

ANNEXE – Basic elements for time sheets

- full name of contractor as indicated in the contract; ✓
- full name of the employee directly contributing to RTD project;
- title of RTD project as indicated in the contract; ✓
- project account number; ✓
- time period concerned (for instance on daily, weekly, monthly basis) according to the contractor's normal practice; ✓
- number of hours claimed on the RTD project. All hours claimed must be able to be verified in a reliable manner.
- full name and signature of the supervisor (person in charge of the work).

The complete time recording system should enable reconciliation of total hours in cases where personnel work on several projects during the same period.

Furthermore, there must be some system allowing the contractor to indicate the activity to which the hours have been attributed.

It should also be noted that these are minimum requirements and that more detailed time management records can be kept.