

## Annex 5 – On-the-Spot-Check (OTS) Follow-up Report



### ON-THE-SPOT-CHECK FOLLOW-UP REPORT EEA / Norway Grants 2009-14

*If an on-the-spot check is not successful due to, for example missing documentation, a follow-up on-the-spot check will be scheduled with the respective Project Promoter. This template should be filled in by the National Focal Point/Programme Operator as part of the OTS check.*

A. GENERAL INFORMATION			
Date of meeting		OTS Follow-up Reference no.	
Member State		Programming Period	2009-2014
Programme Area		Grant	<input type="checkbox"/> EEA <input type="checkbox"/> Norway
Project No.		Title of the Project	
Project Promoter		Project Leader	
Person representing the Project Leader (if the latter is not available)		Line Ministry representative (where applicable)	
Place of meeting		Time of meeting	
Officers present during the on-the-spot check			

B. FOLLOW-UP ACTION
<p>Comments on the results of the verifications:</p> <p><i>For documents which were not found during the On-the-Spot visit please indicate if the missing documentation was found during the follow-up visit. If not, please specify reasons and remedial action to be taken highlighting the timelines.</i></p>

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Further follow-up visit:

**C. ENDORSEMENT OF ON-THE-SPOT CHECK REPORT**

**Officer(s) Conducting Check:**

Name in Block Letters	Signature
Designation	Date

Name in Block Letters	Signature
Designation	Date

**Project Leader:**

Name in Block Letters	Signature
Designation	Date