

## APPENDIX 7

### TO THE GENERAL CONTRACT OF USE FOR WAGONS

<b>SPARE PARTS</b>
--------------------

#### 1. General principles

1.1 The management of spare parts must be organised in a cost-effective and rational manner to cut down on the time damaged wagons spend out of service and keep transport of the parts themselves to a minimum. The request for spare parts is to be made by means of Form H/H<sup>R</sup> and should include the related damage report reference number.

Restrictions on transport conditions (e.g. opening hours, means of transport) are to be stated in advance on Form H/H<sup>R</sup>.

1.2 The keeper must ensure that the requested spare parts are delivered to the workshop carrying out the repairs as rapidly as possible, or within 20 calendar days at the latest after forwarding the spare part request to the keeper. If this deadline is exceeded, the corresponding track occupation costs due to this delay can be invoiced to the keeper. Any track occupation costs must be indicated on the request for spare parts (Form H/H<sup>R</sup>).

1.3 The user RU and the keeper shall designate a logistics centre to coordinate and steer all aspects of the provision of spare parts. The addresses shall be indicated in the list of addresses in Appendix 1 to the GCU.

1.4 Conditions for returning parts removed from vehicles are to be indicated by the keeper on Form H/H<sup>R</sup>.

1.5 Modern means of communication (e.g. fax or e-mail) shall be used to exchange information.

1.6 When transporting spare parts, the most cost-effective means of transport and service shall be selected in terms of price, service, quality and transport time, taking account of specific delivery conditions.

1.7 Transport and customs related costs, regarding article 19 aren't included in the repair costs. These costs are to be charged to the responsible for the damage.

1.8 Spare parts shall be delivered ready for fitting and be compatible with the wagon to be repaired.

1.9 When sending spare parts, care must be paid to ensuring they can be clearly assigned to a given wagon on arrival. The consignee must use those parts on the designated wagons.

1.10 For transport beyond the borders of a customs area, the keeper must ensure customs clearance. This requirement is also applicable to the recovery (scrapping) or abandonment of parts outside of their own customs area.

## Part A

### Wheelsets

#### 2. Principles

2.1 If wheelsets need to be repaired, the user RU must inform the wagon keeper without delay and at the latest within two working days (Saturdays excluded) of the damage being reported in the workshop, using Form H<sup>R</sup>.

2.2 The user RU must offer the wagon keeper the procedure set out in point 3.1 and, where possible, the procedure set out in point 3.2.

2.3 The wagon keeper must accept one of both procedures on offer and send written agreement within two working days (Saturdays excluded). If the keeper does not answer within the period specified, the procedure in point 3.1 shall be applied.

#### 3. Handling of wheelsets

##### 3.1 Wheelsets replaced with wheelsets provided by the keeper

3.1.1 The user RU shall use Form H<sup>R</sup> to notify the wagon keeper of the details of the wheelset (e.g. wheelset and housing type, diameter, wheelset position, wheelset number) and the delivery address for the wheelset to be supplied.

3.1.2 The keeper is to send the requested wheelset as swiftly as possible to the delivery address. It must provide the user RU with a delivery address for the damaged wheelset.

3.1.3 The wagon number must be indelibly marked on the damaged wheelset (inside of the wheel centre) once it has been removed.

3.1.4 The damaged wheelset must reach the keeper at the address provided as per 3.1.2 in Form H<sup>R</sup> within 6 weeks of being removed from the wagon. If the wheelset does not reach the keeper by this time, he shall send out a reminder to the user RU, extending the deadline by a further 2 weeks at least. If the wheelset still does not arrive by this extended deadline, the user RU shall pay the keeper the replacement value of the wheelset.

##### 3.2 Repair of wheelsets with keeper's approval

3.2.1 The damaged wheelset shall be removed and sent to an approved workshop for repair in accordance with the provisions of the keeper. Once repaired, the wheelset shall be fitted back on the wagon.

3.2.2 If during the repair operation on the damaged wheelset a technical defect is observed that requires the replacement of the wheel centre, axle or axle-box, the wagon keeper shall be informed immediately. The procedure in point 3.1 shall be applied from point 3.1.2 onwards.

## Part B

### Other interchangeable spare parts

#### 4. Usage of spare parts of the user RU's

4.1 When wagon parts have been damaged, the user RU shall preferably replace them using interchangeable spare parts from its own stock. In principle, the spare parts should be of the same type as the removed parts or, if this is no longer available, as the other parts of the wagon. Mixing different designs is not permitted (unless stated otherwise in Appendix 10, e.g. brake blocks in accordance with 3.8.3).

The following are considered as interchangeable spare parts:

- Safety straps
- Cast iron brake blocks, as well as K and LL brake blocks, if marked on the wagon
- Brake couplings
- Spark arrestor plates
- Earthing braids. The earthing braids must comply with UIC Leaflet 533
- Screw couplers, factoring in breaking strength. The screw coupler must comply with EN 15566 and UIC Leaflet 520/IRS 50520 respectively
- Screw coupler suspension hooks
- Guiding and locking elements
- Steps and handles. The newly built steps must be of the exact same model to ensure that they remain within the loading gauge. The step surface must comply with UIC Leaflet 535-2 and/or EN 16116-2.
- Label holders, inscription plate
- Ventilation flaps, control gear, shutter retaining bracket
- Stanchions in accordance with UIC Leaflet 578
- End boards, crossing gangways

4.2 The value of any such interchangeable spare parts shall be included in the cost of the repair operation.

4.3 When the user RU makes a cost estimation to the keeper, the keeper must indicate whether he wishes the damaged parts to be returned to him at his own expense. If the keeper does not specify the return of these parts, they shall remain with the user RU, together with the other spare parts removed from the wagon. There shall be no form of compensation for the value of these parts.

#### 5. Exceptional order for standard interchangeable spare parts

5.1 Due to the lack of interchangeable spare parts of the same type in the workshop and if these parts cannot be obtained quickly, interchangeable spare parts may be ordered from the keeper using an equivalent procedure to that in Part C (Form H).

5.2 This operation is coordinated exclusively through the logistics centres.

## Part C

### Other non-standard spare parts

#### **6. Request for other non- interchangeable spare parts**

6.1 The other spare parts that are needed to repair a wagon and are not stocked by the user RU shall be ordered from the keeper's logistics centre using Form H.

6.2 For each request for spare parts using Form H, confirmation of receipt shall be sent without delay to the logistics centre making the request. When confirming receipt, the estimated delivery time of the spare parts shall be indicated. If the damaged parts are to be returned, this should also be specified. If the spare parts cannot be dispatched immediately, the requesting logistics centre shall be informed without delay.

#### **7. Return of other damaged non- interchangeable spare parts**

7.1 Damaged parts with a low value (e.g. suspension rods and links, etc.) are not returned once removed. No compensation for their value shall take place.

7.2 Other damaged parts, once removed, shall only be returned at the keeper's request.

7.3 If the spare part does not arrive at its destination, the amount of compensation payable shall be subject to the provisions of the associated contract of carriage.

## Part D

### Fitting of spare parts from vehicles belonging to the same keeper

8.1 To avoid delaying the forwarding of a wagon, spare parts may be taken from another wagon of the same keeper, subject to his approval.

8.2 If the keeper has given his agreement, the spare parts must then be ordered for the wagon from which they have been taken.

## Part E

### TRANSPORT AND STORAGE OF PARTS

#### 9. Principle

9.1 When wagon parts are transported, transhipped and stored before they are fitted to wagons, after their removal and in preparation for being sent back to the wagon keeper, particular care must be taken to ensure that their inner components remain undamaged and their surfaces and anti-corrosion coatings intact.

#### 10. Wheelsets with axle boxes

##### 10.1 Storage

- When stored side-by-side on the track, there must be no contact in the wheel profile area. Flange-to-flange contact is permissible.
- When stored in staggered formation (with double rail) there must be no contact between axle-box / flange or flange / axle shaft.
- When storing wheelsets in loading cradles, similar precautions must be taken.
- Storage on flat surfaces is permissible if the wheelsets are resting on suitable materials (wood, rubber, plastic) so that the surfaces in contact are not damaged.
- The wheelsets must be placed and moved in such a way that no damage can occur to the wheelset, its component parts as well as protection against corrosion.
- Wheelsets shall be secured against rolling away using wheel scotches, scotch blocks or hollow seats in the track.
- Stacking of wheelsets is permissible, if the above-mentioned provisions are applied for storage. Any axle-to-axle contact is forbidden.

**Permissible example of storage**



Photo 1: Storing on track using safety scotches




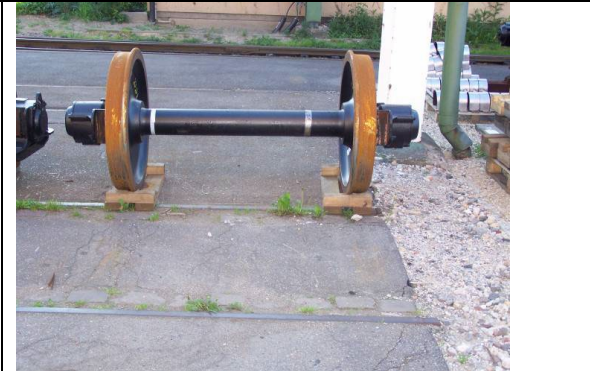

Photo 2: Storing in staggered formation on track using safety scotches



Photo 3: Storing in staggered formation (with double rail)

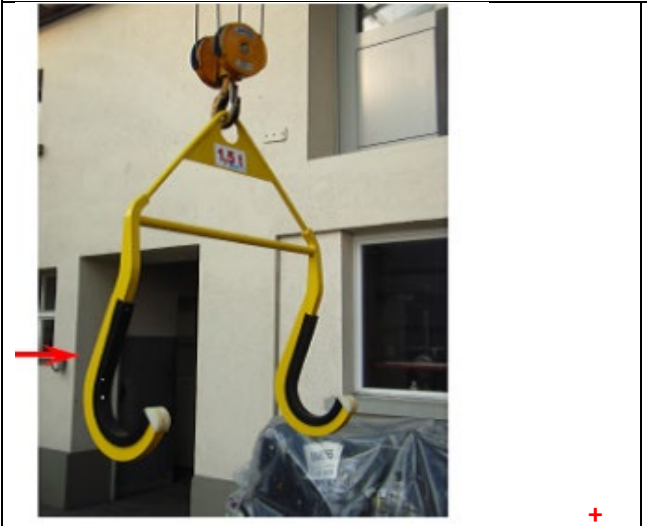








Photo 4: Storing in staggered formation on track with protections against contact

		
<p>Photo 5: Stacking of wheelsets in loading cradles</p>		<p>Photo 6: individual storage using lockers storage for single axles</p>
		
<p>Photo 7: Storing in staggered formation (with double rail) with spacers</p>		

10.2 Transport

- During transport by fork-lift truck, the tines of the fork and their ends must be fitted with protective padding. Damage resulting from wheelsets as well as protection against corrosion rolling off the forks should be prevented. Damage resulting from wheelsets rolling off the forks should be prevented.
- If load handling attachments are used, the wheelsets and protection against corrosion must not be damaged as a result.
- Wheelsets should be transported between workshops and spare parts centres in loading cradles wherever possible. The wheelsets must be loaded and secured in such a way that there is no possible damage to the wheelset with axle box, its component parts as well as protection against corrosion during transit. A tightening with straps passing on the axles shafts without protection is not permissible.

<p><b>Permissible example of handling</b></p>	
	
<p>Photo 1: Lifting device of crane for wheelsets with axle boxes (axle shaft.)</p>	<p>Photo 2: Lifting device of crane for wheelsets with axle boxes, release protective</p>

	
<p>Photo 3: Lifting device of crane for wheelsets (wheel disc)</p>	<p>Photo 4: Wheelset holder for fork-lift truck</p>
	
<p>Photo 5: Wheelset holder for fork-lift truck</p>	<p>Photo 6: Wheelset holder for fork-lift truck</p>
	
<p>Photo 7: Wheelset holder for fork-lift truck (loaded)</p>	<p>Photo 8: Wheelset holder for fork-lift truck (several wheelsets)</p>

**11. Other parts**

- Buffers shall be stored in such a way that no water is able to penetrate between the buffer casing and the plunger
- If leaf springs are transported directly by fork-lift truck, the tines of the fork and their ends must be fitted with protective padding (rubber inserts) to avoid damaging the anti-corrosion coating.



<b>Issuing RU (LOGO)</b>	<b>Form H</b>	No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>																								
<b>Wagon number:</b>	<span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> - <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>																									
<b>Damage report reference number:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>																									
<b>Keeper:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	Fax no.: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span> E-mail: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>																								
<b>Description of parts:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Pos</th> <th style="width: 15%;">Quantity</th> <th style="width: 60%;">Description</th> <th style="width: 20%;">*</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td><td></td><td></td></tr> </tbody> </table>		Pos	Quantity	Description	*	1				2				3				4				5			
Pos	Quantity	Description	*																							
1																										
2																										
3																										
4																										
5																										
<b>Other:</b>	* Parts missing from the wagon Track occupation costs as per App. 7, point 1.2																									
<b>Addresses:</b>	Contact address: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 100px;"></span>  Tel: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span> Fax: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span> E-mail: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	€ <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span> Delivery address: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 60px;"></span>  Delivery conditions, where appropriate <span style="border: 1px solid black; display: inline-block; width: 100%; height: 40px;"></span>																								
<b>Date</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<b>Signature</b> <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>																								
<small>To be filled in by the keeper</small>																										
<b>Answer:</b>	Estimated date of delivery: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>  Return of damaged parts? <input type="checkbox"/> Yes <input type="checkbox"/> No    Pos. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>																									
<b>Address:</b>	Delivery address: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 60px;"></span>	Delivery restrictions, where appropriate: <span style="border: 1px solid black; display: inline-block; width: 100%; height: 60px;"></span>																								
<b>Date:</b>	<span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>	<b>Signature:</b> <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span> <b>Company stamp:</b> <span style="border: 1px solid black; display: inline-block; width: 100%; height: 15px;"></span>																								
<small>Please use block letters throughout</small>		<small>Form H    Page 1</small>																								

Type of U buffer	1)
75	<input type="checkbox"/>
105	<input type="checkbox"/>
105-A	<input type="checkbox"/>
105-B	<input type="checkbox"/>
105-C	<input type="checkbox"/>
150-L	<input type="checkbox"/>
Other type 2)	<input type="checkbox"/>

1) Put a cross in the corresponding box  
2) Indicate buffer type

A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>
D	<input type="checkbox"/>
E	<input type="checkbox"/>

F -I	flat	<input type="checkbox"/>
F -II	convex r = 630	<input type="checkbox"/>
F -III	semi-convex r = 1500	<input type="checkbox"/>
F -IV	semi-convex r = 2750	<input type="checkbox"/>

A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>
D	<input type="checkbox"/>

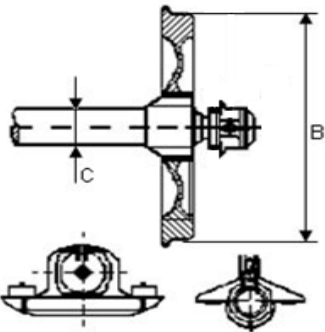
E	<input type="checkbox"/>	
F	<input type="checkbox"/>	
N	Number of leaves	<input type="checkbox"/>
P	Without load	<input type="checkbox"/>

For wagons with rigid underframe

Yes  No

Space for any additional drawings:

Form H Page 2

Issuing RU (LOGO)	<h1 style="margin: 0;">Form HR<sup>R</sup></h1>		No. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>					
Drawn up on: _____								
Wagon number:	<span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 25px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span> - <span style="border: 1px solid black; display: inline-block; width: 15px; height: 15px;"></span>							
Damage report reference number:								
Keeper:			Fax no.: <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span> email: <span style="background-color: yellow; display: inline-block; width: 50px; height: 15px;"></span>					
Remarks: _____								
<b>Condition of all the wheelsets of the wagon - for undamaged wheelset(s), complete only the fields "POS" and "B"</b>								
Pos	T/M	B measured	C	Monobloc yes / no	Type of wheelset	Wheelset number(s) of damaged wheelset(s)		
Pos: position of axle (as per marking on wagon). If no marking present, count from either end of wagon.								
Number of damaged wheelsets:								
		<b>Reason for withdrawal from service T/M: always indicate code opposite the axle number</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; vertical-align: top;">                     1.2.2 Thermal overload                      1.3.2 Wheel wear (tread)                      1.3.3 Wheel flats                      1.3.4 Metal inclusions                      1.3.5 Cavities/exfoliation                      1.5.1 Damage to wheel centre                      1.6.1 Damage to axle                      1.7.2 Out-of-round wheel                 </td> <td style="width: 50%; vertical-align: top;">                     1.8.1.1 Axle box leaking                      1.8.1.2 Loss of lubricant                      1.8.3 Hot axle box                      1.8.4 Wear plate displaced or missing                      7.1.7 Overload (provide details)                      8.1.1 Derailment                      Other: .....                 </td> </tr> </table>					1.2.2 Thermal overload 1.3.2 Wheel wear (tread) 1.3.3 Wheel flats 1.3.4 Metal inclusions 1.3.5 Cavities/exfoliation 1.5.1 Damage to wheel centre 1.6.1 Damage to axle 1.7.2 Out-of-round wheel	1.8.1.1 Axle box leaking 1.8.1.2 Loss of lubricant 1.8.3 Hot axle box 1.8.4 Wear plate displaced or missing 7.1.7 Overload (provide details) 8.1.1 Derailment Other: .....
1.2.2 Thermal overload 1.3.2 Wheel wear (tread) 1.3.3 Wheel flats 1.3.4 Metal inclusions 1.3.5 Cavities/exfoliation 1.5.1 Damage to wheel centre 1.6.1 Damage to axle 1.7.2 Out-of-round wheel	1.8.1.1 Axle box leaking 1.8.1.2 Loss of lubricant 1.8.3 Hot axle box 1.8.4 Wear plate displaced or missing 7.1.7 Overload (provide details) 8.1.1 Derailment Other: .....							
<b>Addresses:</b>	Contact address: <span style="background-color: yellow; display: inline-block; width: 150px; height: 40px;"></span>	Delivery address: Station code: <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span>						
Tel.: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Fax: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Email: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span>		Delivery restrictions, if applicable <span style="background-color: yellow; display: inline-block; width: 100%; height: 40px;"></span>						
<b>Quotes:</b>	see page 2							
<b>Date:</b>			Signature: <span style="background-color: yellow; display: inline-block; width: 100%; height: 15px;"></span> Company stamp: <span style="background-color: yellow; display: inline-block; width: 100%; height: 15px;"></span>					
Please complete in block letters								

<b>Issuing RU (LOGO)</b>	<h1>Form H<sup>R</sup></h1>
<b>Wagon number:</b>	<input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 15px; border: 1px solid black;" type="text"/>
<b>Damage report reference number:</b>	<input style="width: 100%; height: 15px;" type="text"/>
<b>Keeper:</b>	<input style="width: 100%; height: 15px;" type="text"/> <span style="float: right; margin-right: 20px;">Fax no.: <input style="width: 100%; height: 15px;" type="text"/></span> <span style="float: right;">Email: <input style="width: 100%; height: 15px;" type="text"/></span>
<b>Quotes:</b>	<div style="margin-bottom: 10px;"> <input type="checkbox"/> <b>3.1</b> Request for replacement wheelset(s) using form H<sup>R</sup> </div> <div> <input type="checkbox"/> <b>3.2</b> Repair one or more wheelset(s)          Repair to be done by approved depot <input style="width: 100%; height: 15px;" type="text"/> </div>
<b>Remarks:</b>	Track occupancy costs as per Appendix 7 point 1.2.
<b>Reply:</b>	<p style="text-align: center; font-size: small;">To be completed by the keeper</p> We hereby accept your quote no. <input style="width: 50px;" type="text"/> and will send you the requested wheelsets by <input style="width: 150px;" type="text"/> <span style="float: right; font-size: x-small;">(point 3.1 only)</span>
<b>Addresses:</b>	The damaged wheelsets should be returned to the address indicated below: <span style="float: right; font-size: x-small;">(point 3.1 only)</span>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Delivery address:            Station code: <input style="width: 40px; height: 15px; border: 1px solid black;" type="text"/>  <input style="width: 100%; height: 40px;" type="text"/>             Billing address:  <input style="width: 100%; height: 40px;" type="text"/> </div> <div style="width: 50%; font-size: x-small;">           Delivery restrictions, if applicable  <input style="width: 100%; height: 100px;" type="text"/> </div> </div>
<b>Date:</b>	<input style="width: 150px;" type="text"/> <span style="float: right; margin-right: 20px;"><b>Signature:</b> <input style="width: 100%; height: 15px;" type="text"/></span> <span style="float: right;"><b>Company stamp:</b> <input style="width: 100%; height: 15px;" type="text"/></span>
Please complete in block letters	