

## **Attachment 7.1 Categories of Operations**

The Operating Company's written financial procedures shall include requirements that are applicable to the following categories of Operations:

- (i) Series 100 to Series 5000 inclusive and Series 6800:
  - (a) demonstrable evidence that the selected rates are the correct payment mechanism,
  - (b) evidence of any subsequent verification checks carried out, and
  - (c) evidence to support completion of Operations,
- (ii) Series 6100:
  - (a) Records of Operations carried out in respect of charges,
- (iii) Series 6200:
  - (a) creation and maintenance of an electronic register of suitably qualified Contract Personnel in accordance with the requirements of section 7.2.4 of Schedule 3,
  - (b) demonstrable evidence that Professional Services rates are the correct payment mechanism,
  - (c) timesheet analysis in sufficient detail to describe the Operations performed,
  - (d) suitable authorisation and verification of timesheets,
  - (e) completion and signature of timesheets by all relevant Contract Personnel no later than the end of the week after which Operations were carried out,
  - (f) demonstrable evidence to support the rate or price being charged, and
  - (g) demonstrable evidence to support the completion of Operations,
- (iv) Series 6300:
  - (a) demonstrable evidence that procurement and supervision of Works Contracts is the correct payment mechanism, and
  - (b) Records to support the finalisation of values (rates and prices) claimed for procurement or supervision of Works Contracts in relation to the stage of Operations provided,
- (v) Series 6500:
  - (a) contemporaneous evidence that time work schedule is the correct payment mechanism and has been authorised in advance of the Operations by the Director where applicable under the other provisions of this Contract,
  - (b) labour timesheet analysis in sufficient detail to describe the Operations performed,
  - (c) suitable authorisation and verification of labour timesheets,

- (d) travel time to, from and or between depots and or Sites identified separately for all journeys
  - (e) completion and signature of timesheets by all labour no later than the end of the week during which Operations were carried out,
  - (f) contemporaneous evidence to support the labour rate being claimed,
  - (g) material cost Records from statements and invoices,
  - (h) Constructional Plant charges and any other charges or costs differentiating between operational time and standing time,
  - (i) evidence of any subsequent verification or checks carried out, and
  - (j) contemporaneous evidence to support completion of Operations,
- (vi) Series 6600:
- (a) Records of accounts and invoices, and evidence of payment of accounts and invoices,
- (vii) Series 6700:
- (a) Record of network change by a Scottish Ministers' trunking or de-trunking order,
- (viii) Series 7000:
- (a) contemporaneous evidence that lump sum is the correct payment mechanism, and
  - (b) contemporaneous evidence to support completion of Operations.

The Operating Company's written financial procedures shall take account of the requirements of Schedule 5 Specification & Drawings, 071AR Creation, Maintenance and Submission of Documents and other Media.