



## Physical On-the-Spot Verification Report

*This template should be filled in by the Managing Authorities<sup>1</sup> when carrying out an on-the-spot verification of the physical implementation of an operation, including checks on the Visibility and Communication carried out by the Beneficiary.*

### 1. GENERAL INFORMATION

Reference No.	
Member State	Malta
Programming Period	202X-202X
Fund	
<b>Operation Number</b>	
<b>Title of the Operation</b>	
Beneficiary	
Project Leader / Person representing the Project Leader during the visit	
Officer/s carrying out this on-the-spot check	
Date of visit	
Place of meeting	

### 2. PHYSICAL IMPLEMENTATION

		Yes / No	Comments:
1.	Is the project being implemented in accordance with the components agreed in the Grant Agreement?	--	
2.	Is the implementation of the operation being checked progressing in accordance with the deadlines stipulated in the implementation schedule of the contract?	--	

<sup>1</sup> The Managing Authority reserves the right to add additional questions to this template or request additional information in relation to the verifications being made to ensure that the Beneficiary is in line with the Conditions of the Grant Agreement and addenda to it.

<b>3. INVENTORY</b>		Is section applicable to the project being checked? Choose Yes / No		--
If section is applicable to the operation, please refer and cross check information with the Inventory List				
Insert Verification Reference No. if this section was already checked in a previous Report				
		Yes / No / NA	Comments:	
1.	Does the inventory list include all assets procured under this project and which are being co-financed by the EU?	--		
2.	Is the inventory in line with the Contract	--		
	If NO:			
a.	Does the expenditure paid through the project reflect the items on the inventory?	--		
b.	Has an addendum been drawn up to rectify this discrepancy?	--		
3.	Are the assets included in the Inventory list available on site? In case of equipment is it operating onsite?	--		
	If YES:			
a.	Is the publicity sticker attached? <i>if applicable</i>	--		
b.	Is the inventory sticker attached? <i>if applicable</i>	--		
c.	Is the serial number of the physical asset same as listed in the Inventory? <i>if applicable</i>	--		
d.	Does the stock code on inventory sticker correspond to stock code on inventory listing? <i>if applicable</i>	--		
4.	Is the inventory signed by the Project Leader and countersigned by the responsible officer? <sup>2</sup>	--		
5.	If the inventory section cannot be reviewed during this verification, or if only a partial review is possible, a justification must be provided.			

<b>4. CONSUMABLES<sup>3</sup></b>		Is section applicable to the project being checked? Choose Yes / No		--
If section is applicable to the operation, please refer and cross check information with the Consumables Log				
Insert Verification Reference No. if this section was already checked in a previous Report				
		Yes / No	Comments:	
1.	Does the Consumables log include all consumables procured under this operation that is co-financed by the EU?	--		
2.	Does the Consumables Log maintained by the Beneficiary include the following details?	--		

<sup>2</sup> DCS of the respective Line Ministry for Government Departments; BN's Financial Section for Authorities, Commission, Agencies and other bodies within the public sector; Executive Secretary of the respective Local Council; Treasurer of the respective Voluntary Organisation.

<sup>3</sup> Rule No. 3 of the National Eligibility Rules - The purchase of consumable, which are not classified as office and administrative costs but are necessary for the use of laboratory equipment or machines and instruments is eligible if in line with Fund specific Rules.

	<ul style="list-style-type: none"> <li>- Contract Number</li> <li>- Item Name</li> <li>- Unit of Measure (eg litres, pieces, metres)</li> <li>- Quantity Received</li> <li>- Date Received</li> <li>- Remarks</li> </ul>		
3.	If the consumables section cannot be reviewed during this verification, or if only a partial review is possible, a justification must be provided.		

<b>5. SOFTWARE</b>		Is section applicable to the project being checked? Choose Yes / No		--
If section is applicable to the operation, please note that checks are to be undertaken in line with the Contract's Conditions / Technical Specifications / Terms of Reference.				
Insert Verification Reference No. if this section was already checked in a previous Report				
<b>SECTION A: Be-Spoke (Custom / Tailor-made)</b>				Tick here if N/A <input type="checkbox"/>
		Yes / No / NA	Comments:	
1.	Was a requirements document (or its equivalent) prepared and made available?	--		
2.	Are Test Cases showing successful testing of the software in file? <i>where applicable</i>	--		
3.	Is a user guide / manual available?	--		
4.	Has the software been made available in the public domain? If YES, please provide the URL in the comments section	--		
5.	Was any training given on the use of this software?	--		
a.	If YES: Are attendance sheets or photos showing that training took place available?	--		
b.	Are the mandatory publicity requirements (EU emblem and co-financing banner) visible?	--		
6.	Has a demonstration of the working software been presented to the MA?	--		
a.	If YES: Where any issues / problems identified?	--		
7.	Is ownership of the software transferred to the Beneficiary?	--		
8.	Date of launch / completion / installation	<i>Please insert</i>		
<b>SECTION B: Off-the-shelf</b>				Tick here if N/A <input type="checkbox"/>
		Yes / No / NA	Comments:	
1.	Is the acquired licence limited to the duration of the operation?	--		

2.	Will the software licence be transferred to the Beneficiary implementing the operation following release / installation? If YES, kindly state the licence reference number	--	
3.	State number of users covered by the licence purchased		
4.	Was any training given on the use of this software?	--	
a.	If YES: Are attendance sheets or photos showing that training took place available?	--	
b.	Are the mandatory publicity requirements (EU emblem and co-financing banner) visible?	--	
5.	Has a demonstration of the working software been presented to the MA?	--	
a.	If YES: Where any issues / problems identified?	--	
8.	Date of purchase		
9.	Date of expiry		

<b>6. LAND, AIR or SEA VEHICLES<sup>4</sup></b>		Is section applicable to the project being checked? Choose Yes / No	--
<b>SPECIFIC TO HOME FUNDS</b>			
If section is applicable to the operation, please refer and cross check information with the Logbook			
Insert Verification Reference No. if this section was already checked in a previous Report			
		Yes / No	Comments:
1.	If land, air, or sea vehicles are purchased or leased under Home Funds, does the beneficiary maintain a logbook that includes the following details for each use: <ul style="list-style-type: none"> <li>- Date of use</li> <li>- Duration</li> <li>- Destination</li> <li>- Purpose of the trip</li> <li>- Names or roles of persons involved</li> </ul>	--	

<b>7. DELIVERY OF TRAINING SESSIONS</b>		Is section applicable to the project being checked? Choose Yes / No	--
If section is applicable to the operation, please refer and cross check information with the Inventory Template			
Insert Verification Reference No. if this section was already checked in a previous Report			

<sup>4</sup> Applicable ONLY to Home Funds

		Yes / No	Comments:
1.	Title of the Training Session		
2.	Name of the Trainer		
3.	Number of Trainees in Attendance		
2.	Is content of training in line with the Grant Agreement, tender specifications (where applicable) and scope of operation?	--	
3.	Does the attendance sheet and the number of trainees present during the training tally?	--	

### 8. VISIBILITY and COMMUNICATION in line with Article 47, 49 and 50 of Regulation (EU) 2021/1060

Insert Verification Reference No. if this section was already checked in a previous Report			
		Yes / No / NA	Comments:
1.	Is this a project of Strategic Importance and / or Operations with a total cost exceeding €10 Million? If YES:	--	
a.	Did the beneficiary organise a communication event or activity?	--	
b.	Was the Commission and the Managing Authority invited to the event?	--	
2.	Did the beneficiary provide on its official website (where such a site exists) and social media sites, a short description of the operation, proportionate to the level of support, including its aims and results, and highlighting the financial support from the Union?	--	
3.	Does the communication / publicity feature co-financing / financing statement?	--	
4.	Is an <b>adequate billboard/s</b> and/or <b>durable and adequate plaque/s</b> displayed and clearly visible to the public?	--	
5.	Is a <b>display stand / poster or sign</b> displayed at a location clearly visible to the public?	--	
6.	Where <b>stickers</b> affixed to all items of equipment / furniture / IT peripherals?	--	
7.	Any <b>other</b> publicity?	--	
8.	Were the <a href="#">Guidelines on the Communication and Visibility Requirements for Projects co-financed through European Union Funds</a> observed by the Beneficiary?	--	
9.	If any compulsory measures <sup>5</sup> are missing or if any of the above items are not in line with the Guidelines, please provide additional details on each case:		

<sup>5</sup> In line with Article 50, 'Responsibilities of Beneficiaries of Regulation (EU) 2021/1060

9. HORIZONTAL PRIORITIES			
Insert Verification Reference No. if this section was already checked in a previous Report			
9.1 Fundamental Rights and Equality Principles			
List commitments as per Grant Agreement / last Addendum		Explain how this is being addressed	
9.2 Sustainable Development			
List commitments as per Grant Agreement / last Addendum		Explain how this is being addressed	
9.3 Sustainability, aesthetics and inclusiveness (New European Bauhaus)			Is section applicable to the project being checked? Choose Yes / No
			--
List commitments as per Grant Agreement / last Addendum		Explain how this is being addressed	

10. CONCLUSION
10.1 Concluding remarks on this verification
10.2 Is there any further information from <b>external alerts</b> which may need to be taken into consideration, or which may require further verifications?
10.3 List of Annexes (Any evidence / supporting documentation substantiating the verification)
<p>The following documentation <b>must</b> be annexed as part of the on-the-spot verification process:</p> <ul style="list-style-type: none"> <li><b>General Project Implementation (Section 2) and Publicity (Section 8):</b> Photos taken during the on-site visit are required to illustrate both the overall execution of the project and the publicity efforts.</li> <li><b>Inventory and/or Consumables (Sections 3 and 4):</b> Inventory List and/or Consumables Log that were verified during the visit, along with the selected sample used for checking, if applicable.</li> <li><b>Software (Section 5):</b> Supporting evidence may include retest cases, requirement documents, the final report, or screenshots of the software.</li> </ul>

- **Training Delivery (Section 7):** Photos of the Training Delivery and the attendance sheets must be provided for both participants and trainers.

**Note on Data Protection:** To comply with data protection regulations, individuals should be informed prior to being photographed, and photos should be taken from the back to avoid capturing identifiable features.

## 11. ENDORSEMENT OF VERIFICATION REPORT

### Officer/s Conducting Verification:

Name in Block Letters	Signature
Designation	Date
Name in Block Letters	Signature
Designation	Date

### Endorsed by:

Name in Block Letters	Signature
Designation	Date

### Project Leader:

Name in Block Letters	Signature
Designation	Date