

UCL Heresafe System – Contractor Supplier Portal Guide – Company View

Version Control

Version	Date	Nature of revision	Author	Approved by
v1.0	15.04.26	New document	Compliance & Performance Team	

Note: Heresafe continues to develop the product in-house. Consequently, certain screenshots may vary slightly; however, the functionality remains unchanged.

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Introduction

UCL operate a contractor management, authorisation, and permit to work system hosted by Heresafe.

The system is used to control all works being undertaken across the UCL Estate.

The Heresafe supplier portal supports Contractors providing 2 no views:

- 1) For 'Company View' (company contact):** This lets the company contacts to view all their employees (including inductions, which are automatically issued for completion), company requirements, company permits, and all ATWs where the company has been invited to work for UCL.
- 2) For 'Operative View' (individual user account):** This allows the individual to view their inductions, their credentials, their permits, their credentials, and all ATWs where they have been invited to work for UCL.

If an individual has access to both a 'Company View' (company contact) and an 'Operative View' ensure that you have logged out of the other view prior to logging in again on a different view.

Company View - How to Login

To access the supplier portal, navigate to <https://ucl.heresafe.app/>.

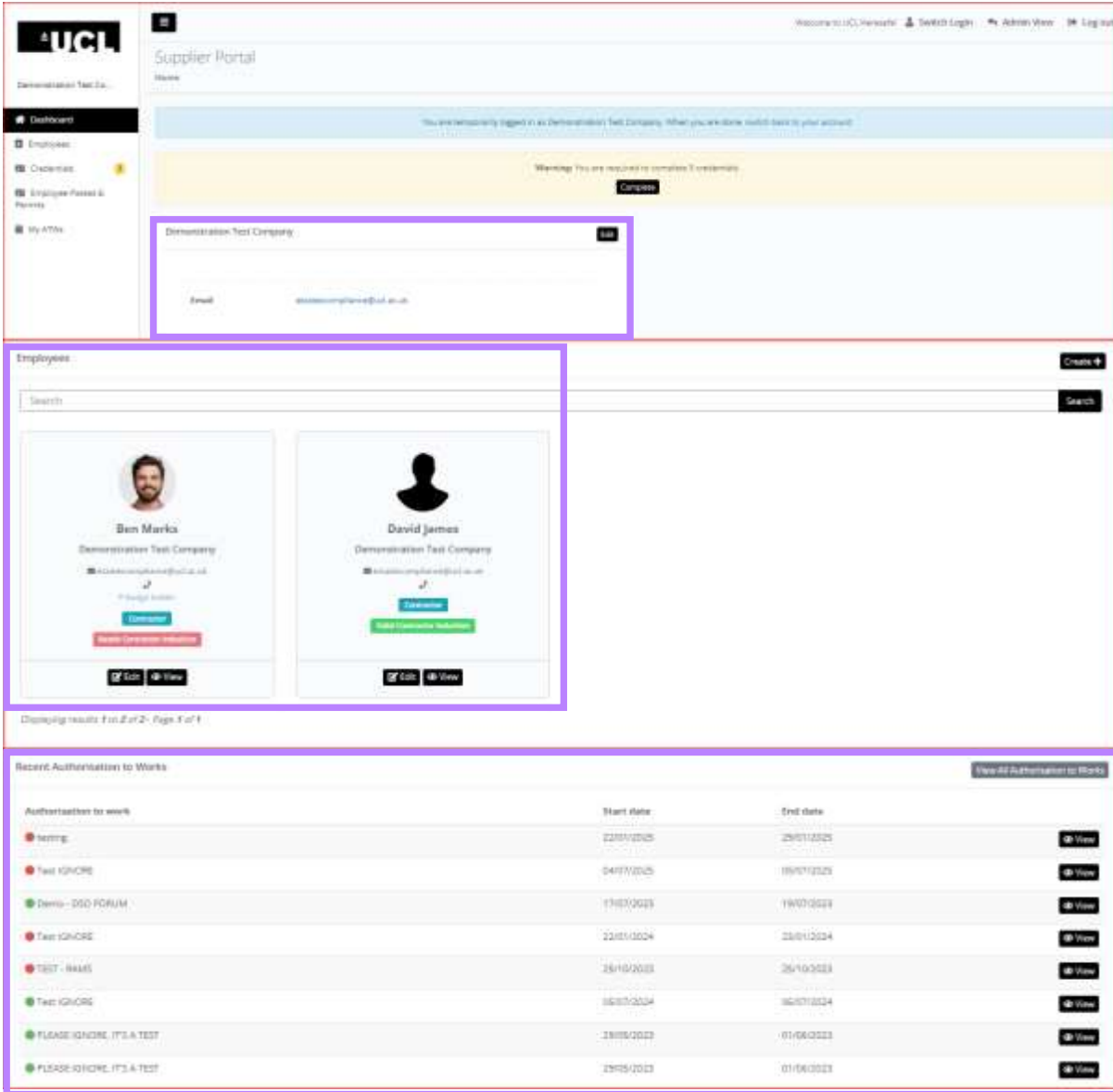
If an individual has access to both 'Company View' (company contact) and 'Operative View', select 'Company View', then click 'This is me' (if prompted). An email notification will be sent with a unique six-digit code for each login, which must be entered to access the system.

Refer to the 'UCL Heresafe System – How to Login' guidance for further steps.

The Heresafe supplier portal support Contractors to manage their:

- Employees (including inductions and Credentials).
- Company Credentials.
- Passes & Permits.
- Authorisation to Works (ATWs).

After you log in, the Dashboard page appears displaying the company details, employees, and recent Authorisations to Work:

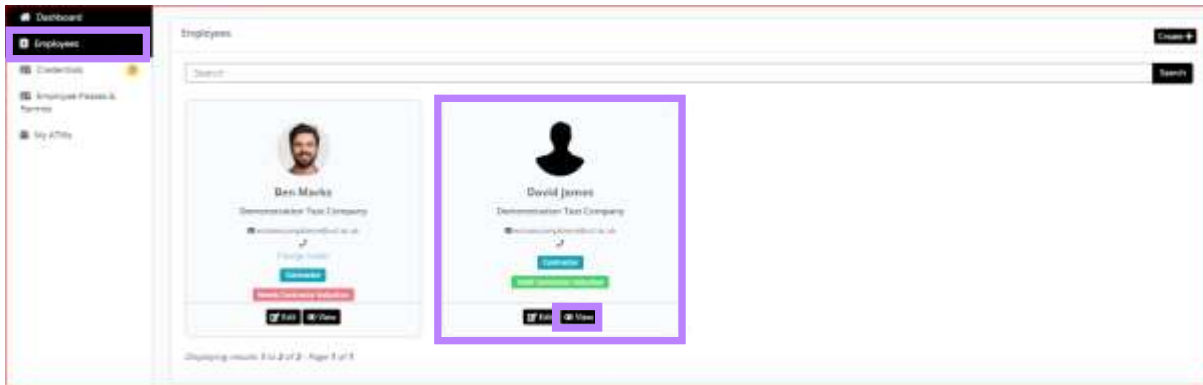


The screenshot shows the UCL Supplier Portal dashboard. The top navigation bar includes the UCL logo, a user profile icon, and links for 'Welcome to UCL Networks', 'Switch User', 'Admin View', and 'Log out'. The main content area is titled 'Supplier Portal' and includes a warning message: 'Warning! You are required to complete E-verify'. Below this, the 'Demonstration Test Company' details are shown, including an email address 'admin@planned@ucl.ac.uk'. The 'Employees' section displays two employee profiles: Ben Marks and David James, each with a 'Details' button and a 'View' button. The 'Recent Authorisation to Works' section contains a table with the following data:

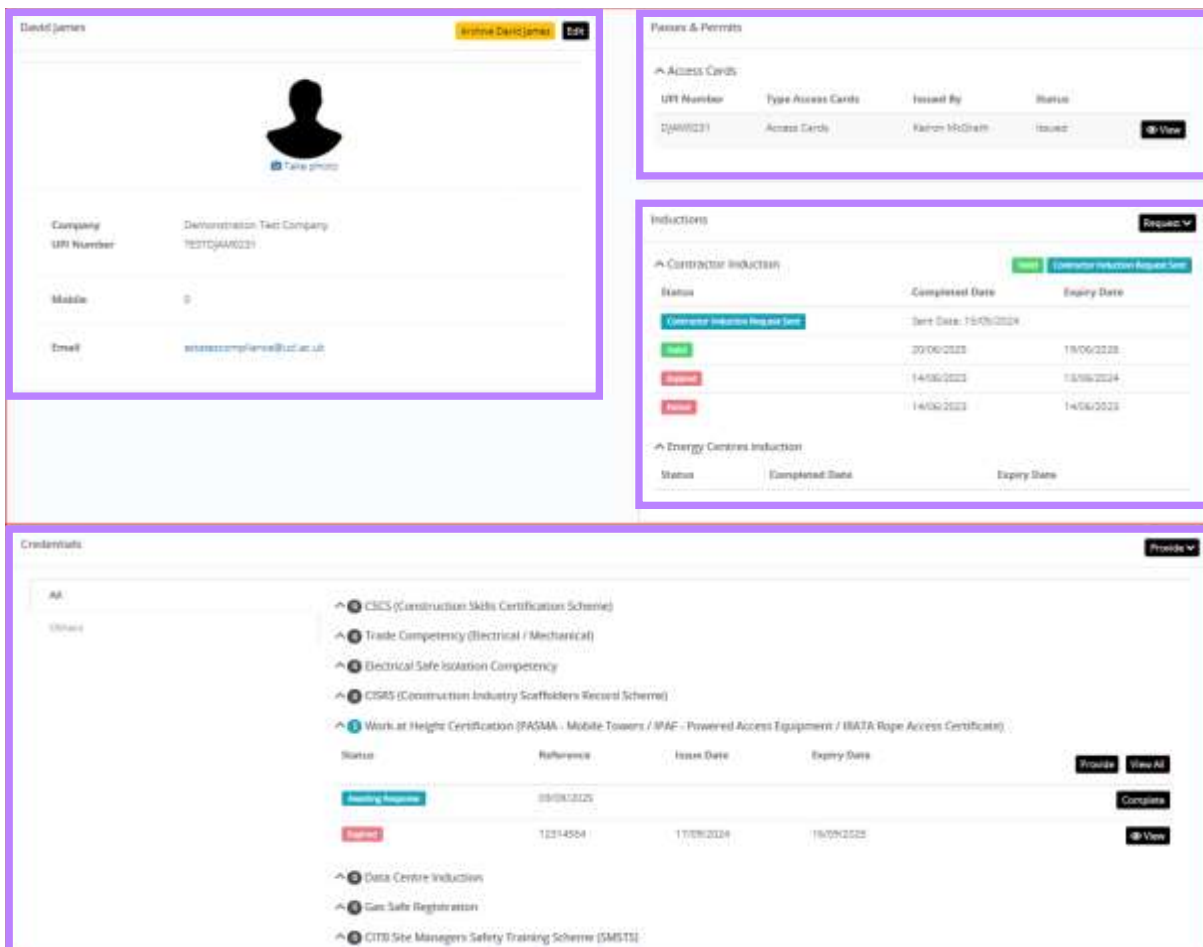
Authorisation to work	Start date	End date	View
Testing	22/01/2025	25/01/2025	View
Test IGNORE	04/07/2025	05/07/2025	View
Demo - DSD FORUM	17/07/2023	19/07/2023	View
Test IGNORE	22/01/2024	23/01/2024	View
TEST - RAMES	26/10/2023	26/10/2023	View
Test IGNORE	06/07/2024	06/07/2024	View
FLAGE IGNORE, IT'S A TEST	28/05/2023	01/06/2023	View
PLEASE IGNORE, IT'S A TEST	29/05/2023	01/06/2023	View

Company View – Management of Information - Employees

Click on 'Employees' to display a list of employees linked to the company. Then click on an employee's name or select 'View' to access their details:



The employee's details appear displaying their access card details, induction details (including status), and individual credentials (including status):



[Note: Click on the arrows to view the details.]

1) Search for Employees

To find individuals already in the system, enter their email address or name (first name or surname can be searched separately), and click on 'Search':

2) Create Employees

Click on 'Create+' to add new individual:

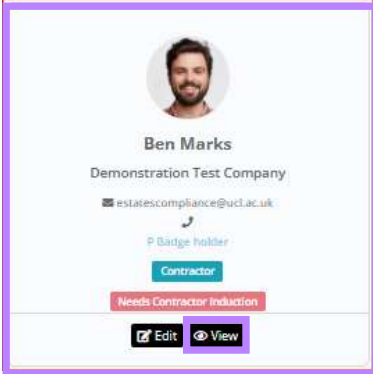
Enter the 'First Name', 'Last Name', 'Email', and click on 'Add':

[Note: the email box is mandatory to allow the induction to be sent, and it must be a non UCL email address.]

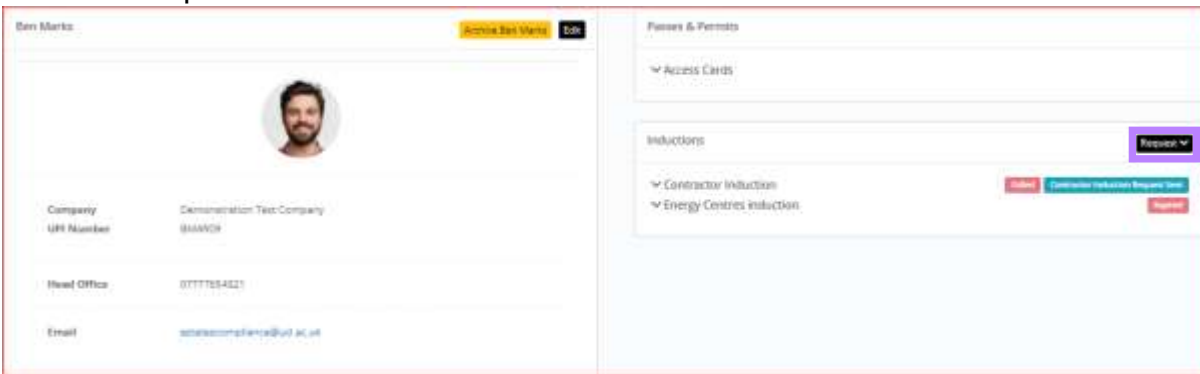
The new individual will receive an email prompting them to complete the induction, refer to 'UCL Heresafe System – How to Complete an Induction' guidance for further steps.

3) Request Inductions for Employees

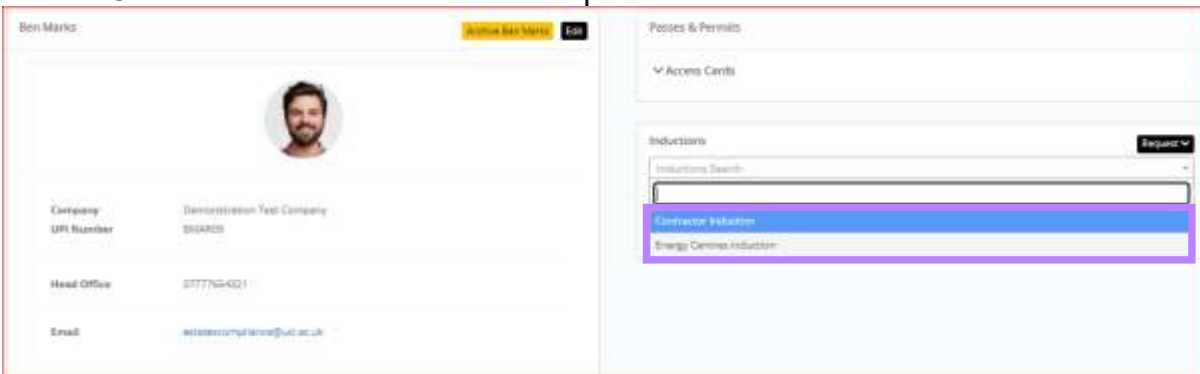
Click on an individual's name or click on 'View':



Click on 'Request':



Select 'Contractor Induction' from the drop-down:



The individual will receive an email prompting them to complete the induction,

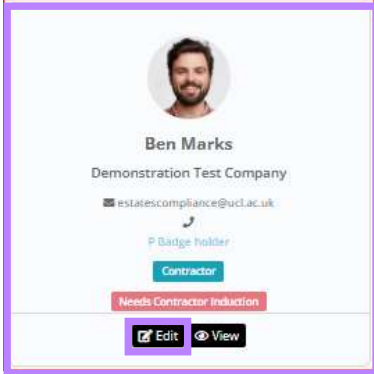
[**Note:** Refer to 'UCL Heresafe System – How to Complete an Induction' guidance for further steps.]

Contractor Induction is completed every 12 months and is mandatory. Individuals must hold a valid induction before commencing work.

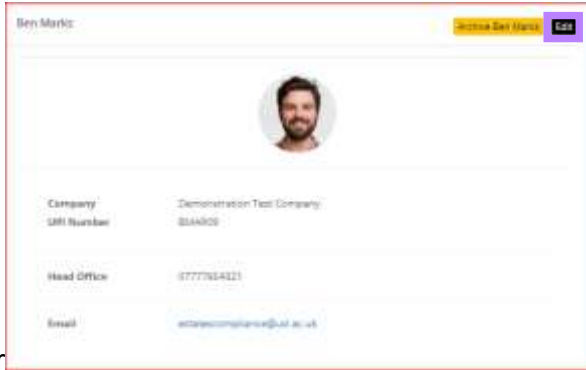
Energy Centre Induction is completed as required when entering these areas as they are restricted areas. Individuals must hold a valid induction before entering these areas.

4) Edit Employees

Click on an individual's name or click on 'Edit':



or

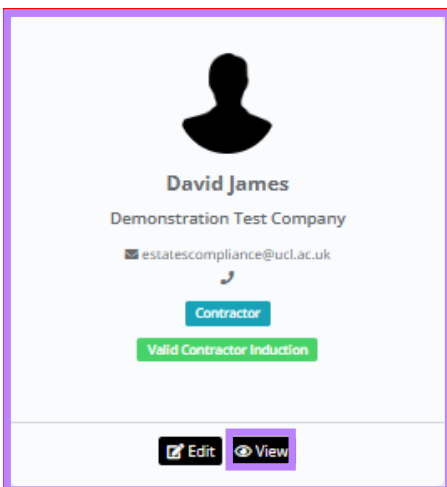


Amend the 'First Name', 'Last Name' and 'Email' (as required), and click on 'Update':

Update David James form. It contains input fields for First Name (David), Last Name (James), Email (estatescompliance@ucl.ac.uk), Phone Number (0), and Vehicle Reg. There are 'Cancel' and 'Update' buttons at the bottom right.


5) Archive Employees

Click on an individual's name or click on 'View':



Click on 'Archive David James':

David James Archive David James Edit


Take photo

Company: Demonstration Test Company
UPI Number: TESTDJAM0231

Mobile: 0

Email: estatescompliance@ucl.ac.uk

Enter 'Archived Notes', and click on 'Save':


Archive David James

Archived Notes: Reason

Save

To unarchive, as required, click on 'Unarchive David James':

David James Unarchive David James Edit


Take photo

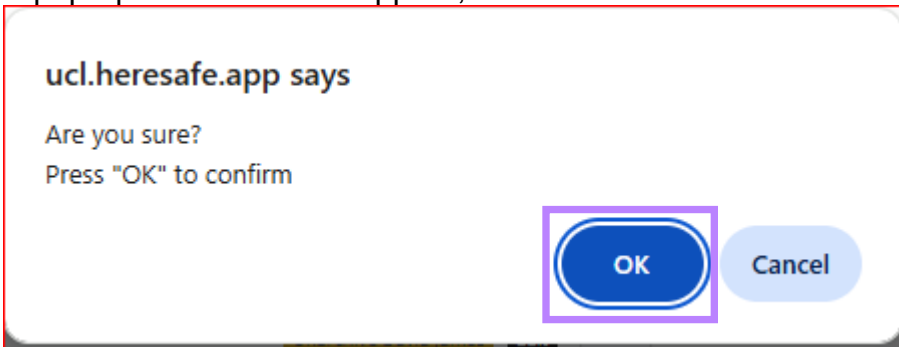
Company: Demonstration Test Company
UPI Number: TESTDJAM0231

Mobile: 0

Email: estatescompliance@ucl.ac.uk

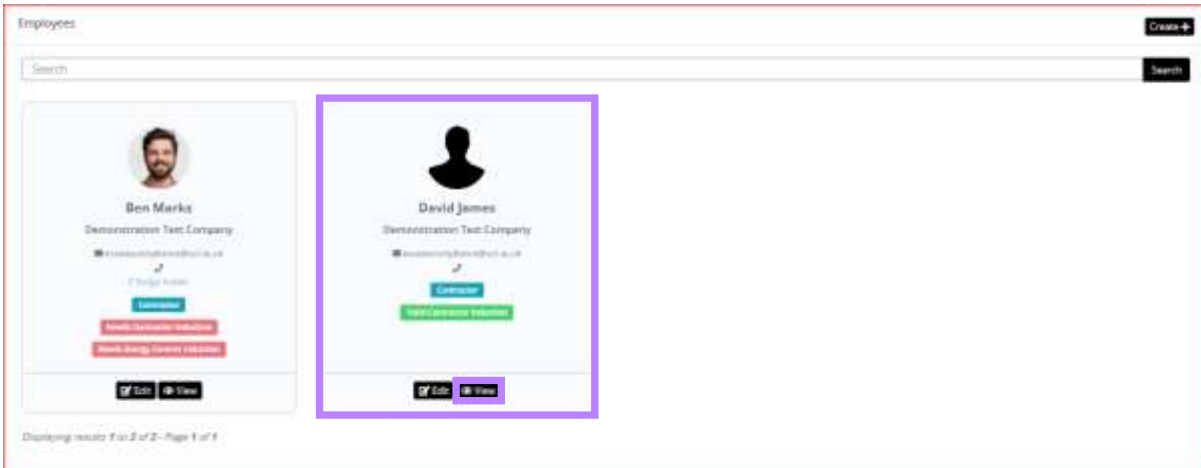
Archived Notes: Reason

A pop-up notification will appear, click on 'OK':

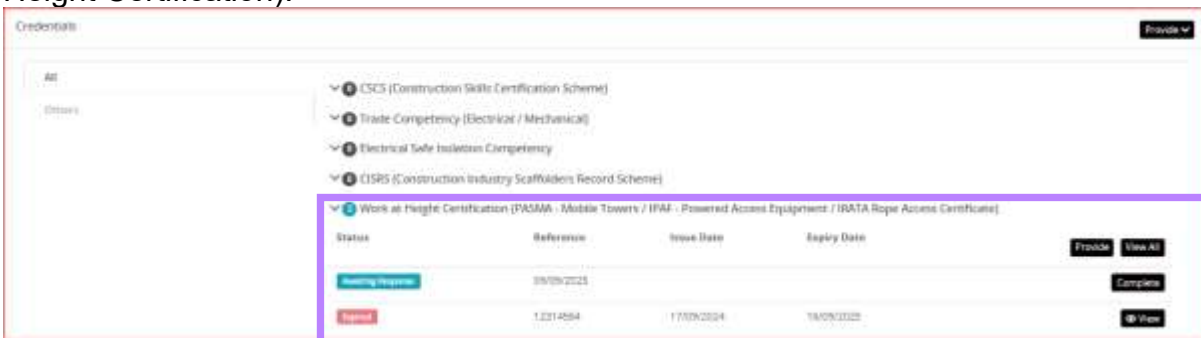


6) Add/View Employees Credentials

Click on the individual's name or click on 'View':



Click on the up arrow for the required credential to view the summary details (e.g. Working at Height Certification):



The statuses are as follows:

- Red – Expired.
- Green – Valid.
- Amber – Awaiting Approval by UCL.
- Awaiting Response (from Contractor) – Blue.

Click on 'View' to see more information (e.g. Work at Height Certification):

Work at Height Certification (PASMA - Mobile Towers / IPAF - Powered Access Equipment / IRATA Rope Access Certificate)

Status	Reference	Issue Date	Expiry Date	Provide	View All
Awaiting Response	09/09/2025			Complete	
Expired	12314564	17/09/2024	16/09/2025		View

Work at Height Certification (PASMA - Mobile Towers / IPAF - Powered Access Equipment / IRATA Rope Access Certificate)

Contact: David James

Reference: 12314564

Issue Date: 17/09/2024

Expiry Date: 16/09/2025

Date Verified: 20/04/2024

File: Work at Height Certification

To add a credential, click on 'Provide' or 'Complete' (e.g. Work at Height Certification):

Work at Height Certification (PASMA - Mobile Towers / IPAF - Powered Access Equipment / IRATA Rope Access Certificate)

Status	Reference	Issue Date	Expiry Date	Provide	View All
Awaiting Response	09/09/2025			Complete	
Expired	12314564	17/09/2024	16/09/2025		View

Enter the details, upload the relevant documentation, and click on 'Save':

Work at Height Certification (PASMA - Mobile Towers / IPAF - Powered Access Equipment / IRATA Rope Access Certificate)

Reference:

Issued Date:

Expiry Date:

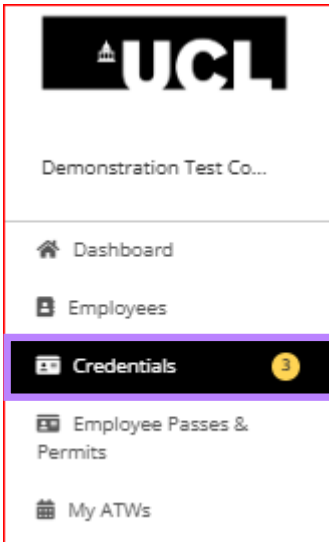
Document:

Save

[**Note:** These credentials will be approved by the UCL Host Manager as part of the ATW process.]

Company View – Management of Information - Credentials

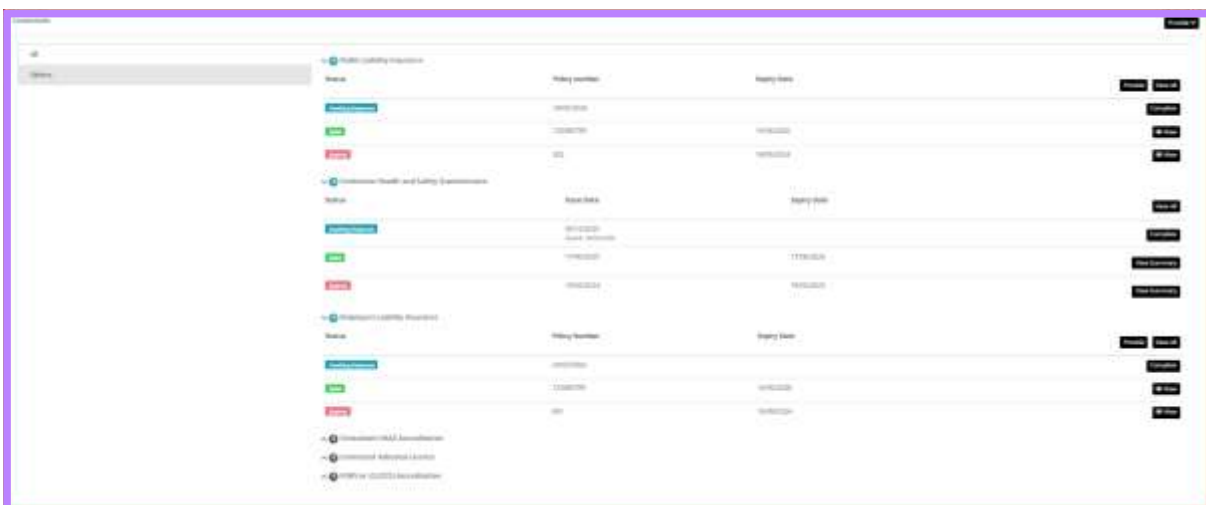
Click on 'Credentials':



Any Credentials awaiting a response is displayed in this section:



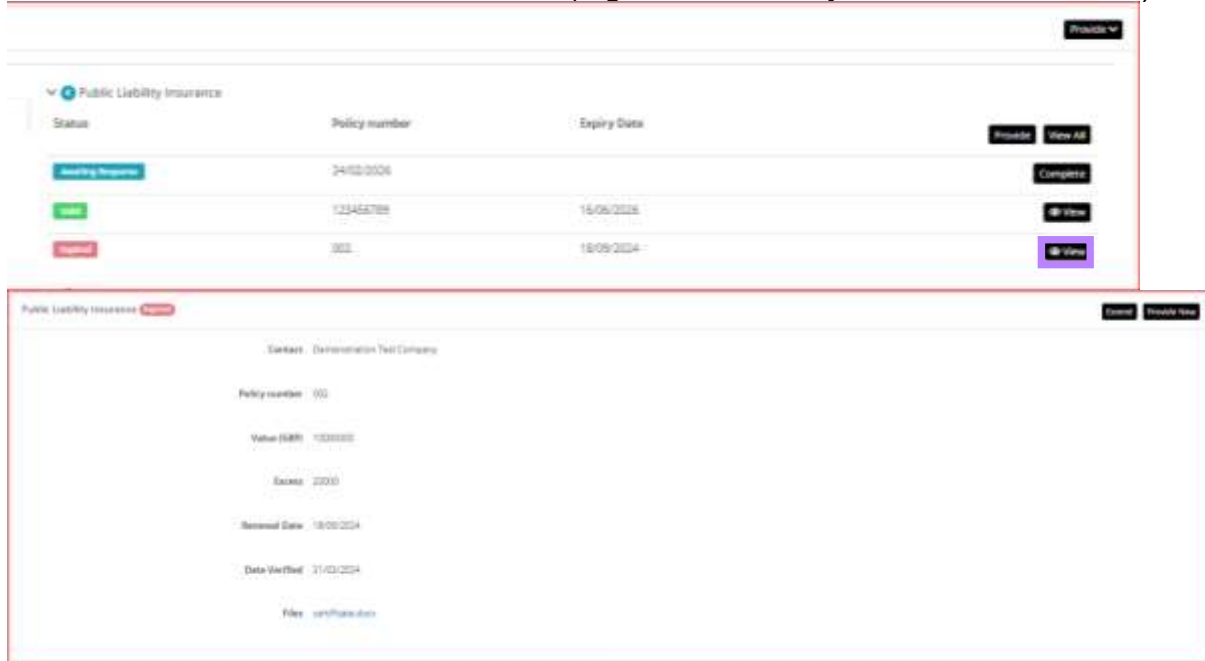
Click on the up arrow for the summary details of company requirements (H&S questionnaire and insurance) and optional company requirements (Consultant UKAS Accreditation, Contractor Asbestos License and FORS or (CLOCS) Accreditation):



The statuses are as follows:

- Red – Expired.
- Green – Valid.
- Amber – Awaiting Approval by UCL.
- Awaiting Response (from Contractor) – Blue.

Click on ‘View’ to see more information (e.g. Public Liability Insurance credential):



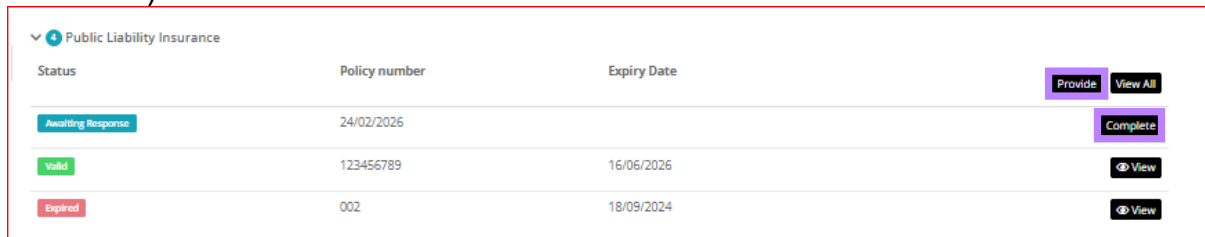
The screenshot shows a table of Public Liability Insurance credentials and a detailed view of one entry.

Status	Policy number	Expiry Date	Actions
Awaiting Response	24/02/2026		Provide, View All
Complete			Complete
Valid	123456789	15/06/2026	View
Expired	002	18/09/2024	View

The detailed view for the 'Expired' entry shows:

- Contract: Demonstration Test Company
- Policy number: 002
- Value (GBP): 1000000
- Excess: 2000
- Renewal Date: 18/09/2024
- Date Verified: 31/03/2024
- Files: cert@paul.com

To add an expired credential, click on ‘Provide’ or ‘Complete’ (e.g. Public Liability Insurance credential):



The screenshot shows the same table as above, but with the 'Provide' and 'Complete' buttons highlighted in purple to indicate they are the focus of the instruction.

Status	Policy number	Expiry Date	Actions
Awaiting Response	24/02/2026		Provide, View All
Complete			Complete
Valid	123456789	15/06/2026	View
Expired	002	18/09/2024	View

Enter the details, upload the relevant documentation, and click on 'Save':

Public Liability Insurance

Policy number

Value (GBP)

Excess

Renewal Date Select Expiry Date

Document

Drop files here or [browse files](#)

My Device

[**Note:** The UCL Compliance & Performance Team shall review the information provided and accept or reject the questionnaire, refer to 'UCL Heresafe System – Contractor Set-up' and 'UCL Heresafe System – How to Complete a H&S Questionnaire' guidance for further steps.]

Alternatively, click on 'Complete' buttons to submit credentials awaiting a response for approval (under the 'Credentials Awaiting Response'):

Credentials Awaiting Response

Credential Type

Public Liability Insurance

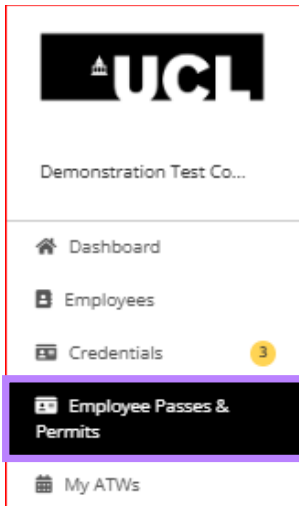
Employers Liability Insurance

Contractor Questionnaire

[**Note:** These credentials will also be updated in the credentials section upon completion.]

Company View – Management of Information – Employee Passes & Permits

Click on ‘Employee Passes & Permits’:



1) Passes

Choose ‘Access Cards’ from the ‘Type’ field dropdown list, and click ‘Search’:



[Note: To narrow down the list of passes, enter the specific search criteria (e.g. ‘Contact’ or ‘Expiry Date’) and click on ‘Search’.]

A list of Access Cards will be displayed:

Test Induction	Issue#	View
Access Cards UPI Number T227N0001 Ready for Issue Issued: 13/02/2022 09:00 Expiry Date: 13/02/2027		View
Robbie Jones Access Cards UPI Number R022B4 Ready for Issue Issued: 23/02/2022 09:00 Expiry Date: 23/02/2024		View
David James Access Cards UPI Number DJM0231 Issued Issued: 13/02/2022 09:00 Expiry Date: 13/02/2024		View
David Jones Access Cards UPI Number DJM0231 Ready for Issue Issued: 24/02/2022 09:00 Expiry Date: 24/02/2024		View

Displaying results 1 to 4 of 4 - Page 1 of 1

Click on 'View' for further detail:

Test Induction [View](#)


Access Cards
 UPI Number T227N0001
 Ready for Issue
 Issued: 13/02/2022 09:00
 Expiry Date: 13/02/2027

Access Cards

UPI Number: T227N0001

Status: Ready for Issue

Date Issued: 13/02/2022 09:00

Issued To:  **Test Induction**
 Demonstration Test Company

2) Permits

Choose name of permit from the 'Type' dropdown list, and click 'Search':

Employee Passes & Permits

Contact:

Status:

Serial No:

Type: [View](#)

Date Issued:

Expiry Date:

[**Note:** To narrow down the list of Permits, enter the specific search criteria (e.g. 'Contact' or 'Expiry Date') and click on 'Search'.]

A list of permits an employee has been assigned to will be displayed:

Ben Marks Hot Work Permit Permit Number 725 Ready for Issue	Issued: 14/05/2024 14:00	View
Ben Marks Hot Work Permit Permit Number 731 Issued	Issued: 24/05/2024 14:00	View
Ben Marks Hot Work Permit Permit Number 730 Issued	Issued: 24/05/2024 14:00	View
Ben Marks Hot Work Permit Permit Number 728 Issued	Issued: 24/05/2024 14:00	View

Click on 'View' for further detail:

Ben Marks [View](#)

Hot Work Permit
Permit Number 725
Ready for Issue

Issued:
14/05/2024 14:00

Hot Work Permit (as Required)

Hot Work Permit

Permit Number: 725

Status: Ready for Issue

Date Issued: 14/05/2024 14:00

Issued To:  Ben Marks
Demonstration Test Company

[**Note:** Refer to 'UCL Heresafe System - Permit to Work (PTW) – Accept_Return' guidance for further steps.]

Company View – Management of Information – My ATWs

Click on 'My ATWs':

UCL

Demonstration Test Co...

- Dashboard
- Employees
- Credentials 3
- Employee Passes & Permits
- My ATWs**

A list of all the ATWs is visible where the Contractor has been invited to undertake a piece of work at UCL:

My current ATW

Workspace:

Reference:

Description of works:

Location:

Host Manager:

Date Start From/To:

Date End From/To:

Open/Closed ATW:

My ATW

Reference	Description of works	Date	Contacts ready to work	Subcontractors Accepted	
BLM1358	Test IGNORE	04/07/2025 - 05/07/2025	0/11	0/11	👁
BLM1448	testing	22/07/2025 - 29/07/2025	0/11	0/11	👁
BLM1431	Test IGNORE	06/07/2024 - 06/07/2024	0/11	0/11	👁
BLM1523	It's a Test group	06/06/2024 - 06/06/2024	0/11	0/11	👁
BLM1328	Test - Approval flow (no action required)	20/03/2024 - 20/03/2024	0/11	0/11	👁

[Note: To narrow down the list of ATWs, enter the specific search criteria (e.g. location/status) and click on ‘Search’.]

Click on the “eye” icon to view the ATW in full and add the required information:

My ATW

Reference	Description of works	Date	Contacts ready to work	Subcontractors Accepted	
BLM1358	Test IGNORE	04/07/2025 - 05/07/2025	0/11	0/11	👁

[Note: Refer to ‘UCL Heresafe System – Authorisation to Work (ATW) – Contractor Information Input’ guidance for further steps.]