The purpose of this document is to guide Supply Chain colleagues through the process of accessing or recording hours onto Highways England Airsweb.

Average employee headcount: The average number of your staff headcount who have worked on behalf of Highways England

Average contractor headcount: The average number of your contractor staff headcount who have worked as instructed by your organisation on behalf of Highways England

Employee hours worked: Hours worked by your organisation on behalf of Highways England

Contractor hours worked: Hours worked by your contractors as instructed by your organisation on behalf of Highways England

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.airsweb.net/Default.aspx
If you are having any technical issues with completing this information on Airsweb then please contact the Airsweb Supply Chain inbox via: Airswebsupplychain@highwaysengland.co.uk

Highways England Supply Chain Airsweb Guidance - Step by Step - Accessing and editing hours worked

1. Access AirsWeb by selecting an appropriate link and **'Login'**

2. Select **'Monthly Statistics'** via the tiles on the homepage

3. To access your hours please select **'Search Monthly Submissions'**

4. Under Hierarchy select **Site/Project** from the Dropdown

5. You are now entering a search on Airsweb so please note that the more search criteria you enter into this screen the more you are restricting your search (ie if you leave it blank then you will conduct a blanket search of everything that you have access to). Once you have selected all of the criteria that you wish to then click **submit**.

6. You will now see a summary table of all of the hour submissions that you have access to. If you wish to export this information or print it then select the **Export icon** in the last column title bar (see below).

7. To go into the individual entries select the **ID** in the first column that is displayed in blue (please note all blue text in Airsweb is either a command or further information)

8. To update the information then insert the amended figures and then click **update**.