

APPENDIX 4 TO THE GENERAL CONTRACT OF USE

WAGON DAMAGE REPORT

To be valid, the Wagon Damage Report (WDR), as defined in Article 18 of the GCU, must be established by the user RU using a form compliant with the model provided in and with this Appendix. The WDR shall be completed electronically, only if not possible manually – in the latter case solely capital letters shall be used.

The contents of the WDR (mandatory, optional and conditional data¹) are described in the WDR guide.

The WDR must be sent to the keeper without delay, preferably by email otherwise by fax. A copy of the WDR should be kept by the user Railway Undertaking which has provided it during the period defined in Article 33 GCU.

According Article 34 GCU the WDR shall be established in one of the three GCU languages. Additional remarks may be made in the language used at the place of issuing.

Where necessary, the user RU can attach additional documents and information to the WDR.

¹ Conditional: including information is mandatory when the relevant incident has occurred.

Wagon Damage Report (WDR) WDR guide

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

Name and address of third party – signature of third party	<i>Conditional</i>	<i>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 by a third party. The line "Address of the third party responsible" shall be used for details of the perpetrator of the damage, specifically the name of the company, the address and the relevant company contact. The damage must be reported to and discussed with the perpetrator. The perpetrator should confirm his acceptance of liability on the WDR or on another appropriate document in order to enable the RU to proof not being liable according Article 22, GCU.</i>
Perpetrator not ascertainable	<i>Conditional</i>	<i>This category may only be chosen if there are no indicators in evidence that suggest a perpetrator and/or an old damage exists.</i>
Damage detected upon acceptance from	<i>Conditional</i>	<i>This category is only used if the damage is detected at the handover location.</i>
GCU signatory RU (name)	<i>Conditional</i>	<i>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.</i>
(Name of) connecting railway	<i>Conditional</i>	<i>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 the connecting railway must be entered in the appropriate field.</i>
From a non-GCU signatory RU (name)	<i>Conditional</i>	<i>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 appropriate field.</i>
Department where report was established	<i>Optional</i>	<i>The station or location where the damage report was established should be entered here.</i>
Location, date	<i>Obligatory</i>	<i>Complete with where (place) and when (date) the damage report was established.</i>
Contact point	<i>Obligatory</i>	<i>Contact point for any questions concerning the damage report (Name, Phone number, E-Mail Address).</i>
Attachments	<i>Optional</i>	<i>Photos, documents, etc.</i>

(*) 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.