# ANNEX 7

## EXAMPLES OF DOCUMENTS TO BE KEPT AS EVIDENCE IN THE CASE OF AN INSPECTION

### Bids and Tenders
- Evidence of the procedures followed.
- Estimates submitted.
- Evidence of the origins of the supplies/equipment and of the nationality of service suppliers/experts.

### Internal Staff
- **Debit Note or Statement** to the project, per month of effective work, stating the personnel that has worked for the project and the number of days worked. The statement should be signed by an authorised person.
- **Time sheets** signed by the staff members should be attached to the statement (see model in Annex 8)
- Copy of the **pay sheets** should be attached to the statement.
- **Employment contracts**.

### Internal Supplies
- **Debit Note or Statement** stating the supplies used. This should reflect the price paid at the time of purchase and a copy of the purchase invoice should be attached. The statement should be signed by an authorised person.

### Locally recruited staff on fixed-term contracts
- **Debit Note or Statement** to the project, per month of effective work, stating the personnel that has worked for the project and the number of days worked. The statement should be signed by an authorised person.
- **Time sheets** signed by the staff members should be attached to the statement
- Copy of the **pay sheets** should be attached to the statement.
- **Employment contracts**.

### Travel by public transport
- Travel agency **invoice and proof of payment**
- Or
- **settled invoice** plus original ticket stubs and boarding passes.

### Travel by private vehicle (fuel and oil)
- Summary list of all **distance travel** stating the point of departure, the point of arrival, the dates of travel, the number of km covered, the **average consumption** of the vehicle, the **fuel costs** and the **maintenance costs**.
- In case of rented cars, **Invoice and proof of payment or settled invoice** including evidence of the distance travelled to calculate petrol costs.

### Per diem
- Justification of the number of days spent in the country by way of **boarding passes or hotel bills**.
- **Timesheet** signed by the expert or staff member.
- **Visit reports**.

### Direct mailing (internal supplies)
- **Debit Note or Statement** stating the part of the general invoice(s) charged to the project.
- Copy of the **general invoice** to be attached to the statement.
- **List of addressees and copy of the specimen letter** to be attached to the statement.
**Direct mailing**
(Outsourcing)

- *Invoice* and *proof of payment or settled invoice* by the subcontracted company.

**Photocopies (internal)**

- *Debit Note or Statement* stating the number of copies made and unit price per copy. This unit price should be substantiated.

**Photocopies (outsourced)**

- *Invoice* and *proof of payment or settled invoice* by the subcontracted company.

**NB:** This List is not exhaustive.