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## **A Review of Safety Passport Training Schemes**

**HSL/2003/10**

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## EXECUTIVE SUMMARY

This report will review current safety passport schemes that exist in Great Britain and in Europe. For each passport scheme the following information will be provided where available:

- A brief background to the organisation and the passport
- The industries covered by the scheme
- The training required to obtain the passport
- Who provides the training
- The form and validity of the passport
- The number of passports issued
- Future developments
- Contact details

The information was obtained from an Internet search and the named point of contact on the website if appropriate.

The original scope of the study included finding details on safety passport schemes in Europe and whether it would be possible to use British passports on the continent, and *vice versa*. However, details of only three European schemes were found on the Internet. This could suggest that there are no other European schemes, but it is not possible to confirm this since there may be schemes which have not had their details placed on the Internet. As a result of the lack of available information on European schemes, as well as a need for detailed information on existing British schemes, the customer agreed that the review should focus more on summarising existing British schemes than discussing their suitability for use in Europe.

The report concludes with a summary of the schemes and a discussion of the advantages and the disadvantages of safety passport schemes. Furthermore, a table is provided at Appendix 1 providing a brief guide to all the schemes detailed in the report. Appendix 2 contains a table giving website details of where further information about the schemes can be found.

# 1 INTRODUCTION

Over the past few years there has been an increasing requirement for contractors to undergo prescribed health and safety awareness and practical training. This has been especially necessary in hazardous industries. To ensure the contractors have completed this training, entry to sites is being restricted to those who can prove that they have undergone the necessary training. This is achieved by means of a 'safety passport'.

Safety passports are an increasingly important way for employers and companies who employ contractors to establish health and safety assurances among their workforce. The safety passport is similar to any other passport in that it allows the holder access to a passport-controlled environment. As well as containing personal details such as the holder's name and photograph, the safety passport provides details of the health and safety training that the holder has received and is used as evidence that the bearer is qualified to an acceptable and recognised level of health and safety awareness and skill level.

The Health and Safety Executive (HSE) commissioned an exploratory study that described and evaluated the Client/Contractor National Safety Group (CCNSG) Passport Training Scheme. John Rimington, the former Director General of HSE, wrote a report ('Passport Training Schemes') covering the study's findings (Rimington, 1999) and made particular reference to:

- The CCNSG's effectiveness in improving health and safety performance
- Its role in health and safety training generally
- The potential for wider application of passport schemes, in particular to small companies

Rimington highlighted many of the costs and benefits of the CCNSG scheme and concluded '*there seems no doubt that the benefits of the passport scheme outweigh the costs*'.

Following on from Rimington's study, this report will provide details of safety passports that currently exist in Great Britain and Europe. The original scope of the study included discussing the suitability of British safety passports for use on the continent, and *vice versa*. However, details of only three European schemes were found on the Internet. This could be because there are no other European schemes, but it is not possible to confirm this as there may be schemes which have not had their details placed on the Internet. As a result of the lack of available information on European schemes, as well as a need for detailed information on existing British schemes, the customer agreed that the scope of the review should focus more on summarising existing British schemes than discussing their suitability for use in Europe.

The review will provide details for each scheme, where available, of the industry, training required to obtain the passport, who provides the training, form and validity of the passport, the number of passports issued, future developments, and contact details for further information. The report is structured such that details of general schemes are initially provided followed by sector specific schemes and schemes that exist outside of Great Britain. Appendix 1 contains a summary table, which will provide details of the schemes at a glance and Appendix 2 contains the website details where further information on the schemes can be found.

The results of the report will provide valuable information to HSE on current passport schemes. This is particularly necessary since, as this report will illustrate, there are frequent changes such as organisations merging and new passport schemes developing. In addition, it will also provide

an opportunity to assess the effectiveness of passport schemes four years after Rimington's study.

**NB:** Please note that where facts and figures, e.g. the number of passports issued, are given about the passport schemes discussed, this information is based on the information that was available on the company's website in April 2003. Therefore, its accuracy depends on how recently their website had been updated. If it was not possible to check whether the information was correct at that time, possibly because the data was not available on the website, then we have highlighted the date that the information in the report was last updated.

## 2 GENERAL SCHEMES

### 2.1 SAFETY PASS ALLIANCE

The Safety Pass Alliance (SPA) is a UK organisation whose objective is to design and implement Safety Passport Training Schemes and to effect their delivery through a national network of accredited training providers. Working together with industry, the SPA is committed to providing a nationally recognised standard of health and safety training.

SPA passports indicate the sector(s) that the holder has received specific training in and been examined on. To obtain acceptance into any additional sectors, the holder of a current passport would need to attend the appropriate sector specific training session to upgrade it.

#### **Industries covered by the SPA schemes**

Although initially developed for the engineering and construction industries, the SPA now also provides sector specific training in the petrol, mineral processing, and food industries.

#### **Training required to obtain a SPA passport**

At the heart of the Safety Passport Training Scheme is 'The Core Day' which provides training in seven key areas to a level which everyone will understand. A delegate's understanding is assessed by multiple choice questions and achievement is rewarded by the issue of a safety passport.

The seven key areas are:

- Introduction to health and safety, environmental, safe systems of work etc.
- Work place safety access, egress, emergencies, vehicles, equipment, machinery
- Fire precautions and procedures
- Accidents - prevention and reporting, first aid
- Hazardous substances – COSHH (Control of Substances Hazardous to Health)
- Manual handling
- Noise at work

In addition to the core day, there is normally a sector specific training day.

#### **Training providers**

Training to receive a SPA safety passport must be provided through SPA's national network of accredited training providers.

## **Form and validity period of SPA safety passport**

The SPA safety passport takes the form of a plastic credit card (see figure 1). This has details of the worker's name and national insurance number and a photograph. The SPA Safety Passport Training Scheme is currently in its first year and plans for the period of validity of the passports have not yet been finalised. However, it is currently envisaged that they will be valid for a period of three years after which a one-day refresher course will be required to revalidate it.

Figure 1. The SPA safety passport

Sector		F = Food Industry
S A C P EPIC E		P = Petrol retailers
PINTO		E = Extractive & Mineral Processing
C = Core Day		
IF FOUND PLEASE RETURN TO:		
EXPIRY DATE FOOD INDUSTRY:	CERTIFICATE ISSUED BY:	
EXPIRY DATE EXTRACTIVE & MINERAL PROCESSING:		
EXPIRY DATE PETROL RETAILERS:		
EXPIRY DATE CORE:		
EXPIRY DATE SUPERVISORS:	SIGNATURE OF TRAINER:	

## **Number of SPA safety passports issued**

Over 5,000 SPA safety passports have been issued. The majority (over 4,000) have been issued in the petrol industry. (*This information was last checked at the end of 2002*).

## **Future Developments**

SPA has recently developed a number of individual schemes, including the Service Station Contractor Safety Passport Training Scheme.

From a European Union perspective, the SPA now has involvement in a European project with participants from Ireland, Holland, Belgium and Italy. The objective of the project is to standardise health and safety training, thereby encouraging cross border acceptance of health and safety standard and assurance.

## **Contact details**

Safety Pass Alliance  
Unit 3 Pembrokeshire Skills Park  
Great Honeyborough, Neyland  
Pembrokeshire  
SA73 1SE  
Telephone: 01646 600062  
Internet: <http://www.safetypassalliance.co.uk/>

Regional Director for the South - David Warrell. Telephone: 01646 602614  
davewarrell@safetytrain.softnet.co.uk

Regional Director for the Midlands - Ray Gibbs. Telephone: 01926 817450  
rayGibbs@theacegroup.clara.co.uk

Regional Director for the North - Norman Harrison. Telephone: 0161 929 4517  
Nharrisongss@aol.com

## **2.2 INSTITUTION OF OCCUPATIONAL SAFETY AND HEALTH'S SAFETY PASS ALLIANCE**

The Institution of Occupational Safety and Health (IOSH) is Europe's leading body for individuals with a professional involvement in occupational safety and health. IOSH is a non-profit making organisation and represents over 25,000 individual members working across the full spectrum of industry and commerce.

On June 1<sup>st</sup> 2001, IOSH formed an alliance with SPA to develop the IOSH-SPA Passport Scheme. The main aim of the scheme is to promote a safer working environment for contractors and employees. It is the leading multi-industry Health and Safety Training Passport Scheme and is an industry-led, nationally recognised passport reflecting proposed HSE syllabus guidance.

### **Industries covered by the IOSH-SPA Scheme**

The first specific sector to be covered by the IOSH-SPA scheme is the food and drink industry, as this is the only industry so far to have an industry specific training day in addition to the core training day. However, specific training days for other sectors are under development (see 'Future developments') and these will lead to other industries being covered by the scheme.

### **Training required to obtain an IOSH-SPA passport**

As with the SPA, the IOSH-SPA passport scheme consists of the core day of training which is generic to every industry and covers basic health and safety awareness training. For those industries that feel the core day does not meet all of their health and safety needs, sector specific training is developed in partnership with the sector.

The training is designed to be delivered in one or two days:

- The core day forms the first day of training. It covers eight key areas:
  - Safe systems of work and health, safety and environmental law
  - Risk assessment
  - Workplace safety
  - Fire precautions and procedures
  - Accidents and first aid
  - Hazardous substances
  - Manual handling
  - Noise at work
- The optional sector-specific training can be of any duration. However, the food and drink industry training is one day. The course content of the additional day depends upon the sectors' needs.

Course attendees sit multiple choice assessments after each module. The pass mark is 80% and within each assessment certain key questions must be answered correctly.



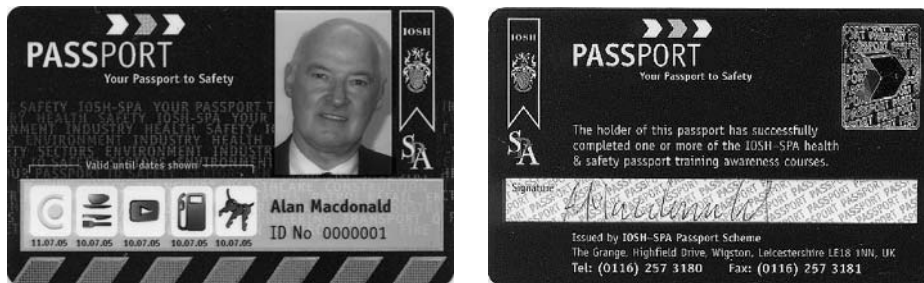
## **Training Providers**

To become a trainer on the IOSH-SPA, trainers are required to hold The National Examination Board in Occupational Safety and Health (NEBOSH) certificate as a minimum health and safety qualification and must have relevant training delivery experience. They must also attend the training day for each part of the training course they want to deliver and pass the exam. The trainers are then registered and subject to review and periodic audits

## **Form and validity of IOSH-SPA passport**

The passport takes the form of a robust plastic passport photo card featuring a photograph and personal information printed using a process which embeds the dye in the card (see figure 2). The passports are coated with a holocote finish to ensure it is tamper proof. Additional security features are included on the card's reverse in the form of a custom-designed foil hologram and tailored signature strip. The details on the card are backed up on a tightly regulated database that can be checked to verify cardholder details.

Figure 2. IOSH-SPA passport



The passport is valid for three years and is issued within 15 working days of completing the training. If required, successful trainees can also be issued with a temporary card immediately. After 3 years, a refresher course must be taken to renew the passport, but the format of this has yet to be decided.

## **Number of IOSH-SPA passports issued**

Approximately 1,400 IOSH-SPA passports have been issued. (*This information was last checked at the end of 2002*).

## **Future developments**

Additional sector specific training passport schemes are in the process of being developed.

These include the following industries:

- Water
- Building maintenance
- Engineering/manufacturing
- Ports
- Motor industry

## **Contact Details**

Sarah Walker  
Passport Administrator, IOSH-SPA Passport Scheme  
The Grange, Highfield Drive  
Wigston, Leicestershire  
LE18 1NN  
United Kingdom  
Telephone: 0116 257 3180  
Internet: <http://www.iosh.co.uk/>  
Email [sarah.walker@iosh.co.uk](mailto:sarah.walker@iosh.co.uk)

## **3 PETROLEUM**

### **3.1 ASSOCIATION OF FORECOURT SYSTEMS CONTRACTORS**

The Association of Forecourt Systems Contractors (AFSC) tried to introduce a safety passport which would be issued to trained field engineering staff of the organisation's member companies. However, this passport scheme was not accepted; most people in the industry instead preferred the United Kingdom Petroleum Industry Association's (UKPIA) scheme. Consequently, the ASFC Safety Passport Training Scheme has been discontinued and no longer exists.

If information is still required, it can be obtained from the following address:

Association of Forecourt Systems Contractors  
PO Box 229  
Wombwell  
Barnsley  
S74 9YY  
Telephone: 01226 742441

### **3.2 THE FORECOURT CONTRACTOR SAFETY PASSPORT SCHEME**

The Forecourt Contractor Safety Passport (CSP) Scheme was introduced in 2000 by the petroleum retail sector to improve contractors' awareness of health and safety rules for working at petrol service stations. Under the scheme, oil companies require contract workers to undergo a two-day training course before working on forecourts.

The CSP was developed in collaboration with SPA (see section 2.1), the United Kingdom Petroleum Industry Association (UKPIA), and the Petrol Industry National Training Organisation (PINTO). PINTO ceased to operate on 31st March 2002. However, its activities and staff have been transferred to Cogent, the new sector skills council.

#### **Industries covered by the CPS Scheme**

The petrol industry.

#### **Training required to obtain a CSP**

Training is provided in seven key areas in plain, everyday language over two days. The first day introduces delegates to generic health and safety regulations and asks key questions such as 'What is a hazard?' and 'What do we mean by risk?' The second day, entitled "Working Safely on a Petrol Forecourt", deals with the practical issues of identifying hazards on a forecourt, the dangers of working at heights or in excavations in a highly volatile environment, the risks inherent in the delivery of petroleum products and of working in a public place.

During the course, tests (type not specified on the Internet) are carried out to check that delegates have understood and assimilated the issues raised.

#### **Training Providers**

Training is provided by a number of training organisations approved by SPA.

### **Form and validity of a CSP**

Candidates who successfully complete the training receive a credit card sized safety passport that enables them to be authorised by participating companies to work on their forecourts.

It is currently envisaged that the CSP will be valid for a period of three years. On expiry a one-day refresher course will be required to revalidate it.

### **Number of passports issued**

Not known.

### **Future developments**

The CSP Scheme is being rolled out during 2002/2003. The petroleum retail sector is hoping that all approved contractors will be passport holders by 2004.

### **Contact details**

Cogent SSC Ltd  
Monticello House  
45 Russell Square  
London WC1B 4JP  
Tel: 020 7637 9533  
E-mail: [jocelyne\\_bia\\_cogent@hotmail.com](mailto:jocelyne_bia_cogent@hotmail.com)

UK Petroleum Industry Association,  
9 Kingsway  
London  
WC2B 6XF  
Telephone: 020 7240 0289  
E-mail: [info@ukpia.com](mailto:info@ukpia.com)

Contractor Safety Passport Scheme details were viewed on:

[http://www.pinto.co.uk/csp\\_main.htm](http://www.pinto.co.uk/csp_main.htm)

(NB: This website is no longer available but the details were left in for reference purposes.)

Information on this scheme can also be found on:

[www.cogent-ssc.com/interface/project\\_Home.asp?ProjectID=459](http://www.cogent-ssc.com/interface/project_Home.asp?ProjectID=459)

## **3.3 VANTAGE OFFSHORE PASSPORT SYSTEM**

The Vantage Offshore Passport System (OPS) was launched in 2001 by the Offshore Petroleum Industry Training Organisation (OPITO) to improve health and safety performance, and manage the movement of personnel within the oil and gas industries. It tracks workers offshore trip durations and their competency and training

However, similar to PINTO, the activities and staff of OPITO have been transferred to Cogent as of 31st March 2002. Information is therefore available on Cogent's web site.

### **Industries covered by the OPS Scheme**

The Vantage OPS covers the UK oil and gas industry.

### **Training required to obtain a Vantage passport**

The Vantage passport is linked to an associated database that can record up to 40 pages of information with details on a holder's training and competency record. Thus, it is not just a passport provided on completion of a specific training course, but a record of current and previous competence achieved through, possibly several, training courses.

### **Training providers**

Not applicable.

### **Form and validity of a Vantage passport**

The Vantage passport has an embedded chip which holds details of the holder's safety-related training, working time, and competency. Only current employers have access to all information on the card. A holder can also access his/her information themselves using card reading facilities installed at heliports.

Although a Vantage passport does not expire, the details held on the card are only valid as appropriate. For instance, details of safety training are only valid if the training has not expired. The associated database contains information on their survival training, medicals, trip history and competencies.

### **Number of Vantage passports issued**

Approximately 37,000 Vantage passports have been issued. *(This information was last checked at the end of 2002).*

### **Future developments**

It is hoped that the card will include details of industry standard competencies in the future rather than specific competencies as is currently the case.

### **Contact details**

Cogent SSC Ltd  
Monticello House  
45 Russell Square  
London WC1B 4JP  
Telephone: 020 7637 9533  
E-mail: [jocelyne\\_bia\\_cogent@hotmail.com](mailto:jocelyne_bia_cogent@hotmail.com)  
Internet: [http://www.cogent-ssc.com/interface/project\\_home.asp?projectid=461](http://www.cogent-ssc.com/interface/project_home.asp?projectid=461)

## 4 CONSTRUCTION

### 4.1 CONSTRUCTION SKILLS CERTIFICATION SCHEME

The Construction Skills Certification Scheme (CSCS) is owned and managed by CSCS Limited and controlled by a management board whose members are from The Construction Confederation; Federation of Master Builders; GMB Trade Union; National Specialist Contractors Council; Transport and General Workers Union; and Union of Construction Allied Trades and Technicians. Observer members include the Department for Education and Skills; the Department for Transport, Local Government and the Regions; the Health and Safety Executive; and the Confederation of Construction Clients.

The four main aims of the CSCS are;

- To maintain a record of every operative in construction occupations in the UK who achieves a recognised level of competence
- To provide such operatives with a suitable means of identification
- To be available on a voluntary basis to all operatives engaged in construction activities other than for those occupations already covered by their own certification scheme
- Raise standards of health and safety awareness in order to reduce risks and accidents throughout the industry, and to promote the use of skilled operatives to users of construction skills

The Construction Industry Training Board (CITB) manages the CSCS and delivers products and programmes through a national network of staff based in regional offices. CITB works in partnership with local colleges, Regional Development Agencies, the Learning Skills Council, schools, and others so that national policies meet local needs.

The CSCS now covers over 150 occupations in the construction industry. There are several different versions of the CSCS passport reflecting the different roles and jobs covered by the scheme.

#### **Industries covered by the CSCS**

Construction.

#### **Training required to obtain CSCS passport**

To obtain as CSCS passport workers are required to have completed a 40 question multiple-choice test on health and safety. Workers can choose to attend a construction health and safety awareness course beforehand. Some workers can be exempt from the test if they have one of the stated equivalent safety passports or qualifications.

In addition to the health and safety test, most passports require applicants to have completed a National Vocational Qualification (NVQ) in their relevant occupation, although more experienced workers without this qualification can be eligible for passports recognizing industry accreditation. An applicant would have to be recommended for this by their current or previous employer. Their employer would need to have seen them working and be able to verify that they have the set competencies required for the passport. Once these requirements have been

achieved, an application form needs to be completed providing details of the worker's trade and their qualifications.

### **Training providers**

NVQs are provided by accredited training providers. The health and safety awareness course is run by the CITB.

### **Form and validity period of CSCS passport**

The CSCS passport is an individual identification and registration card (similar to a credit card) which lasts for three or five years. The card shows that the holder is considered to be competent at his or her job, lists any relevant certificates and also shows that the holder has undergone health and safety awareness training or testing.

### **Number of CSCS passports issued**

As of May 2002, 250,000 workers were qualified to hold a CSCS passport.

### **Contact Details**

The CITB has offices throughout the country (specific contact details can be found on the internet). However, general queries should be directed through the helpdesk on the following number:

Telephone: 01485 578 777

Internet: <http://www.cscs.uk.com/>

## **4.2 CLIENT/CONTRACTOR NATIONAL SAFETY GROUP**

The Client/Contractor National Safety Group (CCNSG) is a national steering group which has developed standardised basic safety training and a core curriculum for contractor site personnel. Completion of the training leads to the award of a CCNSG safety passport, which has been available since 1994. The aim of the CCNSG Safety Passport Scheme is to ensure a basic knowledge of health and safety for all site personnel to enable them, after appropriate site induction, to work on site more safely with lower risk to themselves and others.

Representatives from major clients are nominated by local safety groups to serve on the CCNSG, and there is also representation from contractors, training providers and trade unions. The CCNSG meets regularly to ensure that standards are being maintained and that the content of the training scheme continues to meet current safety legislation and current safety practices.

### **Industries covered by the CCNSG Safety Passport Scheme**

The CCNSG covers major industries including power generation, steel, oil, gas, and chemicals. It is a generic scheme which is not industry specific and is thus open to clients outside of the engineering construction industry.

### **Training required to obtain a CCNSG safety passport**

The two-day training programme covers ten modules:

- Introduction to health and safety law and permits to work

- Safe working practices and scaffolding
- Safe access and egress
- Accident and first aid procedures
- Fire precautions and procedures
- COSHH and personal protective equipment
- Manual handling
- Noise
- Working with cranes and heavy equipment
- Excavations

The instruction is theoretical rather than practical with a series of multiple-choice tests. In addition, there is a further day for supervisors which emphasises the key role that supervisors have in securing health and safety such as safety communications and risk assessments.

As well as the above ten modules, the supervisors' course covers the following two modules:

- Tool box talks
- Fire precautions

The award of the CCNSG safety passport is subject to the candidate successfully completing a 100 question multiple-choice test paper, with the question content and level set by the participating client safety experts on the CCNSG. Delegates are expected to answer at least 80% of the questions correctly to receive a passport. To assist the administration of the scheme, all records are computerised on a database maintained by the Engineering Construction Industry Training Board (ECITB).

### **Training providers**

The standardised basic safety training can be delivered by training providers who are recommended by an industry client and are subjected to review by the local CCNSG safety group and the national CCNSG. The training providers deliver common training materials approved by the CCNSG and tutors must be approved and registered. The high level of quality control includes periodic auditing by an independent auditor and training fees are maintained at a minimum level.

### **Form and validity period of CCNSG safety passport**

Successful candidates receive a credit card-sized plastic photographic pass, including the delegate's name, the expiry date and a card number. The CCNSG safety passport is valid for three years. One day refresher courses are available and safety passports which are fewer than 3 months out of date can be revalidated by undertaking this refresher course. This can also be undertaken up to 3 months prior to the expiry date.

### **Number of CCNSG safety passports issued**

Since the start of the scheme more than 160,000 passports have been awarded to client and contractors' personnel. The passport is transferable to all participating clients and sites.



## **Contact details**

John Cushing,  
Manpower Development Adviser  
Engineering Construction Industry Training Board  
Blue Court, Church Lane  
Kings Langley  
Hertfordshire  
WD4 8JP

Telephone: 01502 712329

E-mail: [JohnCushing@ecitb.org.uk](mailto:JohnCushing@ecitb.org.uk)

Internet: <http://home.freeuk.com/ccnsgforum/index.htm>

Or: <http://www.ecitb.org.uk/safetypassport/safetypassport.html>

### **4.3 AIRPORT CONSTRUCTION TRAINING ALLIANCE**

The Airport Construction Training Alliance (ACTA) is a non-profit making organisation which works with the British Airports Authority (BAA) to ensure the correct number of qualified workers are available to meet the development plans for BAA's three south east airports: Heathrow, Stansted and Gatwick.

ACTA was formed in 1997 and has since implemented a passport scheme to ensure that all construction workers at the airport(s) have appropriate and current skills and competencies. The purpose is to maintain a safe environment for employees, suppliers, and visitors to airports, where construction and maintenance is being carried out.

#### **Industries covered by the ACTA scheme**

Construction workers at Heathrow, Stansted, and Gatwick airports

#### **Training required to obtain an ACTA passport**

The ACTA passport is linked to a database of training and competence-based qualifications relevant to airport construction. As such, it is not a passport provided on completion of training but more a record of competence and training completed over possibly more than one training course. The database is linked to all members, colleges, and external training suppliers and provides BAA with a record of all relevant training. However, an organisation is not allowed to access another contracting organisation's records.

#### **Training providers**

Not applicable.

#### **Form and validity period of an ACTA passport**

The ACTA passport is a similar size to the airport ID card and includes a photograph, name and ID number. The data stored on the associated database includes the worker's name, National Insurance number, contact details and training completed. As the ACTA passport covers all training completed, it does not expire and can even be used as evidence of their level of competency if someone leaves the airport construction industry but returns to it at a later date.

**Number of ACTA passports issued**

Not known.

**Contact details**

Ann-Marie Morrison  
ACTA Project Leader  
Airport Construction Training Alliance  
E-mail: [ann-marie\\_morrison@baa.co.uk](mailto:ann-marie_morrison@baa.co.uk)  
Internet: <http://www.acta.easitrack.com/>

## **5 EXTRACTIVE AND UTILITY SUPPLY INDUSTRIES**

### **5.1 GAS AND WATER INDUSTRIES NATIONAL TRAINING ORGANISATION**

The Gas and Water Industries National Training Organisation (GWINTO) is part of the government recognised National Training Organisation network and is one of 72 national training organisations which cover UK industry and occupational sectors. GWINTO was formed in 2001 from the National Training Organisations for gas and water. It plays a strategic role in working with the gas and water sector to address its skills and training issues.

#### **Industries covered by the GWINTO scheme**

The gas and water industries.

#### **Training required to obtain a GWINTO passport**

The training involves completing safety-related modules in areas such as confined spaces, personal protective equipment, and environmental issues.

#### **Training providers**

Training is provided by trainers approved by GWINTO.

#### **Form and validity of a GWINTO passport**

The GWINTO passport is credit card sized with personal details such as name, photograph, and details of training. The passport is valid for three years.

#### **Number of GWINTO passports issued**

Since the start of the GWINTO scheme two and a half years ago, 4,000 passports have been issued.

#### **Contact details**

Chris Gavin  
The Business Centre  
Edward Street  
Redditch  
Worcestershire  
B97 6HA

Telephone: 01527 584848

E mail: [chris.gavin@gwinto.co.uk](mailto:chris.gavin@gwinto.co.uk)

Internet: <http://www.gwinto.co.uk/>

## **5.2 REGISTER OF ENERGY SECTOR ENGINEERS, TECHNOLOGISTS, AND SUPPORT STAFF**

The Register of Energy Sector Engineers, Technologists, and Support Staff (RESETS) is a safety passport scheme launched in January 2003 by the Electricity Training Association (ETA) to provide a standard form of individual based safety and quality accreditation and monitoring.

RESETS was introduced due to a number of changes currently occurring in the energy sector which include commercial pressures and the energy regulator's aim to increase competition. These changes have led to an increase in third party contractors, where workers are able to move relatively freely between employers. The changes have also led to a shortage of skilled individuals as a result of a range of requirements being introduced across the industry. The ETA believe that these changes have led to an increased risk of unskilled workers working in the energy sector and previously well trained workers losing their focus on safety and quality due to the changing labour market. The introduction of RESETS is seen by the ETA as a key element in establishing effective controls to ensure that safety and quality are not compromised in the changing markets.

### **Industries covered by the RESETS safety passport scheme**

The energy sector. Mainly engineers, technologists and support staff working in the electricity industry.

### **Training required to obtain a RESETS safety passport**

The RESETS register is divided into three basic levels: 1) for individuals who are activity pursuing a National/Scottish Vocational Qualification (N/SVQ) Level 2 or above provided by EnergySkills; 2) for individuals who have qualified with a N/SVQ at Level 2 or above and 3) for individuals with experience. To obtain a RESETS passport and be included on the register, individuals are required to have their qualifications confirmed by EnergySkills Approved Centres.

### **Training providers**

The RESETS register and passport requires individuals' accreditation to be confirmed by EnergySkills Approved Centres. The training providers for the N/SVQs have to be accredited to assess these qualifications.

### **Form and validity of RESETS passport**

A RESETS identity card includes a photograph, name, registration number, expiry date and signature. It also has different coloured bands on it indicating the level of competence the individual has achieved. A corresponding web page is created with details of the individual's current skill and accreditation record. The web page includes a photograph of the individual to deter counterfeiting of the identity cards.

### **Number of RESETS passports issued**

Not known.

## **Contact details**

Queries relating to policy or standards should be directed to:

RESETS  
Policy and Standards  
30 Millbank  
London SW1P 4RD  
Telephone: 020 7963 5848  
Fax: 020 7963 5999  
E-mail: [standards@resets.org](mailto:standards@resets.org)

Queries relating to the administration or operation of this register should be directed to:

RESETS  
Operations  
Enterprise House  
Cherry Orchard Lane  
Salisbury SP2 7LD  
Telephone: (01722) 427226  
Fax: (01722) 414165  
E-mail: [operations@resets.org](mailto:operations@resets.org)

Internet: <http://www.resets.org.uk/>

## 6 MANUFACTURING AND ENGINEERING

### 6.1 METALS INDUSTRIES SKILLS AND PERFORMANCE

The Metals Industry Skills and Performance (MetSkill) is the new name for what was previously the Steel and Metals Industry National Training Organisation (SINTO). MetSkill is the national strategic sector body representing and supporting the skills and development needs of employers throughout all sub-sectors of the metals industry. MetSkill's aim and role is to underpin the development of workforce skills to achieve long term, measurable improvement in business performance in the UK metals industry.

The MetSkill safety passport is a new certification scheme designed to demonstrate that employees in the metal industry (not contractor personnel) have achieved a basic level of competence in health and safety at work. The MetSkill safety passport scheme provides:

- a basic standard which should be a minimum for all employees;
- evidence that all employees have knowledge and understanding of health, safety and environmental issues and can apply this knowledge in the workplace;
- individual certificates which recognise health and safety competence.

#### **Industries covered by the MetSkill safety passport scheme**

The metals industry. Mainly the steel industry.

#### **Training required to obtain a MetSkill passport**

The passport is based on NVQ standards and can be achieved by three equally matched routes.

##### ➤ Route 1

- ◆ Attendance at a specially designed 2 day training course delivered by a training provider approved by the National Training Organisation (NTO). The course covers the essential elements of health and safety law and safe working practice. A full course handbook is provided and course modules include health and safety legislation; accident causes and prevention; assessing risk; hazards; safe systems of work-permits; environmental considerations and fire & emergencies.
- ◆ A pass in the Metals Industry Health and Safety Test – a standard multiple-choice knowledge test administered and monitored by the NTO.
- ◆ Workplace assessment by a qualified assessor – two satisfactory assessment visits over a three month period to verify that the health and safety knowledge is being applied in the context of the individual's work environment.

##### ➤ Route 2

- ◆ Evidence of health and safety knowledge and understanding – gained through other learning routes or experience.

- ◆ A pass in the Metals Industry Health & Safety Test – a standard multiple choice knowledge test administered and monitored by the NTO.
- ◆ Workplace assessment by a qualified assessor – two satisfactory assessment visits over a three month period to verify that the health and safety knowledge is being applied in the context of the individual's work environment.

➤ Route 3

Achievement of the full or core units in the following NVQs (Level 2 or 3):

- ◆ Metal processing
- ◆ Combined working practices allied operations
- ◆ Specialised plant and machinery
- ◆ Fabricating constructional operations steelwork
- ◆ Engineering maintenance
- ◆ Laboratory and associated technical activities

The NVQ must have been achieved in the two years before application. Other engineering NVQs incorporating an equivalent health and safety standard may also be permissible.

**Form and validity of the MetSkill passport**

The MetSkills passport takes the form of a certificate that is valid for three years. All passport holders are logged on a central database, which indicates the date renewal is due. Re-assessment is proposed to be a simple process to re-confirm both knowledge and skills.

**Training providers**

Training providers approved by The National Training Organisation (NTO) deliver the two day training course and monitor the Metals Industry Health & Safety Test. There is a Metals Industry Registered Provider Scheme.

**Number of MetSkill passports issued**

Over 200 employees from four leading UK metals companies have already signed up for the MetSkill passport.

**Contact details**

Metals Industry Skills & Performance  
 5&6 Meadowcroft  
 Amos Road  
 Sheffield  
 S9 1BX

Telephone: 0114 244 6833  
 E-mail: [enquiries@metskill.co.uk](mailto:enquiries@metskill.co.uk)  
 Internet: <http://www.sinto.co.uk/>

## **6.2 ENGINEERING SERVICES SKILLCARD**

The Engineering Services SKILLcard is a passport scheme which uses a database of the skills of people working throughout the mechanical services sector of the building services engineering industry. It is aimed at the Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) sector and was launched in September 2001.

The aims of the scheme are to allow:

- Working people to establish their credentials with prospective employers
- Contractors to demonstrate to clients and consumers the competence of their workforce
- Customers to be reassured that contractors' work people are competent.

The Engineering Services SKILLcard is affiliated with the Construction Skills Certification Scheme (CSCS) and therefore people do not need to separately register with CSCS. This scheme is also available to self-employed contractors and agency workers allowing a degree of regulation of the self-employed labour market.

### **Industries covered by the Engineering Services SKILLcard scheme**

Heating, ventilating, air conditioning and refrigeration industries.

### **Training required to obtain a SKILLcard**

There are currently four versions of the card (red, green, blue and gold) and each of these requires workers to have demonstrated their health and safety awareness. This can be done either through completing a one-day health and safety awareness training course or a recognised health and safety test, although there are some exceptions. In addition, the type of card they will receive will depend on the workers other qualifications (e.g. NVQs) and demonstrated competency.

### **Training providers**

The one-day health and safety awareness course is generally run by the Education and Training department of the Heating and Ventilation Contractors' Association (HVCA). However, it is possible for employers to run this course in house.

### **Form and validity of passport**

The Engineering Services SKILLcard is credit card sized and includes the worker's name, photograph and details of their industry qualifications, competencies, National Agreement grade (if relevant) and experience (endorsed by their employer). The passport is valid for five years.

### **Number of Engineering Services SKILLcards issued**

Not known.

### **Future developments**

In addition to the four versions of the passport currently available, gold, platinum and black cards are to be developed aimed at those with supervisory and managerial responsibilities.



There are also plans to extend the eligibility of the passports, from employees in the industrial and commercial and ductwork sectors of the industry as it is now, to those working in domestic heating and plumbing, service and maintenance, and refrigeration and air conditioning.

**Contact details**

Engineering Services Skillcard Ltd  
Old Mansion House  
Eamont Bridge  
Penrith  
Cumbria  
CA10 2BX

Telephone: 01768 860406  
Fax: 01768 860401

E-mail: [skillcard@welplan.co.uk](mailto:skillcard@welplan.co.uk)  
Internet: [www.skillcard.org.uk](http://www.skillcard.org.uk)

## 7 TRANSPORTATION

### 7.1 SENTINEL

Sentinel is a passport scheme which has been developed by Network Rail (previously known as Railtrack) contractors and employment agencies to record competencies relating to the safety of track workers. Prior to the introduction of the scheme there were a high number of uncontrolled safety certificates existing in the industry, inconsistent standards between trainers and contractors, no incentives to ensure competency, no adequate monitoring for compliance and no effective enforcement. Thus, Sentinel was developed in 1999 with a number of initial objectives:

- To develop a central national competency database
- System controls plus monitoring and audit to ensure compliance with standards and responsibilities
- 24 hour, seven day a week track-side verification of Sentinel passports
- To provide incentives and facilitate compliance and best practice
- To exclude unregistered, untrained workers

#### **Industries covered by the Sentinel scheme**

Railway track workers.

#### **Training required to obtain a Sentinel passport**

Competence and Compliance Ltd (CCL) provide a two day training course on the following:

- Introduction to railway environment and track terms
- Dangers on or near the line
- Working on or near the line
- Emergency action
- AC electrified lines
- DC electrified lines
- Site security
- Track visit
- Theory assessment

Assessment on this course is both theory and practical.

Association for Railway Training Providers (ARTP) provide training in basic areas such as avoiding trains, stepping over the third rail and knowing where the safe zones are. In contrast to CSCS Passport Training, ARTP training does not have an overall safety awareness element.

### **Training providers**

Training providers are employed by CCL and are expected to have a formal training qualification.

### **Form and validity of Sentinel passport**

The Sentinel passport is valid for a period of two years and looks similar to a driving licence with a worker's photograph and details of training received. It is tamper proof with a hologram and contains details of restrictions and related competencies.

### **Number of Sentinel passports issued**

Approximately 100,000 Sentinel passports have been issued. (*This information was last checked at the end of 2002*).

### **Future developments**

There are plans to further develop Sentinel through the introduction of an electronic 'smart card' which is capable of holding a much wider range of competency and assessment records. There are also plans to implement a national communication centre which can deal with queries regarding any aspect of safety critical competence.

### **Contact details**

Steve Diksa  
Railtrack Assurance & Safety  
Railtrack House  
4<sup>th</sup> floor, Fitzroy House  
355 Euston Road  
London NW1 3AG  
Telephone: 020 7830 5710

Association of Railway Training Providers (ARTP)  
33 Oxford Street  
Leamington Spa  
Warwickshire CV32 4RA  
Tel: 01926 833633

Internet: [www.artp.co.uk](http://www.artp.co.uk)

Details of the course run by CCL can be found at the following website:

Internet: [www.cclrailtraining.com](http://www.cclrailtraining.com)

## **8 SERVICE INDUSTRIES**

### **8.1 FEDERATION OF BAKERS**

The Federation of Bakers is the trade association representing all the leading bakeries in the United Kingdom. The Federation of Bakers Contractors' Passport (FBCP) is a major new initiative designed to ensure that all contractors working in the industry have received adequate health and safety training.

The aim of the FBCP is to improve health and safety standards in the industry by ensuring that contractors who work in members' bakeries have undergone appropriate training and are aware of their health and safety responsibilities. The Federation of Bakers aim to have all the leading Plant Bakeries and all contractors working in the industry registered on the scheme.

#### **Industries covered by the FBCP scheme**

The baking industry.

#### **Training required to obtain a FBCP**

All training follows IOSH's '*Working safely*' and '*Managing safely*' qualifications. Working safely is a one day introductory course which provides training for individuals in their health and safety responsibilities. Managing safely is a more in-depth five day course which is used to train foremen and supervisors.

#### **Training providers**

All training providers are accredited.

#### **Form and validity of FBCP**

The FBCP is credit card sized and holds details such as the photograph and name of the holder, the name of the contractor company they work for, and the passport number. The passport is computer generated and all the details are stored on a national database.

The passport is valid for five years and reminders are sent to the worker three months prior to the renewal date. The contracting company that the passport holder works for is audited annually to ensure compliance with the requirements for health and safety legislation.

#### **Number of passports issued**

Not known.

#### **Contact details**

John Sanders  
The Federation of Bakers  
6 Catherine Street  
London  
WC2B 5JW  
Telephone: 020 7420 7190  
E-mail address: [passport@bakersfederation.org.uk](mailto:passport@bakersfederation.org.uk)

Details originally viewed on: <http://www.bakersfederation.org.uk/contpass.htm>

NB: This specific link is no longer available but details are available on: [www.bakersfederation.org.uk/what\\_we\\_do.aspx](http://www.bakersfederation.org.uk/what_we_do.aspx)

## **8.2 THE NATIONAL MICROELECTRONICS INSTITUTE**

The National Microelectronics Institute (NMI) provides a mechanism for collaboration between members, educational organisations, regional bodies, and the government.

NMI have developed the Microelectronics Safety Pass (MSP) to improve health and safety awareness and eliminate repeated training among vendors or contractors who receive training throughout the year. The MSP was launched in April 2000 but was extended in 2002 to recognise in-house training and training provided to contractors at host companies.

### **Industries covered by the MSP scheme**

The microelectronics industry, including the design, production and manufacture of integrated circuits.

### **Training required to obtain a MSP**

Training is delivered either off-site at training centres in the United Kingdom, by the on-site host company or by the individual's company. The training programme lasts five to six hours and comprises 11 modules that combine the best elements of previous induction programmes:

- Health and safety legislation
- Clean room protocol
- Accident and incident prevention
- Emergency procedures
- Personal safety and manual handling
- Hazardous substances
- Environmental awareness
- Permit to work / risk assessment
- Lockout / Tagout
- Electrical safety
- Construction design and management

There is a post-training computer-based assessment where a minimum of 80% is required to pass and receive the MSP.

### **Training providers**

Training is delivered at either one of three to five local training centers throughout the UK, or by the host or internal company.

### **Form and validity of MSP**

The MSP is in the form of a plastic badge. The MSP contains details of the individual, including a photograph, as well as the validity dates of the passport. The MSP is valid for two years.

### **Number of passports issued**

A total of 140 people have now received the MSP.

### **Contact details:**

David MacNicol  
National Microelectronics Institute  
1, Michaelson Square  
Kirkton Campus  
Livingston  
EH54 7DP  
Telephone: 0131 449 8507  
Internet: [http://www.nmi.org.uk/manufacturing/MSP/safety\\_pass\\_\(msp\)htm](http://www.nmi.org.uk/manufacturing/MSP/safety_pass_(msp)htm)

## 9 DOCKS INDUSTRY

### 9.1 MERSEY DOCKS AND HARBOUR COMPANY PASSPORT SCHEME

The Mersey Docks and Harbour Company is responsible for the port of Liverpool in the north west of the United Kingdom, and their passport scheme was introduced in 1998 by the trade union and port safety officer representatives for Mersey docks.

The scheme developed as a result of The Mersey Docks and Harbour Company insisting on induction training being given to employees and contractors who were employed on the Mersey docks. *(The website no longer contains details about this passport scheme, therefore this information is based on information available at the end of 2002).*

#### **Industries covered by the Mersey Docks and Harbour Company passport scheme**

The docks of Liverpool

#### **Training required to obtain a Mersey Docks and Harbour Company passport**

There is a charge of £25 for completing the course and the training lasts half a day for three and a half hours. The participants are taught about health and safety and hazards when working in and around docks and ships. Videos and handouts are used.

#### **Training providers**

Not known.

#### **Form and validity of the Mersey Docks and Harbour Company passport**

Two to three weeks after completing the course, a safety passport is sent to the participants. The safety passport is credit card sized displaying a photograph of the holder along with their personal details. The card is valid for three years.

#### **Number of Mersey Docks and Harbour Company passports issued**

Not known.

#### **Contact details**

Terry Kelly  
Maritime Centre  
Seaforth  
Port of Liverpool  
L21 1LA

Telephone: 0151 949 6054

E-mail: [terry.kelly@merseydocks.co.uk](mailto:terry.kelly@merseydocks.co.uk)

Information originally viewed on: [www.merseydocks.co.uk/index2.htm](http://www.merseydocks.co.uk/index2.htm)

(NB: This website no longer contains details about this passport scheme but the link was kept for reference purposes).

## **9.2 PORT SKILLS AND SAFETY LIMITED**

Ports Skills and Safety Limited (PSSL) is the training organisation of the UK ports industry trade association. It was established in 2001 and has subsumed the roles of the former Ports' Safety Organisation (PSO) and British Ports Industry Training (BPIT). PSSL have introduced the Port Safety Induction Card (PSIC) which is a passport scheme for casual workers or non-permanent employees on dock work. The aim of PSIC is to set a minimum standard in which non-permanent employees do not work on cargo handling operations until the cargo handling company is satisfied that they have undergone appropriate safety induction training. The main objective of the PSIC is to indicate that the holder has successfully undertaken the relevant safety induction training within the previous three years.

### **Industries covered by the PSIC**

The ports industry in the United Kingdom.

### **Training required to obtain a PSIC**

The training requires the completion of the following modules:

- Introduction
- Legal: General application of relevant documents
- Safety organisation of the company
- Safety policy
- General safety awareness in ports
- Hazard and risk and key precautions
- Accidents and reporting
- First aid
- Fire and emergency procedures
- Welfare and hygiene
- Personal protective equipment and maintenance

### **Training providers**

Training is provided by trainers from the Ports Skills and Safety Limited (PSSL).

### **Form and validity of PSIC**

The PSIC is pocket sized and of a 'durable nature' containing the following details:

- Photograph
- Full name of holder
- PSIC identity number
- Details of training received
- Details of issuing company
- Signature of person issuing the card
- Date of issue
- Date of expiry

The PSIC is to indicate that holder has completed the course successfully within the previous three years.

### **Number of passports issued**

Not known.



**Contact details**

Port Skills and Safety Ltd  
Africa House  
64-78 Kingsway  
London  
WC2B 6AH  
England

Telephone: 0207 242 3538

E-mail: [info@portskillsandsafety.co.uk](mailto:info@portskillsandsafety.co.uk)

Internet: [http://www.bpit.co.uk/employers/news/modern\\_ports.htm](http://www.bpit.co.uk/employers/news/modern_ports.htm)

## 10 EUROPEAN SAFETY PASSPORT SCHEMES

### 10.1 SAFETY CERTIFICATION FOR CONTRACTORS

The Safety Certification for Contractors (SCC) was developed in The Netherlands in 1994 by multinationals in the petrochemical industry such as Esso, Shell, and ICI to set up a uniform, objective system that would make it possible to evaluate the safety policy of contractor organisations.

#### **Industries covered by the SCC scheme**

Originally intended for the Petro-chemical and pharmaceutical associated industries, it now covers a range of other industries involved in hazardous work such as industrial cleaning, rail construction and maintenance, dredging and civil works. The scheme was originally developed by and for Dutch industry, although now it is widespread across Belgium, France, Germany, and Austria and can be used without restrictions in Belgium and the Netherlands.

#### **Training required to obtain a SCC passport**

The training is delivered over two days for operational staff and three days for supervisors with an exam at the end for both. The exams are held publicly in various locations around the Netherlands and the trainee can, if required, simply turn up with their travel passport as a form of identification, pay the fee, and sit the exam.

The SCC includes the requirement for all certified contractors to have a personal safety logbook which provides assurances that the holder is a professional tradesman who works safely. The book remains the property of the employee who keeps it upon his/her person and updates it with other training such as fork lift driving certificates or site induction certificates. It is in three languages (English, Dutch and French).

The SCC is accepted as an industry standard and is accredited by the Dutch Accreditation Council. Several independent examining bodies are accredited to administer exams and issue certificates of competency which can then be incorporated into the personal safety logbook.

#### **Training providers**

The exam is independent of the trainer so training can be in house, self study or simply experience.

#### **Form and validity of the SCC passport**

The certificates are currently valid for ten years, but it is intended that it will be reduced to five years soon. When the certificates expire the trainee is required to resit the exam.

#### **Number of SCC passports issued**

In early 2001, there were 300,000 logbooks in circulation in the Netherlands and Belgium.

#### **Future developments**

The petro-chemical industry is looking to return the SSC standard to being specific to the petro-chemical industry, rather than the SCC passport. It is possible that in a year or two many

industries will prefer to adopt OHSAS 18001 as it is an internationally recognised occupational health and safety management system specification.

### **Contact details**

PO Box 443  
2260 AK Leidschendam  
The Netherlands  
Telephone: +31 (0)70 30 10 893  
fax: +31 (0)70 30 10 892  
e-mail: [info@ssvv.nl](mailto:info@ssvv.nl)  
Internet: <http://www.ssvv.nl/english/>

## **10.2 EUROPEAN HEALTH AND SAFETY PASSPORT PROGRAMME**

The European Health and Safety Passport Programme was developed in the Netherlands in response to a Maastricht decision requiring all European countries to meet clearly defined industrial health and safety standards.

### **Industries covered by the European Health and Safety Passport Programme**

Employees and contractors engaged in the construction, power, petro-chemical, railway and offshore industries.

### **Training required to obtain a European Health and Safety Passport**

Training is undertaken over two days and covers the following on-site health and safety practices:

- Basic knowledge of health and safety law
- Risk assessment, hazards and human behaviour
- Accident causation and accident prevention
- Work permits
- Personal protective equipment
- General training in areas such as hazardous substances, confined spaces, noise and transport on site
- Environment and waste disposal

On completion of the course the participants will have completed a quality approved audited exam and will have been examined to European Standard EN4501.

Those who already hold a CCNSG passport can undertake a two day conversion course.

### **Training providers**

Training for the European Health and Safety Passport Programme is provided by Evita Training Services either in house or at various locations throughout the UK.

### **Form and validity of European Health and Safety Passport**

At the end of the training, the candidates sit an exam and, if they pass, are issued with a personal safety logbook. This is commonly known as the European Health and Safety Passport.

The European Health and Safety Passport contains a photograph and a record of personal details in the front followed by pages which record training undertaken, qualifications, employment history and medical details as applicable. The passport is valid for ten years.

### **Number of European Health and Safety passports issued**

Over 500 people have gained access to the European Health and Safety Passport Programme by being trained with Evita. *(This information was last checked at the end of 2002).*

### **Contact details**

Sue Bates  
Evita Training Services Limited  
Unit 1, Portland Place  
Spring Gardens  
Doncaster  
DN1 3DF

Telephone: 0845 0900 777  
E-mail: [training@evita.co.uk](mailto:training@evita.co.uk)  
Internet: [www.evita.co.uk/health.htm](http://www.evita.co.uk/health.htm)

## **10.3 FORAS AISEANNA SAOTHAIR SAFE PASS PROGRAMME**

The Foras Áiseanna Saothair (FÁS) is Ireland's national training and employment authority and it provides a range of training and employment programmes aimed at employers, employees and unemployed people. The mission of FÁS is to increase the employment prospects and skills of employees and those seeking employment.

In collaboration with industrial partners, FÁS have developed a safety awareness training programme (the FÁS Safe Pass Programme) for all construction site and local authority personnel.

### **Industries covered by the FÁS Safe Pass Programme:**

Construction sites and local authorities.

### **Training required to obtain a FÁS Safe Pass**

To receive a FÁS Safe Pass, participants must successfully complete the health and safety awareness training programme. However, employers are still expected, as part of their statutory duty, to provide other appropriate health and safety training for their employees.

Training modules include:

- The reasons for promoting safety
- Health and Safety at Work legislation
- Accident reporting and emergency procedure
- Accident prevention
- Health and hygiene
- Manual handling

- Working at heights
- Working with electricity, underground and overhead services
- Use of hand held equipment and tools
- Personal protective equipment
- Safe use of vehicles
- Noise and vibrations
- Excavations and confined spaces

Those people who receive the FÁS Safe Pass should have a basic knowledge of health and safety and be able to work on site without being a risk to themselves or others.

### **Training providers**

Training is provided by tutors approved by FÁS, who have meet the training and assessment criteria determined by FÁS. Accreditation requirements include successfully completing the two-day Safe Pass Tutor Programme, as well as holding one of the specified health and safety certificates and in some cases having three years experience in the construction industry.

### **Form and validity of FÁS passports:**

The FÁS passport is a registration card and participants are required to update their safety awareness training and their registration card every four years.

### **Number of FÁS passports issued:**

Not known.

### **Contact details:**

Safe Pass Programme  
FÁS Services to Business  
27-33 Upper Baggot Street  
Dublin, 4

Telephone: (01) 6070500

Fax: (01) 6070618

E-mail: [safepass@fas.ie](mailto:safepass@fas.ie)

Internet: [http://www.fas.ie/environmental\\_training\\_unit/safepass.html](http://www.fas.ie/environmental_training_unit/safepass.html)

## **11 DISCUSSION**

### **11.1 SAFETY PASSPORT SCHEMES IDENTIFIED IN THIS REVIEW**

This review has shown that there are a number of safety passport schemes in Great Britain and a few in Europe, covering a wide range of industries such as petroleum, baking, and dock workers. The safety passports identified in this review have been in existence for varying periods of time. Some are new schemes, for example the IOSH-SPA formed in 2001 and the Vantage Offshore Passport System also launched in 2001. Other schemes were developed several years ago, for example, the Client/Contractor National Safety Group (CCNSG) passport scheme was developed in 1994 and the Mersey Docks and Harbour Company passport scheme that was developed in 1998. The review also indicates that the number of industries and organisations using safety passports are increasing.

Safety passports generally take the form of credit card-sized plastic cards, usually with the employee's name, photograph and identification number. They contain varying levels of detail about the employee's training and some have taken measures to make the passports tamper proof. Some passports indicate successful completion of one training course, whilst others represent general levels of competence by indicating all training completed by that individual. Some passports are accompanied by logbooks, as in the case of the Safety Certification for Contractors (SCC) scheme.

Passports vary in their validity. The majority of passports that cover specific training courses are valid for between three and five years, although a couple are valid for up to 10 years. A refresher course is usually required to receive a new passport in these schemes. Passports covering general competence do not tend to expire but can be added to as new training is completed. Although the information on the number of passports issued was not available for all schemes, for those where the information is available, it is clear that in some cases large numbers of passports have already been issued.

Details of only three European schemes were found on the Internet. This may be because there are no other European schemes. However, there may be other schemes in existence, but as the review is based mainly on information available on the Internet, it is not possible to confirm this. It has not been possible therefore to consider in detail the suitability for British schemes to be used abroad and vice versa, but initial indications would suggest that it would be possible, given the fact that those individuals who hold a British CCNSG passport can qualify for a European Health and Safety Passport if they undertake a two day conversion course.

### **11.2 ADVANTAGES OF SAFETY PASSPORT SCHEMES**

The advantages of safety passport schemes was highlighted by Rimington (1999) in his evaluation of the CCNSG passport scheme. He suggested that one of the major benefits of passport schemes is that they ensure, through training, that all workers are sufficiently aware of health and safety. He argues that although passport schemes are generally not designed to correct the major faults in competence or diligence that usually result in the major accidents, they are able to improve safety culture, which is the 'foundation for the avoidance of such accidents'. Rimington also suggests that passport schemes are an element in a wider effort of safety assurance in many industries which can reduce accident rates and are part of an insurance against large and expensive accidents. Rimington further noted that safety passports create standardisation in training, avoid repetition of training for contractors who work at a number of different companies, and reassure employers that they are fulfilling their legal obligations.

In addition, safety passports are more difficult than paper certificates to forge and, if accompanied by a central database, can create a simple way to check the validity of passports. In some cases, safety passports can reduce the amount of paperwork associated with training.

### **11.3 DISADVANTAGES ASSOCIATED WITH SAFETY PASSPORT SCHEMES**

The main disadvantages of safety passport schemes lie in their financial implications, each of which need to be fully considered and evaluated when considering the implementation of schemes. There may be costs associated with the provision of the safety passports, as well as the costs associated with training, for example training fees and lost work time. The costs are also likely to be accentuated for small and medium-sized enterprises (SMEs) who may already find it difficult to afford the cost of training. However, with or without the safety passport schemes, employees have to complete mandatory training in many industries, which will always have financial implications. The costs of establishing the passport schemes initially may appear a burden, but as the schemes become more established the cost of the scheme may reduce and there will be other benefits to the schemes that may compensate for the costs of establishing the scheme. For example, it may be that companies will be able to attract more business if they can advertise that their employees are all trained and have achieved an acceptable standard within the industry.

### **11.4 FURTHER ISSUES ASSOCIATED WITH SAFETY PASSPORT SCHEMES**

Not all schemes identified in this report have been successful and some have had to adapt to changing demands. For example, the Association of Forecourt Systems Contractors safety passport was discontinued because people preferred an alternative scheme. The National Microelectronics Institute (NMI) had to extend the courses it recognized to include in-house training and training offered by host companies to contractors. This is because there was a decreasing demand for their passport scheme, which they attributed to companies increasingly providing in-house health and safety training to their contractors. These schemes highlight two important issues concerning safety passport schemes.

The first issue relates to the existence of more than one scheme within an industry. For a passport scheme to be successful, it is important that it does not overlap too much with other existing schemes. Too much overlap makes it difficult for employers / contractors to establish which safety passports cover the required training. If more than one scheme is to exist within one industry, all schemes within that industry should cover the industry specific mandatory training and should clearly state what additional training is included. It is also important that any scheme has the backing of all those concerned, for example, the authorities, industry, employees, unions, etc. The situation with the NMI raises another important issue about whether in-house training should be included in safety passport schemes. If the advantages of having safety passports in industries, highlighted by Rimington, for example standardised training, established minimum levels of health and safety awareness and reassurance that employers are fulfilling their legal obligations, are to be realised, then it would seem important that in-house training is included in safety passports. All training, whether in-house or external, should be required to meet certain standards and this was recognized by the NMI.

Although Rimington (1999) suggests that safety passports will reduce the number of accidents due to all workers receiving sufficient training in health and safety, Ker (2002, in a letter to Safety Management) believes that the use of safety passports will actually cause an increase in fatal or serious accident rates. He states that when the workforce has safety passports, managers and supervisors will relax and reduce their adherence to health and safety management because

they will expect their workers to be fully trained and operate safely without any additional input from them. This highlights the need to continually review safety passport schemes and to fully inform employers of their additional health and safety requirements. This concern is partly addressed in HSE's proposed good practice guide for passport training schemes, which will stress that safety passports are not a reason to avoid providing training and are not a substitute for effective on-site management.

## **11.5 ADDITIONAL ISSUES RELEVANT TO THE SUCCESS OF PASSPORT SCHEMES**

In addition to the points raised in the above section that have implications for the success of any passport scheme, there are additional issues that need to be addressed. For example, it is possible that, although the passport schemes intend to reduce the repetition of training, experienced contractors will undertake too much training in areas where they do not need training. It is therefore important to ensure that schemes are properly controlled and that the schemes provide flexibility in order to ensure training needs are fulfilled without requiring unnecessary training of more experienced employees.

Rimington (1999) further suggests that the success of passports schemes is often dependant on the level of client commitment and the style of the passport scheme, i.e. he credits the success of the CCNSG scheme to its '*informality, practicality and insistence on affordability and value for money combined with quality*'. He also suggested that the secret of that scheme was that '*those who buy in know exactly what they are buying, and that a result will follow – either an improved chance of work or greater safety assurance according to perspective*'. He further suggested that schemes with a substantial voluntary effort and where interested parties have control, have great potential to succeed.

Rimington (1999) notes that passport schemes may be more appealing to potential clients if they can be adapted and tailored to the needs of the client. Potential clients may be involved in work that requires skills that overlap with those covered by the scheme but may also require additional, possibly specialised, skills that also need to be covered. It is likely that those controlling the schemes will only be prepared to tailor their schemes to any one aspect, if they consider there to be a critical mass of demand for any variation to make it viable. Some schemes, for example the Safety Pass Alliance (SPA), already offer this flexibility.

## **11.6 CONCLUSIONS**

Rimington (1999) concluded in his evaluation that '*there seems no doubt that the benefits of the passport scheme outweigh the costs*'. The fact that the schemes examined in this review are relatively newly established schemes suggests that the full implications of the schemes, both positive and negative, may not yet be completely evident. However, as more schemes are being introduced and large numbers of the more established schemes are being distributed, it would seem that employers and employees at least, believe in the benefits of the schemes. It would also seem a useful point at which to ask those people who use the safety passports in the different industries and those who support them, for their views on the existing schemes. The benefits and disadvantages of the schemes should be established from the views of employees and employers, and aspects that need improvement should be identified. This feedback should be used to guide the development of these schemes that are intended to improve levels of safety training, and to overcome the potential problems and issues highlighted above to ensure these schemes are successful.



## 12 REFERENCES

Ker, R.A. (2002) Why all these well intentioned passport schemes won't work.  
Safety Management. February 2002. pp14-15.

Rimington, J. (1999) Passport Training Schemes. An Evaluation.  
Available on the following website: <http://www.hse.gov.uk/policy/passport.htm> (Viewed on  
25th April 2003).

**13 APPENDIX 1: SUMMARY TABLE OF PASSPORT TRAINING SCHEMES**

NAME OF COMPANY / SCHEME	INDUSTRY	WHEN INTRODUCED	LENGTH OF COURSE	EXAM/ ATTENDENCE NEEDED	COURSE PROVIDED BY	PASSPORT DESCRIPTION	VALIDITY OF PASSPORT	NUMBER OF PASSPORTS ISSUED
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**GENERAL SCHEMES**

Safety Pass Alliance (SPA)	Engineering and construction, petrol, mineral processing and food.	N/K	2 days	Multiple-choice exam	Accredited training providers	Plastic credit card, including name, photograph and national insurance number.	3 years	5000
Institute of Occupational Safety and Health, Safety Pass Alliance (IOSH-SPA)	Currently food and drink.	2001	2 days	Multiple-choice exam. Pass mark of 80%. Certain questions must be answered correctly.	Tutors are approved and registered and subject to review and periodic audits.	Plastic photo card, including photograph, personal information embedded on card, holocote finish and foil hologram and signature strip.	3 years	1400

**PETROLEUM**

Contractor safety passport scheme (CSP)	Petroleum.	2000	2 days	Tests during the course to ensure delegates understood issues raised.	Training organisations approved by SPA.	Credit card sized passport	3 years	N/K
Vantage Offshore Passport System (OPS)	UK oil and gas.	2001	N/A – Ongoing training	N/A	N/A	Includes an embedded chip. Associated database contains information on training, medicals, trip history and competencies.	N/A	37,000

NAME OF COMPANY / SCHEME	INDUSTRY	WHEN INTRODUCED	LENGTH OF COURSE	EXAM/ ATTENDENCE NEEDED	COURSE PROVIDED BY	PASSPORT DESCRIPTION	VALIDITY OF PASSPORT	NUMBER OF PASSPORTS ISSUED
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**CONSTRUCTION**

Construction Skills Certification Scheme (CSCS)	Construction.	N/K	Ongoing training to achieve a NVQ	NVQ and completion of a multiple choice health and safety test needed.	Accredited training providers for NVQs. CITB run health and safety courses.	Similar to a credit card. Lists relevant certificates and H&S training.	3 or 5 years	150,000
Client/Contractor National Safety Group (CCNSG)	Power generation, steel, oil, gas, and chemicals.	1994	2 days	Multiple-choice exam. 80% pass mark required.	Training providers must be approved and registered and they are regularly audited.	Credit card sized plastic photographic pass, including the delegate's name, expiry date of the passport and a card number..	3 years	160,000
Airport Construction Training Alliance (ACTA)	Airport construction workers.	1997	N/A – Ongoing training	N/A	N/A	Similar in size to the airport ID card and includes a photograph, name and ID number.	N/A	N/K

**EXTRACTIVE AND UTILITY SUPPLY**

Gas and Water Industry National Training Organisation (GWINTO)	Gas and water.	2001	N/K	N/K	Approved trainers.	Credit card sized passport including name, photograph and details of training.	3 years	4000
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NAME OF COMPANY / SCHEME	INDUSTRY	WHEN INTRODUCED	LENGTH OF COURSE	EXAM/ ATTENDANCE NEEDED	COURSE PROVIDED BY	PASSPORT DESCRIPTION	VALIDITY OF PASSPORT	NUMBER OF PASSPORTS ISSUED
Register of Energy Sector Engineers, Technologists and Support Staff (RESETS)	Energy sector. Mainly the electricity industry.	January, 2003	Ongoing training to achieve a N/SVQ	Continual assessment of skills and experience.	Accredited providers.	Passport includes photograph, name, registration number, expiry date, signature and coloured bands indicating level of competence. Web page includes details of current skill and accreditation record and photograph.	N/K	N/K
<b>MANUFACTURING AND ENGINEERING</b>								
Metals Industry Skills and Performance (MetSkill)	Metals. Mainly Steel.	N/K	2 days or other routes	Multiple choice exam and workplace assessment or other route.	Training providers approved by the NTO.	Certificate.	3 years	200
Engineering Services SKILLcard	Heating, ventilating, air conditioning and refrigeration industries.	2001	1 day for health and safety awareness	NVQ needed for some passports.	Health and safety course is run by the Heating and Ventilation Contractors' Association, but it can also be run inhouse.	Credit card sized, including name, photograph and details of industry qualifications, competencies, National Agreement grade (if relevant) and experience.	5 years	N/K

NAME OF COMPANY / SCHEME	INDUSTRY	WHEN INTRODUCED	LENGTH OF COURSE	EXAM/ ATTENDENCE NEEDED	COURSE PROVIDED BY	PASSPORT DESCRIPTION	VALIDITY OF PASSPORT	NUMBER OF PASSPORTS ISSUED
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**TRASPORTATION**

Sentinel	Railway track workers	1999	2 days	Theory and practical assessment.	Training providers from CCL.	Looks similar to a driver's licence, including photograph, details of training, a hologram and details of restrictions and related competencies.	2 years	100,000
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**SERVICE**

Federation of Bakers Contractors' Passport (FBCP)	Baking.	2002	1 day intro 5 day in-depth course	N/K	Accredited providers.	Credit card sized, including photograph, name, company name and passport number.	5 years	N/K
National Micro-electronics Institute (NMI)	Micro-electronics. Including the design, production and manufacture of integrated circuits.	2000	5-6 hours	Individuals have to successfully complete an assessment. (80% pass mark required).	Either at offsite training centres, at the host company or in-house.	Plastic badge. It includes individual's details, including a photograph, as well as validity dates.	2 years	140

**DOCKS**

Mersey Docks and Harbour Company Passport Scheme	Docks and ports of Liverpool.	1998	3.5 hours	N/K	N/K	Credit card sized including photograph and personal details.	3 years	N/K
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NAME OF COMPANY / SCHEME	INDUSTRY	WHEN INTRODUCED	LENGTH OF COURSE	EXAM/ ATTENDENCE NEEDED	COURSE PROVIDED BY	PASSPORT DESCRIPTION	VALIDITY OF PASSPORT	NUMBER OF PASSPORTS ISSUED
Port Skills and Safety Limited (PSSL)	Ports.	2001	N/K	N/K	Trainers from PSSL.	Pocket sized and of a 'durable nature'. It includes a photograph, name, identity no., details of training and issuing company, signature, and date of issue and expiry.	3 years	N/K
<b>EUROPEAN SAFETY PASSPORT SCHEMES</b>								
Safety Certification for Contractors (SCC)	A wide range of industries involved in hazardous work	1994	2 days – operative 3 days - supervisor	Exams given by accredited independent examining bodies.	Training can be in house, by self-study or by experience, as exams given independently.	Personal safety logbooks, including certificates of competence from training.	10 years	300,000 logbooks in circulation in early 2001.
European Approved Health and Safety Passport Course	Construction, power, petro-chemical, railway and offshore.	N/K	2 days	Quality approved audited exam, to European Standard EN4501.	Trainers are from Evita Training Services.	Personal safety logbook, including photograph, personal details, training details, qualifications, employment history and medical details.	10 years	500
Foras Áiseanna Saothair (FÁS) FÁS Safe Pass Programme	Construction.	N/K	N/K	Successful completion of the course.	Approved training providers.	Registration card.	4 years	N/K

**14 APPENDIX 2: WEBSITE DETAILS WHERE FURTHER  
INFORMATION FOR SCHEMES CAN BE FOUND**



## Website details where further information for schemes can be found

NB: Only web addresses that contained information on the relevant passport schemes in April 2003 have been given below.

GENERAL SCHEMES	
Safety Pass Alliance (SPA)	<a href="http://www.safetypassalliance.co.uk/">http://www.safetypassalliance.co.uk/</a>
Institute of Occupational Safety and Health, Safety Pass Alliance (IOSH-SPA)	<a href="http://www.iosh.co.uk/">http://www.iosh.co.uk/</a>
PETROLEUM	
Contractor safety passport scheme (CSP)	<a href="http://www.cogent-ssc.com/interface/project_Home.asp?ProjectID=459">www.cogent-ssc.com/interface/project_Home.asp?ProjectID=459</a>
Vantage Offshore Passport System (OPS)	<a href="http://www.cogent-ssc.com/interface/project_home.asp?projectid=461">http://www.cogent-ssc.com/interface/project_home.asp?projectid=461</a>
CONSTRUCTION	
Construction Skills Certification Scheme (CSCS)	<a href="http://www.cscs.uk.com/">http://www.cscs.uk.com/</a>
Client/Contractor National Safety Group (CCNSG)	<a href="http://home.freeuk.com/ccnsgforum/index.htm">http://home.freeuk.com/ccnsgforum/index.htm</a> Or: <a href="http://www.ecitb.org.uk/safetypassport/safetypassport.html">http://www.ecitb.org.uk/safetypassport/safetypassport.html</a>
Airport Construction Training Alliance (ACTA)	<a href="http://www.acta.easitrack.com/">http://www.acta.easitrack.com/</a>

EXTRACTIVE AND UTILITY SUPPLY	
Gas and Water Industry National Training Organisation (GWINTO)	<a href="http://www.gwinto.co.uk/">http://www.gwinto.co.uk/</a>
Register of Energy Sector Engineers, Technologists and Support Staff (RESETS)	<a href="http://www.reset.org.uk/">http://www.reset.org.uk/</a>
MANUFACTURING AND ENGINEERING	
Metals Industry Skills and Performance (MetSkill)	<a href="http://www.sinto.co.uk/">http://www.sinto.co.uk/</a>
Engineering Services SKILLcard	<a href="http://www.skillcard.org.uk">www.skillcard.org.uk</a>
TRANSPORTATION	
Sentinel	<a href="http://www.artp.co.uk">www.artp.co.uk</a> Details of the course run by CCL can be found at the following website: <a href="http://www.cclrailtraining.com">www.cclrailtraining.com</a>
SERVICE	
Federation of Bakers Contractors' Passport (FBCP)	<a href="http://www.bakersfederation.org.uk/what_we_do.aspx">www.bakersfederation.org.uk/what_we_do.aspx</a>

National Micro-electronics Institute (NMI)	<a href="http://www.nmi.org.uk/manufacturing/MSP/safety_pass_(msp)htm">http://www.nmi.org.uk/manufacturing/MSP/safety_pass_(msp)htm</a>
DOCKS	
Mersey Docks and Harbour Company Passport Scheme	Website no longer contains details about this passport scheme
Port Skills and Safety Limited (PSSL)	<a href="http://www.bpit.co.uk/employers/news/modern_ports.htm">http://www.bpit.co.uk/employers/news/modern_ports.htm</a>
EUROPEAN SAFETY PASSPORT SCHEMES	
Safety Certification for Contractors (SCC)	<a href="http://www.ssvv.nl/english/">http://www.ssvv.nl/english/</a>
European Approved Health and Safety Passport Course	<a href="http://www.evita.co.uk/health.htm">www.evita.co.uk/health.htm</a>
Foras Áiseanna Saothair (FÁS) FÁS Safe Pass Programme	<a href="http://www.fas.ie/environmental_training_unit/safepass.html">http://www.fas.ie/environmental_training_unit/safepass.html</a>