

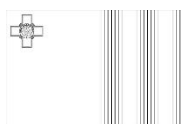


## Template for Works - Physical Implementation on-the-spot check Report

*This template should be filled in by the MA / LM when carrying out a physical implementation on-the-spot check*

Reference No:

| <b>1.0 GENERAL INFORMATION</b>                          |           |
|---|-----------|
| Date & time of visit                                    |           |
| Member State  | Malta     |
| Programming Period                                      | 2014-2020 |
| Operational Programme                                   |           |
| Fund  |           |
| Investment Priority                                     |           |
| Priority Axis   |           |
| Project Number  |           |
| Title of the Project                                    |           |
| Beneficiary   |           |
| Project Leader / Person representing the Project Leader |           |
| Place of meeting  |           |
| Officers present during the spot check                  |           |



| 2. PHYSICAL IMPLEMENTATION   |  |   |  |
|--|--|---|--|
| a) Is the project being implemented in accordance with the components agreed in the Grant Agreement?<br><br><i>If no, please explain in the space below:</i>   | <b>Yes</b>                             | <b>No</b>                               |  |
|  | <input type="checkbox"/>               | <input type="checkbox"/>                |  |
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| b) Is the implementation of the works being checked progressing in accordance with the deadlines stipulated in the implementation schedule of the contract?<br><br><i>Please explain in detail the status of physical implementation in the space below:</i> | <b>Yes</b>                             | <b>No</b>                               |  |
|  | <input type="checkbox"/>               | <input type="checkbox"/>                |  |
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| <b>2.1 Indicators</b>  |  |   |  |
| <b>List indicators as listed in the Grant Agreement (GA) / Commission Decision(CD) or any subsequent addenda (where applicable)<sup>1</sup></b>  | <b>Information as at GA / CD stage</b> | <b>Progress as at On the Spot Check</b> | <b>Comments</b><br><i>If not yet achieved or partially achieved, explain why and by when are they planned to be achieved?</i><br><i>If yes, list date of completion (e.g. Q1 2017)</i> |
|  |  |   |  |

<sup>1</sup> To list only indicators relevant to this check.



|  |  |                          |   |
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| <b>2.2 Inventory – Refer to Inventory Template <i>if applicable</i></b>  | <b>Tick as appropriate</b>                         |                          |   |
|  | <b>Section is <u>Not Applicable</u> to project</b> | <input type="checkbox"/> | <b>Section was/will be checked in another verification</b>                    |
| If Section is Not Applicable, to project explain why   |  |                          |   |
| Insert Verification Reference if this section was already checked in a previous verification   |  |                          |   |
|  | <b>Yes</b>   | <b>No</b>                | <b>Comments</b>   |
| Has the Beneficiary filled in and updated the inventory template for <b>all</b> the fixed assets procured under this project and which are being co-financed by the EU?  | <input type="checkbox"/>                           | <input type="checkbox"/> |   |
| Is the inventory in file? <sup>2</sup>   | <input type="checkbox"/>                           | <input type="checkbox"/> |   |
| Is the inventory in line with the Contract?  | <input type="checkbox"/>                           | <input type="checkbox"/> |   |
| If the inventory is not in line with the Contract, does the expenditure paid through the project reflect the items on the inventory?   | <input type="checkbox"/>                           | <input type="checkbox"/> | <i>[If the inventory is in line with the Contract, to comment here "N/A"]</i> |
| If the inventory is not in line with the Contract, has an addendum been drawn up to rectify this discrepancy?<br><br><i>If not, the MA officer needs to ensure that the BN rectifies this situation through an addendum.</i> | <input type="checkbox"/>                           | <input type="checkbox"/> | <i>[If the inventory is in line with the Contract, to comment here "N/A"]</i> |
| In the case of Government Departments / Entities:<br><br>Was the inventory signed by the PL and the DCS of the respective LM?  | <input type="checkbox"/>                           | <input type="checkbox"/> |   |
| In the case of NGOs:   |  |                          |   |

<sup>2</sup> If finalised, a copy of the signed Inventory should be annexed to this report.

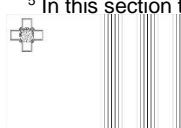


|   |                            |                          |                 |
|---|----------------------------|--------------------------|-----------------|
| Was the inventory signed by the PL and legal representative?  |                            |                          |                 |
| If works are still in progress <sup>3</sup> , is the Inventory list being drafted in line with the Manual of Procedures and template issued by the MA?  | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| <i>If section cannot yet be addressed please explain why:</i>   |                            |                          |                 |
| <b>2.3 Publicity on-the spot</b>  |                            |                          |                 |
|   | <b>Yes</b>                 | <b>No</b>                | <b>Comments</b> |
| a) Compliance with the Visual Identity Guidelines   | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| b) Featuring of relevant ERDF/CF co-financing statement   | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| c) Signs / Plaques  | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| d) Display stands   | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| e) Billboard  | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| f) Stickers   | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| g) Others: <i>(specify which in comments section)</i>   | <input type="checkbox"/>   | <input type="checkbox"/> |                 |
| <i>If any compulsory measures<sup>4</sup> are absent or if any of the above items are not in line with the Information and Publicity Requirements, please provide further details on each case:</i> |                            |                          |                 |
| <b>2.4 Horizontal Priorities<sup>5</sup></b>  |                            |                          |                 |
|   | <b>Tick as appropriate</b> |                          |                 |

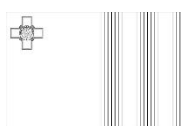
<sup>3</sup> MA officers to distinguish between an ongoing contract as opposed to an ongoing project. A finalized inventory should be in place for every closed contract.

<sup>4</sup> In line with (EU) 1303/2013 Annex XII, Article 2.2

<sup>5</sup> In this section to record only **physical** checks tied to Horizontal Priorities covered through this verification.



|  |   |                          |  |                          |
|--|---|--------------------------|--|--------------------------|
| <b>2.4.1 Environmental Sustainability and Sustainable Development</b>                        | <b>Section is Not Applicable to project</b> | <input type="checkbox"/> | <b>Section was/will be checked in another verification</b> | <input type="checkbox"/> |
| If Section is Not Applicable, to project explain why   |   |                          |  |                          |
| Insert Verification Reference if this section was already checked in a previous verification |   |                          |  |                          |
| <b>List commitments as per Grant Agreement / latest Addendum</b>                             | <b>Explain how this is being addressed</b>  |                          |  |                          |
|  |   |                          |  |                          |
|  |   |                          |  |                          |
|  | <b>Tick as appropriate</b>                  |                          |  |                          |
| <b>2.4.2 Carbon Neutrality</b>   | <b>Section is Not Applicable to project</b> | <input type="checkbox"/> | <b>Section was/will be checked in another verification</b> | <input type="checkbox"/> |
| <b>List commitments as per Grant Agreement / latest Addendum</b>                             | <b>Explain how this is being addressed</b>  |                          |  |                          |
|  |   |                          |  |                          |
|  |   |                          |  |                          |
|  | <b>Tick as appropriate</b>                  |                          |  |                          |
| <b>2.4.3 Equal Opportunities</b>   | <b>Section is Not Applicable to project</b> | <input type="checkbox"/> | <b>Section was/will be checked in another verification</b> | <input type="checkbox"/> |
| <b>List commitments as per Grant Agreement / latest Addendum</b>                             | <b>Explain how this is being addressed</b>  |                          |  |                          |
|  |   |                          |  |                          |
|  |   |                          |  |                          |



|   |                           |
|---|---------------------------|
| <b>3. CONCLUSION</b><br><i>(Concluding comments on findings, proposed follow-up and relevant deadlines. In this section, state clearly whether a problem was detected or not. If there are no remarks to pass, do state so)</i> |                           |
|   |                           |
|   |                           |
|   |                           |
|   |                           |
| <b>3.1 List Attachments to this report</b><br><i>(Obligatory attachments refer to the <u>photos</u> taken during on the spot – for data protection purposes, individuals should be informed and photographed from the back)</i> |                           |
|   |                           |
|   |                           |
|   |                           |
| <b>3.2 Officer Conducting Check</b>   |                           |
|   |                           |
| _____<br><b>Name in Block Letters</b>   | _____<br><b>Signature</b> |
| _____<br><b>Designation</b>   | _____<br><b>Date</b>      |
| <b><u>Project Leader:</u></b>   |                           |
|   |                           |
| _____<br><b>Name in Block Letters</b>   | _____<br><b>Signature</b> |
| _____<br><b>Designation</b>   | _____<br><b>Date</b>      |

