


HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

1.0 INTRODUCTION

This **HE Simm Minimum Requirement (HMR)** document outlines the HE Simm health and safety and skill competency standards, and requirements to ensure that all personnel (including any HE Simm, sub-contract and agency personnel) are competent to carry out their work.

HE Simm requires that all personnel engaged on their construction sites hold a current **Passport to Work card** which demonstrates they have the necessary health and safety knowledge and skills.

The **Passport to Work card** will also record Equality and Diversity Profile data on employees (including any HE Simm, sub-contract and agency personnel) to enable HE Simm to meet Client's and the local authorities Equality and Diversity Profile targets.

2.0 REQUIREMENT

All HE Simm site based staff and operatives, including sub-contractors (or an individual working for a sub-contractor) and agency personnel who are involved in construction work (directing, managing, supervising or undertaking) from the 1st March 2013, shall have a valid **HE Simm Passport To Work (PTW) card** relevant to the work they undertake. **No card, No work!**

The only exception will be specialist sub-contractors/tradesmen who will be on site for 5 days or less at any one time. In such circumstances, providing the minimum requirements of the *Competence Matrix* are met, a **Visitors Pass** will be issued on site, reviewed daily, and will be valid for a maximum of 5 days. Visitors must still provide proof of competence for the works they are to carry out on site and this should be recorded on the **Visitors Pass** before any works begin.

HE Simm will require an identified Supervisor (this can be a Supervisor or a higher level of management, i.e. Manager or Director) for all sizes of work gang. The ratio of Supervisors to workers on a site will be determined on the basis of Risk Assessment and the Client's requirements, but must not be less than the following ratios:


- Lone Worker - Does not need to be a supervisor but must be competent to work on their own.
- 1-6 Operatives - 1 working Supervisor.
- 7-15 Operatives - 1 non-working Supervisor.
- 1 Supervisor (working or non-working) per additional 10 Operatives.

The **minimum** competence and skill requirements below sets out the minimum health and safety and skill competency training that HE Simm have agreed should be held by those directing, managing, supervising or undertaking operations whilst working for HE Simm (including any HE Simm, sub-contract and agency personnel), in order to be issued with a **Passport to Work card**.

2.1 DIRECTORS MINIMUM COMPETENCE AND SKILL REQUIREMENTS

HE Simm requires that **ALL** Directors, and that of their sub-contractors, can demonstrate that they have the necessary knowledge and skills to direct and lead health and safety strategies effectively.

The Institute of Directors and the Health and Safety Executives' joint publication **Leading Health and Safety at Work** provides guidance and sets out an agenda for the effective leadership of health and safety for use by **ALL** Directors and applies to organisations of **ALL** sizes.

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Definition of Director

For the purpose of this **HMR** the definition of a Director will be determined based on the duties they undertake and not their job title.

The 'Institute of Directors' define a Director as:

A member of the body that is responsible for the strategic business direction of an entity and the implementation of its corporate governance, and which makes the decisions that determine its success and integrity and the expression. May include a Divisional Director where the division is equivalent to an entity of substance, or a leader of an Entity.

Examples of Directors to whom this standard applies include owners and members of Executive Boards.

Directors who carry out day to day management of work activities should also comply with the Managers **minimum** competence and skill requirements

Competence and Skill Requirement

Directors must have a CSCS card, or a scheme card affiliated to CSCS, approved by UKCG (UK Contractors Group - www.ukcg.org.uk) relevant to their skill level and position. See section 4 *Competence and Skill Matrix* for approved cards. They must be able to demonstrate they have sufficient knowledge of health and safety.

Directors must be able to demonstrate that they have met the competence and skill standard.

Suitable Courses

HE Simm Passport to Work recognises the following courses as being suitable and meeting the required standard:

- IOSH **Directing Safely** (1 Day)
- IOSH **Managing Safety for Senior Executives** (1 Day)

Alternatively, a comparable course recognised by the relevant Sector Skills Council or Trade Association.

Comparable internally developed training is only recognised in circumstances where the employer has demonstrated to HE Simm that the training course has the content and outcomes at least equivalent to the course types in (1) and (2) as shown in section 4.

Duration

The course duration should be no less than one day.

Assessment


Courses must incorporate a form of assessment.

Certification

Directors should be in possession of a certificate that details the training provider, date awarded, the course title and confirmation stating if the delegate has passed the examination.

Refresher Training

Directors should attend refresher courses as defined by the training provider; this should not exceed five yearly intervals. If a refresher course is not available, the original course or similar should be re-taken at five yearly intervals.

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

2.2 MANAGERS MINIMUM COMPETENCE AND SKILL REQUIREMENTS

HE Simm requires that Managers and their sub-contractors' Managers can demonstrate they have the necessary knowledge and skills to manage workplace health and safety standards.

Definition of Manager

For the purpose of this **HMR**, Managers are defined as those persons managing work activities. They are typically site based or visiting personnel with direct responsibility for planning and managing work activities.

Competence and Skill Requirement

Managers must have a CSCS card, or a scheme card affiliated to CSCS, approved by UKCG (UK Contractors Group - www.ukcg.org.uk) relevant to their skill level and position. See section 4 *Competence and Skill Matrix* for approved cards.

Managers must be able to demonstrate they have sufficient knowledge of health and safety and should be able to demonstrate that they have met the competence and skill standard.

Suitable Courses

HE Simm recognises the following courses as being suitable and meeting the required standard:

- Construction Skills **Site Management Safety Training Scheme (SMSTS)**
- IOSH **Managing Safely in Construction (4 Days)**
- IOSH **Managing Safely with Construction Module**

Alternatively, a comparable course recognised by the relevant Sector Skills Council or Trade Association. Details of these recognised courses can be viewed by following the link below:

- <http://www.ukcg.org.uk/activities/health-safety/training-standard/>

Comparable internally developed training is only recognised in circumstances where the employer has demonstrated to HE Simm that the training course has the content and outcomes at least equivalent to the course types in (1) and (2) as shown in section 4. HE Simm will use Aspen Thorn Safety Management to review and approve any alternative training used.

Duration

The course duration should be no less than four days.

Assessment


Courses must incorporate a form of assessment.

Certification

Managers should be in possession of a certificate that details the training provider, date awarded, the course title and confirmation stating if the delegate has passed the examination.

Refresher Training

Managers should attend refresher courses as defined by the training provider; this should not exceed five yearly intervals. If a refresher course is not available, the original course or similar should be re-taken at five yearly intervals.

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Managers should endeavour to attend Focus 30 **Passport to Work** Training Modules 1-4; initially at least one module should be completed within two months of starting work for HE Simm and then the rest completed over the following 12 months. The modules must be refreshed at two year intervals. HE Simm will make it known when the module training courses are available on site.

The Training Modules are designed to develop Managers/Supervisors Skills in:

1. Behavioural Safety
2. Assigning Incident and Injury Free Work
3. HMR Implementation
4. Safe and Unsafe Acts

HE Simm Managers must also provide evidence that they have successfully completed or are working towards completing the Managers training modules relevant to their position set out in **HMR 2.2 Staff Competence and Training**.

2.3 SUPERVISORS MINIMUM COMPETENCE AND SKILL REQUIREMENTS

HE Simm requires that **ALL** Supervisors and sub-contractors' Supervisors working on their sites can demonstrate that they have the necessary knowledge and skills to supervise their workers effectively. This is essential if they are to ensure that workers carry out their tasks safely and with due regard to health.

Definition of Supervisor

For the purpose of this **HMR**, Supervisors are defined as those persons directly supervising construction related work activities. They are the Front Line Supervisors with direct responsibility for putting people to work and who will typically brief their workers on how to carry out their work and ensure they are carrying out their work safely.

Competence and Skill Requirement

Supervisors must have a CSCS card, or a scheme card affiliated to CSCS and approved by UKCG (UK Contractors Group - www.ukcg.org.uk) relevant to their skill level and position. See section 4 *Competence and Skill Matrix* for approved cards.

Supervisors must be able to demonstrate they have sufficient knowledge of health and safety and the skills to be an effective supervisor of their workers. Following the course they will have sufficient knowledge of health and safety gained at a construction specific course of at least two days duration.


The course will allow the delegate to demonstrate sufficient skills to be an effective supervisor of their workers. They will need to demonstrate having attended training which includes an understanding of behavioural issues, leadership and effective intervention skills. This training must include role-play, have a form of testing, and successful candidates must be issued with a certificate to demonstrate a suitable standard has been achieved.

Supervisors must be able to demonstrate they have met the training standard.

Suitable Courses

HE Simm recognises the following course as being suitable and meeting the required standard:

- Construction Skills **Site Supervisors Safety Training Scheme (SSSTS)** (2 Days)
- **IOSH Managing Safely with Construction Module**

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Alternatively, a comparable course recognised by the relevant Sector Skills Council or Trade Association. Details of these recognised courses can be viewed by following the link below:

- <http://www.ukcg.org.uk/activities/health-safety/training-standard/>

Comparable internally developed training is only recognised in circumstances where the employer has demonstrated to HE Simm that the training course has content and outcomes at least equivalent to the course types in (1) and (2) as shown in section 4. HE Simm will then put forward to Aspen Thorn Safety Management for approval.

Duration

The course duration should be no less than 2 days.

Assessment

Courses must incorporate a form of assessment.

Certification

Supervisors should be in possession of a certificate that details the training provider, date awarded, the course title and confirmation stating whether or not the delegate has passed the examination.

Refresher Training

Supervisors should attend refresher courses as defined by the training provider; this should not exceed five yearly intervals. If a refresher course is not available, the original course or similar should be re-taken at five yearly intervals.

Supervisors should endeavour to attend Focus 30 **Passport to Work** Training Modules 1-4; initially at least one module should be completed within two months of starting work for HE Simm and then the rest completed over the following 12 months. The modules must be refreshed at two year intervals. HE Simm will make it known when the module training courses are available on site.

The Training Modules are designed to develop Managers/Supervisors Skills in:

1. Behavioural Safety
2. Assigning Incident and Injury Free Work
3. HMR Implementation
4. Safe and Unsafe Acts


HE Simm Supervisors must also provide evidence that they have successfully completed or are working towards completing the Supervisors training modules relevant to their position set out in **HMR 2.2 Staff Competence and Training**.

2.4 OPERATIVES MINIMUM COMPETENCE AND SKILL REQUIREMENTS

HE Simm requires that **ALL** operatives working on their sites can demonstrate they have the necessary knowledge and skills to undertake their work safely, with due regard to health.

Definition of Operatives

For the purpose of this **HMR**, standard operatives are those persons attending site to undertake construction activities and do not have any management or supervisory responsibilities. This excludes those enrolled on supervised apprentice or training programmes. Employers must be able to demonstrate that operatives meet the training standard.

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Training Standard

Operatives must have a CSCS card, or a scheme card affiliated to CSCS and approved by UKCG (UK Contractors Group - www.ukcg.org.uk) relevant to their skill level and position. See section 4 *Competence and Skill Matrix* for approved cards.

Employers must be able to demonstrate their operatives have suitable health and safety knowledge to undertake their work safely, with due regard to health.

Competence and Skill Requirement

HE Simm recognises the following course as being suitable and meeting the required standard:

- Attendance on the Construction Skills 1 Day Health and Safety Awareness
- IOSH **Working Safely** (1 Day)

Alternatively, a comparable course recognised by the relevant Sector Skills Council or Trade Association. Details of these recognised courses can be viewed by following the link below:

- <http://www.ukcg.org.uk/activities/health-safety/training-standard/>

Comparable internally developed training is only recognised in circumstances where the employer has demonstrated to HE Simm that the training course has the content and outcomes at least equivalent to the course types in (1) and (2) as shown in section 4. HE Simm would then put forward to Aspen Thorn Safety Management for approval.

Refresher Training

Operatives should attend refresher courses as defined by the training provider; this should not exceed three yearly intervals. If a refresher course is not available, the original course or similar should be re-taken at three yearly intervals.

Note: A general site specific induction does not constitute Health & Safety training.

3.0 PASSPORT TO WORK PROCESS


A **PTW Application** can be completed via our online portal at: <http://ptw.hesimm.co.uk/>

The process should take approximately 20 minutes to complete. Please ensure you fully read this HMR beforehand so you have all the supporting documentation to hand and saved on your computer.

The **HE Simm PTW** will be issued on proof of competence - by law or industry practice. The application form will need to be completed and the relevant *Certificates of Competence* produced. Other recognised documentation will be accepted if they are in line with sections 2.1, 2.2, 2.3 and 2.4 *Competence and Skill Requirements* above and the *Competence and Skill Requirement Matrix* (section 4).

In addition a photograph of the applicant is required for the **PTW card**. This needs to be of the applicant's head and shoulders, as clear as possible and uploaded to the application in JPEG format (section 2.7). **Applicants will need to keep the card on them whilst on site, so it can be shown if required.**

All information will be protected by the Data Protection Act 1998.

HMR 2.3	HMR:2 Project Planning, Responsibility and Training - Passport to Work	
	Issue: Issue 1	
	Amendment Status: Rev 4, 24 March 2016	
PASSPORT TO WORK		

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Once you have submitted your PTW application an email will be sent direct to you confirming receipt.

It takes approximately 30 days for the passport to work team to process your **HE Simm PTW** and check the validity of your supporting documentation and relevant *Certificates of Competence*. If your application is successful, an 'approval' email will be sent and your passport to work card printed and posted. If your application has failed to meet the minimum requirements as set out by HE Simm, a 'rejection' email will be issued advising you to log back onto the system and rectify the reasons for rejection.

The **HE Simm PTW card** will identify the position and the trade of the holder, include photographic identity, and the expiry date of the card but not supplementary training details. The supplementary training details are to be downloaded from the **PTW Database** before the person starts work on site.

The **HE Simm PTW** will be valid for a 3 year period, providing the relevant training is kept up to date in accordance with the *Competence and Skill Requirement Matrix* and training provider requirements. If the relevant *Minimum Requirements* training is not maintained and expires, the **HE Simm PTW** will be withdrawn until such time as the training is renewed and certification received. If supplementary training expires then the **PTW Database** will be amended and the person not permitted to carry out the works related to the expired training. ***It will be your responsibility to make sure your training is kept up to date.***

If the **HE Simm PTW** holder changes their trade or position, a new card should be issued providing the relevant certificates of competence are provided. Applicants should log back onto the system and enter their new trade/position on the renewal form, along with any other details that may have changed (e.g. address, etc).

Sub-contractors, Directors, Managers and Supervisors who are not site based but who work regularly with us, or will work with us for a considerable period of time, should be encouraged to undertake the relevant training to achieve a passport to work.

See www.aspenhorn.com for current training course details and available from Aspen Thorn. Training does not have to be carried out through HE Simm/Aspen Thorn other than the Focus 30 **Passport to Work** Training modules.

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

4.0 COMPETENCE AND SKILL REQUIREMENT MATRIX

The *Competence and Skill Requirement Matrix* (section 4) sets out the various approved competence and skills requirements in line with section 2 that each trade position require for a **HE Simm PTW**.

COMPETENCE AND SKILL REQUIREMENT MATRIX				
Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Operatives:-				
Visitor	CSCS plus relevant trade/occupational/plant & equipment cards.		Visitor Card (Reviewed daily & for a max. period of 5 days).	Only lasts the duration of contract.
Asbestos Removal	CSCS plus relevant license in conjunction with The Control of Asbestos Regulations 2012 (CAR).	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS and IOSH/CS requirements.
Data Engineer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Diamond Drilling & Sawing	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements.
Ductwork Installer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Electrical	CSCS & JIB ECS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, JIB & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Fire & Security Engineer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Operatives:-				
Fire Protection Installer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Flue Installer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Gas Installers	CSCS & GAS Safe Card	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, Gas Safe & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
General Operative	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Heating, Ventilation, Air Conditioning (HVAC) & Refrigeration	CSCS & JIB – PMES or affiliated Skill Card	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, Skill Card, JIB & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Plumbing	CSCS & JIB - PMES	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, JIB & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Medical Gas Installer	CSCS & JIB - PMES	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, JIB & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Operatives:-				
Plumbing (WRAS/WIAPS Inspector)	CSCS & WRAS/WIAPS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, WRAS/WIAPS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Solar Engineer	CSCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS & IOSH/CS requirements. Operatives must also be able to demonstrate that they have the relevant Product Training for the products they are installing; this must be demonstrated before they start work.
Lifting Operations:-				
Appointed Person	CPCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CPCS & IOSH/CS requirements.
Lift Supervisor	CPCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CPCS & IOSH/CS requirements.
Slinger/Signaller	CPCS	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CPCS & IOSH/CS requirements.
Scaffold:-				
Trainee	CISRS - Trainee	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CISRS & IOSH/CS requirements.
Scaffolder	CISRS - Scaffolder	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CISRS & IOSH/CS requirements.
Advanced	CISRS - Advanced Scaffolder	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CISRS & IOSH/CS requirements.
Tube & Fitting	CISRS - Tube & Fitting	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CISRS & IOSH/CS requirements.
Aluminium Mobile Towers High Level	CSCS & PASMA High Level	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, PASMA & IOSH/CS requirements.

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Operatives:-				
Aluminium Mobile Towers Low Level	CSCS & PASMA Low Level	IOSH Working Safely or CS H&S Awareness	HE Simm PTW (3 year)	As CSCS, PASMA & IOSH/CS requirements.
Supervisors:-				
HE Simm Staff - Supervisors	CSCS (Advanced Craft/Supervisory) Card or affiliated approved card	CITB SSSTS or IOSH Managing Safely with Construction module.	HE Simm PTW (3 year)	As CSCS & CITB/IOSH. HE Simm Supervisors & Managers Training Modules as HMR 2.2 . Supervisors must also attend HE Simm Focus 30 Passport to Work Training Modules 1-4 as soon as reasonably practicable & at least once every 2 years.
Sub-Contractors - Supervisors	CSCS (Advanced Craft/Supervisory) or affiliated approved card	CITB SSSTS or IOSH Managing Safely with Construction module.	HE Simm PTW (3 year)	As CSCS & CITB/IOSH. Supervisors must also attend HE Simm Focus 30 Passport to Work Training Modules 1-4 as soon as reasonably practicable and at least once every 2 years.
Managers:-				
HE Simm Staff - Managers	CSCS (Manager) or affiliated approved card	CITB SMSTS or IOSH Managing Safely with Construction module.	HE Simm PTW (3 year)	As CSCS & CITB/IOSH. HE Simm Supervisors & Managers Training Modules as HMR 2.2 . Managers must also attend HE Simm Focus 30 Passport to Work Training Modules 1-4 as soon as reasonably practicable & at least once every 2 years.
Managers - All Trades	CSCS (Manager) or affiliated approved card	CITB SMSTS or IOSH Managing Safely with Construction module.	HE Simm PTW (3 year)	As CSCS & CITB/IOSH. Managers must also attend HE Simm Focus 30 Passport to Work Training Modules 1-4 as soon as reasonably practicable & at least once every 2 years.
Directors:-				
HE Simm Staff - Directors	CSCS or affiliated approved card (Manager Level)	IOSH Directing Safely or IOSH Managing Safely for Executives.	HE Simm PTW (3 year)	As CSCS & IOSH
Directors - All Trades	CSCS or affiliated approved card (Manager Level)	IOSH Directing Safely or IOSH Managing Safely for Executives.	HE Simm PTW (3 year)	As CSCS & IOSH

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Supplementary Training:-				
PASMA Low Level	CSCS & PASMA		Added to HE Simm PTW	
PASMA High Level	CSCS & PASMA		Added to HE Simm PTW	
Abrasive Wheels	In House/External familiarization training		Added to HE Simm PTW	
Cartridge Operated Tools	Supplier familiarization certificate		Added to HE Simm PTW	
Pipe Threading Machines	Supplier familiarization certificate		Added to HE Simm PTW	
Pipe Crimping Tools	Supplier familiarization certificate		Added to HE Simm PTW	
MEWPS	CPCS or IPAF		Added to HE Simm PTW	
Mobile Tower	CSCS & PASMA		Added to HE Simm PTW	
Lifting Plant (Cranes)	CPCS or NPORS		Added to HE Simm PTW	
Small Power Tools	In House/External familiarization training		Added to HE Simm PTW	
Fire Training	Training as per Regulatory Reform (Fire Safety) Order 2005		Added to HE Simm PTW	
Manual Handling	In House/External familiarization training		Added to HE Simm PTW	
Working at Heights	To sufficient standard to satisfy criteria of the Working at Height Regulations 2005		Added to HE Simm PTW	
Confined Space	To sufficient standard to satisfy criteria of the Confine Space Regulations 1997		Added to HE Simm PTW	
First Aid	To sufficient standard to satisfy criteria of the Health & Safety (First Aid) Regulations 1981, plus any relevant amendments.		Added to HE Simm PTW	
Asbestos Awareness	To UKATA Standard		Added to HE Simm PTW	
COSHH	To sufficient standard to satisfy criteria of Control of Substances Hazardous to Health Regulations 2002 (COSHH).		Added To HE Simm PTW	
Safe Systems of Work	In House/External familiarization training		Added To HE Simm PTW	
CPD Training	In House/External familiarization training		Added To HE Simm PTW	
Product Training	In House/External familiarization training		Added To HE Simm PTW	
TRACPIPE	In House/External familiarization training		Added to HE Simm PTW	
DX/GX Cartridge Tool	Hilti Product Training		Added to HE Simm PTW	

HMR 2.3

HMR:2 Project Planning, Responsibility and Training - Passport to Work

Issue: Issue 1

Amendment Status: Rev 4, 24 March 2016



PASSPORT TO WORK

Document Uncontrolled When Printed - For Latest Version see HES Company Web - HMR

Position/Trade	Minimum Requirements		Passport To Work	Renewal/Refresher Requirements
	Acceptable Card/Training (1)	Acceptable Card/Training (2)	(1) + (2) = HE Simm PTW	
Supplementary Training:-				
CPCS Operator	CPCS		Added to HE Simm PTW	
Harness	CSCS and NPORS		Added to HE Simm PTW	
Tectite	In House/External familiarization training		Added to HE Simm PTW	
Fire Extinguishers	In House/External familiarization training		Added to HE Simm PTW	
NIBE	NIBE Training		Added to HE Simm PTW	
Pop Ups	User Demonstration		Added to HE Simm PTW	
SUSA Training	Kier Training		Added to HE Simm PTW	
FIA	FIA Training		Added to HE Simm PTW	
CSL Dualcom	In House/External familiarization training		Added to HE Simm PTW	
SAV Systems	In House/External familiarization training		Added to HE Simm PTW	
Step Ladder Awareness	In House/External familiarization training		Added to HE Simm PTW	
NEBOSH (In Construction or General)	NEBOSH		Added to HE Simm PTW	

5.0 RELATED HE SIMM PROCEDURES AND GUIDANCE

- HMR/2.2 HE Simm Staff Competence and Training
- HMR/2.10 Sub-contractor Supervisors and Manager Training
- HES/POL/010 Training Policy
- HESQ/PRO/10.103 HESQ Competence, Training, Inductions and Awareness
- HES/POL/008 Equality and Diversity Policy

END OF DOCUMENT