

This template should be filled in by the RA when carrying out a physical on-the-spot check

Annex 10

Fixed Assets and Supplies – Physical On-the-Spot Check Report

Physical OTS Reference No: _____

1. General Information	
Date	
Time	
Member State	Malta
Programming Period	2014 – 2020
Fund	
Project Reference Number	
Title of the Project	
Beneficiary	
Project Leader	
Place of meeting	
RA officers present during the spot check	
Beneficiary officers present during the spot check	

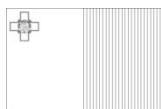
Document Register No.: 3

Version 1 – April 2016

Asylum, Migration and Integration Fund
Internal Security Fund
2014 - 2020

Co-Financing Rate: 75% EU Funds & 25% Beneficiary Funds

Sustainable Management of Internal Security and Migration Flows



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2. Common and Project Indicators				
List the fixed assets ¹ as per Grant Agreement or any subsequent addenda (where applicable)	Quantity	Specify the <i>N</i> year ²	Progress as at the On-the-Spot Check	If not yet achieved, explain why and by when are they planned to be achieved

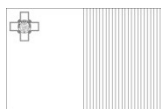
¹ Fixed assets include land, building, fixture and fittings, vehicles (air, land and sea), office furniture, plant, machinery and equipment

² The year when the fixed asset is to be procured and delivered



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3. Fixed Assets Inventory (excluding real estate)	Tick here if section is Not applicable to project	<input type="checkbox"/>
If any fixed assets were procured, specify what assets have been <i>contracted</i> (at time of check):		
Did the beneficiary list all the above items in inventory template? <i>If not, state which items are missing and list them in the follow-up section:</i>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the items on the inventory been delivered, installed and being used for the project? <i>If not, explain the current situation and when they are planned to be delivered, installed and used:</i>	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the RA officer check the serial number	Yes	No



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<p>of the fixed asset against the procured item?</p> <p><i>If not, explain why:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the inventory report signed by the project leader and countersigned by DCS in case of public entities and Head of Accounts in case of NGOs?</p> <p><i>If not, explain why:</i></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>



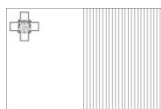
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4. Real Estate	Tick here if section is Not applicable to project	<input type="checkbox"/>
If any works are carried out, specify at what stage they are:		
Are works carried out in line with the programme of works? <i>If not, explain the current situation and when they are planned to be carried out:</i>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>



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5. Supplies Logbook	Tick here if section is Not applicable to project	<input type="checkbox"/>
<p>If any supplies were procured, specify what supplies have been <i>contracted (at time of check)</i>:</p> 		
<p>Did the beneficiary list all the above items in logbook?</p> <p><i>If not, state which items are missing and list them in the follow-up section:</i></p>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have all the supplies on the logbook been delivered and being used for the project?</p> <p><i>If not, explain the current situation and when they are planned to be delivered and used:</i></p>	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
<p>Are the logs countersigned by the supervisor</p>	Yes	No



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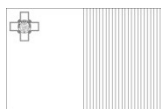
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<p>in charge of the items and the person who will benefit from these items?</p> <p><i>If not, explain why:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>6. Logbook for vehicles and air/sea craft in relation ISF and AMIF</p>	<p>Tick here if section is Not applicable to project</p>	<input type="checkbox"/>	
<p>If any vehicles or air/sea craft were procured, specify what assets have been <i>contracted</i> (at time of check):</p>			
<p>Does the beneficiary maintain a logbook listing the date, duration of the destination, the purpose and persons involved?</p> <p><i>If not, state why:</i></p>	<p>Yes</p>	<p>No</p>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<p>If the cost of the procured item is apportioned, kindly specify the following:</p>	<p>Tick here if section is Not applicable to project</p>	<input type="checkbox"/>	
<p>As per Grant Agreement</p>		<p>Current Situation</p>	
<p>Border</p>	<p>Non-Border</p>	<p>Border</p>	<p>Non-Border</p>
<p>%</p>	<p>%</p>	<p>%</p>	<p>%</p>
<p>If the current non-border percentage exceeds the grant agreement, specify what action will be taken:</p>			



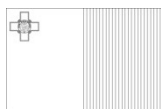
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7. Visibility	Yes	No	NA	Comments
Plaques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Billboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stickers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others: <i>(specify which in comments section)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the above feature EU/MT flag and compulsory text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



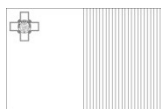
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8. Conclusion
General remarks on the overall physical OTS:
List any follow-up actions required and the date by which these should be undertaken:



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9. Compulsory Attachments	Yes	NA <i>(only if that particular section was ticked as 'NA' during the physical OTS)</i>
Fixed Assets Inventory	<input type="checkbox"/>	<input type="checkbox"/>
Supplies Logbook	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles Logbook	<input type="checkbox"/>	<input type="checkbox"/>
Aircraft Logbook	<input type="checkbox"/>	<input type="checkbox"/>
Sea craft Logbook	<input type="checkbox"/>	<input type="checkbox"/>
Photos	<input type="checkbox"/>	<input type="checkbox"/>



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Officers Conducting Check:	
Name in Block Letters	Signature
Designation	Date

Name in Block Letters	Signature
Designation	Date

Conclusions and Recommendations endorsed by:	
Name in Block Letters	Signature
Designation	Date





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Project Leader:	
Name in Block Letters	Signature
Designation	Date



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