

ON-SITE VISIT REPORT

PROGRAMME:

Project code:

Project title/acronym:

Project number

Name of the lead beneficiary/beneficiary:

Reporting Period:

Crt. No.	Object of verification	Validated			Comments
		Yes	No	Not applicable	
1.	The legal representative / project manager /project responsible has attended the on-site visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	The reported expenses are done in accordance with the financing contract / grant contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	The lead beneficiary / beneficiary has publicized the EU contribution to the project according to the Programme Visual Identity Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	The copies of the supporting documents that accompanied the request for verification are identical with the originals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	The original documents (invozes or supporting documents with equivalent probative value) contain the project code/acronym and the amount requested through the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	The amount included in the verification request is written on the original invoices of the partially requested amounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	The goods, services and works purchased are registered in the accounting records of the lead beneficiary / beneficiary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	The lead beneficiary / beneficiary keep analytical accounting records for the project / use a transparent method for recording in the accounting the expenses related to the project, the expenses are identifiable and verifiable in the accounting system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	The purchased equipment is at the location mentioned in the application form and is described in the latest version application form / grant contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10.	Original commissioning minutes of the purchased goods that were included in the verification request exist, are filled in, dated, signed and stamped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	All purchased goods were assembled and put into operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	The original works statements are stamped and signed by the responsible persons (lead beneficiary / beneficiary, builder, site supervisor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The originals of reception report (s) for the works finalization are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	The original of the Performance Guarantee for the works has been verified, is in its period of validity and is in accordance with the works contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	The original of the Advance Guarantee for works / services / goods has been verified, is in its period of validity and is equal to the amount of the advance granted to the builder/provider/supplier, as the case may be.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	A supervision plan for determinant phases of the construction process issued by the national authority that regulates construction works exists, as well as the Minutes of the representatives of national authority that regulates construction works for the determinant phases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Hidden work acceptance reports related to the works, signed by the responsible persons are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Original documents certifying compliance with the rules of nationality and origin for the purchased goods / services / works are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	The required documents have been made available to the visiting controller	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

NOTE: All documents verified by the controller on the spot will be checked in terms of compliance with the copies of documents that are attached to the verification request. The controller has the right to verify other documents than those mentioned in the current report, and these will be also specified in the report. Also, any state of affairs that the controller will identify during the spot verification in connection with the project will be recorded.

SECTION 1

1. Supply of goods and equipment purchased

2. Revenues reported by the lead beneficiary / beneficiary as generated by the project are identified, recorded in the accounts and declared in the documents subject to control, if the case may be

3. The following original documents have been checked:

4. Is there a distinct / transparent accounting record keeping for the project activities? (All verified original documents will be mentioned, as well as those extracted from the accounting programs, if the case may be)

SECTION 2

Verification of the conformity of the original documents regarding the acquisitions made for the implementation of the project

The following documents were verified:

SECTION 3

Publicity for the project: Has the project fulfilled its duty to publicize the EU's contribution to the project, as detailed in the application form? Check the evidence.

- On-site visible signs
- Permanent posters at the place of action
- Specific press and media releases
- Recognition in all media releases
- Recognition in all project documents
- Other (please specify below):

Was the publicity/visibility made according to the Visual Identity Manual / Guide related to the Programme / specific programme requirements? • Yes • No

Controler name:

Date and signature:

Note

The marked areas will be filled in according with the on-site situation