

APPENDIX 4 TO THE GENERAL CONTRACT OF USE

WAGON DAMAGE REPORT

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 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.

Wagon Damage Report (WDR) WDR guide**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.

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 ¹ 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.).

¹The 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.