

ALERT TOPIC	How Highways Passport Helps	ALERT REFERENCE:	2025 Q002
TARGET AUDIENCE:	All CRL Highways Operatives, Managers, Sub-Contractors	AUTHORISED BY:	Connor McKirgan / Simon Dewsbury
DATE OF ISSUE:	Wednesday 10 September 2025	DISPLAY UNTIL:	March 2026

INTRODUCTION

Concrete Repairs Limited is committed to the full implementation of the Highways Passport system across all our highway projects. This system enables us to:

- Accurately record working hours at site level as a fatigue measure and calculate H&S performance data.
- Maintain a live register for safety and emergency purposes.
- Collect data to help track and reduce our carbon footprint through analysis of travel and work patterns.
- Improve operational efficiency and compliance with National Highways requirements.

Highways passport



John Smith
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1



REASON FOR ISSUING THIS ALERT

It is essential that all operatives, agency labour, sub-contractor personnel, and visitors sign in via the Highways Passport system upon arrival at site. Failure to sign in creates safety risks and disrupts accurate project reporting.

Key points:

- All workforce members must hold a valid Highways Passport (physical or virtual) and swipe in daily.
- Visitors must be signed in and escorted at all times; their attendance will be logged in the visitors' book.
- Virtual cards will be issued to CRL employees; physical cards will follow by post.
- Accurate sign-in data is used for:
 - Emergency evacuation headcounts
 - Compliance with client requirements
 - Monthly working hours submissions
 - Carbon usage reporting

CONCLUSIONS AND DISCUSSION POINTS

- For Individuals:
 - Carry your Highways Passport every day.
 - Complete and maintain your Highways Common Induction (valid for three years).
 - Present your Highways Passport when signing in and provide travel time details if requested.
 - If you do not have a Highways Passport or need assistance, contact Sophie Thorneywork – sthorneywork@crl.uk.com.
- For Contracts Management:
 - Include Highways Passport requirements in all new sub-contract orders.
 - Nominate Access Controllers to scan passports at the start of the workday.
 - Authorised scanning can be done via smartphone app, laptop camera, or other approved devices.
 - CRL must submit a detail of working hours for all the areas where we operate to the National Highways HART Systems by Working Day 1 every month, including any 'Nil Returns'.
 - Due to the tight deadline, only shifts recorded via Highways Passport scans will be counted in monthly returns for project reporting & compliance. If no shifts are recorded in Highways Passport, then a 'NIL Return' will be submitted on our reporting return to National Highways.

SHEQ ALERT REVIEW AND BRIEFING RECORD

ALERT TOPIC:	How Highways Passport Helps	ALERT REFERENCE:	2025 Q002
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.