

# Reasonable Adjustment Passport Form: RAP Process Flowchart

## Step 1

- Employee makes their manager aware of their disability or disabilities

## Step 2

- Manager makes any required reasonable adjustments to employee's working environment
- Manager discusses voluntary recording of needs on a Reasonable Adjustment Passport (RAP) with employee (see Guidance on HR Microsite)
- No further action if employee does not want to initiate RAP

## Step 3

- Employee and manager complete RAP Form together. The Passport acts as a 'live' document about agreed changes in the workplace
- EMPLOYEE RETAINS THEIR REASONABLE ADJUSTMENTS PASSPORT (RAP)
- Manager keeps an electronic copy of employee's RAP, held securely

## Step 4

- The Reasonable Adjustment Passport (RAP) and agreed reasonable adjustments is reviewed 6 months after adjustments have been put in place; or at employee's request; or where there is a change to job role or environment; or to the employee's condition

## Step 5

- Employee can share their RAP with anyone in addition to their line manager that they think need to know about the barriers they face in work and the adjustments that are needed to reduce them
- If employee changes job or has a new manager they should share the RAP with them so that they understand what adjustments are required