

**Amendments and additions to the GCU: Proposal sheet**  
Revision of Appendix 4 to the GCU "Wagon damage report"(WDR)

<p><b>1.- Explanation of the problem</b></p> <p>The damage report template in Appendix 4 dates from 2006 and no longer meets the current requirements of the contracting parties. In practice, many RUs have already produced independent document formats, which differ from Appendix 4 to the GCU. It is intended to reverse this multitude of variants to a GCU-wide standard by means of an updated (workable) document template.</p>	<p><b>2.- Proof of where and why the GCU is deficient in this respect</b></p> <p>Appendix 4 does not refer to the damage codes as per Appendix 9. These codes are however part of the principal data required by the wagon keeper.</p> <p>The field captions in Appendix 4 are not unambiguous and not interpretable.</p> <p>In addition to this, fields must be completed today that are relevant neither for the RU nor for the keeper.</p>
<p><b>3.- Explanation of why the problem described can only be solved via the GCU</b></p> <p>Article 18 specifies that damage must be recorded by means of a damage report as shown in Appendix 4. Therefore Appendix 4 needs to be adapted to meet current requirements.</p>	<p><b>4.- Explanation of why the problem described must be solved by the proposed amendment / addition</b></p> <p>Revised Appendix 4 rectifies the deficiencies in the current document template described in item 2 above.</p>
<p><b>5.- Description of how the proposed amendment / addition contributes to the solution of the problem</b></p> <p>The proposed amendments and additions take into account the current requirements of the RUs, the wagon keepers and the settlement of damages.</p> <p>The new version of Appendix 4 will lead to the removal from the GCU website of the existing recommendation. In the future there will only be one provision, thus a binding one, in Appendix 4.</p>	<p><b>6.- Assessment of possible positive and negative effects (operating; costs; administration; interoperability; safety; competitiveness ...) on a scale of 1 (very low) to 5 (very high)</b></p> <p>There are only positive effects, as the amendments and additions mean added value for all parties in the form of clarity, simplicity and usefulness.</p> <p>We consider the conversion costs for the RUs to be low, as many RUs are today already using their own document templates that differ from Appendix 4, which overcome the above-mentioned deficiencies in the old template and which include the above-mentioned new fields.</p>
<p><b>7.-Text proposal (Modifications in blue)</b></p> <p>The current version of Appendix 4 to the GCU has to be replaced by the following text.</p>	

## Appendix 4 to the GCU

### Wagon Damage Report (WDR)

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 on page 2 of 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 data<sup>1)</sup>) are described in the WDR guide (on pages 3 and 4 of this Appendix).

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.

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<sup>1)</sup> Conditional: including information is mandatory when the relevant incident has occurred.

**“Wagon Damage Report” (WDR)**  
**WDR Form**

<b>Wagon Damage Report (WDR)</b>	
<b>1. General Information</b>	
Name of user RU _____	Damage report no. _____
Company Code _____	
Consignment no. _____	Train no. _____
Place at which damage detected _____	Damage detected on _____
Forwarding station _____	Destination station _____
Date of despatch _____	Loaded state <input type="checkbox"/> loaded <input type="checkbox"/> empty
Wagon no. <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	
Keeper's name/VKM _____	
Keeper's address or e-mail address _____	
<b>2. Description of damage</b>	
Damage code as per GCU Appendix 9 <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Description of defect <input type="checkbox"/> New damage <input type="checkbox"/> Old damage
<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Description of defect <input type="checkbox"/> New damage <input type="checkbox"/> Old damage
<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Description of defect <input type="checkbox"/> New damage <input type="checkbox"/> Old damage
Additional remarks _____	
An exact description of the damage will be produced during repairs and will be sent to the keeper.	
<b>3. Labels found on wagon</b>	
Sample <input type="checkbox"/> K <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/> R1 <input type="checkbox"/> U	Date _____
RU that created labels found on wagon _____	
<b>4. Sample of labeling</b>	
Sample <input type="checkbox"/> K <input type="checkbox"/> M <input type="checkbox"/> I <input type="checkbox"/> R1 <input type="checkbox"/> U <input type="checkbox"/> Wagon detached	
Despatch to workshop <input type="checkbox"/> Before unloading <input type="checkbox"/> After unloading	
<b>5. Damage detected upon acceptance</b>	
<input type="checkbox"/> GCU signatory RU <input type="checkbox"/> Non-GCU signatory RU <input type="checkbox"/> Connecting railway	
Name _____	
<b>6. Details of perpetrator of damage</b>	
<input type="checkbox"/> Wear and tear	
<input type="checkbox"/> Impact damage in course of railway operations	
<input type="checkbox"/> Name and address of third party _____	
_____	
Third party's signatory _____	
<input type="checkbox"/> Perpetrator not ascertainable	
Place/Date _____	Contact _____
<input type="checkbox"/> Attachments	

## Wagon Damage Report (WDR) WDR guide

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 detected	Obligatory	Name of station / location where the damage was detected.
Consignment no.	Obligatory	-
Date of despatch	Obligatory	Despatch 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 format)	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.

<b>Wear and tear</b>	<b>Conditional</b>	-
<b>Impact damage in course of railway operations</b>	<b>Conditional</b>	<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>
<b>Name and address of third party – signature of third party</b>	<b>Conditional</b>	<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>
<b>Perpetrator not ascertainable</b>	<b>Conditional</b>	<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>
<b>Damage detected upon acceptance from</b>	<b>Conditional</b>	<i>This category is only used if the damage is detected at the handover location.</i>
<b>GCU signatory RU (name)</b>	<b>Conditional</b>	<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 (<a href="http://www.gcubureau.org">http://www.gcubureau.org</a>). Insofar as it is known, the name of the RU must be entered in the appropriate field.</i>
<b>(Name of) connecting railway</b>	<b>Conditional</b>	<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>
<b>From a non-GCU signatory RU (name)</b>	<b>Conditional</b>	<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>
<b>Department where report was established</b>	<b>Optional</b>	<i>The station or location where the damage report was established should be entered here.</i>
<b>Location, date</b>	<b>Obligatory</b>	<i>Complete with where (place) and when (date) the damage report was established.</i>
<b>Contact point</b>	<b>Obligatory</b>	<i>Contact point for any questions concerning the damage report (Name, Phone number, E-Mail Address).</i>
<b>Attachments</b>	<b>Optional</b>	<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.*