

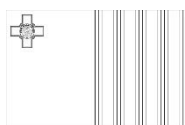


Template for Equipment - Physical Implementation on-the-spot checks

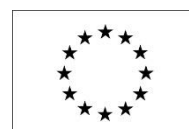
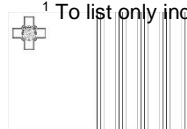
This template should be filled in by the MA / LM when carrying out a physical implementation on-the-spot check

PHYSICAL ON-THE-SPOT CHECK REPORT

1.0 GENERAL INFORMATION	
Reference No	
Date & time of visit	
Member State	Malta
Programming Period	2014-2020
Operational Programme	<i>I – Fostering a competitive and sustainable economy to meet our challenges</i>
Fund	
Investment Priority	
Priority Axis	
Operation Number	
Title of the Operation	
Beneficiary	
Project Leader / Person representing the Project Leader	
Place of meeting	
Officers present during the spot check	



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

¹ To list only indicators relevant to this check.

2.2 Inventory – Refer to Inventory Template if applicable	Tick as appropriate		
	Section is <u>Not Applicable</u> to operation	<input type="checkbox"/>	Section was/will be checked in another verification
If Section is Not Applicable to operation explain why			
Insert Verification Reference if this section was already checked in a previous verification			
	Yes	No	Comments
Has the Beneficiary filled in and updated the inventory template for all the fixed assets procured under this operation and which are being co-financed by the EU?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the inventory in file? ²	<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 operation 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? <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: Was the inventory signed by the PL and the DCS of the respective LM? In the case of NGOs: Was the inventory signed by the PL and legal representative?	<input type="checkbox"/>	<input type="checkbox"/>	
If works are still in progress ³ , 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>			

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

³ MA officers to distinguish between an ongoing contract as opposed to an ongoing operation. A finalized inventory should be in place for every closed contract.

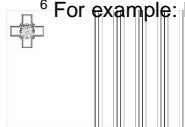


2.3 Consumables log - Refer to template if applicable	Tick as appropriate			
	Section is <u>Not</u> Applicable to operation	<input type="checkbox"/>	Section was/will be checked in another verification	<input type="checkbox"/>
If Section is Not Applicable to operation explain why				
Insert Verification Reference if this section was already checked in a previous verification				
	Yes	No	Comments	
Has the Beneficiary filled in and filed the Consumables log template for all the consumables procured under this operation and which is being co-financed by the EU?		<input type="checkbox"/>	<input type="checkbox"/>	
<i>If section cannot yet be addressed please explain why:</i>				
2.4 Software⁴	Tick as appropriate			
	Section is Not Applicable to operation	<input type="checkbox"/>	Section was / will be checked in another verification	<input type="checkbox"/>
Type of Software	Section A: Be-spoke ⁵			<input type="checkbox"/>
	Section B: Off-the-shelf			<input type="checkbox"/>
Section A: Be-Spoke				
	Yes	No	Comments	
Was a requirements document (or equivalent) ⁶ prepared and in file?		<input type="checkbox"/>	<input type="checkbox"/>	
Are Test Cases showing successful testing of the software in file? <i>Where applicable</i>		<input type="checkbox"/>	<input type="checkbox"/>	
Is a user guide/manual available?		<input type="checkbox"/>	<input type="checkbox"/>	
Has the software been made available in the public domain?		<input type="checkbox"/>	<input type="checkbox"/>	

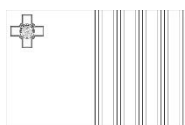
⁴ Checks are to be undertaken in line with tender specifications.

⁵ Custom / tailor-made

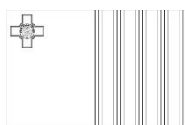
⁶ For example: Business Plan



If yes, kindly give the url in the comments section			
Date of launch / completed / installed			
Was any training given on the use of this software? If yes: - Are attendance sheets or photos showing that training took place in file? <i>[If yes, annex to OTS report]</i> - Are the mandatory publicity requirements (EU emblem and co-financing banner) visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a demonstration of the working software been presented to the MA? (i) If yes, where any issues / problems identified? (ii) If yes to Q(i), elaborate including any necessary follow-ups that need to take place, stating the person responsible for the follow-ups and deadline by when these are expected to be solved.	<input type="checkbox"/>	<input type="checkbox"/>	
Give a list of the supporting documentation being annexed to this report <i>[e.g. Test Cases, Requirement Documents, Final Report, Print Screen of the software, etc...]</i>			
Will the Beneficiary gain ownership of the software?	<input type="checkbox"/>	<input type="checkbox"/>	
Section B: Off-the-shelf			
	Yes	No	Comments
Date of purchase			
Date of expiry			
Is the licence purchased covering the operation lifetime or does it go beyond? <i>[If Yes, this should only be part-financed through the operation]</i>	<input type="checkbox"/>	<input type="checkbox"/>	
State number of users covered by the licence purchased			



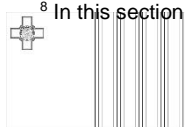
Will the software licence be transferred to the Beneficiary implementing the operation following release / installation? If yes, kindly state the licence reference number	<input type="checkbox"/>	<input type="checkbox"/>	
Was any training given on the use of this software? If yes: - Are attendance sheets or photos showing that training took place in file? <i>[If yes, annex to OTS report]</i> - Are the mandatory publicity requirements (EU emblem and co-financing banner) visible?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a demonstration of the working software been presented to the MA? (iii) If yes, where any issues / problems identified? (iv) If yes to Q(i), elaborate including any necessary follow-ups that need to take place, stating the person responsible for the follow-ups and deadline by when these are expected to be solved.	<input type="checkbox"/>	<input type="checkbox"/>	
Give a list of the supporting documentation being annexed to this report <i>[e.g. Print Screen of the software, etc...]</i>			
2.5 Publicity on-the spot			
	Yes	No	Comments
Compliance with the Visual Identity Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
Featuring of relevant ERDF/CF/ESF co-financing statement	<input type="checkbox"/>	<input type="checkbox"/>	
Signs / Plaques	<input type="checkbox"/>	<input type="checkbox"/>	
Display stands	<input type="checkbox"/>	<input type="checkbox"/>	
Billboard	<input type="checkbox"/>	<input type="checkbox"/>	
Stickers	<input type="checkbox"/>	<input type="checkbox"/>	
Others: <i>(specify which in comments section)</i>	<input type="checkbox"/>	<input type="checkbox"/>	



<i>If any compulsory measures⁷ 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>			
2.6 Horizontal Priorities⁸			
2.6.1 Environmental Sustainability and Sustainable Development	Tick as appropriate		
	Section is Not Applicable to operation	<input type="checkbox"/>	Section was/will be checked in another verification
If Section is Not Applicable to operation explain why			
Insert Verification Reference if this section was already checked in a previous verification			
List commitments as per Grant Agreement / latest Addendum	Explain how this is being addressed		
2.6.2 Carbon Neutrality	Tick as appropriate		
	Section is Not Applicable to operation	<input type="checkbox"/>	Section was/will be checked in another verification
List commitments as per Grant Agreement / latest Addendum	Explain how this is being addressed		
2.6.3 Equal Opportunities	Tick as appropriate		
	Section is Not Applicable to operation	<input type="checkbox"/>	Section was/will be checked in another verification
List commitments as per Grant Agreement / latest Addendum	Explain how this is being addressed		

⁷ In line with (EU) 1303/2013 Annex XII, Article 2.2

⁸ In this section to record only **physical** checks tied to Horizontal Priorities covered through this verification.



3. CONCLUSION <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>	
3.1 List Attachments to this report <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>	
3.2 Officer Conducting Check	
_____ Name in Block Letters	_____ Signature
_____ Designation	_____ Date
<u>Project Leader:</u>	
_____ Name in Block Letters	_____ Signature
_____ Designation	_____ Date

