



International Rail Transport Committee  
Comité international des transports ferroviaires  
Internationales Eisenbahntransportkomitee

# **GTM-CIT**

## **CIT Freight Traffic Manual of 1 July 2006**

### **Amendment 13 dated 1 July 2016**

This amendment contains:

- updated pages 1/2, 3/4, 43/44 and 51/52;
- appendices 15 and 24.

Parts of the text which have been amended are marked in the margin; they were approved by the CIT's CIM Committee at its meeting on 17 March 2016.

The CIT General Assembly on 5 November 2009 decided that new documents and amendments to existing documents would only be distributed electronically. As a consequence of this decision, we would be grateful if you yourself were to print the copies you require for your internal use.

\*\*\*\*\*





International Rail Transport Committee  
Comité international des transports ferroviaires  
Internationales Eisenbahntransportkomitee

Edition 1 July 2016

# **CIT Freight Traffic Manual (GTM-CIT)**

Applicable with effect from 1 July 2006

---

**This document is restricted to CIT members**

---

In accordance with point 2.5 b) of the CIT Statutes, this document is mandatory and binds all members of the CIT. An individual member may nevertheless declare that he will not apply a provision because it is contrary to his interests (opting-out principle).

The list of CIT members who apply this manual is published on the CIT website: [www.cit-rail.org](http://www.cit-rail.org).

---

© 2006 International Rail Transport Committee (CIT)  
[www.cit-rail.org](http://www.cit-rail.org)

---

<b>Amendment No</b>	<b>Applicable with effect from</b>
1	2007-06-01
2	2008-07-01
3	2009-07-01
4	2009-10-01
5	2010-07-01
6	2011-07-01
7	2012-07-01
8	2013-01-01
9	2013-05-01
10	2013-07-01
11	2014-07-01
12	2015-07-01
13	2016-07-01

# Contents

## A. General provisions

1	Abbreviations and definitions .....	6
2	Purpose of the manual .....	8
3	Scope .....	8
4	Electronic consignment note.....	9
4.1	Principles.....	9
4.2	Specific provisions .....	9

## B. Process

5	Introduction .....	10
6	Working sheets .....	13
01	Activities before carriage .....	14
02	Acceptance for carriage.....	16
03	Hand-over between carriers .....	26
04	Amendment of the contract of carriage .....	30
05	Circumstances preventing carriage .....	33
06	Loss and damage .....	39
07	Goods missing and surplus .....	41
08	Circumstances preventing delivery.....	43
09	Delivery.....	47
10	Processing of claims.....	52
11	Recharging .....	54
12	Notification of corrections .....	55
13	Misrouted traffic .....	56
14	Traffic restrictions .....	57

## C. Final and transitional provisions

7	Entry into force.....	58
---	-----------------------	----

## Appendices

- |   |       |   |
|---|-------|---|
|   | 1     | Checklist for sealing wagons  |
|   | 2     | Sealing irregularities  |
|   | 3     | Addresses of contact points for sealing issues  |
|   | 4     | Diagram of the process for applying seals to international traffic  |
|   | 5 - 6 | Deliberately left blank   |
|   | 7a    | Checklist for the contract for electronic interchange of consignment note data (EDI contract checklist)   |
|   | 7b    | Supplementary functional and legal requirements for transmitting the electronic consignment note during carriage  |
|   | 8a    | Sheet 2a of a CIM consignment note with a supplementary sheet for an intermediate section   |
|   | 8b    | Sheet 2a of a CIM consignment note for combined traffic with a supplementary sheet for an intermediate section  |
|   | 9     | Sheets 4 and 4a of a CIM consignment note with a supplementary sheet for the consignor  |
|   | 10    | Control label   |
|   | 11    | Explanatory notes on the use of the charges note  |
|   | 12    | Notification of payment form  |
|   | 13    | Authorisation for escort  |
|   | 14    | Wagon label   |
| } | 15    | Labels for consignments subject to customs supervision  |
|   | 16    | Shunting restriction labels   |
|   | 17    | Processing the consignment note and accompanying documents where the contract of carriage is amended or there are circumstances preventing carriage or delivery |
|   | 18    | Accompanying document   |
|   | 19    | Notification of wagons and their loads being defective  |
|   | 20    | Formal report   |
|   | 21    | Notification of missing goods   |
|   | 22    | Notification of corrections   |
|   | 23    | Wagon list – Use in the event of wagons being detached  |
| } | 24    | Proof of delivery   |
|   | 25    | Notification of traffic restrictions  |
|   | 26    | Form listing the documents accompanying a train   |

## 08 Circumstances preventing delivery

### 08- 01 Asking the person entitled for instructions

**Purpose** To eliminate the circumstances preventing delivery or ask the person entitled (consignor or consignee if the consignee has amended the contract of carriage) for instructions.

**Notes** Circumstances preventing delivery are defined as :

1. the consignee refusing the goods,
2. the consignee refusing to pay the charges,
3. not being able to contact the consignee,
4. the consignee not coming forward,
5. not being able to deliver the consignment for other reasons (the consignee not collecting the consignment note within the timescale set down, seizure, decision of the courts, goods written off, etc.).

The consignee collecting the consignment note but not taking delivery of the goods does not constitute circumstances preventing delivery.

The carrier is to ask for instructions in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).

A list of the departments able handle circumstances preventing delivery is available on the CIT website: [www.cit-rail.org](http://www.cit-rail.org).

**Time** When circumstances preventing delivery have been established.

Participants	Activity	References
Carrier	- The carrier is to return the goods to the consignor without further formality if that was requested on the consignment note; otherwise he is to ask the person entitled for instructions. Instructions are to be drawn up in accordance with <i>Appendix 9 to the GLV-CIM</i> .	<i>CIM 21 § 1</i> <i>GTC-CIM 10.2</i> <i>GLV-CIM 16</i>
Observations		

## 08 Circumstances preventing delivery

### 08- 02 Carrying out the instructions of the person entitled – other action

Purpose To eliminate the circumstances preventing delivery.

Notes The instructions are to be supplied in an appropriate written form. Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for supplying instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).

A list of the departments able handle circumstances preventing delivery is available on the CIT website: [www.cit-rail.org](http://www.cit-rail.org).

Time When instructions have been received

Participants	Activity	References
Person entitled	<ul style="list-style-type: none"> <li>- The person entitled is to send the carrier his instructions drawn up in accordance with <i>Appendix 9 to the GLV-CIM</i>.</li> <li>- In parallel, he is to return the duplicate of the consignment note on which the instructions are to be entered.</li> </ul> <p>If the goods are refused by the consignee, the consignor has the right to give instructions even if he is not able to produce the duplicate of the consignment note.</p>	<p><i>GTC-CIM 10.2</i> <i>GLV-CIM 16</i></p> <p><i>CIM 21 § 3</i></p>
Carrier	<ul style="list-style-type: none"> <li>- The carrier is to check if the instructions have been given by the person entitled and if they are accompanied by the duplicate of the consignment note.</li> <li>- Where the amendment of a contract of carriage would have the effect of ending carriage within a customs territory (for example within the European Union) for a movement which should have ended outside that customs territory, or vice versa, the carrier is to ensure that the competent customs office has given its prior agreement, or ask for that agreement. Confirmation of this agreement is to be retained by the carrier.</li> <li>- The carrier is to check if the instructions can be carried out. If so, he is to               <ul style="list-style-type: none"> <li>. certify that the details copied to the duplicate of the consignment note concur by date-stamping it, the duplicate should then be handed back to the person entitled,</li> <li>. fill out the remaining details on the form and carry out the instructions or pass them to the carrier who is to carry them out,</li> <li>. carry out the instructions without delay, endorse the form with the details and retain it,</li> </ul> </li> </ul>	<p><i>GTC-CIM 10.4</i></p>



## 09 Delivery

### 09-04 Return of means of transport

**Purpose** To recover the empty means of transport from the consignee of the loaded journey.

**Notes** The provisions of the GLV-CIM and of this manual apply to empty means of transport accompanied by a consignment note.  
The provisions of the GLW-CUV apply to empty means of transport accompanied by a wagon note.

**Time** After unloading has been completed.

Participants	Activity	References
Consignee	<ul style="list-style-type: none"> <li>- The consignee is to return the means of transport if agreed with the carrier. Subject to mandatory statutory provisions (RID, etc.), and any special agreement, the carrier's regulations apply to the return of the means of transport. In particular, the consignee is required to return the means of transport provided to him in an appropriate state of cleanliness.</li> </ul>	<p><i>GTC-CIM 6.3</i> <i>GLV-CIM 15</i></p>
Carrier	<ul style="list-style-type: none"> <li>- The carrier is to check the time allowed for unloading.</li> <li>- The carrier is to check the condition of the means of transport.</li> <li>- The carrier is to record damage, missing parts, etc.</li> <li>- The carrier is to reuse the means of transport or forward it.</li> <li>- The following provisions are applicable to the return of empty uncleaned means of containment<sup>1</sup> containing the residues of dangerous goods which are not accompanied by a consignment note or a wagon note.</li> </ul> <p>The carrier is to complete the written declaration in accordance with point 13 of the GLV-CIM, making the following entries:</p> <p>Box 4 Keeper of the means of containment, Box 10 Destination station of the empty movement, Box 50 Route, Box 56 Place and date of acceptance of the means of containment, Box 58 Undertaking code and optionally name and postal address of the forwarding carrier.</p> <p>The charging sections must be deleted.</p> <p>A copy of the written declaration is to be retained by the carrier; the original is to accompany the means of containment to the destination station of the empty movement, where it is to be retained by the carrier.</p>	<p><i>GLV-CIM 15,</i> <i>RID</i></p>
Observations	<p>In so far as it is permitted for the movement planned, empty uncleaned means of containment containing residues of dangerous goods may be forwarded on the basis of an electronic declaration instead of a written declaration. The arrangements must be agreed in advance.</p>	

<sup>1</sup> In accordance with paragraph 5.4.1.1.6.2.1 RID, the following means of containment are considered as packaging: "empty packaging", "empty receptacle", "empty IBC", "empty large packaging".  
In accordance with paragraph 5.4.1.1.6.2.2 RID, the following means of containment must be considered as means other than packaging "empty tank vehicle", "empty tank wagon", "empty demountable tank", "empty tank container", "empty portable tank", "empty battery-vehicle", "empty battery-wagon", "empty MEGC", "empty vehicle", "empty wagon", "empty container", "empty receptacle".

## 09 Delivery

### 09 - 05 Proof of delivery

Purpose On request, confirm the delivery of the consignment

Notes The request for proof of delivery must be made in an appropriate written form.  
Electronic methods such as the internet or e-mail are to be preferred to allow the flow of information to be speeded up. With this in mind, a form for seeking instructions to download, complete, print-out and send electronically is available on [www.cit-rail.org](http://www.cit-rail.org).  
A list of the departments able to handle requests for proof of delivery is available on the CIT website: [www.cit-rail.org](http://www.cit-rail.org).  
If the consignor requests proof of delivery at the time the consignment is handed over for carriage, the request for proof of delivery is to be attached to the consignment note.

Time After delivery

Participants	Activity	References
Consignor	The consignor is to ask the contractual carrier or the first carrier to provide proof of delivery of the goods to the consignee.	
Contractual carrier or first carrier	<ul style="list-style-type: none"> <li>- The contractual or first carrier is to send a request for proof of delivery to the destination station or to the destination carrier's central department using the 'Proof of Delivery' form.</li> </ul> <p>A list of carriers' departments able to handle requests for proof of delivery is available on the CIT website:</p> <ul style="list-style-type: none"> <li>- The contractual or first carrier is to notify the consignor of the outcome of the request for proof of delivery.</li> </ul>	<p><i>GTM-CIT, Appendix 24</i></p> <p><a href="http://www.cit-rail.org">www.cit-rail.org</a></p>
Carrier at the destination	<ul style="list-style-type: none"> <li>- The carrier at the destination is to handle the request for proof of delivery and return it without delay to the carrier who made the request, even when delivery cannot be confirmed.</li> <li>- The carrier at the destination is to start a search in conjunction with the carrier requesting proof of delivery when the location of the consignment is not known.</li> </ul>	<p><i>Working sheet 09-01</i></p> <p><i>GTM-CIT, Appendix 24</i></p> <p><i>Working sheet 07-01</i></p>
Observations		



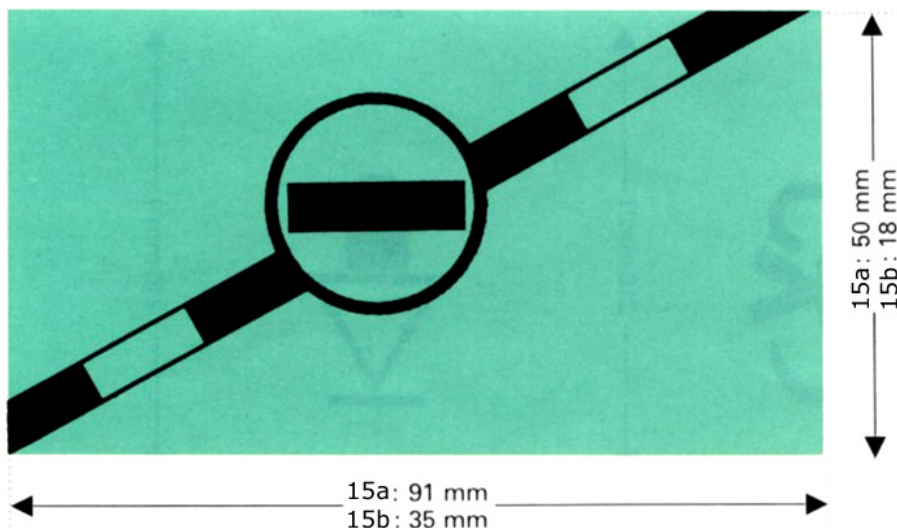
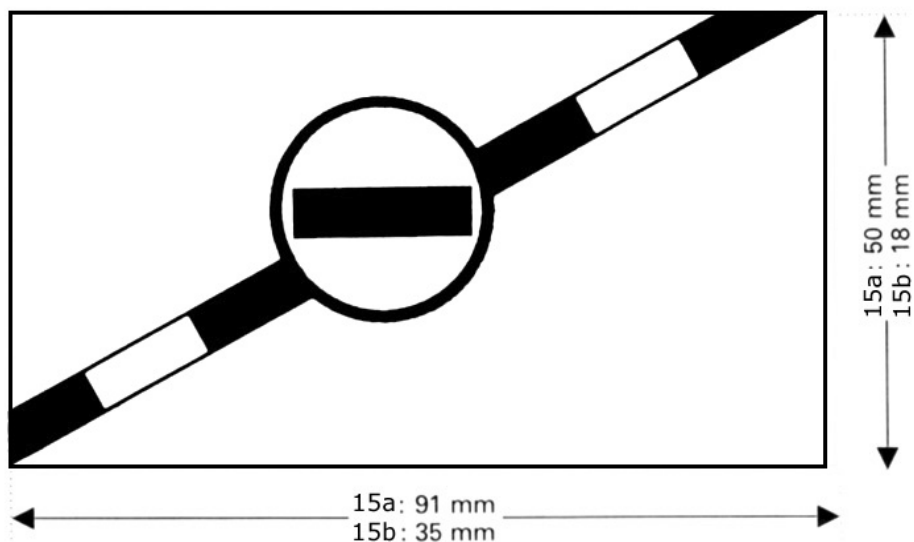
## Appendix 15

Working sheet 02-05

### Labels for consignments subject to customs supervision

#### Use of labels for consignments subject to customs supervision

- If consignments are subject to customs supervision, the carrier must label the wagons and the consignment note (box 21) with labels complying with specimen 15 a/b of this appendix. Labels complying with specimen 15 a/b may be replaced by a stamp on the consignment note and on the wagon label shown in *Appendix 14*.
- Labels complying with specimen 15a are to be fixed or printed in the ancillary labels box on the wagon label or placed in the label clip of the wagon.

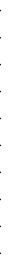






**Appendix 24**  
Working sheet 09-05

**Proof of delivery**





# Proof of Delivery No ..... – Attestation de livraison N° .....

# CIT 24

## 1 Forwarding station's request to the destination station Demande de la gare de départ à la gare d'arrivée

The consignor has asked for proof of delivery of the consignment below:  
L'expéditeur demande une attestation de livraison de l'envoi désigné ci-après :

Consignor (name, address) – Expéditeur (nom, adresse)	<b>Consignment number – Identification de l'envoi</b> <input type="checkbox"/> CIM consignment note Lettre de voiture CIM <input type="checkbox"/> CUV wagon note Lettre wagon CUV Country – Pays Station – Gare Undertaking Entreprise Consignment number Exp. N°
Consignee (name, address, country) – Destinataire (nom, adresse, pays)	Acceptance, point, date – Prise en charge, lieu, date month – day – hour mois – jour – heure
Delivery point – Lieu de livraison	Wagon No/ UTI No – Wagon N°/N° de l'UTI
Station – Gare	Country – Pays
Postal address of the carrier – Adresse postale du transporteur	

## 2 Destination station's reply to the forwarding station Réponse de la gare d'arrivée à la gare de départ

- 1  The consignment in question arrived on ..... and was delivered on .....  
L'envoi mentionné est arrivé le ..... et a été livré le .....
- In accordance with subsequent orders from the consignee, the goods were delivered to a consignee other than the one specified in the consignment note.  
Par suite d'ordre ultérieur du destinataire, la marchandise a été livrée à un autre destinataire que celui qui est désigné dans la lettre de voiture.
- 2
- 3  The consignment in question arrived on ..... and was not delivered because .....  
L'envoi mentionné est arrivé le ..... et n'a pas été livré par suite de .....
- 4  The consignment in question has not arrived, a search is in hand  
L'envoi mentionné n'est pas arrivé; des recherches sont entreprises
- 5  Other remarks:  
Autres observations: .....
- .....
- .....
- .....
- .....

Date stamp – Timbre à date

Signature – Signature

.....

