

The purpose of this document is to guide Supply Chain colleagues through the process of accessing incidents on Airsw eb.

**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 GG 128 within the DMRB:**

<https://www.standardsforhighways.co.uk/dmr b/search?q=GG%20128&pageNumber=1>

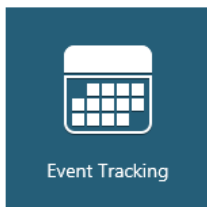
**Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.**

Airsw eb link: <https://highwaysengland.airsw eb.net/Default.aspx>

If you are having any technical issues with completing this information on Airsw eb then please contact the Airsw eb Supply Chain inbox via: [Airsw ebsupplychain@highwaysengland.co.uk](mailto:Airsw ebsupplychain@highwaysengland.co.uk)

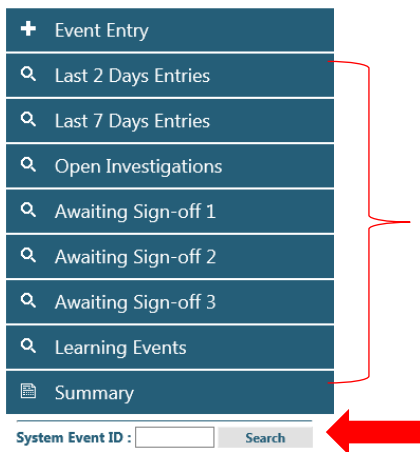
## Highways England Supply Chain Guidance - Step by Step - Accessing and exporting incident records

1. Access AirsWeb by selecting an appropriate link and **'Login'**
2. To access an event and see a high level overview go to **'Event Tracking'**:



Via the tiles in the main screen

















3. This will take you to a screen where you can view incidents based on several quick search criteria :



There is a variety of different criteria that you can utilise to view events. Just click the relevant option to select.

If you have the individual event ID then you can key it in here and click **search**

4. You should now have a table displayed under event tracking.

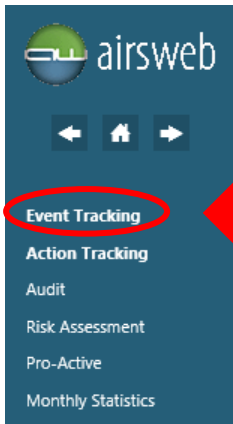
System Event ID	Event Type	Event Subtype	Site/Project	Location	Date/Time of Event	P	A	Action	
54241	Infrastructure Asset		Office: BRUNEL HOUSE - Bri...	Off Network e.g. Local Auth...	2018-09-04 02:00:00				
4240	Personal Illn...			Auth...	2018-08-22 00:09:00				
423	Near Miss			Auth...	2018-08-06 16:15:00				
	Near Miss				2018-08-02 09:00:00				
	Near Miss				2018-08-02 09:00:00				
	Near Miss		Outstation - Felley	Carriageway A	2018-08-02 09:00:00				
	Personal Illness or Injury		Office: THE CUBE - Birming...	Office area	2018-08-01 17:30:00				
	Near Miss		Outstation - Longbridge	Carriageway A	2018-07-19 16:45:00				
	Near Miss	Minor or low potential impa...	Outstation - Rob Lane		2018-07-16 08:30:00				
	Personal Illness or Injury	Riddor - Specified Injury	Regional Control Centre - S...		2018-07-07 02:01:00				
	Near Miss		Outstation - Toddington	Carriageway B	2018-07-05 23:20:00				
	Near Miss		Regional Control Centre - S...	Office area	2018-07-05 21:59:00				
	Near Miss		Outstation - Watford Gap	Carriageway A	2018-07-05 05:40:00				
	Near Miss		Outstation - Watford Gap	Carriageway A	2018-07-05 00:52:00				
54221	Near Miss		Outstation - Longbridge	Carriageway A	2018-07-05 19:33:00				

To view further details click on the event ID which will take you into the incident

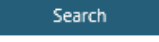
If you wish to export this table into excel then click this icon


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. To complete a full search on all incidents that you have access to:



Select '**Event Tracking**' from the left hand side navigation menu

Then select  from the bar at the top of the main screen

6. Under Hierarchy select **Site/Project** from the Dropdown
7. You are now entering a search on Airswab 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 want to apply then click **submit**.
8. This will now take you through to a table of all incidents meeting your criteria. The table will be identical as that shown in [step 4](#).
9. To run a report and export full incident details into excel select  from the banner above (or if you are no longer in this screen then access this by selecting '**Event Tracking**' from the left hand navigation bar as shown in [step 5](#))
10. Follow steps 6 and 7 and once criteria has been selected then click **next**
11. The following screen shows you the fields that you can display (as columns) within your excel export. Tick '**all fields**' if you wish to see every data field or tick accordingly against the fields that you wish to display. Once you have made your selection click '**Submit**'.
12. Once the data has been loaded you will see a file next to the submit button in blue text. Select this to access your exported data.

