

## Amendment Proposal to GCU Appendix 4

<p><b>1.- Present the issue (with examples and, if possible, figures outlining the extent of the issue)</b></p> <p>The new Appendix 4 entered into force in 2016, and with it a standard format for the wagon damage report which all GCU signatory railway undertakings (RUs) are to compile upon observing cases of damage. The RU completes a wagon damage report for all observable or suspected damage to wagons and must then be sent on to the wagon's keeper without delay in accordance with GCU Article 18. This also ensures compliance with one of the requirements of Article 15 of the ATMF (Appendix G to the 1999 COTIF), paragraph 3 of which states that:</p> <p><i>"The operating railway undertaking must in due time, either directly or via the keeper, provide the ECM with information on operation of the vehicles (including mileage, type and extent of activities, incidents/accidents) for which the ECM is in charge. "</i></p> <p>Though the GCU stipulates the format and content of the wagon damage report, it contains no instructions on how the report is to be sent on to the keeper, other than stating that it must be sent "without delay" (currently, post, fax and email are used).</p>	<p><b>2. Show where and why the GCU is lacking in this respect:</b></p> <p>The different ways in which the wagon damage report may be sent (post, fax, or email) by the RU result in a lack of uniformity for the recipient (the keeper), thus leading to higher administrative costs. Furthermore, errors may occur during manual re-entry of the wagon damage report data in keepers' IT systems.</p>
<p><b>3. Explain why the issue can only be resolved via the GCU:</b></p> <p>The current version of the GCU makes no provision for standardised, automated data transmission.</p>	<p><b>4.- Outline why the issue should be solved as envisaged by the proposed amendment/addition:</b></p> <p>The wagon damage report (Appendix 4) compiled by the RU is to be prepared in digital format, namely PDF or XML. This is vital in order for better data administration. Appendix 4 needs to be amended to enable standardised digital data transmission, whilst maintaining the prescribed format and content.</p> <p>Since the wagon damage report is a form of documentary evidence, it must be possible to produce it in line with the defined GCU format at the request of third parties (insurance companies, infrastructure managers, courts, experts, workshops, etc.).</p> <p>Only the GCU can stipulate such standardisation.</p>

<p><b>5.- Describe how the proposed amendment or addition will help resolve the issue:</b></p> <p>Digital transmission of the wagon damage report (Appendix 4) in PDF or XML format will bring about standardised information exchange, reduce the administrative burden for GCU signatories, and eliminate the need for manual re-entry of data in recipients' IT systems, thus also eliminating copying errors.</p> <p>Digital transmission will also help systematise the appraisal of damage and improve the quality and efficiency of data exchange.</p>	<p><b>6.- Assess the possible positive and negative impacts (operations, costs, administration, interoperability, safety, competitiveness, etc.), using a scale from 1 (very low) to 5 (very high):</b></p> <p>Costs: +4  Competition: +5  Operations: +4  Interoperability: +4  Safety: +2</p>
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## **7. Proposed wording (amendment in blue)**

***Replace the current GCU Appendix 4 with the new version hereafter.***

## Guidelines for the use of the Wagon Damage Report (WDR)

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### Appendix 4 to the General Contract of Use for Wagons (GCU)

<b>Wagon Damage Report (WDR)</b>
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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 complete 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.

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 to 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.

This Appendix describes in more detail the information-related requirements laid out in article 18 to be applied upon the detection or presumption of loss or damage to a wagon.

In accordance with Article 18.1 GCU, the user RU has to send an electronic WDR to the wagon keeper for all wagons registered in the GCU database, by respecting the instructions given on the following pages of this guide.

The content of this WDR has to be sent as XML message, compliant with the GCU XSD schema. In case the user RU is not able to send the WDR as XML, the report must be created using the predefined GCU WDR PDF template as depicted hereafter. Own PDF templates or adaptations of the template must not be used. The XSD schema and the PDF template are available on the GCU website in their latest versions.

If a paper print-out is required, this has to comply with the GCU WDR PDF template.

If necessary, the user RU may attach photos, supplementary documents and information to the WDR.

The user RU has to conserve the WDR for the retention period set out in GCU article 33.

Should the user RU transfer a wagon to a third-party RU in accordance with GCU article 16, it remains responsible for establishing and submitting the complete WDR for the loss or damage occurred during the use by that third-party RU.

The GCU Bureau provides a communication platform (GCU Message Broker) to the signatories for transmission of the WDR, the use of which is compulsory.

The user RU which submits the WDR is informed by the communication platform if the wagon number is not found in the GCU database and therefore, the WDR is not forwarded to the keeper. In this case this user RU shall transmit the WDR by other ways in order to comply with its obligations stemming from article 17.

Guidelines for the use of the Wagon Damage Report (WDR)

Wagon Damage Report

**WAGON DAMAGE REPORT**

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

1. General Information

User RU  Report ID

Consignment n\*  Train n\*

Place at which damage detected  Damage detected on

Forwarding Station  Destination Station

Date of Dispatch  Loaded State  Loaded  Empty

Wagon number

Keeper

Keeper's address or e-mail address

2. Description of damage

Damage code as per GCU App. 9	Description of Damage
Damage 1 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> New damage <input type="radio"/> Old damage	<input type="text"/>
Damage 2 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> New damage <input type="radio"/> Old damage	<input type="text"/>
Damage 3 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> New damage <input type="radio"/> Old damage	<input type="text"/>

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

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

5. Damage detected upon acceptance

GCU signatory RU  Non-GCU signatory RU  Connecting Railway

Company

6. Details of cause/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

Not ascertainable

Place/Date  Contact

Attachments

Version 20180502 – 2018\_TH\_eWDR\_pilot

## Guidelines for the use of the Wagon Damage Report (WDR)

## Description of elements in the Wagon Damage Report

Designation	Status	Description
User RU	Mandatory	Four characters organisation code (RICS) or alternatively name of the User RU
Report ID	Mandatory	User RU's unique Wagon Damage Report number. The number shall not exceed a maximum length of 32 characters.
Consignment n°	Mandatory	Consignment number for the movement concerned (as per consignment/wagon note).
Train n°	Conditional	Number of the train containing the wagon on which the damage was detected.
Place at which damage detected	Mandatory	Station/location name at which damage was detected.
Damage detected on	Mandatory	Date at which damage was detected (not necessarily the date on which the WDR was drawn up).
Forwarding Station	Mandatory	Name of departure station (as per consignment/wagon note).
Destination Station	Mandatory	Name of destination station (as per consignment/wagon note).
Date of Dispatch	Mandatory	Date the consignment departed (as per consignment/wagon note).
Loaded State	Mandatory	Loading status of wagon when damage was detected (loaded/empty).
Wagon number	Mandatory	Full 12-position wagon number, including check digit.
Keeper	Mandatory	Four characters organisation code (RICS) or alternatively name or VKM of the wagon keeper as marked on the wagon.
Keeper's address or e-mail address	Optional	Additional information to prove to whom the WDR was sent by the RU.
Damage code as per GCU App. 9	Mandatory	Complete damage code in accordance with GCU Appendix 9, Annex 1.
New damage/ Old damage	Optional	Indicate whether the damage is newly detected or whether it was already present on the wagon.
Description of Damage	Mandatory	Designation in accordance with GCU Appendix 9, Annex 1.
Additional Remarks	Optional	Additional description/details of damages. Cause of damage, if this can be ascertained. Scale of the damage (e.g. 2 broken floorboards).
Label found on wagon	Conditional	Type of GCU labels present on the wagon. All present labels must be selected.
Date	Conditional	Date of found labels. Shall be indicated if present.
RU that created labels found on wagon	Conditional	Four characters organisation code (RICS) or alternatively name of the User RU that created labels found on the wagon.
Sample of Labelling	Mandatory	Type of GCU labels which have been affixed to the wagon. One or more relevant labels or alternatively "Wagon Detached" must be selected.
Dispatch to Workshop	Conditional	If the wagon has been dispatched to a workshop by the User RU (before or after unloading), this is to be indicated in accordance with GCU Article 19.
Damage detected upon acceptance	Conditional	Indication if the damage was detected at the place of handover. It shall be marked whether the company handing over the wagon is a GCU RU, a non-GCU RU, or a connecting railway (non-RU).
Company	Conditional	Four characters organisation code (RICS) or alternatively name of the company handed over the wagon.

## Guidelines for the use of the Wagon Damage Report (WDR)

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Details of cause/ perpetrator of damage	Mandatory	Selection of one of the possible causes for the damage (wear and tear, impact damage in course of railway operation, third-party <sup>1</sup> involved or not ascertainable). Only one cause may be given in all cases. If there is more than one cause, select "not possible to determine party responsible".
Place/Date	Mandatory	Location and date on which WDR was drawn up.
Contact	Mandatory	Contact details of User RU (name, telephone, email, etc.) for any queries concerning the WDR or damage.
Attachments	Conditional	Indication if any supporting documents are attached to the WDR (e.g. damage photos, documents, etc.).

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<sup>1</sup>The party responsible (third-party) must confirm in a separate document that it assumes liability in order that the RU can claim relief in accordance with GCU Article 22. This document is to be appended to the Wagon Damage Report.