

The purpose of this document is to guide Highways England's Supply Chain colleagues through the process of, uploading a Stand-alone action onto 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/>

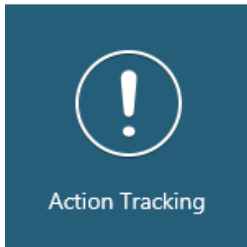
Please ensure the information recorded is in accordance with GDPR. Please see the [privacy statement](#) for reference purposes.


Airsw**eb** link: [https://highwaysengland.airsw**eb**.net/Default.aspx](https://highwaysengland.airsweb.net/Default.aspx)

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

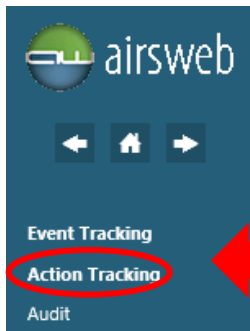
Highways England Airswab Supply Chain Guidance - Step by Step – Uploading a Stand-alone action


1. Access AirsWeb by selecting an appropriate link and 'Login'
2. To enter an action:



Select '**Action Tracking**' from the tiles in the main screen
Then select  from the main tiles

or

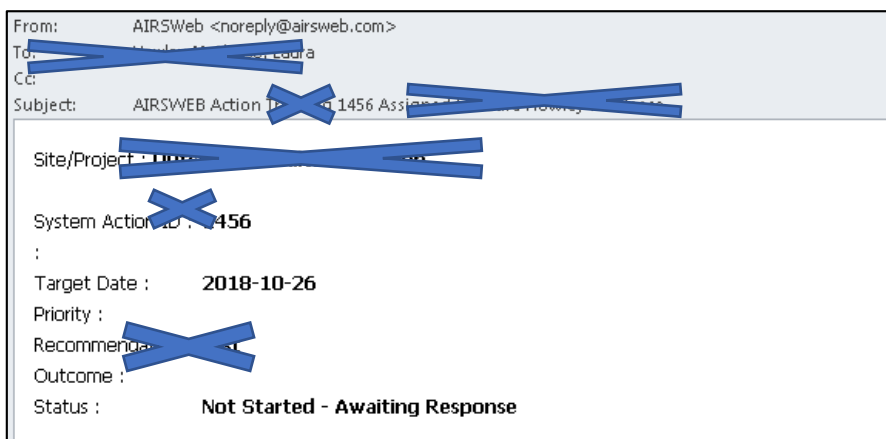


Select '**Action Tracking**' from the left hand side navigation menu
Then select  from the bar at the top of the main screen

3. In the Action Entry screen select the '**Site/Project**' (base location e.g. Piccadilly Gate) from the dropdown

Site/Project * : 

4. 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 Airswab Supply Chain inbox*



Please note: the blue cross is used to censor sensitive information and/or unique identifying numbers – this will not be present on your system.

5. Complete the information requested

Action

Action Title *	<input type="text"/>
Action Assignee *	Not Listed <input type="button" value="i"/>
Assignee Last Name *	<input type="text"/>
Assignee First Name *	<input type="text"/>
Email Address	<input type="text"/>
Department	<input type="text"/>
Assignee Verified	<input type="radio"/> No <input checked="" type="radio"/> Yes
Action Verifier	Action will be self-verified by action assignee as no verifiers are available for selected site
Assignee Accept/Reject Option *	<input type="radio"/> No <input type="radio"/> Yes
Action Type	<input type="text"/>
Action Category *	<input type="text"/>
Priority	<input type="text"/>
Target Date *	<input type="text"/> <input type="button" value="i"/>
Completed Date	<input type="text"/> <input type="button" value="i"/>
Status	Not Started - Awaiting Response <input type="button" value="v"/>
Recommendation *	<input type="text"/>
Outcome	<input type="text"/>

[net/Navigation/.NET/HomeLeftBar.aspx#](#)

6. Once you have completed your action entry click 'Add' and this will generate an action ID

Action Tracking

System Action ID ~~1234~~ has been successfully added.