

Wagon Damage Report (WDR)

Ref: General Contract of Use (GCU) – article 18 & Appendix 4

1. General Information

Name of user RU	Company Code	Damage report n°
Consignment n°		Train n°
Place at which damage detected		Damage detected on
Forwarding Station	Destination Station	
Date of Dispatch	Loaded State	Loaded Empty

Wagon N°

Keeper's Name/VKM

Keeper's address or e-mail address

2. Description of damage

	Damage code as per GCU App. 9	Description of Damage
Damage 1	. . .	New damage Old damage
Damage 2	. . .	New damage Old damage
Damage 3	. . .	New damage Old damage

Additional Remarks

An exact description of the damage will be produced during repairs and will be sent to the keeper.

3. Labels found on wagon

Sample	K	M	I	R1	U	Date
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RU that created labels found on wagon

4. Sample of Labeling

Sample	K	M	I	R1	U	Wagon Detached	Dispatch to Workshop	Before unloading	After unloading
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5. Damage detected upon acceptance

GCU signatory RU	Non-GCU signatory RU	Connecting Railway
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Name

6. Details of perpetrator of damage

Wear and Tear

Impact damage in course of railway operations

Third Party involved Name Third Party

Address Third Party

Third Party's Signatory

Perpetrator not ascertainable

Place/Date

Contact

Attachments

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Heading	Status	Definition
RU's logo	Optional	-
Name of user RU	Obligatory	-
Company Code	Optional	4 digit Company Code, UIC Code or RICS if allocated.
Damage report no.	Obligatory	Issuing RUs sequential number of damage report.
Station at which damage was	Obligatory	
Consignment no.	Obligatory	-
Date of despatch	Obligatory	Dispatch date of the consignment (as per consignment/ wagon note).
Forwarding station	Obligatory	Full name of forwarding station (as per consignment/wagon note).
Destination station	Obligatory	Full name of destination station (as per consignment/wagon note).
Damage detected on	Obligatory	Date and time at which damage was detected (not the date the report was established).
Train no.	Obligatory	Number of the train in which the wagon was operated when the damage was detected.
Loaded state	Obligatory	Loaded state of the wagon when the damage was detected (empty or loaded).
Wagon no.	Obligatory	12-digit wagon number marked on wagon, including check digit.
Keeper (Name and his VKM	Obligatory	Vehicle Keeper Marking (VKM) according inscription on wagon and full name of wagon keeper.
Keeper's address or e-mail address	Optional	Useful for proving to whom the WDR was sent by the RU.
Damage code as per GCU Appendix 9	Obligatory	Complete damage code as per GCU Appendix 9, Annex 1(*). Only damage codes which are allocated to a damage class may be used. In case of more than 3 damage codes use an appropriate way to inform about all codes when sending the WDR.
Description of defect	Obligatory	Description as per GCU Appendix 9, Annex 1.
Old / new damage	Optional	-
Remarks	Optional	Additional description / details of damage. cause of damage if identifiable; amount or scope of damage (e.g. 2 floorboards broken).
Labels found on wagon	Obligatory	Type of GCU labelling found on wagon. The relevant form is to be ticked.
RU that affixed labels found on wagon	Obligatory	Details of the previous using RU that affixed labels and, where applicable, the date on this labelling.
Sample of new labelling	Obligatory	Type of GCU labelling that was affixed. The relevant form or the field "wagon detached" is to be ticked.
Dispatched to workshop before/after unloading	Obligatory	Tick field if RU organized the transport of the wagon to a workshop (Article 19, GCU).
Details of perpetrator of damage	Obligatory	Regardless of the damage category all indicators available and contributing to clarification of the cause must be written down.

Wear and tear	Conditional	-
Impact damage in course of railway operations	Conditional	This category is to be used for damage patterns which are attributable to the improper handling of wagons (e.g. shunting accidents, sideswipes or other sudden events) or
Name and address of third party – signature of third party	Conditional	This category is to be used for damage which are attributable to the improper handling of wagons during loading or unloading or to a culpable breach of duty of care
Perpetrator not ascertainable	Conditional	This category may only be chosen if there are no indicators in evidence that suggest a perpetrator and/or an old damage exists.
Damage detected upon acceptance from	Conditional	This category is only used if the damage is detected at the handover location.
GCU signatory RU (name)	Conditional	This category must be chosen if the wagon was accepted from a RU being a signatory to the GCU. The list of GCU- RUs can be found on the GCU home page (http://www.gcubureau.org). Insofar as it is known, the name of the RU must be entered in the appropriate field.
(Name of) connecting railway	Conditional	This category must be chosen if the wagon was accepted from e.g. a works railway, which is not a RU as per definition in the GCU. Insofar as it is known, the name of
From a non-GCU signatory RU (name)	Conditional	This category must be chosen if the wagon was accepted from an RU, which is not a signatory to the GCU. Insofar as it is known, the name of the RU must be entered in the
Department where report was established	Optional	The station or location where the damage report was established should be entered here.
Location, date	Obligatory	Complete with where (place) and when (date) the damage report was established.
Contact point	Obligatory	Contact point for any questions concerning the damage report (Name, Phone number, E-Mail Address).
Attachments	Optional	Photos, documents, etc.

(*) For a transitional period of two years the information with a three-digit damage code is allowed, if no other alternative exists. However, the lone last figure of the damage code in this case, may be avoided.