The purpose of this document is to guide members of Highways England's Supply Chain through the process of recording hours onto 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

Contract/Activity Type: The Contract/Delivery Method that you are undertaking. Please refer to the drop-down options shown within this guidance

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:
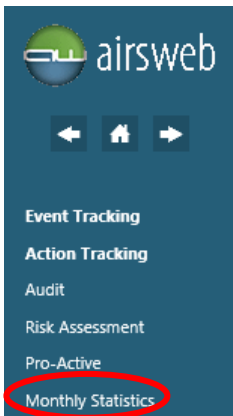https://www.standardsforhighways.co.uk/dmrb/search?q=GG%20128&pageNumber=1

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

Supply Chain Airsweb Guidance - Step by Step - recording hours worked for contracts and contract/delivery method type

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

2. Select **'Monthly Statistics'** via

or

On the Left Hand side

Via the tiles on the Home Screen

3. To enter hours select either:

Monthly Statistics

or

4. In the Supplier name field select your organisation from the dropdown (if the correct supplier is not displayed then please contact the Airsweb Supply Chain inbox)

5. Ensure the correct site/project is displayed in this field and select the applicable one from the dropdown (if a project is missing please contact the Airsweb Supply Chain inbox)

6. Please ensure the correct month and year is displayed.
   Please note: Airsweb intuitively picks up the last month end, therefore if you are entering your hours prior to month end please select the following month from the dropdown

7. Please complete the **headcounts** and **hours worked** as accurately as possible. Please note that if your organisation has not instructed subcontractors to work on your behalf whilst working for Highways England then you do not have to complete the Contractor fields.

8. Under Contract/Activity type select the **contract** that you are working on from the list below with the Supply Chain prefix (please do not select a Highways England option)

Please note: if a contract type is not covered then please contact the Airsweb Supply Chain inbox

9. Once you have completed this entry click **add**.

10. If the following message is displayed along with a reference number then this has been successfully added

Successfully added the following MS Record :

11. If the following message is displayed, then please contact The Airsweb Supply Chain inbox

This Site and Supplier combination already exists for this month.

12. If you have multiple contracts and/projects that you are responsible for then complete all submissions following the steps above