

The purpose of this document is to guide Highways England's Supply Chain colleagues through the process of, uploading an action against an incident record on Airsweb.

**Please note: It is important that the data entered is factual, accurate, and relevant. These reports may be disclosed as part of regulatory monitoring, legal or coronial proceedings. Furthermore, the detail of these reports may inform Safety Alerts, and/or be escalated to the Board and members of senior management.**

**Data must be reported in accordance with Highways England instruction to Supply Chain via the most recent IAN 128 (currently IAN 128/15C in conjunction with CHE 428/18)**  
IAN's are accessed via webpage: <http://www.standardsforhighways.co.uk/ha/standards/ians/>


**Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.**

Airsweb link: <https://highwaysengland.airswb.net/Default.aspx>

Before you start please ensure that you have login details for Airsweb 5. If you don't or are experiencing any technical issues with completing this information on Airsweb then please contact the Airsweb Supply chain inbox via: [airswbsupplychain@highwaysengland.co.uk](mailto:airswbsupplychain@highwaysengland.co.uk)

## Highways England Supply Chain Guidance - Step by Step – Recording an action against an Event

1. Access AirsWeb by selecting an appropriate link and 'Login'
2. To input an action against an event you must access the applicable event record. *If you are unsure on how to do this please refer to the accessing an event record guidance.*
3. In the first Event entry screen select 'Add Action'. *Please note: the blue cross is used to censor sensitive information and/or unique identifying numbers – this will not be present on your system.*

**System Event ID** 

Please ensure all fields denoted by \* are completed.

Site/Project *	[Redacted] Centre - North East		
Event Type *	Near Miss		
Date/Time of Event *	[Redacted]	[Redacted]	[Redacted]
Date/Time Reported *	2018-09-06	09	47 <small>If time unknown, please leave blank.</small>

[Next](#)
[Reset](#)
[Add Action](#)
[Add Learning Event](#)
[Linked Record](#)
[File Attachments](#)
[Similar Events](#)

4. You are now in the action entry screen

**System Event ID** : [Redacted]

**Date/Time of Event** : 2018-09-06

**Event Type** : [Redacted]

**Site/Project \*** : [Redacted] - Milton Common

---

Please ensure all fields denoted by \* are completed.

<b>Action Title *</b>	[Redacted]
<b>Action Assignee *</b>	[Redacted]
<b>Department</b>	[Redacted]
<b>Assignee Verified</b>	<input type="radio"/> No <input checked="" type="radio"/> Yes
<b>Action Verifier</b>	Action will be self-verified by action assignee
<b>Assignee Accept/Reject Option *</b>	<input type="radio"/> No <input type="radio"/> Yes
<b>Action Type</b>	[Redacted]
<b>Action Category *</b>	[Redacted]
<b>Priority</b>	[Redacted]
<b>Target Date *</b>	[Redacted]
<b>Completed Date</b>	[Redacted]
<b>Status</b>	Not Started - Awaiting Response
<b>Recommendation *</b>	[Redacted]
<b>Outcome</b>	[Redacted]

[Add](#)
[Reset](#)
[Spell Check](#)

5. Select the 'Action Assignee' from the dropdown list, which immediately notifies the assignee via email, like below. *Please note if their name is not displayed then they do not have an account so you will need to contact the AirswEB Internal inbox*

From:	AIRSWEB <noreply@airswEB.com>
To:	[Redacted]
Cc:	[Redacted]
Subject:	AIRSWEB Action Tracking - Assigned to [Redacted]
Site/Project:	[Redacted]
System Action ID :	[Redacted]
:	
Target Date :	2018-10-26
Priority :	
Recommendation :	[Redacted]
Outcome :	
Status :	Not Started - Awaiting Response

6. Complete the requested information.
7. Once you have completed your action entry click 'Add' this will generate an action ID.

## Action Tracking

**System Action ID [Redacted] has been successfully added.**