



## **ON-THE-SPOT CHECK** **CHECK-LIST**

Project no. and name:  
Project partner:  
Project eligibility period:

Date of the on-the-spot check:  
Place of the on-the-spot check:  
Person(s) carrying out the on-the-spot check:  
(Name, position)

Representative(s) of the partner who participated the on-the-spot check:  
(Name, position)

Control criteria	Yes/No/ NA	Description of results, remarks
The facility is being completed or exists, is in accordance with the contract, project and submitted reports. Construction related documents are available.		<i>Make sure from the visual inspection, that there are no significant deficiencies or deviations compared to application, contract and construction reports. Pay attention to the shortcomings identified by supervision. In case of a completed building, inspect the existence of the use permit. Construction diaries are available and completed, protocols compiled.</i>
The equipment acquired within the project is physically present and used for their intended purpose.		<i>The items correspond to the cost documents and the procurements carried out (serial no. or other marking, photos etc). The item belongs to the partner.</i>
The inspected objects are properly marked.		<i>The correct designation has been used (sticker, information label, plaques, billboards), correct reference to the programme. The project posters are placed in a visible place in the premises of the partner.</i>



Other control activities (describe if performed)		
<i>The project's accounting is separated from the general accounting and the project documentation is stored properly.</i>		<i>The project code in accounting program. Do the recorded amount of real costs reflect the submitted real costs. Where and for how long are the project documents stored.</i>

**General observations on project implementation (control results, recommendations):**

*A copy of the final check-list will be sent to the project partner for information*