**Guidance for Company National Highways Liaison Officer (CHELO)**

Designers must acquire access to the Departure Approval system (DAS) to submit Departures to National Highways (NH). The application process needs to be co-ordinated by one person in the Designers organisation i.e., **Company National Highways Liaison Officer (CHELO)**. This can be anyone who is prepared to act as a contact point for the supply chain during the application process.

Please see below the main steps of the onboarding process for the applicants from the supply chain to get access to the DAS.

Step 1 – The applicant or the **CHELO** requests access to DAS via the departure mailbox i.e.,[Departures@nationalhighways.co.uk](mailto:Departures@nationalhighways.co.uk)

Step 2 – **CHELO** prepares and returns the **Annex B** (this is a summary of information that needs to be completed for all users to be able to start the process to set up the access to DAS 3.0) to [Departures@nationalhighways.co.uk](mailto:Departures@nationalhighways.co.uk)

Step 3 – DAS Team adds the applicants on the Annex B to the applicant tracker (kept in DAS Team drive).

Step 4 – DAS Team sends out an email to the NH PM to ask for their approval for DAS to be given to the applicants.

Step 5 –The DAS Team sends out the Annex B to the NH Security Team to check if the company is on the Electronic Vetting List (EVL) and if the applicant is already on the Security cleared list.

Step 6 – NH Security Team contacts the **CHELO** if the company is not on the EVL to start the process of adding them.

Step 7a – If the applicant **is not** **already** on the Security cleared list then the DAS Team asks the CHELO for the confirmation of BPSS obtained to be sent to NH Security Team ([securityteam@nationalhighways.co.uk](mailto:securityteam@nationalhighways.co.uk)).

Step 7b – If the applicant **is already** on the Security cleared list, then the DAS Team sends out (to both the applicant and the **CHELO**)the log in details and the DAS Help Link to facilitate access.

**Note:**

1. It is incumbent on both the **CHELO** and the applicant to inform the DAS Team that a user has left the organisation. (It is recommended that a CHELO maintains a record of all users of DAS in their organisation).
2. It is highly recommended that the **CHELO** is fully conversant with the Departures from Standard Application process.
3. A **CHELO** should be prepared to organise and host training sessions for users new to DAS
4. A **CHELO** must have the full support of their employing organisation in order to fulfil the requirements of this role.