

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>

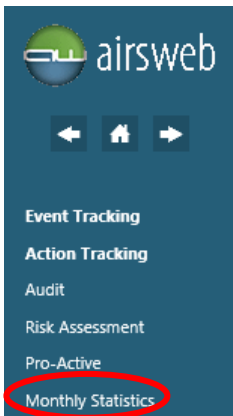
**Please ensure the information recorded is in accordance with GDPR. Please see the privacy statement for reference purposes.**

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](mailto:Airswebsupplychain@highwaysengland.co.uk)

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

1. Access Airswab 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. In the Supplier name field select your organisation from the dropdown (if the correct supplier is not displayed then please contact the Airswab 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 Airswab Supply Chain inbox)
6. Please ensure the correct month and year is displayed.  
*Please note: Airswab 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*

Enter	Search	Graphs	Reports	Export	Summary
Please ensure all fields denoted by * are completed.					
Supplier : <input type="text"/>					
Site/Project * : <input type="text"/>					
Month / Year : July / 2019					
Average Employee Headcount * : <input type="text"/>					
Average Contractor Headcount : <input type="text"/>					
Total Employee Hours Worked * : <input type="text"/>					
Total Contractor Hours Worked : <input type="text"/>					
Contract/Activity Type : <input type="text"/>					
Add Reset					

- 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.
- 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)



The screenshot shows a dropdown menu titled "Contract/Activity Type:". On the left side of the menu, there are two buttons: "Add" and "Reset". The menu lists the following options:

- Highways England: Attending a Training Course
- Highways England: Commute to work
- Highways England: Driving for Work
- Highways England: Office based activity (Including home working and meetings)
- Highways England: RCC/ROC
- Highways England: Traffic Officer
- Highways England: Working away from Office (exc home working)
- Highways England: Working on off Network Projects
- Highways England: Working on the Strategic Road Network (SRN)
- Supply Chain: AD (All other Asset Delivery)
- Supply Chain: All Major Projects Works
- Supply Chain: ASC (Asset Support Contract)
- Supply Chain: Category Management - Pavement
- Supply Chain: CDF
- Supply Chain: CWF
- Supply Chain: DBFO
- Supply Chain: M&R (Maintenance & Response)
- Supply Chain: NRTS
- Supply Chain: Other Operations Contracts
- Supply Chain: Technology
- Supply Chain: Toll

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

- Once you have completed this entry click **add**.
- If the following message is displayed along with a reference number then this has been successfully added  
**Successfully added the following MS Record :**
- If the following message is displayed, then please contact The Airsweb Supply Chain inbox  
*This Site and Supplier combination already exists for this month.*
- If you have multiple contracts and/projects that you are responsible for then complete all submissions following the steps above