

# 1 | Dealer and Vehicle Information

Dealer Name		Dealer Number
Model Year Color		Mileage
VIN		Inspection Date
Audi Certified pre-owned Technician Name – Print	Tech Code Repair Order	Number
Important: The following information must be completed for the vehicle to be considered for the Au	idi Certified pre-owned Program.	

Caution: Audi of America reserves the right to deny Audi Certified pre-owned certification. Do not offer an Audi Certified pre-owned vehicle for retail sale until the Vehicle Certification Administration System (VCAS) updates showing "Approved-Sale pending" status.

## 1.1 Audi Achtungs (Stops!)

If any of the following answers are NO, the vehicle cannot be enrolled in the Audi Certified pre-owned Program.

Has the vehicle passed the Vehicle History Report and has mileage been verified as actual? (See AudiCPO.com, Program Eligibility section for ineligible data flags) Is the vehicle 5 model years old or newer with no more than 60,000 miles? Is the vehicle free from current or evidence of past after market modifications? (Free from chassis, body, electrical, or engine performance modifications; free from ANY chip or wheel and tire modifications. Dealer installed Original Equipment Manufacturer (OEM) accessories are acceptable) Is it certain the vehicle does not have an extensive or unreasonable service history? Do all VINs match with labels and plates intact? (frame/windshield/B-pillar-FMVSS sticker; no alterations) Is the unit's history free from any Manufacturer buyback (lemon law) or cash settlement events? 

\*A TDI vehicle that was repurchased pursuant to a TDI Consumer Settlement Program is not considered a manufacturer buyback due to mechanical failure and state Lemon Law (see AudiCPO.com for details).

## 1.2 Pre-work

Performed in service bay. Attach exhaust hose and start vehicle engine for power.

- Yes No
- Does the paperwork match the VIN and vehicle? Is the model year of the vehicle confirmed?
- Maintenance record booklet is present.
- Warranty booklet/owner's manual is present.
- Are all services up to date and reflected in the maintenance booklet? (Make note of the service and maintenance being performed during the CPO inspection and make sure to stamp the booklet for all services performed to date.)
- Run diagnostic test with appropriate VAS tester on vehicle; correct faults during inspection.
- Run battery load test with appropriate tester. Replace the battery if it fails the test.
- Print all diagnostic results and place copy in vehicle file.  $\square$  $\square$

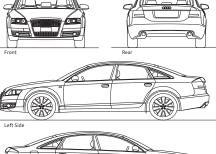
## **1.3 Determination**

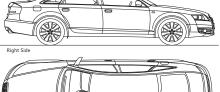
- Yes No
  In your opinion is this vehicle a good candidate to become Certified?
  - If 'No,' stop and notify Service Manager and Certified pre-owned Manager.
    - If 'Yes,' continue with the Inspection and Certification Checklist.

# 2 | Interior of Vehicle

#### 2.1 Front Interior

condition of the following items:	Meets A Yes		Repaired	
All keys including both masters, valet and emergency as Factory equipped Warning lights & messages (ABS, airbag, 0 <sub>2</sub> sensor, etc.) Onboard computer (check OK MIL cycle) Hazard lights switch Dash/console switches Diver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)	Yes	N₀	Repaired	
Factory equipped Warning lights & messages (ABS, airbag, 02 sensor, etc.) Onboard computer (check OK MIL cycle) Hazard lights switch Dash/console switches Driver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Onboard computer (check OK MIL cycle) Hazard lights switch Dash/console switches Driver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Hazard lights switch Dash/console switches Driver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Dash/console switches Driver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Driver's side airbags Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Speakers Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				F
Dash lights/dimmer Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Cup holders Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Steering wheel/lock/key/tilt/telescope Horn (all areas of pad)				
Horn (all areas of pad)				
off (right outprior mirror control and bostor	Π	Π		
Leit/right extendr mirror control and neater	Π	П	$\square$	
Rearview mirror/compass (Compass set to local zone?)	Π	Π		
Dome and front courtesy lights	П	П	Π	
Hood release handle		Π		
Trunk/tailgate release	П	П	Ē	Π
Fuel door release		П	Π	
Accessory power socket, lighter, and ashtray	П	П	Π	Г
Sound system functionality - Radio/CD/DVD/SAT/AMI/Jukebox	П	П	Π	
Clock	П	П	Π	Г
Windshield wiper controls	П	П		
Defogger/defroster	H	Ħ.		H
HVAC/blower/climate controls/vents	П	П		
Gear shift handle/indicator	H	Ħ.	П	H
Parking brake	H	н	H	
Foot pedals/operation and covers	Н	Н	Н	H
Warning chimes and bells/alarm/theft deterrent	H	H	H	H
Test Bluetooth functionality with approved phone	H	Н	Н	
Check MMI and Audi Connect system for proper functionality	H	Н	H	H
Confirm MMI controller/buttons function without obstruction	H	Η	H	







Meets Audi Requirements

# 2.2 Left Front Interior

Inspect and check the operation and/or condition of the following items:

condition of the following feeling.	Yes	No	Repaired	N/A
Left front interior trim and door handle				
Left front visor/vanity mirror/light	H	н		H
Left front power window/lock	H	н		H
Left front seat controls/power/memory function	H	н	H	H
Left front seat heater and ventilator	H	H		H
Left front controls/vents	H	н	H	H
Left front carpet, floor mat, and foot-well (Mat securely	H	H		H
fastens to retainers, free from damage, and curling. Only				
OEM mats are acceptable.)				
Left front safety belt/height adjuster				
Left front seat cushion and cover		Π		
Driver seat headrest, headrest release and headliner				
Left front door light/reflector		Π		
Left front headliner assist handle				
2.3 Left Rear Interior				
		_	_	_
Left rear interior trim and door handle				
Left rear power window		Ц		
Left rear seat heater and ventilator				
Left rear carpet, floor mat, and foot-well (Mat securely				
fastens to retainers, free from damage, and curling. Only				
OEM mats are acceptable.)			_	
Left rear safety belt		Ц		
Left rear seat cushion and cover				
Left rear headrest, headrest release, and headliner				
Left rear door lights/reflector		Ц		
Left rear window sunshade				
Left rear airbag				
Left rear headliner assist handle		Ц		
Rear armrest/ski sack				
Rear controls/vents				
Rear ashtray in center				
Rear window sunshade		Ц		Ц
First Aid kit in center armrest (if equipped)		Ц		
Center headrest and release				

HV Supplement must accompany 300+pt, Checklist for all High Voltage vehicles.

# 2 | Interior of Vehicle - Continued

# 2.4 Right Rear Interior

Inspect and check the operation and/or	Meets A	udi Re	quirements	
condition of the following items:	Yes	No	Repaired	N/A
Right rear interior trim and door handle				
Right rear power window				
Right rear seat heater and ventilator				
Right rear carpet, floor mat, and foot-well				
(Mat securely fastens to retainers, free				
from damage, and curling. Only OEM mats				
are acceptable.)				
Right rear safety belt				
Right rear seat cushion and cover				
Right rear headrest, headrest release, and headliner				
Right rear door lights/reflector				
Right rear window sunshade				
Right rear airbag				
Right rear headliner assist handle				

# 2.5 Right Front Interior

Inspect and check the operation and/or	Meets	Audi Re	quirements	
condition of the following items:	Yes	No	Repaired	N/A
Right front interior trim and door handle				
Right front vanity mirror/light				
Right front power window/door lock				
Right front seat controls/power				
Right front controls/vents				
Right front seat heater and ventilator				
Right front dash				
Right front airbags				
Glove box, lock, and light				
Right front carpet, floor mat, and foot-well				
(Mat securely fastens to retainers, free from				
damage, and curling. Only OEM mats				
are acceptable.)				_
Right front safety belt/height adjuster				
Right front seat cover and cushion				
Right front headrest, headrest release, and headliner				
Right front door lights/reflector				
Right front headliner assist handle				

# 3 | Exterior of Vehicle

3.1 Front Exterior				
Inspect and check the operation and/or condition of the following items:	Meets Yes	Audi Re No	quirements	N/A
Front bumper			Repaired	
License plate bracket and filler panel (as applicable	H	H		F
by state law)				
Park sensors (if equipped)				
Front headlight lens	H	H		- E
Headlamps high/low beam	H	H		
Marker lights and turn signals	H	H	H	F
Parking and hazard lights	H	H		
Fog lights (if equipped)	H	Н		
Headlamp washer spray heads and covers	H	H		
Audi emblem	H	Н		
Grille condition	H	H		
Lower right fascia grille	H	н		
Front tow eye cover	H	H		
Lower center grille	H	H	H	H
Lower left fascia grille	H	H		
Front hood condition and paint condition	H	H	H	F
Front end alignment of panels (gaps)		H		-
Windshield glass (Ensure proper fit and	Н	H	H	
functionality of all vehicle features)				
Windshield wipers				
Windshield wiper arms	H	Н	H	
Windshield washer spray heads	H	H		-
Hood release latch operation	Н	н	H	
Hood struts	H	H		
Audi Advanced Key	H	Н		
3.2 Left Front Exterior				
Remote entry				
Left front fender alignment and paint				
Left front side turn indicator light				
Left A-pillar				
VIN plate				
Left front side mirror housing and glass				
Left front door panel alignment and paint				
Left front body moldings				
Left front window glass				
Left front window trim				
Driver exterior door handle				
Driver door lock cylinder (auto up/down/lock)				
Left front door hinge and alignment				
Left front door seals				
Left front sill plate				
Left front door side molding				
Left front side rocker panel and trim				
Left B-pillar				
3.3 Left Rear Exterior				
Left rear door panel alignment and paint				
	H	Н		
Left rear door side molding				-
Left rear body moldings	H	H		
Left rear side rocker panel and trim				-
Left rear door window trim and moldings Left rear door window glass	H	H		-
.eft rear exterior door handle	Н	H		
eft rear child lock	H			Ļ
Left rear door hinge and alignment	Ц			
.eft rear door seals	H			
Left rear sill plate				
Left C-pillar		Ц		
Left rear quarter window glass	Ц			
Left rear back window glass Left rear back window defrost element Left rear body panel alignment and paint		Ш		

## 3.4 Rear Exterior

Inspect and check the operation and/or	Meets	Audi Re	quirements	
condition of the following items:	Yes	No	Repaired	N/A
Rear end and tailgate paint				
Rear Audi emblem and tailgate trim				
Rear window glass		Π		Π
Rear window defrost element				$\Box$
Rear camera (if equipped)	Π	Π		Π
Tailgate hinges, struts, and alignment				$\Box$
Trunk seal				
Trunk/luggage compartment light		Π		Π
Compartment covers, hold-down latches, and net				$\Box$
Roadside kit present (if equipped)				
Removable cargo cover		Π		
Park sensors (if equipped)				
Rear parking, reverse, fog, hazard, and tail lights				
Rear marker lamps and turn signals				
Rear brake lights	Π	Π		Π
High-center third brake light		Π		$\neg$
Rear bumper				
Rear exterior trunk release				
License plate bracket and light				
Rear window wiper				
Rear window wiper arm				
Rear window washer/spray head				
Boot cover (Cabriolet/Roadster)				

### 3.5 Right Rear Exterior

5.5 Right Real Exterior		
Right rear quarter panel alignment and paint		
Right rear panel trim pieces and moldings		$\square$
Fuel door, rubber stops, and fuel cap		
Right rear back window glass		
Right rear quarter window glass		
Right C-pillar		
Right rear side rocker panel and trim		
Right rear door window trim and moldings		
Right rear door window glass		
Right rear door paint and gap alignment		$\square$
Right rear exterior door handle		
Right rear child lock		
Right rear sill plate		
Right rear door hinge and alignment		

## 3.6 Right Front Exterior

Right B-pillar		
Right front door panel alignment and paint		
Right front exterior door handle		
Right front door lock		
Right front sill plate		
Right front door hinge and alignment		$\overline{\Box}$
Right front door seals		
Right front side rocker panel and trim		$\overline{\Box}$
Right front window glass		
Right front window trim and moldings		Π
Right side mirror housing and glass		
Right A-pillar		
Right front marker light		
Right front trim pieces and moldings		
Right front fender alignment and paint		
3.7 Top Exterior		
Sunroof glass and seals (test for leaks)		
Roof panel/luggage rack		
Roof antenna/SiriusXM®/NAV housing		
Convertible top (Cabriolet/Roadster)		
Windscreen operation (Cabriolet/Roadster)		

# 4 | Engine Compartment

Inspect and check the operation condition	Meets	Audi R	equirement	ts
of the following items:	Yes	No	Repaired	N/A
Under hood insulation				
Engine compartment labels – EGR/PCV				
Tire pressure and recommended fuel label				
Covers – engine compartment/cowl cover/emblems				
Power steering, engine oil, and washer reservoir caps				
Check for evidence of oil in the coolant reservoir - Confirm no evidence of oil				
Fuel injection system, fuel filter/lines				
Throttle linkages /"E-Gas" (or throttle by wire)				$\Box$
Air filter – Check for oil (Replace if aftermarket or excessively dirty)				
Dust and pollen filter (HEPA)				
Accessory belt				
Timing belt/chain (per maintenance schedule)				
Power steering pump/hoses				
Power steering fluid level				
Windshield washer fluid level				
Check all hoses for air and fluid leaks				
Check oil on dipstick for level and condition				
Engine mounts (top area)				
All engine and transmission seals and gaskets				
A/C compressor/lines/condensor				$\Box$

4.2 Cooling System				
Inspect and check the operation condition	Meets A	udi Requ	irement	s
of the following items:	Yes	No Re	paired	N/A
Engine coolant reservoir cap				
Engine coolant level				
Cooling system pressure test (Check for leaks)				
Radiator hoses upper/lower & heater hoses				
Cooling fan				
Cooling fan motor				
Radiator cap				
Radiator/thermostat				
Upper core support, radiator housing				
Water pump/belts (noise/leaks)				
Test coolant for protection temperature				
4.3 Transmission				
Transmission system condition				
Transmission fluid auto/manual (leakage check)				
4.4 Electrical System				
Battery condition – location varies by model				
Alternator charging (warning light)				
Inspect all harnesses for abnormal wear and tear				
4.5 Brake System				
Brake fluid reservoir cap				
Brake fluid level / condition				
Brake master cylinder and booster				

Meets Audi Requirements

No

Repaired

N/A

5.1 Engine, Drivetrain and Operation Continued

## 5 | Road Test 1 Engine, Drivetrain and Operation

5.1 Engine, Drivetralit and Operation				
Inspect and check the operation condition	Meets	Audi R	equiremen	ts
of the following items:	Yes	No	Repaired	N/A
Starter operation/starting (cold/hot)				
Fuel pump operation				
Engine performance idle/noise/vibrations				
Smooth acceleration/deceleration				
Transmission and shift points				
Transmission/transaxle noise (cold/hot)				
Shift interlock				
Clutch operation				
Exhaust - Confirm no evidence of excessive noise or odor				

# 6 | Under the Vehicle

6.1 Undercarriage Inspect and check the operation condition	Meets Audi Requirements				
of the following items:	Yes	No	Repaired	N/A	
Bumper flanges and brackets					
Frame spot welds/seams - Confirm no evidence of stress or cracks indicating accident or frame damage					
Sheet metal - Confirm no evidence of deformities indicating accident or frame damage					
Water damage - Confirm no evidence of water damage					
Front sub-frames - Confirm no evidence of stress or					
cracks indicating accident or frame damage	_		_		
Front side aprons - Confirm no evidence of stress or cracks indicating damage or accident.					
Center support bearing (quattro® driveshaft)					
Brake lines					
Bottom of front and rear bumpers (visual damage)					
Lower splash shield					
Lower engine mounts					
Lower radiator hoses					
Suspension arms and CV joints	Ц			Ц	
Sway bars/links/bushings	Ц	Ц		Ц	
Struts, shocks, and springs		Ц		Ц	
Control arms and steering rack					
6.2 Exhaust System					
Hangers and clamps					
Exhaust pipes, catalytic converter, and heat shield	H	Ц		Щ	
Check for leaks					
6.3 Engine/Transmission/Differentials/Transmissi	nsaxle	9			
Rear axle fluid level					
Engine/Transmission/Differentials/Transaxle seals/gaskets					
Transmission lines					
Axle housing/final drive					
Transmission/mounts/control linkages					
Differential/Torsen®/quattro®					
Inspect transmission fluid level and condition					
7   Signatures (Required)					
It is the responsibility of the inspecting dealer that this Inspecti be completed in agreement with the Audi Certified pre-ow	ion and ( ned Pro	Certifi gram	cation Che . The	cklist	

be completed in agreement with the Audi Certified pre-owned Program. The undersigned certifies that the inspection and reconditioning preformed on this vehicle meets all required criteria prescribed by the Audi Certified pre-owned Program. All items checked "Repaired" have been thoroughly inspected and repaired by a registered Audi technician with genuine Audi approved parts. The undersigned Audi Certified Technician also confirms that all Diagnostic Trouble Codes are remedied and cleared, all open service campaigns and recall services are performed, and that the maintenance booklet is up to date.

Audi Certified Technician Signature	Date
Audi Certified pre-owned Manager Signature	Date
Audi Service Manager Signature	Date

Inspect and check the operation condition

Brakes (operation/noise/pulling/pulsating)

Steering/tracking/pulling/play in the wheel Suspension noise/performance Vehicle ride, vibration, and overall driveability Speedometer, odometer, and trip function Navigation system functionality Ride, wind, door noise, rattles, etc.

Test all Driver Assist features including, but not limited to ACC, Side Assist, LDW, Head up Display, Camera, and Park Assist

of the following items:

ABS function

6.4 Tires and Wheels					
Inspect and check the operation condition	Meets Audi Requirements				
of the following items:	Yes	No	Repaired	N/A	
Wheels: Approved size*/match/finish/free of damage					
Tires: Approved size & spec.**/matching brand (4)/free of damage					
Record: Tread depth (5/32 or better)/pressure/size, speed & load rating/DOT #					
*Only OEM Audi Wheels are approved					

\*\*Tires must be OEM, Premium, or CPO Spec Tires. Presently fitted tires with exception of CPO Spec "Y" rated tires, including spare must be replaced if they do not match the vehicle's tire placard specifications or have less than 5/32 remaining tread depth. \*\*\*All spare tires, full size, compact, or inflatable must be checked for road worthiness.

Vehicles without spare; indicate Sealant Kit or Mobility System as applicable.

	Inner / 32*	Middle / 32"	Outer / 32*	Pressure	Size	Load / Speed			DOT	#	
LF											
LR											
RF											
RR											
Spare											
6 6	5 Bra	leas						Meets	Audi F	Requirement	.s
								Yes	No	Repaired	N/A
					tion tension				Ц		Ц
		ers and ke nad :			irements (Pad th	hickness			H		H
					d and rotor thick						
		ce man			/					_	
Chec	k Elect	ric Park	ing Bra	ike (EPI	3) for proper ope	ration					
				l	.F=Left Front mm	LR=Left Rear mm	1	RF=Right From	it mm	RR=Right Rear	mm
Pad t	hicknes	s (50% M	4in.)								
Rotor	r thickne	ess (per !	Serv. Ma	anual)							
6 6	S Eur	el Tai	nka	nd Li	ines					Requirement	
					nes			Yes	No	Repaired	N/A
Fuel		nd hold	aing st	raps				H	Н		Η.
		if not l	ifetime	e filter)	1			H	H		H.
				,		_					
8	Cu	stor	mer	Acl	cnowledg	gment	(F	Requir	ed)	Init	ial
LL TD	I CPO V	EHICLE	S: This	vehicle	has a TDI diesel	engine and is s	Jbje	ct to a servio	e cam	ipaign 🕅	_
					the Environment						
					es do not comply missions Modifica						
					sions Warranty. I AEM and Extend				matio	n and	
									·	haar [	
orme	d of, ar	nd prov	ided w	ritten d	This vehicle is a isclosures regard EM for the vehicle	ing, a future s					
					00+pt. Inspection						

Consistent and Continued pre-owned vehicle and have been informed of the terms and conditions of Audi Certified pre-owned Program; including but not limited to the comprehensive limited warranty coverage, 24-Hour Roadside Assistance, and inspection process\*.

'See Audi CPO Limited Warranty and 24-	<ul> <li>Hour Roadside Assistance Booklet for details.</li> </ul>
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Signature				Date
	Top – Service Dept Copy	Middle – Sales Dept Copy	Bottom – Customer Copy	Rev. 09/2018