

Appendix 9 c Checklist for on-the-spot verifications  
for service contracts



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SERVICE CONTRACT №

ON-THE-SPOT CHECK CHECKLIST

Service Contract number			
Title of the Contract			
Contractor, address			
Total eligible Contract budget			
ENI grant (in EUR)			
ENI grant (in %)			
Tasks implementation start date			
Tasks implementation end date			
Last report received by the JTS (date / reporting period / if checked – approved or not and when)			
Reason of visit	Planned visit		Not planned visit
Date of visit			

**PARTICIPANTS:**

Institution, position	Name, surname	Signature

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To be filled during the visit

I. Main Contract tasks and results	Yes	No	N/a	Comments
<b>I.1. Implementation of tasks</b>				
1. Are all the activities performed according to the signed Service Contract (namely to point 4.2 of the Terms of Reference) and progress report(s)?				
2. Are there any deviations of tasks implementation from original planning? (please indicate the reasons)?				
<b>Actions to be taken</b>				
<b>I.2. Achievement of planned results (to indicate all planned outputs in the logical framework (LF) and outputs already achieved in comments)</b>				
<b>3. Achievement of indicators (all indicators described in LF have to be included)</b>	<b>Planned</b>	<b>Reached</b>		<b>Comments</b>
3.1 Please, list indicators				
3.2 etc				
<b>Actions to be taken</b>				
<b>II. Verification of original documents regarding the JTS BO activities</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
4. Do the copies of the ad-hoc visits lists provided by the Contractor correspond to originals?				
5. Do the copies of the open-days' visitors lists provided by the Contractor correspond to originals and are properly marked in accordance with the Programme visibility requirements?				
6. Do the copies of the info-seminars' participants lists provided by the Contractor correspond to originals (please perform a random check) and are properly marked in accordance with the Programme visibility requirements?				

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7. Do the copies of the info-days' participants lists provided by the Contractor correspond to originals (please perform a random check) and are properly marked in accordance with the Programme visibility requirements?				
8. Do the copies of other events' participants lists provided by the Contractor correspond to originals and are properly marked in accordance with the Programme visibility requirements?				
<b>Actions to be taken</b>				
<b>III. Financial verification</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
9. Are there effective procedures for monitoring and controlling expenditure?				
10. Is the Contract expenditure accounted using separate accounting system?				
11. Are the accounts based on the principle of "double entry"?				
12. Were all the expenditures presented by the Contractor in the financial report included in accounting books?				
13. Do the accounting documents on the basis of which the accounts of expenditures were kept confirm the data in the financial report?				
14. Does the total sum of expenditures in accounting books correspond to the total sum of expenditures presented in the financial report? Does not concern fees				
15. Are expenditures supported by accounting documents which confirm that they have been incurred? Does not concern fees				
16. Are the actions to which expenditures relate supported by documents which confirm that these actions have been carried out, e.g. is a training course supported by a list of participants, an agenda or photos?				

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17. Are the data in an invoice consistent with those in the document confirming the payment?				
18. Are the amounts in invoices consistent with those in the contracts concluded?				
19. Is the amount of costs actually incurred consistent with the conducted procurement, results from invoices or documents of equivalent probative value ?				
20. Were invoices issued by contractors carrying out the procurement?				
21. Were payments made in accordance with the data in invoices?				
22. Is the contract documentation kept in a manner ensuring its accessibility, confidentiality and security, as well as a correct audit trail?				
23. Were the expenditures incurred in the eligible period?				
24. Were the expenditures incurred for activities described in the financial report?				
25. Are the contract expenditures not financed from other public resources and were they not presented twice for certification?				
26. Are the expenditures consistent with the expenditure categories under the provisions of the service contract?				
27. Is the Contractor's personnel actually employed by the Contractor in way the national law allows?				
28. Do the Contractor experts prepare and fill in employees working time sheets?				
29. Has the Contractor relevant vacation and leave statements of experts for non-worked days? Do the dates indicated in these statements correspond to information provided in experts' time sheets?				

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30. Has the Contractor mission orders (approved by the person authorised to approve the mission) an indication of the date/place of mission and of the expert sent on mission? Do the dates indicated in these mission orders correspond to information provided in experts' time sheets?				
31. Are the contracts for delivery/services/works concluded and claimed as the incidental expenditures meet the Contract requirements (article 28.3 of General Conditions)?				
32. Does the Contractor clearly understand the obligation for accounts and record keeping according to Article 24 of the General Conditions?				
<b>Actions to be taken</b>				
<b>Public Procurement</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Comments</b>
Has the Contractor, in the case of contracts not requiring application of the provisions of the public procurement procedures, conducted procedure with the internal regulations, Service Contract or principles of the Programme (if such has been established)?				
Did the Contractor apply the national public procurement procedures? <sup>1</sup>				
If the Contractor decided not to conduct proceedings in accordance with the national public procurement procedures, was the Contractor entitled to do so?				
Is the Contractor complied with the principle of equal treatment and non-discrimination of contractors, in particular if the Contractor has established correct, with respect of equal opportunities, criteria of the selection of contractors?				

<sup>1</sup> For the contracts subject to public procurement regime the appropriate Annex on public procurement of the *Guidelines on Expenditure verification* shall be filled in (Annex 5).

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Is the price of the most advantageous tender does not deviate substantially from the market prices?				
Eligibility of VAT and compliance with a State Aid rules	Yes	No	N/a	Comments
Was the VAT presented for reimbursement under the Programme?				
Is the Contractor a VAT payer?				
Is the cost of the VAT eligible?				
Did the State aid came out in the contract?				
IV. Contract management	Yes	No	N/a	Comments
33. Is the Contract management system efficient and the experts team implementing the tasks effectively?				
34. Does the Contractor submit the quarterly reports timely according to Contract requirements?				
35. Is the incoming and outgoing correspondence with the JTS/MA kept in order and is easy-to-find?				
36. Are there any obstacles to Contract implementation? If yes, please, describe it in "Comments" column and provide the information if there is any decision how the problem could be solved.				
37. Are the information and publicity measures carried out in a way to ensure the visibility of EU financing ?				
Actions to be taken				

Conclusions of the visit	
Were ineligible expenditure detected during the on-the-spot check?	
As a result of the on-the-spot check, did irregularities – also of systemic nature - occur?	
As a result of the on-the-spot check, is it necessary to draw up post-control recommendations?	

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JTS Project Manager (name, signature, date)	
Head of the JTS (name, signature, date)	

To be filled in by after receiving check-on-spot checklist

I, the undersigning, have read and got acquainted with the content of the check-on-spot-checklist:	
Head of the Contractor's organisation (name, surname, signature, date)	
Contractor's accountant (name, surname, signature, date)	