

The purpose of this document is to guide Highways England's Supply Chain colleagues through the process of completing an action on 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 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

Highways England Supply Chain AirswEB Guidance - Step by Step – completing an action

1. Access AirswEB by selecting an appropriate link and **'Login'**
2. Access your action record through the appropriate screen and key in the Action ID (that you may have received via email notification). *If you are unsure on how to access a record then please refer to the [accessing action records guidance](#).*
3. You will now be in the action record. Please review this and **accept** the action. *Please note if this action is not for you then reject the action (completing the reason for rejection in the text box) and this will automatically notify the action author.*

Action Tracking

Enter Search Graphs Reports Export Summary

System Action ID 604

Action Title :	ment Es Gloves
System Event ID :	2
Date/Time of Event :	2015-09-08 09:57:17 (known)
Event Type :	Injur
Site * :	Consv
Useful Links :	Search Action Records

Please ensure all fields denoted by * are completed.

Action Assignee * :	Brian
Assignee Verified :	No
Action Verifier :	Pa
Verification Status :	
Action Type :	Cr

Modified By : SSL Administrator

Modified Date And Time : 2015-09-08 09:57:17

[Click here to e-mail notification of this action](#)

File Attachments (1) Audit Log **Accept Action** Reject Action

[Back](#)

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

4. As you have accepted the action the record is now editable and the status will change to 'Not Started – Accepted'.
5. To complete the action and upload evidence (select **File Attachments**) enter the **'Completed Date'** and **'Outcome'** fields and click the **'Update'** button to update the record.
6. The record will be re-displayed showing the Status as 'Completed'.
7. A notification email will now be sent to the action author for verification.