

ALERT TOPIC	Highways Passport	ALERT REFERENCE:	2023-Q(A)001 Version 1
TARGET AUDIENCE:	Managers and Employees working on Highways Projects	AUTHORISED BY:	Simon Dewsbury / Adrian Pike
DATE OF ISSUE:	Monday 20 March 2023	DISPLAY UNTIL:	20 th September 2023

INTRODUCTION

- We are committed to introducing Highways Passports across our Highways projects.
- Highways Passport is a readily available system that allows us to collect daily 'working hours' information efficiently and accurately at project level, which can then easily be collated and summarised centrally for submission.
- Highways Passports can bring a host of other efficiencies to our business.



REASON FOR ISSUING THIS ALERT

- We will mandate all our workforce (direct employees, agency labour, sub-contractor personnel) including administrative and office-based personnel to hold valid Highways Passport cards (physical or virtual) in order to access our Highways sites (where National Highways are the client).
- After the 'Go Live' date (to be confirmed for each project), every member of the workforce will be required to have their Highways Passport checked prior to induction and then swiped in daily to access the site (NO CARD, NO ACCESS, NO WORK!!)
- Concrete Repairs Ltd are not generally sponsoring 3rd party employees for Highways Passport, we will be writing to our sub-contractors shortly to advise them of our requirements.
- Site visitors will be restricted to escorted visits for limited purposes.
- Virtual Highways Passports for CRL employees can be obtained quickly (usually within a few hours) on receipt of the relevant information. Physical cards will then be posted out on receipt.

CONCLUSIONS AND DISCUSSION POINTS

Individuals

- Ensure you carry your Highways Passport on a daily basis.
- Ensure you have completed / maintain your Highways Common Induction (valid for 3-years).
- Be ready to present your Highways Passport and provide details of travel times when arriving / signing into a site.
- If you don't have a Highways Passport or have another Highways Passport query, please contact Diana Harris (dharris@crl.uk.com) ASAP.
- Register a 'MyPassport' Account and update your details such as address, phone numbers and emergency contact information.

Contracts Management

- Ensure the Highways Passport requirements are specifically noted in new Form 21 Sub-contract orders.
- Consider who could act as 'Access Controllers' such as security guards, or those who give daily start of work briefings.
- Authorised people can scan Highways Passports using a smart phone APP or Laptop camera. (other scanning equipment is available where required.)
- Only shifts registered on Highways Passport (via card scans) will be counted on the monthly 'working hours' submissions. It is in your interests to ensure everyone has a Highways Passport and presents it daily.
- Once the Highways Passport is live, it will not be necessary to maintain hardcopy signing in records (other than a visitor's book.)
- Longer-term we will introduce other Highways Passport functionality; this may include the logging of inductions and certain competencies.

SHEQ ALERT REVIEW AND BRIEFING RECORD

ALERT TOPIC:	Highways Passport	ALERT REFERENCE:	2023-Q(A)001 Version 1
PROJECT NAME:		DATE OF BRIEFING:	
BRIEFING DELIVERED BY:			

The following people have signed to confirm receipt and understanding of this SHEQ Alert:

NAME (Print)	EMPLOYER	SIGNATURE

Please use this area to record any comments, questions or further actions arising from this briefing:

If you have any SHEQ issues that you wish to discuss, please contact your supervisor, line manager, or a member of the SHEQ team.