# Audi Certified pre-owned



1   Dealer and Vehicle Information		
Dealer Name		Dealer Number
Model Ye	ear Color	Mileage
		Inspection Date
Audi Certified pre-owned Technician Name – Print	Tech Code Repair Order	Number
Important: The following information must be completed for the veh Caution: Audi of America reserves the right to deny Audi Certified pre- Vehicle Certification Administration System (VCAS) updates show "Ap	-owned certification. Do not offer an Audi Certified	ed program. pre-owned vehicle for retail sale until the
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.		
Yes No Has the vehicle passed the CARFAX Vehicle History Report and has m	nileage been verified as actual?	
(See CPO Manual for ineligible data flags)  Has the vehicle been in operation at least 4 months or have a minimum		
Is the vehicle 5 model years old or newer with no more than 60,000 Is the vehicle free from current or evidence of past after market mod		Rear
body, electrical, or engine performance modifications; free from AN modifications. Dealer installed OEM accessories are acceptable)	Y chip or wheel and tire	
□ □ Is it certain the vehicle does not have an extensive or unreasonable se □ □ Do all VINs match with labels and plates intact? (frame/windshield/E		
Is the unit's history free from <u>any</u> Manufacturer buyback (lemon law		
<b>1.2 Pre-work</b> Performed in service bay. Attach exhaust hose and start vehicle engine for	Left Side	
Yes No Does the paperwork match the VIN and vehicle?		
Is the model year of the vehicle confirmed?		
<ul> <li>Maintenance record booklet is present</li> <li>Warranty booklet/owner's manual is present</li> </ul>		
Are all services up to date and reflected in the maintenance book and maintenance being performed during the CPO inspection and		
for all services performed to date.)		
Run battery load test with appropriate tester. Replace the battery		
Print all diagnostic results and place copy in vehicle file. <b>1.3 Determination</b>		
Ves No In your opinion is this vehicle a good candidate to become Certifie	ed?	
If 'No,' stop and notify Service Manager and Certified pre-owned N		
If 'Yes,' continue with the Inspection and Certification Checklist.		
2   Interior of Vehicle		
2.1 Front Interior	2.2 Left Front Interior	
Inspect and check the operation and/or condition of the following items: Yes No Repaired	condition of the following items:	d/or Meets Audi Requirements Yes No Repaired N/A
All 3 keys (2 main and 1 valet)	Left front interior trim and door han	

	res	INO	Repaired	N/A	
All 3 keys (2 main and 1 valet)					
Warning lights & messages (ABS, airbag, 0 <sub>2</sub> 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)					
Left/right exterior mirror control and heater					
Rearview mirror/compass (Compass set to local zone?)	Π				
Dome and front courtesy lights					
Hood release handle	Π				
Trunk/tailgate release					
Fuel door release	Π		Π		
Accessory power socket, lighter, and ashtray					
AM/FM Radio/Cass/CD chg/SAT radio/AMI/Jukebox functionality	Π	Π	Π		
Clock	Π		Π		
Windshield wiper controls					
Defogger/defroster	Π	Ē	Π		
HVAC/blower/climate controls/vents					
Gear shift handle/indicator					
Parking brake	Π				
Foot pedals/operation and covers	$\square$				
Warning chimes and bells/alarm/theft deterrent	Π		Π		
Test Bluetooth functionality with approved phone	П	П	Π		
Check MMI and Audi Connect system for proper functionality.	$\square$				
Do the MMI controller buttons function freely? (no sticky buttons)					
Page 1 Top - Service Dept Copy Middle - Sales Dept Cop	ру	Bottom	- Customer (	Сору	

condition of the following items:	Yes	No	Repaired	N/A
eft front interior trim and door handle				
eft front visor/vanity mirror/light	Π			Π
eft front power window/lock	П			П
eft front seat controls/power/memory function	П	Π		П
eft front seat heater and ventilator	П			П
_eft front controls/vents	П	Π		П
eft front carpet, floor mat, and footwell (Does the mat	Н	П	<b>H</b>	П
ecurely fasten to its retainers and is the mat free from holes or curling?				
Aftermarket floor mats should be replaced with OEM floor mats only.)				
eft front safety belt/height adjuster				
eft front seat cushion and cover				
Driver seat headrest, headrest release and headliner				
eft front door light/reflector				
eft front headliner assist handle				
2.3 Left Rear Interior				
eft rear interior trim and door handle				
_eft rear power window				
eft rear seat heater and ventilator				
_eft rear carpet, floor mat, and footwell (Does the mat				
ecurely fasten to its retainers and is the mat free from holes or curling?				
Aftermarket floor mats should be replaced with OEM accessories only.)				
_eft rear safety belt				
eft rear seat cushion and cover				
eft rear headrest, headrest release, and headliner				
_eft rear door lights/reflector				
_eft rear window sunshade				
_eft rear airbag				
eft rear headliner assist handle.				
Rear armrest/ski sack				
Rear controls/vents				
Rear ashtray in center				
Rear window sunshade				
First Aid kit in center armrest (if applicable)				
Center headrest and release				

## 2 | Interior of Vehicle Continued

## 2.4 Right Rear Interior

Inspect and check the operation and/or	Meets	Audi R	lequiremen	ts
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 footwell (Does the				
mat securely fasten to its retainers and is the mat				
free from holes or curling? Aftermarket floor mats				
should be replaced with OEM floor mats only.)				
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 Requiremen			s
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, floormat, and footwell (Does the				
mat securely fasten to its retainers and is the mat				
free from holes or curling? Aftermarket floor mats				
should be replaced with OEM floor mats only.)				
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	Meets	Meets Audi Requirements			
condition of the following items:	Yes	No	Repaired	N/A	
Front bumper					
License plate bracket and filler panel (Correct	_	_	_	_	
bracket installed for buyer's state?)	Ц	Ц		Ц	
Park sensors (if equipped)	Ц	Ц		Ц	
Front headlight lens	Ц	Ц		Ц	
Headlamps high/low beam	Ц	Ц		Ц	
Marker lights and turn signals	Ц			Ц	
Parking and hazard lights Fog lights (where applicable)	Н	H	H	H	
Headlamp washer spray heads and covers	$\square$	-	-	н	
Audi emblem	H	H	H	H	
Grille condition	H	H	H	H	
Lower right fascia grille	Н	Н	Н	H.	
Front tow eye cover	Н	H	H	Н	
Lower center grille	П	П	П	П	
Lower left fascia grille					
Front hood condition and paint condition					
Front end alignment of panels (gaps)					
Windshield glass (Proper glass for function of all				_	
vehicle features? Must be properly installed.)	Ц	Ц		Ц	
Windshield wipers	Ц	Ц		Ц	
Windshield wiper arms	Ц		Ц		
Windshield washer spray heads	Ц	Ц		Ц	
Hood release latch operation	Ц		H	Ц	
Hood struts Audi Advanced Key	Н	H		H	
-					
3.2 Left Front Exterior					
Remote entry					
Left front fender alignment and paint	Ц	Ц	Ц	Ц	
Left front side turn indicator light	Ц	Ц		Ц	
Left A-pillar	Ц	Ц		Ц	
VIN plate	Н	H	H	н	
Left front side mirror housing and glass	Н	H		н	
Left front door panel alignment and paint Left front body moldings	Н	H	H	H	
Left front window glass	H	H	H	H	
Left front window trim	Н	H	H	H.	
Driver exterior door handle	H	H	H	H	
Driver door lock cylinder (auto up/down/lock)	Н	Н	Н	н	
Left front door hinge and alignment	Π	Π	П	П	
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					
Left rear door side molding	H	H	H	H	
Left rear body moldings	H	H		н	
Left rear side rocker panel and trim	Н	Н	Н	H.	
Left rear door window trim and moldings	П	- H	П	П	
Left rear door window glass	Π	Π	Π	Π	
Left rear exterior door handle					
Left rear child lock					
Left rear door hinge and alignment					
Left rear door seals					
Left rear sill plate					
Left C-pillar	Ц	Ц	Ц		
Left rear quarter window glass	Ц	Ц		Ц	
Left rear back window glass	Н	H	H	Ц	
Left rear back window defrost element	H	H		H	
Left rear body panel alignment and paint					
Page 2 Top - Service Dept Copy Middle - Sales Dept Co	opv B	ottom -	<ul> <li>Customer</li> </ul>	Copy	

### 3.4 Rear Exterior

Inspect and check the operation and/or	Meets Audi Requiremen			
condition of the following items:	Yes	No	Repaired	N//
Rear end and tailgate paint				
Rear Audi emblem and tailgate trim				
Rear window glass				
Rear window defrost element				
Rear camera (if equipped)				
Tailgate hinges, struts, and alignment				
Trunk seal				
Trunk/luggage compartment light				
Compartment covers, hold-down latches, and net				
Roadside kit present (where applicable)				
Removable cargo cover				
Park sensors (if equipped)				
Rear parking, reverse, fog, hazard, and tail lights				
Rear marker lamps and turn signals				
Rear brake lights				
High-center third brake light				
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

Right rear quarter panel alignment and paint		
Right rear panel trim pieces and moldings		
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		
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 paint and gap alignment	[		
Right front exterior door handle	[		
Right front door lock	[		
Right front sill plate	[		
Right front door hinge and alignment	[		
Right front door seals	[		
Right front side rocker panel and trim	[		
Right front window glass	[		
Right front window trim and moldings	[		
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/SIRIUS®/Nav housing
Convertible top (Cabriolet/Roadster)
Windscreen operation (Cabriolet/Roadster)

## 4 | Engine Compartment

#### 4.1 Engine

Inspect and check the operation and/or	Meets	Meets Audi Requirements				
condition 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 water in oil (Check underside of oil filler cap)						
Fuel injection system, fuel filter/lines						
Throttle linkages /"E-Gas" (or throttle by wire)						
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		Ш				
Check all hoses for air and fluid leaks	Ц					
Check oil on dipstick for level and condition		Ц				
Engine mounts (top area)						
All engine and transmission seals and gaskets		Ц				
A/C compressor/lines/condensor						

## 4.2 Cooling System

Inspect and check the operation and/or	Meets Audi Requirements			
condition of the following items:	Yes	No	Repaired	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)		Ē		Π
Inspect all harnesses for abnormal wear and tear				
4.5 Brake System				
Brake fluid reservoir cap				
Brake fluid level / condition	Π	Π	Π	Π
Brake master cylinder and booster				

## 5 | Road Test

5.1 Engine, Drivetrain and Operation

Inspect and check the operation and/or	Meets Audi Requirements				
condition of the following items:	Yes	No	Repaired	N/A	
Starter operation/starting (cold/hot)					
Fuel pump noise					
Engine performance idle/noise/vibrations					
Smooth acceleration/deceleration					
Transmission and shift points					
Transmission/transaxle noise (cold/hot)					
Shift interlock					
Clutch operation					
Exhaust noises/odors					

### 6 | Under the Vehicle

### 6.1 Undercarriage

Inspect and check the operation and/or	Meets Audi Requirements						
condition of the following items:	Yes	No	Repaired	N/A			
Bumper flanges and brackets							
Frame spot welds and seams (cracked or stressed)							
Sheet metal (deformities)							
Water damage evidence							
Front sub-frames							
Front side aprons							
Center support bearing (quattro <sup>®</sup> 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							
Sway bars/links/bushings							
Struts, shocks, and springs							
Control arms and steering rack							
6.2 Exhaust System							
Hangers and clamps							
Exhaust pipes, catalytic converter, and heat shield							
Check for leaks							
6.3 Engine/Transmission/Differentials/Transaxle							
Rear axle fluid level							
Engine/Transmission/Differentials/Transaxle seals/gaskets							
Transmission lines							

Engine/Transmission/Differentials/Transaxle seals/gaskets		
Transmission lines		
Axle housing/final drive		
Transmission/mounts/control linkages		
Differential/Torsen <sup>®</sup> /quattro <sup>®</sup>		
Inspect transmission fluid level and condition		

#### 7 | Signatures (Require

It is the responsibility of the inspecting dealer that this Inspection and Certification Checklist be completed in accordance with the Audi Certified pre-owned Program Manual. 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

### 5.1 Engine, Drivetrain and Operation Continued

Inspect and check the operation and/or	Meets Audi Requirements			ts
condition of the following items:	Yes	No	Repaired	N/A
Brakes (operation/noise/pulling/pulsating)				
ABS function				
Steering/tracking/pulling/play in the wheel				
Suspension noise/performance				
Vehicle ride, vibration, and overall driveability				
Speedometer, odometer, and trip function				
Navigation system DVDs/CDs present and function				
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.				

#### 6.4 Tires and Wheels

Inspect and check the operation and/or				Meets Audi Requirements							
condition 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 acceptable. Wheel specif									ns mu	st match t	ire
			d on veh		reptubl		incer speei			Se macen e	
										ng spare) r	
	match	tire plac	ard locat	ed on v	ehicle. Sr	now t	ires must	be remo	oved (i	ncluding s	pare)
i		Inner	Middle	Outer	Pressure		Size	Sp	eed	DOT#	
	LF LR										
	RF										
	RR										
	Spare										
6.5 Brakes							Meets		equirement		
			-	deann	action to	ncio		Yes	No	Repaired	N/A
Parking brake cable and connection tension Brake calipers and hoses							Н	Н		Н	
					uiremen	ts (P	ad thickne	ss			
	must b	e at leas	st 50% o	f new. P	ad and ro		hicknesse				
			manual								
Check Electric Parking Brake (EPB) for proper operation Eront left mm Rear left mm Rear right mm Front ri									ht mm		
I	Dad th	icknoss	(50% M		inone terei		Real teremin		ngrien		
Rotor thickness (ElsaWeb)						Meets	Audi R	equirement	ts		
	6.6 Fuel Tank and Lines						Yes	No	Repaired	N/A	
Fuel tank and holding straps Fuel line Fuel filter (if not lifetime filter)							Ц	Ц		Ц	
							Ц	H		H	
Fuel filter (if not lifetime filter)											

### 8 Customer Acknowledgement (Require

I have received a copy of the Audi 300+pt. Inspection and Certification Checklist and understand that this is an Audi Certified pre-owned vehicle and have been informed of the terms and conditions of this program; including but not limited to the comprehensive limited warranty coverage and \$85 deductible per visit, 24/7 Roadside Assistance Program, and inspection process\*.

#### Signature

Date

\*See Audi CPO Limited Warranty and 24/7 Roadside Assistance Booklet for details. Page 3 Top - Service Dept Copy Middle - Sales Dept Copy Bottom - Customer Copy