

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

**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/>

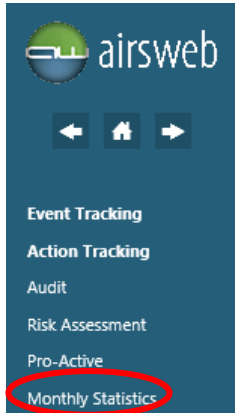
**Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.**

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)

## Supply Chain Airsweb Guidance - Step by Step - recording hours worked

1. Access AirsWeb by selecting an appropriate link and 'Login'
2. Select 'Monthly Statistics' via



or



Via the tiles on the Home Screen

On the Left Hand side

3. To enter hours select either:

### Monthly Statistics



or



4. Ensure your organisation is displayed in the Supplier name field (if not 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 not please contact the Airsweb Supply Chain inbox)
6. Please ensure the correct month and year is displayed
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 (these fields are not mandatory and therefore not annotated with an \*).
8. Once you have completed this entry click **add**.
9. If the following message is displayed along with a reference number then this has been successfully added  
**Successfully added the following MS Record :**
10. If the following message is displayed then please contact The Airsweb Supply Chain inbox  
**This Site and Supplier combination already exists for this month.**