

## SCHEDULE

Regulation 4

### PERMITTED COST FACTORS FOR THE CALCULATION OF CHARGES

1. The salaries and fees, together with overtime payments and employers' national insurance and superannuation contributions, of all staff directly involved in carrying out checks under these Regulations, and all staff engaged in the management or administration of the checks.
2. The costs of recruiting the persons listed in the preceding paragraph and training them to enforce Council Directive [90/675/EEC](#).
3. Any travelling costs and related incidental expenses incurred in carrying out a check except those incurred by a person attending his normal place of work.
4. The cost of office accommodation, equipment and services for staff involved in carrying out checks under these Regulations, including depreciation of any office furniture and equipment and also including the cost of information technology, stationery and forms.
5. The cost of protective clothing and equipment used in carrying out the checks.
6. The costs of laundering protective clothing.
7. Sampling and analysis costs.
8. The costs of accounting and collecting charges and of providing pay-roll and personnel services in connection with the employment of staff carrying out the checks.
9. The anticipated frequency of the checks, and the charges may differ according to the products or their source.
10. Where any of the above relates only partly to the checks carried out, only the appropriate percentage of the costs shall be charged under these Regulations.