

Vehicle Inspection Checklist

For complete details, please refer to the Inspection Guidelines
Section of the CPO BMW Vehicle Program Center Operations Manual

🚗 Enrollment & Vehicle History

STOCK NO.: _____

DATE: _____ CENTER NAME: _____ CENTER NO.: _____

CHASSIS NO.: _____ MILEAGE: _____ MODEL: _____ MODEL YEAR: _____

KEYS: MASTERS ☐ VALET ☐ WALLET ☐

Mileage is to be substantiated through attaching a copy of the Key Reader!

SOURCE: BMW FS OFF-LEASE ☐ OTHER OFF-LEASE ☐ TRADE-IN ☐ AUCTION ☐ OTHER ☐

SECTION 1: VEHICLE BACKGROUND & MAINTENANCE

CPO ENROLLMENT DATE: _____

If NOT enrolled as CPO [Pending or Active], STOP!

SERVICE ADVISOR NAME: _____ EMPLOYEE #: _____

REPAIR ORDER #: _____ DATE OPENED: _____ VEHICLE ORIGINAL IN-SERVICE DATE: _____

Service Interval Indicator (SIA)

CURRENT SERVICE INDICATOR DISPLAY: OR _____ remaining miles

Condition Based Service (CBS)

CBS printout REQUIRED!

| Item | Service is due in: | Comments: | Item | Service is due in: | Comments: |
|---------------|--------------------|-----------|-------------|---------------------------------------|-----------|
| Engine Oil | _____ Date/Miles | _____ | Microfilter | _____ Miles | _____ |
| Front Brakes | _____ Miles | _____ | Brake Fluid | _____ Months | _____ |
| Rear Brakes | _____ Miles | _____ | Air Cleaner | _____ Date/Miles | _____ |
| Vehicle Check | _____ Date/Miles | _____ | Coolant | _____ Months (applicable models only) | _____ |

VEHICLE MAINTENANCE HISTORY

BMW NA DCS Service History printout REQUIRED!

| Engine Oil Services: | YES | Date of Service: | Brake Services: | YES | Date of Service: |
|---|--------------------------|------------------|-----------------|--------------------------|------------------|
| First Service | <input type="checkbox"/> | _____ | Front Pads | <input type="checkbox"/> | _____ |
| Next or Annual | <input type="checkbox"/> | _____ | Rear Pads | <input type="checkbox"/> | _____ |
| Next or Annual | <input type="checkbox"/> | _____ | Front Rotors | <input type="checkbox"/> | _____ |
| Next or Annual | <input type="checkbox"/> | _____ | Rear Rotors | <input type="checkbox"/> | _____ |
| M-Model 1200 mile Running-In Check | <input type="checkbox"/> | _____ | Fluid Flush | <input type="checkbox"/> | _____ |
| To specification – not to exceed 2400 miles | <input type="checkbox"/> | _____ | | | |

Inspections (SIA Vehicles):

| | | | | | |
|---|--------------------------|-------|---------------|--------------------------|-------|
| 1 | <input type="checkbox"/> | _____ | Other: | | |
| 2 | <input type="checkbox"/> | _____ | Coolant Flush | <input type="checkbox"/> | _____ |

OPEN CAMPAIGNS?

NON-BMW PERFORMANCE MODIFICATIONS? ☐ YES ☐ NO

HAS CARFAX OR AUTOCHECK REPORT BEEN RUN? ☐ YES ☐ NO

Does CARFAX or AutoCheck report disqualify for CPO? ☐ YES ☐ NO

BODY REPAIR HISTORY: Repair Order(s): _____ Date _____ Center _____ Mileage _____

Comments – include any known damage/repairs: _____

INSTRUMENT CLUSTER:

Has the instrument cluster been replaced? ☐ YES ☐ NO

If YES, does the current cluster reflect the **TOTAL** and **TRUE** mileage? ☐ YES ☐ NO

STOP

Vehicles **NOT** qualified for enrollment or sale as CPO:

- Inconsistent or incomplete maintenance history
- Non-BMW performance modifications
- Disqualifying CARFAX or AutoCheck report

SECTION 2: WHEEL ASSEMBLY

TIRE INSPECTION

TIRE TREAD DEPTH (minimum 3 mm when measured from the TOP of wear indicators) & SIDEWALL INSPECTION:

| Location | Pressure | Inside | Center | Outside | OEM* | Brand, Type, Size, Speed Rating, Tread, & Condition: |
|-------------|-----------|----------|----------|----------|---|--|
| Left Front | _____ psi | _____ mm | _____ mm | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Left Rear | _____ psi | _____ mm | _____ mm | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Spare | _____ psi | _____ mm | _____ mm | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Right Rear | _____ psi | _____ mm | _____ mm | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Right Front | _____ psi | _____ mm | _____ mm | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |

IS M-MOBILITY KIT TO STANDARD? ☐ Y ☐ N

WHEEL INSPECTION

| Location | OEM* | Style, Condition & Torque: | Location: | OEM* | Style, Condition & Torque: |
|------------|---|----------------------------|-------------|---|----------------------------|
| Left Front | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | Right Rear | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Left Rear | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | Right Front | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Spare | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | | | |

BRAKE INSPECTION

BRAKE PADS (minimum 5 mm of friction material) & ROTOR INSPECTION:

| Location | Pad Measurement | OEM* | Rotor Condition | OEM* | Comments: |
|-------------|-----------------|---|-----------------|---|-----------|
| Left Front | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Left Rear | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Right Rear | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Right Front | _____ mm | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |

* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) BMW parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.

VIN

🚗 Body & Mechanical

SECTION 3: BODY CONDITION, FIT & FINISH

| AREA | Meets BMW Guidelines & Standards | Comments | AREA | Meets BMW Guidelines & Standards | Comments |
|-------------------------------|--|----------|---|--|----------|
| Front bumper | <input type="checkbox"/> | _____ | GLASS AREA | | |
| Park Distance Control | <input type="checkbox"/> | _____ | Windshield | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Hood | <input type="checkbox"/> | _____ | Door & side glass | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Core support | <input type="checkbox"/> | _____ | Rear window | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Engine carrying rails | <input type="checkbox"/> | _____ | Exterior mirrors | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Inner fenders | <input type="checkbox"/> | _____ | Interior mirror | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ |
| Front fenders: left & right | <input type="checkbox"/> | _____ | INTERIOR | | |
| Doors: left/right, front/back | <input type="checkbox"/> | _____ | Door weather seal | <input type="checkbox"/> | _____ |
| A pillar: left/right | <input type="checkbox"/> | _____ | Carpet/floor mats | <input type="checkbox"/> | _____ |
| B pillar: left/right | <input type="checkbox"/> | _____ | Wood/aluminum trim | <input type="checkbox"/> | _____ |
| C pillar: left/right | <input type="checkbox"/> | _____ | Cupholder(s) | <input type="checkbox"/> | _____ |
| D pillar: left/right | <input type="checkbox"/> | _____ | Interior light(s) | <input type="checkbox"/> | _____ |
| Rocker/sill panels | <input type="checkbox"/> | _____ | Glovebox | <input type="checkbox"/> | _____ |
| Roof | <input type="checkbox"/> | _____ | Seats | <input type="checkbox"/> | _____ |
| Convertible top | <input type="checkbox"/> | _____ | Headliner | <input type="checkbox"/> | _____ |
| Sunroof | <input type="checkbox"/> | _____ | Books | <input type="checkbox"/> | _____ |
| Quarter panel: left/right | <input type="checkbox"/> | _____ | Bluetooth Pass Key Card (E85 Z4 & E83 X3 models only) | <input type="checkbox"/> | _____ |
| Antenna | <input type="checkbox"/> | _____ | TRUNK | | |
| Trunk lid | <input type="checkbox"/> | _____ | Emergency release | <input type="checkbox"/> | _____ |
| Hatch (model-dependent) | <input type="checkbox"/> | _____ | Tools | <input type="checkbox"/> | _____ |
| Tailgate (model-dependent) | <input type="checkbox"/> | _____ | Jack (model dependent) | <input type="checkbox"/> | _____ |
| Rear license plate | <input type="checkbox"/> | _____ | Cargo net (model dependent) | <input type="checkbox"/> | _____ |
| Rear taillight assemblies | OEM* <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | Cargo cover (model dependent) | <input type="checkbox"/> | _____ |
| Rear bumper | <input type="checkbox"/> | _____ | Cargo mat (model dependent) | <input type="checkbox"/> | _____ |
| Park Distance Control | <input type="checkbox"/> | _____ | KEYS | | |
| Spare wheel/well | <input type="checkbox"/> | _____ | Master | 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> | _____ |
| Rear floor pan | <input type="checkbox"/> | _____ | Valet (model dependent) | 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> | _____ |
| Inner trunk panels | <input type="checkbox"/> | _____ | Wallet (model dependent) | 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> | _____ |
| Fuel-filler door | <input type="checkbox"/> | _____ | B PILLAR STICKERS: | | |
| Mirror assembly (2) | <input type="checkbox"/> | _____ | VIN ID | <input type="checkbox"/> | _____ |
| Alignment of all panels | <input type="checkbox"/> | _____ | Placard | <input type="checkbox"/> | _____ |

* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) BMW parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.

SECTION 4: MECHANICAL

| | Meets BMW Guidelines & Standards | Comments | | Meets BMW Guidelines & Standards | Comments |
|----------------------------------|--|----------|--|----------------------------------|----------|
| Headlight assembly | OEM* <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | Fluid levels: | | |
| Fog light assembly | OEM* <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | Oil | <input type="checkbox"/> | _____ |
| Headlight washer jets (optional) | <input type="checkbox"/> | _____ | Brake | <input type="checkbox"/> | _____ |
| Wiper blade, assembly & jets | <input type="checkbox"/> | _____ | Power steering | <input type="checkbox"/> | _____ |
| Door handle, hinge & lock | <input type="checkbox"/> | _____ | Windshield washer | <input type="checkbox"/> | _____ |
| Central locking functions | <input type="checkbox"/> | _____ | Transmission | <input type="checkbox"/> | _____ |
| Comfort Access | <input type="checkbox"/> | _____ | Rear axle | <input type="checkbox"/> | _____ |
| Alarm functions | <input type="checkbox"/> | _____ | Coolant | <input type="checkbox"/> | _____ |
| Seat and headrest functions | <input type="checkbox"/> | _____ | Coolant Protection Level: | | |
| Seatbelt(s) | <input type="checkbox"/> | _____ | (circle one) | | |
| Airbag(s) | <input type="checkbox"/> | _____ | -5F -10F -15F -20F -25F -30F -35F | | |
| Airbags (Rear) Deactivated | <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | SERVICE ACCEPTABLE GOOD | | |
| Child locking functions | <input type="checkbox"/> | _____ | Fluid leaks: | | |
| Fuel-filler door locking | <input type="checkbox"/> | _____ | (of components, lines, tanks & couplings) | <input type="checkbox"/> | _____ |
| Trunk lock | <input type="checkbox"/> | _____ | Transmission | <input type="checkbox"/> | _____ |
| Rear wiper (optional) | <input type="checkbox"/> | _____ | Transfer case | <input type="checkbox"/> | _____ |
| Gas shocks | <input type="checkbox"/> | _____ | Differential (front/rear) | <input type="checkbox"/> | _____ |
| Suspension components | OEM* <input type="checkbox"/> Y <input type="checkbox"/> N | _____ | CV joints & boots | <input type="checkbox"/> | _____ |
| Front control arm bushings | <input type="checkbox"/> | _____ | Gas | <input type="checkbox"/> | _____ |
| Steering | <input type="checkbox"/> | _____ | Engine oil | <input type="checkbox"/> | _____ |
| Major component mounts | <input type="checkbox"/> | _____ | Brake | <input type="checkbox"/> | _____ |
| Exhaust system | <input type="checkbox"/> | _____ | Power steering | <input type="checkbox"/> | _____ |
| Belts | <input type="checkbox"/> | _____ | Shocks & struts | <input type="checkbox"/> | _____ |
| Belt tensioners | <input type="checkbox"/> | _____ | Self-leveling (opt.) | <input type="checkbox"/> | _____ |
| | | | Coolant | <input type="checkbox"/> | _____ |
| | | | A/C | <input type="checkbox"/> | _____ |
| | | | Hydraulic | <input type="checkbox"/> | _____ |

Battery Voltage: 12.0 & Below 12.1 12.5 12.6 12.9

(circle one) **REPLACE** **IMMEDIATE RECHARGE** **FULLY CHARGED**

The minimum voltage for delivery of any Pre-Owned BMW to a customer is 12.60V

Diagnostic fault review: Corrected ☐ & Cleared ☐

(Please continue on back)



Vehicle Inspection Checklist

VIN

Road Test

Minimum road test time period: 20 uninterrupted minutes

Minimum road test distance: 5 continuous miles!

SECTION 5: STATIONARY REVIEW

Mileage before:

Mileage after:

Mileage (BEFORE and AFTER) is to be substantiated through attaching a copy of the Key Reader!

| | AREA | Meets BMW Guidelines & Standards | Comments: |
|-------------------------|---|---|-----------|
| Driver's Seat Functions | Seatbelt | <input type="checkbox"/> | |
| | Front/back - up/down | <input type="checkbox"/> | |
| | Headrest | <input type="checkbox"/> | |
| | Lumbar (where applicable) | <input type="checkbox"/> | |
| Mirror Functions | Outside left/right | <input type="checkbox"/> | |
| | Interior – Gentex | <input type="checkbox"/> | |
| Navigation System | Functional <u>Test</u> and <u>Deliver</u> with a <u>working CD or DVD</u> . | <input type="checkbox"/> | |
| | Night vision with infrared | <input type="checkbox"/> | |
| Windshield | Rain sensor operation | <input type="checkbox"/> | |
| | Head-up display | <input type="checkbox"/> | |
| On-Board Computer | Functional test | <input type="checkbox"/> | |
| | Adjustable | <input type="checkbox"/> | |
| Steering Wheel | Airbag | <input type="checkbox"/> | |
| | Audio functions | <input type="checkbox"/> | |
| | Horn functions | <input type="checkbox"/> | |
| | Heat function | <input type="checkbox"/> | |
| | Shift Paddles | <input type="checkbox"/> | |
| | Wiper/washer | <input type="checkbox"/> | |
| Stalk controls | High beams | <input type="checkbox"/> | |
| | Computer | <input type="checkbox"/> | |
| | Gas | <input type="checkbox"/> | |
| Pedal Function | Brake | <input type="checkbox"/> | |
| | Clutch (where applicable) | <input type="checkbox"/> | |
| Gearshift Function | | <input type="checkbox"/> | |
| | Parking Brake Function | <input type="checkbox"/> | |
| HVAC Control | Heat: (circle one) | 50F 55F 60F 65F 70F 75F 85F <div>SERVICE ACCEPTABLE GOOD</div> | |
| | A/C: (circle one) | 40F 45F 50F 55F 60F 65F 70F <div>GOOD ACCEPTABLE SERVICE</div> | |
| Audio Function | Fan | <input type="checkbox"/> | |
| | Temp range | <input type="checkbox"/> | |
| | Blower speeds | <input type="checkbox"/> | |
| | Blower: Defrost | <input type="checkbox"/> | |
| | Center | <input type="checkbox"/> | |
| | Lower | <input type="checkbox"/> | |
| | Vent controls | <input type="checkbox"/> | |
| | Windshield defogger | <input type="checkbox"/> | |
| | Rear window defroster | <input type="checkbox"/> | |
| | Recirculating | <input type="checkbox"/> | |
| | Radio: | <input type="checkbox"/> | |
| | AM | <input type="checkbox"/> | |
| | FM | <input type="checkbox"/> | |
| | CD | <input type="checkbox"/> | |
| | Aux Input | <input type="checkbox"/> | |
| | Satellite Radio | <input type="checkbox"/> | |
| | Speakers: | <input type="checkbox"/> | |
| | Balance | <input type="checkbox"/> | |
| | Fade | <input type="checkbox"/> | |

VIN

Road Test

STATIONARY REVIEW (cont'd.)

| | AREA | Meets BMW Guidelines & Standards | Comments: |
|------------|----------------------|-------------------------------------|-----------|
| Electrical | Vanity/visor | <input type="checkbox"/> | |
| | Map/interior | <input type="checkbox"/> | |
| | Headlights | <input type="checkbox"/> | |
| | Fog lights | <input type="checkbox"/> | |
| | Turn signals | <input type="checkbox"/> | |
| | Hazard flasher | <input type="checkbox"/> | |
| | Parking/side marker | <input type="checkbox"/> | |
| | Brake lights (3) | <input type="checkbox"/> | |
| | Back-up lights | <input type="checkbox"/> | |
| | License plate lights | <input type="checkbox"/> | |
| | Dash and console | <input type="checkbox"/> | |
| | Door lock | <input type="checkbox"/> | |
| | Seat heater(s) | <input type="checkbox"/> | |
| | Power window(s) | <input type="checkbox"/> | |
| | Cigarette lighter(s) | <input type="checkbox"/> | |
| | Power sunroof | <input type="checkbox"/> | |
| | Rear sunshade | <input type="checkbox"/> | |
| | Door sunshades | <input type="checkbox"/> | |
| | | | |

SECTION 6: ROLLING REVIEW

Checklist to be completed following testing cycle, not while driving the vehicle.

| | AREA | Meets BMW Guidelines & Standards | Comments: |
|-----------------------|----------------------------|-------------------------------------|-----------|
| Engine Performance | Cold/hot starting | <input type="checkbox"/> | |
| | Idle smoothness | <input type="checkbox"/> | |
| | Acceleration | <input type="checkbox"/> | |
| Transmission Shifting | Manual/Automatic/SMG/M-DCT | <input type="checkbox"/> | |
| | Function(s) | <input type="checkbox"/> | |
| Cruise Control | Wind | <input type="checkbox"/> | |
| | Squeaks | <input type="checkbox"/> | |
| Noise | Rattles | <input type="checkbox"/> | |
| | Vibration | <input type="checkbox"/> | |
| Vehicle Handling | Stability | <input type="checkbox"/> | |
| | Braking | <input type="checkbox"/> | |
| | ABS | <input type="checkbox"/> | |
| | DSC | <input type="checkbox"/> | |
| | HDC (model dependent) | <input type="checkbox"/> | |
| | Alignment | <input type="checkbox"/> | |
| Steering Wheel | Operation | <input type="checkbox"/> | |
| | Instrument Gauges | <input type="checkbox"/> | |
| Rear View Camera | Operation | <input type="checkbox"/> | |
| | Side & Top View Camera | <input type="checkbox"/> | |
| Other: | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

SECTION 7: APPROVAL

Technician's, Service Manager's, and Pre-Owned Manager's signatures certify that the vehicle has been carefully inspected and that apparent deficiencies have been corrected. This is a pre-owned vehicle; no claim is made, implied or otherwise, that this vehicle is in new condition.

| | | | |
|-------------------------|-----------|------------|-------|
| TECHNICIAN NAME: | TECH NO.: | SIGNATURE: | DATE: |
| SERVICE MANAGER NAME: | | SIGNATURE: | DATE: |
| PRE-OWNED MANAGER NAME: | | SIGNATURE: | DATE: |
| CUSTOMER NAME: | | SIGNATURE: | DATE: |