple, workers turn up on-site and an access controller scans their card. And Passport makes a massive difference to the site team. Before Passport, their lives were filled with things like spreadsheets, photocopying and scanners. Now all they have to do is swipe a worker's card!"*

**Neil Scullion, Health and Safety  
Manager, Galliford Try**

*"We skip from project to project and aren't committed to any one site for a long time. Our men would have 20-30 inductions in a year, each taking up a whole morning with briefings that are all pretty much the same. Passport simplifies that process so our man can rock up with his smartcard and he can get access. All he needs now is a scheme-specific induction."*

**Nick Holt, Director at WJ Group**

# Why Passport is so Important

## Capability

Passport helps ensure that competent, trained people are working on the National Highways network. This is not only efficient, it also underpins safety.

## An Invaluable Tool

Passport saves time on site as it provides a wealth of trusted information, enabling qualified people to get working quickly and in a controlled and consistent manner. Passport generates macro and microanalyses which are useful at every level and assist with future planning.

## Saves Time and Money

Each worker has one record that travels with them, saving you time and money. Furthermore, the cut in waste and duplication is a massive advantage for everyone.

## Sustainability

Gone are the days of one person needing 30 near-identical inductions (and therefore losing 30 days' work as a result of attending these) or losing documents that confirm they had a toolbox talk. Passport makes all this data electronic, instant and verifiable.

## Over 750 companies and 26,000 people are using Passport

From major principal contractors through to design companies and small, specialist businesses.

*"As a supplier community we have agreed that, as Suppliers to Highways England, we shall adopt the scheme in its entirety within the first three months of start of works (construction phase) on any Highways England project/ scheme/ contract."*

### SCSLG Common Intent Document

## Getting Started with Passport



- Register your company using the QR code
- Book free online training
- Start adding Employees to Passport
- Book the HCI.

### Get in Touch With the Mitie Helpdesk:

**Tel:** 0330 726 0225

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

*"To be honest, Passport is a brilliant idea. The process was very easy and efficient. This will save me carrying all my accreditations and also saves time for the site team."*

**Hardeep Sanghera, Health and Safety Manager, Fortel Group**

*"The opportunities for efficiencies are enormous:*

- Reduction of admin time
- Reduce the need for multiple copies of records
- Ensure competencies are shared, and the supply chain don't have to duplicate training, toolbox talks and inductions
- Increase communications with the operative workforce
- Decrease time spent on investigations as records are readily available."

**Scott Cooper, Managing Director for Highways, Kier**