

Stock No.: _____ Dealer Number: _____ R.O. No.: _____
 VIN: _____ Road test mileage out: _____ mileage in: _____

Technician Checklist **All items must be completed prior to customer delivery by an Audi technician.**

****Refer to the Service Work area of GFF for the PDI function tests**

****Audi recommends using an Audi approved battery charger to prevent excessive battery discharge during inspection**

****VAS Tester 5051B/5052A/6150 with Audi Brand Software 18.27 or higher**

Initial PDI Vehicle Inspection

- Remove full body cover (if installed) following TSB 2009967. Check for transportation damage. **Note: This is a 2-person task**
- Verify all keys are included (2 masters, 1 emergency key)
- Verify that all wiper blades are enclosed in the trunk (in case transport wipers are installed)
- Set tires to maximum recommended tire pressures listed on the B-pillar door jamb and store tire pressure values in Car/System menu.
- Perform the A - battery test for new batteries in GFF. Scan GFF and select "No" when prompted to run spec/actual. Select "Service work". Select the battery test for new batteries as part of the pre-delivery inspection and act according to the test result (ok, recharge, replace). Ensure diagnosis log is uploaded to the GFF paperless server by selecting ok when tester wants to send the current generated diagnosis protocol online. **(Note: Do not use Guided Functions. The diagnosis log will not be uploaded to GFF paperless).**

Performed by: _____

Open Campaign/Required Vehicle Updates

- Check ElsaWeb for open campaigns and required vehicle updates.

Battery Inspection

- Check battery clamps for tightness. Tighten if required.

Transport Mode Deactivation, DTC check, set service reminder

- Scan GFF and select "No" when prompted to run spec/actual
- Deactivate vehicle transport mode (via Service Work)
- Run SVM specified/actual comparison. Go to Function Component Selection >SVM.
- Set service reminder (via Service Work-17-PDI, counter reset.....)
- Check engine oil level via the MMI- add oil until the level is in the upper third of the "Do not fill" field.

Under the Hood Inspection

- Windshield washer/headlight washer. Fill to upper level and check concentration.

On Hoist Inspection

- Inspect wheel bolts for proper torque using torque wrench
- Check underside of vehicle for fluid leaks and loose components
- Check steering, boots, brake system, hoses, tires and wheels for damage
- Install wheel bolt covers from PDI kit on all wheels

Trunk Inspection

- Install wheel bolt cover removal tool from PDI kit into trunk lid toolkit
- Place the lug cap removal tool, located in the bypack, in to the toolkit (where applicable)
- Set spare tire pressure
- Verify operation of trunk emergency release handle

Exterior

- Install permanent wiper blades *unless vehicle is for inventory storage*
- Test windshield washers for aim and function (if permanent wiper blades are installed)
- Turn on headlights and test headlamp washers
- Test exterior lighting functions
- Check tailgate opening and closing with remote (if applicable).
- Check key functionality: Including seat & steering wheel position memory (if applicable), verify vehicle starts and runs with the start/stop button, verify all doors lock/unlock with remote and advanced key including all door handle sensors with the advanced key (if equipped).

Interior

- Check operation of all switches: locks, windows, seat adjustment, seat ventilation and child safety features. Check tailgate opening and closing with switch in door (Ignition must be on).
- Rearview mirror: Check self-dimming function/lighting (if equipped)
- Verify operation of all interior lights, including ambient lighting
- Mirrors: Inspect folding, adjustments, RH tilt in reverse, and memory
- Inspect operation of lighter, aux. outlet under armrest and rear outlet
- Verify operation of all front and rear seat belts and latches
- Check horn operation
- Check sunroof operation (open/close/vent/deflector at edge)
- Turn on the night vision camera and verify operation (if equipped)
- Check rear spoiler operation using control in console
- Passenger side airbag: Verify operation of Passenger Occupant Detection System

Radio

- Verify operation of CD changer (if equipped)
- Verify operation of DVD player
- Verify operation of AMI or AUX-input
- SD card slot: Insert SD card and test function

Audi MMI/Navigation

- Verify and set Language and Measurement Units in Setup Menu
- Set clock, time zone, DST setting and date to local time/date in the Setup Menu
- Program the presets to local stations
- Navigation: Set dealership location (for following back to dealership during road test)
- Voice Activation: Press the "Talk" button and verify several Commands
- Rear Climate Controls: Verify heating and cooling functions.

Audi Connect (if equipped)

- Verify Audi Connect Information Packet is present. This includes: Audi brochure, T-Mobile brochure, customer SIM card, T-Mobile Terms & Conditions (T&C) (if applicable)
- Connect the **dealer demo** SIM card to the vehicle and make sure the system fully connects to 3G [3G symbol with Box and Google logo appears] (only applies if in a 3G area)
- Access Google Earth and make sure the system operates properly by zooming in and out.
- Check wireless Connections, then enable and check Encryption setting. Ensure that it is WPA2 and note the password for the customer.

Technician Checklist (*continued*) All items must be completed prior to customer delivery by an Audi technician.

Road Test

- Verify operation of acoustic parking system and rearview camera (if equipped)
- Verify Vehicle Head-up Display functionality. Verify the image can be adjusted properly in the viewing area of the windshield. (if equipped)
- Verify engine performance and acceleration
- Verify transmission operation including shift paddles
- Check steering/tire alignment
- Check heated steering wheel operation (if equipped)
- Test drive vehicle applying brakes several times (at least 4 times) at 20 mph (35 km/h) to clean brake rotors. Check for abnormal noise/vibration.
- Verify quality of radio reception in AM/FM/SAT bands
- Cruise control/adaptive cruise control (if equipped): Verify functions
- Verify Audi side assist functionality (if equipped)
- Verify Audi lane assist functionality (if equipped)
- Climate Control: Check heating and cooling functions.
- Seat heating: Inspect for proper operation
- Navigation function: Activate NAV and follow directions back to dealership. Verify NAV directions are visible in Head-Up Display (if equipped).

Post Road Test

- Interrogate fault memory using the VAS tester and print Diagnostic Log
- Record final mileage on checklist and obtain Service Managers signature
- Ensure the yellow tire pressure tag is installed on steering wheel (U.S. only)

If Vehicle is for Showroom Display/Inventory Storage or Demo Use

- Install showroom charger to ensure battery remains charged at all times
- Apply Inventory Maintenance Sticker
- Install permanent wiper blades (*if for showroom display or demo use*)

Service Manager Signature: _____ Date: _____

Stock No.: _____ Dealer Number: _____ VIN: _____

The following sections must be completed within 2 business day (48 hours) of customer delivery.

Final Technical Checklist

- Perform the A - battery test for new batteries in GFF. Scan GFF and select "No" when prompted to run spec/actual. Select "Service work". Select the battery test for new batteries as part of the pre-delivery inspection and act according to the test result (ok, recharge, replace). Ensure diagnosis log is uploaded to the GFF paperless server by selecting *ok* when tester wants to send the current generated diagnosis protocol online. **(Note: Do not use GF. The diagnosis log will not be uploaded to GFF paperless).**
- Verify that engine starts and runs for more than 5 seconds with each key. *Note:* Make sure only one key is in the vehicle when you do this.
- Check ElsaWeb for open campaigns and required vehicle updates. Perform if applicable.

Technician Initials: _____

Detailer Checklist

Warning: Do NOT use accessories (radio, etc.) while performing detail, as this can discharge the battery.
Refer to TSB 2009967 for Detailer responsibilities, specific use of chemicals and for part numbers to order materials

Exterior-Prior to Delivery

- Remove protective covering
- Wash/Dry vehicle exterior including inside door jams and under trunk
- Inspect painted surfaces/molding/glass and remove any residue
[If any defects (scratches/dings/dents/body damage) are found contact your supervisor to arrange for immediate repair]
- Inspect body for paint defects and damage
- Check interior floors, sunroof, trunk, front and rear windshield and all windows for water leaks
- Apply 3M Perfect-It™ Paste Wax
- Clean front and rear windshield using 3M™ Glass Polishing Compound. Refer to TSB 2020552/2 for details.
- Apply 3M Performance Finish wax to the wheels (**except chrome wheels**) to protect rims from brake dust.

Under Hood-Prior to Delivery

- Wipe down engine compartment and remove excess water from grille and hood area.
Important: **Do not use dressings or chemicals containing silicone!**

Interior-Prior to Delivery

- Clean all glass/sunroof (if equipped/interior rear view mirror and visor mirrors)
- Remove all trim protection/coverings/stickers/decals **WARNING! Do not remove airbag warning triangle/warning labels**
- Check upholstery/clean as required
- Check for excessive grease on seat tracks/clean as required
- Check all interior surfaces/compartments (including sun visors/headliner) for mark or fingerprints. Clean as required.
- Vacuum carpet
- Check luggage compartment/vacuum
- Install front/rear floor mats (including locking clip/tabs if applicable)/check color match

Final Detail Quality Inspection

- Re-inspect vehicle for surface scratches, swirl marks, paint chips, dents, wax residue, dust, or lint preferably in area where vehicle is to be delivered. If this is not possible, inspect vehicle in shop under fluorescent lights or in bright sunlight.

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards.

Detailer Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Stock No.: _____ Dealer Number: _____ VIN: _____

Lista de Control – Detallador

Advertencia: No utilice los accesorios (radio, etc.) mientras detalle el vehículo ya que esto puede causar que se descargue la batería.

Consulte el documento TSB 2009967 para obtener responsabilidades del Detallador, uso específico de químicos y para obtener número de partes al ordenar materiales.

Exterior-Antes de la Entrega del vehículo

- Remueva la cobertura protectora
- Lave/seque el exterior del vehículo incluyendo el umbral de las puertas y debajo de el baúl
- Inspeccione las superficies pintadas/bordes/cristales y remueva todo tipo de residuo
[Si encuentra cualquier defecto (rallazos/abolladuras/daños a la carrocería) contacte su supervisor para coordinar reparaciones inmediatas]
- Inspeccione la carrocería para daños y defectos de pintura
- Inspeccione el piso interior, techo corredizo, baúl, ambos parabrisas y todas las ventanas y asegúrese que no hay filtración de agua
- Aplique 3M Perfect-It™ Paste Wax
- Limpie ambos parabrisas con 3M™ Glass Polishing Compound. Consulte el documento TSB 2020552/2 para más detalles
- Aplique 3 M Performance Finish wax a los aros (excepto aros de cromo) para protegerlos del polvo producido por los frenos

Debajo del bonete-Antes de la entrega del vehículo

- Limpie el compartimiento del motor y remueva todo el exceso de agua de la parte del frente del vehículo y el bonete.
Importante: No use químicos que contengan silicón!

Interior-Antes de la entrega del vehículo

- Limpie todas las ventanas/techo corredizo (incluyendo espejo retrovisor y espejos en las viseras)
- Remueva toda cobertura protectora/calcomanías/etiquetas ADVERTENCIA! No remueva el triángulo/etiquetas de advertencia sobre la bolsa de aire
- Inspeccione la tapicería/limpie si es necesario
- Inspeccione las vías del asiento y asegúrese que no tengan lubricante en exceso/limpie si es necesario
- Inspeccione todas las superficies interiores/compartimientos (incluyendo viseras de sol/tapicería en el techo). Asegúrese que no tengan huellas o marcas. Limpie si es necesario.
- Pase la aspiradora a la alfombra
- Inspeccione el baúl/pase la aspiradora
- Instale las alfombras (asegúrese de sujetarlas con el clip si es necesario)/Verifique la combinación de colores

Detallado Final - Inspección de Calidad

- Re-inspeccione el vehículo en búsqueda de marcas, rayas, remolinos en la pintura, residuos de cera, polvo o pelusa, preferiblemente en el área donde se va a entregar el vehículo. Si esto no es posible, inspeccione el vehículo en el taller bajo luz fluorescente o bajo luz solar.

Certifico que todas las operaciones han sido completadas y que este vehículo ha sido preparado de acuerdo con los Procedimientos y Estándares de Calidad de Audi.

Firma - Detallador: _____ Fecha: _____

Firma - Supervisor: _____ Fecha: _____

Audi A7 Perfect Delivery Inspection (PDI)

Audi Brand Specialist Checklist

VIN: _____ Delivery Date: _____

Ensure Final Vehicle Quality Inspection Is Completed (To be completed within 24 hours of delivery)

- Enroll customer in Audi Connect Services (T-Mobile site) (if equipped and Audi Connect Request to Initiate Services and T-Mobile T&C are signed)
- Deactivate the connection prompts for Audi Connect (TEL function button>Settings> Connections>Data Connection>select No Prompt)
- Final battery voltage check
- Set tires to maximum recommended tire pressures listed on the B-pillar door jamb
- Road test prior to delivery to ensure no tire vibrations or brake irregularities are present
- Inspect exterior for damage, dings, dents and surface scratches
- Check interior for cleanliness, grease marks, & damage. Repair all defects prior to customer delivery
- Verify vehicle is equipped as specified and all accessories are installed
- Check front/rear floor mats are locked in
- Verify all campaigns and RVU's are closed

Owner's Documents

- License/ insurance/ registration / title (if applicable)
- Warranty & Maintenance Booklet (stamp to confirm PDI was completed). **Adhere "vehicle identification label" from the vehicle trunk to the inside cover of the warranty and maintenance booklet prior to delivery.**
- 24-Hour Roadside Assistance information
- Owner's Manual, MMI Manual and other manuals as equipped
- Quick Reference Guides as appropriate
- Tire Warranty Booklet: Explain coverage from tire manufacturer
- All keys (2 remotes, 1 emergency, 1 valet)
- Provide Audi Care Information
- Lemon Law Rights Booklet or Lemon Law Notice as required by law

Service Introduction

- Tour of the service department and introduce to Service Manager and Service Consultant
- Mention use only oil that meets Audi 502.00 standards in owner's manual (gasoline engine).
- Advise the customer that Audi recommends using Top Tier Detergent Gasoline with a minimum octane rating 91AKI (95 RON).
- Explain the importance of getting the Warranty & Maintenance Booklet stamped for each maintenance performed.
- Introduce Audi Accessories for proper vehicle maintenance.

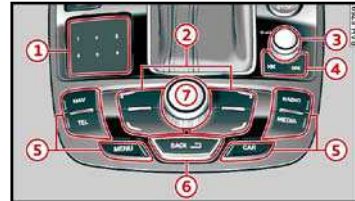
Interior

- Show seat, mirrors & steering column adjustments
- Demonstrate seat positioning using front seat controls. Show how to adjust headrest in all different axis directions.
 - Seat memory setting
 - Front seat ventilation
 - Mention seatbelt movement
 - Adjust exterior mirrors. Advise exterior mirrors fold in, make adjustments in the MMI.
 - Show how to activate heated mirrors
 - Explain exterior mirror tilt function
 - Demonstrate heated steering wheel operation (if equipped)
- Cruise control/ACC (if equipped)
- Demonstrate and explain Head-up Display (if equipped)
- Multifunction steering wheel functions
- Wiper/washer system/rain sensor
- Show how to set clock manually and adjust time zone
- Driver info display/Trip computer: Explain toggle function via "RESET" on stalk. Show the different tabs that will display. Show how to access the Vehicle functions within each tab. Point out the items which can be set via the MMI (e.g., time, miles vs. km, etc). Reset Trip Comp 1 and 2 prior to delivery
- Show how to adjust comfort arm rest (longitudinal adjustment)
- Sunroof operation
- Homelink location and setup
- Cooled glove box
- Demonstrate valet function (ensure not activated)-refer to OM for details
- Climate control functions (front & rear).
 - Fan settings/speed
 - o Explain the small red triangle puts the system into AUTO mode and will automatically adjust the fan speed to reach the temperature
 - Show how to activate seat heating/ventilation
- Show rear seat pass through



Introduce MMI Navigation System

- Review the MMI controls and basic functionality (buttons: function, on/off, arrow control and back.)
- MMI touch control panel with integrated handwriting recognition (if equipped)



- Input letters, numbers and symbols
- Moving a map and adjusting the sound distribution
- Saving/selecting a radio station
- Scroll through album covers (avail if music is downloaded onto MMI hard drive).
- Use the DVD main menu
- Demo Audio Sources: Show how to connect iPod via AMI, MP3/SD cards, Bluetooth audio player. Explain the jukebox functionality.
- Explain CD and DVD loading/unloading.
- Media Overview
 - Radio, Sirius Satellite Radio, HD Radio
 - o Show how to program their preferred radio stations (press & hold knob). Up to 6 presets available on the MMI touch control panel (if equipped).
 - Cover art
 - o Not available on iPod
 - o Flash SD media
 - o Jukebox (cover flow available to flip through album covers)
 - Jukebox-hard drive
 - o Capacity (20 GB/up to 3000 songs)
 - o Supported file extensions and formats per MMI manual
 - o Demonstrate importing and sorting
- Bluetooth Capability
 - Pair the customer's phone with the vehicle
 - Demonstrate making a call via Voice and Steering Wheel commands
 - Demonstrate how to answer, ignore and end calls
 - Conference Calling
 - Dialing from directories/phonebook (received, missed, dialed calls)
- Video Capability
 - Flash SD/DVD Jukebox
 - Explain acceptable video formats

Exterior

- Show how to open fuel door-push/pull release
- Demonstrate how to open/close the tailgate via the remote control master key, switch in driver's door and lock switch in luggage compartment
- Adjust tailgate height to customer preference. Demonstrate tailgate & height operation

Audi A7 Perfect Delivery Inspection (PDI)

Audi Brand Specialist Checklist

VIN: _____ Delivery Date: _____

Introduce MMI Navigation System (continued)

- Navigation
 - Demonstrate how to input an address and a POI as the destination
 - Show how to enter a stopover
 - Demo how to “cancel” route guidance (NAV>Destination>Cancel)
 - Show how to store a destination
 - Show how to customize route “criteria” (e.g., avoid toll roads) and “Settings” (e.g., 3D map and Map Orientation)
 - Demonstrate how to manipulate the map (zoom, scroll map area)
 - Show how to repeat the last navigation announcement
 - Explain real time traffic reports
- Show how to set the ambient lighting in the vehicle interior (if equipped)
- Explain TPMS and how to reset in the MMI
- Explain the settings for the Bang & Olufsen® system (if equipped)

Voice Controls

- Accessing “Help” (press Voice Command button) for all function options (“Help Navigation”, “Help Radio”)
- Telephone controls (e.g., dialing a phone number, calling a contact, accessing call lists, redialing, etc)
- Navigation voice controls including POI
- Media controls- (e.g., selecting frequency band and radio station, CD/DVD, or Jukebox).
- Accessing TMC Traffic Reports

Audi Connect (if equipped)

- Ensure customer has requested activation of Audi Connect**
 - Provide overview of features (activate services before customer arrival)
 - Explain trial period for Audi Connect and how to extend service
 - Google Earth Mapping service
 - Google Voice-enabled online POI search
 - Demonstrate Traffic reports, Fuel updates, Weather information, real-time news feeds
 - Explain Wi-Fi hotspot capabilities
 - Explain the purpose of setting up a myAudi account at www.my.audiusa.com/AudiConnect

Orientation Drive

- Keyless Go: No ignition for key. Show how to start vehicle using Start/Stop button. Discuss foot must be on brake when starting/stopping.
- Activate and demonstrate navigation system with real time traffic
- Demonstrate Audi parking system advanced (front & rear) with rear view camera
- Explain Audi drive select modes and how to select/change modes
- Night vision assistant: Demonstrate warning adjustments (if equipped)
- Explain adaptive cruise control with stop and go function
- Explain Audi lane assist functionality and show how to activate (if equipped)
- Explain Audi side assist (if equipped): Explain only works at speeds over 19mph (30 km/h). Show how to program steering wheel vibrations when drifting out of a lane)
- Explain Audi pre sense system with active safety system (based on installed equipment)
- Explain the functionality of Audi braking guard and how to set in the MMI
- Demonstrate Tiptronic function
- Show how to set electromechanical parking brake

Technology Microsite Introduction (USA ONLY)

- Provide Technology Microsite card to customer and explain the site's features



By signing, I confirm all items in this checklist have been thoroughly reviewed with me and the below statements are true.

- > Vehicle is clean and free of problems
- > Received all keys and owner's documentation
- > Satisfied with features and controls explanations

Audi Brand Specialist Signature: _____ Date: _____

Customer Signature: _____ Date: _____