

## **Comprehensive Inspection Checklist**

### **Dealership User Guide**



Upon Manager's signature approval, include a copy of the checklist with the owner's kit for peace of mind and product confidence. Be sure the customer receives their copy with EVERY Certified Pre-owned vehicle that is delivered.

**A physical paper copy or digital copy of the checklist must be retained on file at the dealership.**

## **Best Practices**

### **Using the comprehensive inspection**

A copy of the form is available to download on the CPO Portal website in the resources section. You can print and fill out the form, or use the digital inspection platform (*iCertify*, which is located in the Vehicle Inspection section of the CPO Portal).

### **Vehicle Pre-Inspection**

Always pre-wash the vehicle (including the wheels) before starting the inspection process. This will help to reveal any scratches or dents and gives you a clean surface to work with.

### **Interior Pre-Cleaning**

Clean and vacuum the interior of the vehicle prior to the interior inspection. Clean surfaces will uncover any potentially missed blemishes prior to detailing.

### **Vehicle Walk-around**

Walk around the vehicle in BOTH natural and indoor lighting conditions to inspect and best reveal all painted surfaces and trim.

### **Note Exterior Damage**

Damage on body panels is difficult to see from standing eye level; therefore, it is important to check all areas for damage. Remember to record any damage on the vehicle diagram.

### **Exterior Scratch Inspection**

Use cleaning wax and micro-fiber cloth to determine scratch depth. This process will help reveal any need for additional paint repair.

### **VCAS Certification Requests**

It is important to enter a Certified request into the Vehicle Certification Administration System (VCAS) as soon as the vehicle is ready for sale. Upon completion of the inspection and reconditioning, log into VCAS via Access Audi and submit the certification request. The vehicle must be registered in VCAS to show up on Audi.ca as a “Certified *:plus*”. You will not be charged for the warranty until the vehicle has been registered as sold.

## **Dealer and Vehicle Information**

The following information must be completed in the Inspection checklist for the vehicle to be considered into the Audi Certified Pre-Owned program.

**Dealer Name:** Your dealership name

**Dealer Code:** Your seven digit dealer number (i.e. 499XXXX)

**Associated RO:** Repair Order number obtained from the Service Manager or Warranty Administrator

**Odometer (km):** The current mileage on the vehicle

**Model:** Vehicle model – A4, A5, A6 etc.

**Model Year:** Vehicle model year

**VIN:** Copy the VIN from the windshield plate

**Inspection Date:** The day you are completing the vehicle inspection

**New Vehicle Warranty (NVLW) Expiration Date:** 4 years from the first in-service date OR 80,000km.  
In-service date can be found within Elsa.

## **Preliminary Eligibility**

For the following CARFAX criteria, please log in to [AccessAudi](#) to then access the **CPO Portal** → **Program Eligibility** tab → **CARFAX Canada**, for more information.

- **CARFAX Vehicle History Report reviewed and meets Audi Certified :plus guidelines**
- **CARFAX Vehicle History Report contains no report of vehicle being totaled**
- **CARFAX Vehicle History Report contains no report of structural damage, fire, mold or flood damage**
- **Vehicle shows no evidence of odometer tampering and is free from odometer discrepancies**
- **Vehicle shows no evidence of structural misalignment or collision-related structural damage upon a 360-degree exterior body inspection**

### **Vehicle is no older than current or previous 8 model years**

As of January 1, 2023 for example, we include vehicles as old as Model Year 2016 until December 31, 2023 (previous 8 model years, with the count starting at model year 2023).

### **The maximum mileage restrictions are as follows:**

For vehicles that are 0 to 6 Model Years old, the maximum allowable mileage is 112,000 km.

For vehicles that are 7 to 8 Model Years old, the maximum allowable mileage is 140,000 km.

### **Vehicle is up to date with all services and maintenance**

The vehicle's maintenance schedule should be brought up-to-date and recorded in the service booklet. Any service that is due within the next 2,500km should be completed with the inspection. Make note of the service and maintenance that is being performed during the CPO inspection process.

### **Is it certain the vehicle does not have an extensive or unreasonable service history?**

Review ElsaPro at your dealership and review what has been done in terms of warranty activity. If the vehicle has had multiple powertrain, electrical or repeated repairs for the same concern it is not a candidate for the Audi Certified :plus program. Check to ensure that the car has not been repaired numerous times for the same item.

### **There is no discrepancy between VINs on vehicle and paperwork**

Examine the frame, windshield, B-Pillar, and trunk VIN stickers to confirm a match. All must be originals – no alterations and all must be CANADIAN.

Confirm that the VIN on all paperwork matches the VIN on the vehicle you are inspecting.

### **No evidence of structural misalignment or collision-related structural damage upon inspection of undercarriage and chassis components**

Also, refer to checklist number 102 below for more information.

### **All vehicle campaigns have been closed and updates performed**

Ensure ElsaPro shows the campaigns are closed.

Note for Sales: If ElsaPro is not showing the recall as complete during the submission of the CPO request in VCAS, sending a copy of the RO showing the completed repair to [CPO@Audi.ca](mailto:CPO@Audi.ca) will suffice.

**Vehicle is free of modifications, inc. body, suspension, chip tuning, etc. (Perform Warranty Information Test Plan and confirm absence of warranty key)**

This includes but is not limited to the following: chassis, body, e-machine performance chip, engine performance modification, suspension, exhaust, electrical, wheels, and other performance enhancements. Dealer installed Audi Genuine Accessories are acceptable. Do the tires match the application sticker on the B pillar?

## Inspection Checklist

The following sections of this document goes through the vehicle checklist. The descriptions provided describe what “**Meets Standard**” will look like. If one item should not meet the requirement, check off “**Repaired**”; correct the problem and then check off “**Meets Standard**” as well. This provides our customers with transparency to the work that has been performed on the vehicle to ensure it meets Audi Certified standards. Record repair details on the exterior notes section of the inspection folder so that an Audi Brand Specialist will be able to explain the repairs to the new owners.

### Exterior of Vehicle

#### 1. **Body Panels/Moldings/Front & Rear Bumpers: Finish/Appearance/No Visible Damage**

##### **Front Bumper**

The bumper is level and not damaged from impact or a poor body repair. The fasteners and bumper cover are free from damage. Make note of any scratches, dents or cracks\*.

\*dealer discretion permitted for 7-8 MY old vehicles

##### **Front End Alignment of Panels (Gaps)**

This inspection point is to review the fit of the front fenders and the hood. Look for consistency in the panel gap, fit and overall alignment to the front fascia.

##### **License Plate Bracket and Filler Panel**

The license plate bracket is present and fastened to the bumper properly and the correct screws are used. If holes are drilled in the bumper, make sure bracket and filler panel is put on the vehicle to cover these holes. The appropriate item for your province is installed.

#### 2. **Paint/Trim: Finish/Appearance/Condition**

Review the overall condition of the paint and the clear coat. Touch up any visible dents, dings, or chips that may be present. Ensure the paint looks as close to new as possible\*.

\*dealer discretion permitted for 7-8 MY old vehicles

#### 3. **Windshield/Vehicle Glass: No Chips/No Cracks/No Leaks**

##### **Windshield Glass**

For safety reasons, be especially careful when reviewing the entire windshield. If cracks or chips with cracks spreading are present, replace the windshield. An Audi-approved windshield technician can repair up to two small windshield chips. If excessive scratches or sandblasting is present on the windshield, replace the glass. All driver assist functions must function properly. All glass replacement must use OEM glass and must be installed to an Audi Brand standard.

**Window Glass**

There are no cracks, chips or damage. If replacement is deemed necessary, all glass replacement must use OEM glass and must be installed to an Audi Brand standard. The window will function properly and a good fit is achieved.

**4. Wiper Arms/Blades: Condition/No Damage/No Cracking**

**Windshield Wipers**

Review the condition and functionality of the wiper blades to ensure there is no damage present. The wipers will properly clean the entire path of the windshield without streaking.

**Windshield Wiper Arms**

The wiper arms will be free from damage or corrosion in the hinges. The spring will apply good tension on the arm and both wiper arm bolt covers are present.

**Wet Arm Operation (if equipped)**

Review the condition and functionality of the wet arm wipers to ensure there is no damage present. The wipers will properly clean the entire path of the windshield without streaking.

**Automatic Rain Sensor Function**

The vehicle rain sensors are able to sense moisture and adjust the wipers to the appropriate speed level for the amount of moisture.

**5. Side Mirrors: Appearance/No Damage**

Check the overall function of the folding feature. Ensure the mirrors easily fold in without making noise. Confirm that the interior mirror controls function properly. The glass inside the mirror housing is free from any damage/cracks. The mirror housing is not scratched\* or broken from impact. When applicable, confirm that the mirrors tilt downwards when reversing. Confirm that the flasher located on the mirror functions properly. Heater elements are in proper working condition. Check and confirm that auto-dimming side mirrors, dim properly.

\*dealer discretion permitted for 7-8 MY old vehicles

**6. Antenna: Present/No Damage**

**Roof Antenna/Sirius/Navigation Housing (where applicable)**

Inspect the roof antenna. It will be secure and free from damage. The same must be done for satellite radio antennas.

**7. Wheels/Rims: Finish/No Visible Damage/Original Equipment**

Only OEM Audi wheels are acceptable. The wheels must be the approved size, free from damage and all matching. The wheel size must match the tire placard located on the vehicle. The wheels will not have excessive run out or curb damage. Confirm that the wheels are free from drive flat damage and finish damage from acid wheel cleaners. Refurbishing to original specifications is an alternative if damage is not too severe.

**8. Headlights: High & Low Beam Operational/Clear Lens/No Damage**

**Front Headlight Lens**

The headlight lens is free from any damage, wear, cracks or water leaks. Replace the lens if required.

**Headlamps High/Low Beam**

With the headlamps activated confirm that they are functional. Change the settings to ensure that high/low beams function properly.

**Marker Lights, Turn Signals and Daytime Running Lights**

With the headlights in the “on” position, both side marker lights and lens covers function properly and are free from damage. Activate the turn signal stalk for both left and right turn signals. Verify proper function and release of stalk from activated position. Both daytime running lights are functioning properly. If necessary, be sure to replace or repair.

**Parking and Hazard Lights**

Each bulb is functional and the lens covers are free from any damage. With the hazard button depressed and activated, each hazard light is in operating condition and is free from damage.

**9. Fog Lights (if applicable): Operational/Clear Lens/No Damage**

Where applicable, the fog/all weather lamps will function properly and are free from damage.

**10. Tail Lights/Brake Lights/Reverse Lights/License Plate Lights: Operational/Clear Lens/No Damage**

All bulbs and lenses are in proper working conditions. They are clean and free from damage.

**11. Turn Signals/Hazard Lights: Operational/Clear Lens/No Damage**

Turn Indicator Lights - Lens must be damage free and the lights are functional.

**12. Doors: Open Smoothly/No Abnormal Noise**

Check door hinge and Alignment. Open the door fully. The door hinges will not be damaged or corroded and are properly lubricated.

**13. Door Handles: Operational/No Damage**

The handles are in good working order.



- 14. Remote Trunk/Kick-to-Open (if applicable): Operational**  
The trunk release button must be free from damage and must release the trunk when pressed. The kick-to-open function performs as intended.
- 15. Trunk/Rear Tailgate: Opens Smoothly/No Damage**  
The rear end of the vehicle is free from dents, scrapes or damage (dealer discretion permitted for 7-8 MY old vehicles). The emblem must be secure and free from damage. Confirm that the trim underneath is also secure and damage-free. The tailgate seal has been checked for tears or loose fit.
- The deck lid opens and closes with ease and remains in the open position by the struts. When applicable, be sure to test the automatic open/close function for proper functionality.
- 16. Jack (if applicable)/Tool Kit: Present and Complete**  
When applicable, open the trunk area and panel containing the hazard reflector and roadside emergency items. All items, including jack and tools are present and the secure panel latch is in the closed position.
- 17. Tire Repair Kit Components Present and Unused/No Damage OR, Spare Tire: Condition/Pressure/No Damage**  
If applicable, check the expiration date of the **Tire Mobility System (TMS)**. If expired, it is necessary to replace.
- In the case of a spare tire, ensure the tire is free from any damage, has acceptable tread depth, and is set to an appropriate pressure.
- 18. Fuel Door/Cap: Operational/Condition/No Damage**  
The fuel door functions properly. Ensure that the rubber bumpers are present and functional by opening and closing the door. The cap seals properly and clicks when fully tightened.
- 19. Alarm System/Panic Button: Operational**  
Check the theft deterrent system and confirm that the alarm activates properly.
- 20. Driver Assistance (Side assist, Lane assist, ACC, Park Sensors): Operational/No System Faults**  
All features have been tested for proper operation.
- 21. Rear View Camera and (if applicable) Top View Camera: Operational/No System Faults**  
Rear Camera, front and side cameras on vehicles equipped with “Top View” have been tested for proper operation.

**22. Overall Exterior: Condition/No Damage**

Damage on body panels is difficult to see from standing eye level; therefore, it is important to check all areas for damage. Remember to record any damage on the vehicle diagram.

**Exterior Scratch Inspection**

Use cleaning wax and micro-fiber cloth to determine scratch depth. This process will help reveal any need for additional paint repair.

## Interior of Vehicle

- 23. Upholstery: Condition/Appearance**  
The interior will be free from excessive wear\* or damage. If there are tears or damage be sure to repair or replace. The upholstery will be clean and free from any stains\*.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 24. Carpet/Floor Mats: Condition/Appearance/No Excess Wear**  
The mats securely fasten to the retainers where applicable. The mat is an OEM summer or winter mat. The carpet, floor mat and footwell are in a clean, maintained condition. There will be no burns, tears/holes, salt stains, curling or excessive wear\*. Replace all damaged and aftermarket mats.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 25. Headliner: Condition/No Damage**  
Clean and free from any damage or excess wear. There are no stains or tears.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 26. Sun Visors: Operational/Condition/No Damage**  
Clean and free from any damage or excess wear. There are no stains or tears.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 27. Interior Trim/Console: Finish/Appearance/No Damage**  
Interior door handles are firmly connected and not damaged in any way. The doors easily open and close when unlocked.
- 28. Seats/Adjustment/Heaters: Operational/Condition/No Damage**
- 29. Seat Ventilation and Massage Seat (if equipped): Working/No Damage**  
If the vehicle is equipped, activate the seat heater. Confirm that it heats up to an appropriate temperature. Also, if equipped activate the seat ventilator and confirm that it works properly.
- 30. Seat Belts: Operational/Condition/No Damage**  
The strap, belt and safety buckle ends are in proper working condition. They are free from damage and are clean. Ensure the belt locks-in securely and tightens properly.
- 31. Ign. Switch/Start Button: Operational/No Excess Wear/No Damage**
- 32. Warning Chimes: Operational**
- 33. Instrument Panel Warning Lights: Operational Warning lights and messages (ABS, airbags, Oxygen sensor, check engine light etc.)**  
Cycle the vehicle ignition and allow vehicle warning lights to illuminate. EVERY warning light does illuminate.

- 34. Instrument Dash Lighting: Operational**  
Turn on interior lamps/headlamps. All dash and console convenience lights function properly.
- 35. Instrument Cluster/Gauges: Operational/Accurate Information**  
Speedometer, Odometer, Trip Meter Function  
The instrument cluster reads accurately and records vehicle mileage properly.
- 36. Air Bags: Condition/Indicator Light Function/No Visible Damage/No**  
Carefully inspect the airbag covers. The airbags have not been deployed or tampered with. If an airbag has been previously deployed it must have been replaced. If there is evidence that the airbag has been previously deployed check the vehicle carefully to make sure it was not in a major accident that was not reported.
- 37. Clock: Operational/Correct Time Set**  
The clock will be set to the correct time and keeping time correctly. Try changing the clock settings to ensure that they are also working properly.
- 38. Door Handles: Operational/No Damage**  
The handles are in good working order. They are firmly connected inside and out, and are not damaged in any way.
- Electric Door Handles Interior/Exterior**  
Scan for faults via Guided Fault-finding and verify operation when opening from the exterior and interior.
- Manual Emergency Release for Electric Door Handles**  
For vehicles with electrically operated door handles, check the operation of the emergency opening for both interior and exterior handles. Confirm procedure in owner's manual.
- 39. Door Locks/Child Safety Locks: Operational/No Damage**
- Child Locks**  
When the child lock is engaged the handle is inoperable.
- Lock Cylinders (Auto Up/Down/Lock)**  
Check each function of the cylinder (Up/Down/Lock). Confirm that all doors lock and unlock, all windows roll up and down and trunk and fuel door unlock.
- 40. Door Panels: Condition/No Damage**  
The trim is secure and free from any dents or visual damage\*.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 41. Window Controls: Up & Down Operation/No Damage**
- 42. Side Mirror Controls: Operational/No Damage**

- 43. Dome/Map/Visor Lights: Operational**  
All dome lamps (front and rear) should operate properly. Activate each light to confirm this. Check the courtesy or ambience lights to ensure they are working properly as well.
- 44. Rear View Mirror: Operational/Condition/Day & Night Performance/No Damage**  
If applicable, test the rearview mirror auto-dimmer and ensure that it does darken as designed. The mirror compass must correctly identify each direction. Test this to confirm it does work. Be sure to set the correct “Magnetic Zone”.
- 45. Vanity Mirror/Light: Operational/Condition**  
The visor/vanity is free from stains\*, tears or damage. The fasteners are tight. The vanity light turns on when the visor is down and mirror is open. Be sure to make any necessary repairs.  
\*dealer discretion permitted for 7-8 MY old vehicles
- 46. Sunroof Controls: Open & Close Operation/Condition/No Damage**
- 47. Sunroof Glass/Seals (if applicable): Condition/No Damage/No Leaks**  
Ensure that the roof panel properly opens and closes. Observe the top area of the vehicle and ensure that the sunroof is free from damage. Confirm that the sunroof does not leak.
- 48. Glove Box/Lock/Light: Operational/No Damage**  
The glove box light illuminates when open. The glove box door opens and closes (stays closed) and locks/unlocks properly.
- 49. Cup Holders/Coin Tray: Clean/No Damage**  
Inspect and operate all cup holders. The cup holders are clean and free from spills. Ensure that the cup holders have been cleaned before the vehicle is available for test drives.
- 50. 12V Power Outlets and USB Connectors: Operational/No Damage**
- 51. Audio System/Speakers: Operational/No Distortion/No Damage**  
Activate the sound system and listen to overall sound quality. Note any cracking, popping or speakers that do not work. Check the fader/balance settings and confirm that all speakers are activated. Any speakers that are not functioning as expected must be repaired or replaced in order to meet the Certified Pre-Owned standards.
- 52. Navigation System: Operational/Factory Reset/Prev. Entries Cleared**  
The navigation system has been set and each independent feature has been tested to confirm proper operation. The DVDs/CDs are present. Be sure to clear the history of all previously set destinations for the new owner by performing an MMI Factory reset.
- 53. Bluetooth & Audi Smartphone Interface: Operational/No System Faults**  
You will test to ensure that the vehicle is able to locate and link up to the phone. Make a call to check the connection. Turn off and restart the vehicle to confirm that the system is able to connect the phone automatically.

- 54. Steering Wheel/Adjustment/Controls: Operational/No Damage**  
Review the entire steering wheel. It should be free from scratches\* or wear to the leather wrap. If the steering wheel is multi-function, each radio, telephone, sound and menu controls button functions properly and buttons are not sticky. Release the steering column lock and test the telescope tilt features properly – higher, lower, in and out. Re-secure the lock before moving on.  
\*dealer discretion permitted for 7-8 MY old vehicles.
- 55. MMI Reset to Factory Settings/Previous Data Cleared**
- 56. Horn: Operational**  
Each area of the horn pad operates properly when depressed.
- 57. Windshield Wiper/Controls: Operational/Proper Speed Settings**  
Wipers (front and rear if applicable) should fully clean the windows. If necessary replace wiper blades. Check all wiper speeds. Vehicles equipped with rain sensors will need to be tested to ensure the sensors detect the moisture and turn on the wipers.
- 58. Windshield Washer/Controls: Operational/Accurate Spray Aim**  
Pull the washer feature to ensure that it activates the proper spray pattern and flow from the washer nozzles. If necessary, re-align the washer heads.
- Rear Window Washer/Spray Nozzle (where applicable)**  
Activate the window nozzle to confirm the proper spray pattern and the flow of the washer solvent.
- Windshield Washer Reservoir**  
Check fluid for level and condition. Ensure cap is present and in good condition.
- Headlamp Washer Spray Nozzles and Covers**  
Depress the washer fluid feature to verify that the washer nozzles function properly. The washer nozzle covers will be the proper fit.
- 59. Owner's Manual: Present**  
Confirm that it is located in the vehicle's glove box. If it is not present order a new copy right away and include it with the vehicle.
- 60. Climate Control/AC/Heater/Defroster/Defogger: Operational**  
The A/C must blow cool air at each performance level and the air must cool within a reasonable time frame. Be sure to test this in each climate zone – driver, passenger, rear seat. The same must occur for the heating system. The heat will warm up within a reasonable time. Test that the automatic systems (where applicable) are functioning properly. The center vents will blow the appropriate amount of air through.

**Defogger/Defroster**

The button must illuminate when activated. If the weather permits, test that the system efficiently de-ices the windshield. Test the system at different output levels (low-max).

**Rear Window Defrost Element**

The element on the glass has been reviewed for damage and proper functionality.

**61. Fuel Door/Trunk/Hood Release: Operational**

**Fuel Door Release**

Where applicable, the fuel door must be released when the button is activated.

**Rear Exterior Trunk Release**

The lever must be in good working order.

**Hood Release Latch Operation**

Pull the hood release and verify that the handle, cable and latch mechanism function properly. The hood will close without additional force from 38cm – 51cm (15”-20”).

**62. Remote Door Entry: Lock/Unlock Operation**

Depress unlock/lock button on key FOB to confirm that the remote entry locks and unlocks all doors, trunk and fuel door. Confirm these functions are working on both keys.

**63. Trunk Light/Carpet Condition: Operational/Clean/No Damage**

**64. Overall Interior: Condition/Cleanliness/No Abnormal Odor**

## **Road Test**

**65. Guided Fault Fiding (GFF) Scan and Log uploaded before & after road test**

Run diagnostic test with appropriate VAS tester (GFF).

Prior to beginning scan, ensure VAS tester is at the highest software level/version. Correct any faults during inspection. Check for any trouble codes. Any DTC's present must be addressed before proceeding.

**66. Cold Engine Start: No Hesitation/No Abnormal Noise**

The starter will engage and turn the engine over with ease.

**67. Cold Engine Idle: Smooth Idle/No Knock/No Vibration/No Abnormal Noise**

The engine runs smoothly without hesitation, or sputtering. Vibrations must be noted and corrected.

**68. Accelerator: Operational/Responsive**

Conduct a stop and go test at different speed intervals. The vehicle will run smoothly with no hesitation or sputtering.

**69. Exhaust System: No Abnormal Noise/No Visible Smoke/No Leaks**

The manifold, down pipes and straight pipes are free from exhaust leaks. When the vehicle is stopped and window rolled down an odour is not detected.

**70. Parking Brake: Operational/Holds Vehicle/Sets & Releases Properly**

Confirm operation and holding capability of parking brake. Depress the button, pull the handle or depress the foot pedal. You are able to feel the proper tension and overall free play. The light on the dash will illuminate when the brake is engaged and shuts off when the brake is released. For electronic parking brakes, the switch is properly engaging and disengaging the parking brake and the brake is functioning properly.

**Parking Brake Cable and Connection Tension**

Check cable adjustment and ensure it is within specifications in ElsaPro.

**71. Transmission: Smooth Acceleration & Shifts/No Abnormal Noise**

The transmission will shift smoothly with no difficulties. The shift points must be concise and without gear hunting. Also be sure to test the shift paddles and Tiptronic if equipped.

**Transmission/Transaxle Noise**

You have engaged the transmission into gear and listened for concise shift points and reaction times. The transmission/transaxle operates without hesitation or gear hunting. There is no excessive noise from either component. Abnormal noises are not heard. Check both components at cold and hot operational temperatures.



- 72. Clutch (if applicable): Operational/Responsive/No Slipping**  
The pedal has about 2.54cm (1”) of free play and allows the transmission to be shifted into gear with ease. Pedals that require full floor depressing should be adjusted or repaired to specification.
- 73. Differential: Operational/No Abnormal Noise/No Leaks**  
The mounts and components have been inspected for excessive wear, damage and play.
- 74. Steering Alignment: No Vibration/No Pulling/No Abnormal Noise**  
On a level road, the steering qualities are examined. The vehicles steering tracks a straight line and will hold fast. The car does not pull or have play in the steering. The functionality of Active Lane Assist features (if equipped) should also be verified.
- 75. Cruise Control: Operational**
- 76. Brakes/ABS: Operational/Responsive/No Abnormal Noise**  
Brakes have been tested on smooth, level roads. They are free from squealing, grinding or pulsation. The brakes do not cause the vehicle to pull.
- ABS function**  
On a safe level surface, a hard stop is completed to ensure the ABS system activates and controls the vehicle direction. The steering wheel will stay straight course.
- 77. Suspension: Operational/Responsive/No Abnormal Noise**  
The suspension does not make noise or exhibit noise from worn front-end parts while driving. The car stays level and is free from excessive nose-diving or wheel hop.
- 78. Warm Engine Start: No Hesitation/No Abnormal Noise**  
The starter will engage and turn the engine over with ease.
- 79. Warm Engine Idle: Smooth Idle/No Knock/No Vibration/No Abnormal Noise**  
The engine runs smoothly without hesitation, or sputtering. Vibrations must be noted and corrected.
- 80. Overall Vehicle Drivability**  
The vehicle and steering wheel do not vibrate or shake while driving. With the radio off and windows closed, the vehicle is free from noises that would compromise the ownership experience. Check for vibrations from worn parts, dirt in wheels, wind noise etc.

## **Mechanical**

### **81. Hood Struts/Stand/Insulation/Labels/Decals: Operational/Present/No Damage**

#### **Hood Struts**

Struts will retain the hood in full open position. If struts are worn or non-operative, they must be replaced.

#### **Hood Release Mechanism**

The hood release handle must be free from any damage and must release the hood when pulled.

#### **Under Hood Insulation**

The insulation must fit snug and all fasteners are holding material firmly to the underside of the hood. The cowl drains have been inspected for debris and proper operation.

#### **VIN plate**

Inspect the VIN plate for any signs of prying or tampering with rivets, adhesives etc. If any foul play is detected, check under the hood and on the frame to verify the correct VIN. Also, verify against the B-pillar sticker and firewall VIN under the hood.

#### **High-Voltage Safety Locks/Warning/Emissions/Air Conditioning Labels**

Inspect to ensure all factory labels are in place. e.g. Emission label on radiator support or under the hood, or High Voltage labels on HV components.

#### **Tire Pressure and Recommended Fuel Label**

Confirm that this sticker is present either under the hood and/or in the fuel door and/or the driver side door jamb.

### **82. Engine Covers/Cowls: Present/No Damage**

All beauty covers have a secure fit and are free from damage. Make sure that set screws are all locked and that the Audi emblem on the engine cover is not damaged.

### **83. Engine Fault Codes: No Error/No Trouble Codes Indicated**

Run diagnostic test with appropriate VAS tester (GFF) as indicated in section 1.2 above.

### **84. Emissions/Readiness Codes: No Error/No Trouble Codes/Readiness Code Set**

Refer to procedures in section 1.2 above.

### **85. Oil/Transmission/Washer/Power Steering/Coolant/Brake Fluids: Condition/Level**

All fluids are checked for level and condition. All caps have been firmly closed and are not damaged.

- 86. Battery/Charging System: Operational/Condition/Load Test/No Corrosion**  
Run the 12V battery condition test (GFF). Correct any faults and replace if necessary.

**Visual Inspection of 12V Battery Condition**

A Midtronics test is necessary to determine the battery life. Also be sure to check the battery housing and mount to ensure both are in proper working condition. Vehicles that are equipped with a battery manager must be tested using the VAS scan tool.

- 87. Battery Cables/Clamps: Condition/Free of Corrosion/No Damage**

- 88. Ignition System/Starting System: Operational/Condition/No Damage**

**Fuel Pump Noise**

The fuel pump noise is typically heard on Audi vehicles during ignition as the pump builds pressure to the system or when the door is open and the ignition is switched on. However, if the vehicle is not free from abnormal or loud noises then a further inspection is required with components repaired or replaced as necessary.

- 89. Electrical System/Wires: Operational/Condition/No Corrosion/No Damage**  
Inspect wiring and ensure there are no loose or damaged wiring or wiring connectors.

- 90. Engine Hoses & Belts: Condition/No Leaks/No Abnormal Noise/No Damage**  
Check for leaks, cracks, damage, routing of hoses. Hoses Checked for Air and Fluid Leaks. Perform audible and visual inspection for air leaks or fluid leaks.

- 91. Cooling System/Cooling Fan: Operational/Condition/No Abnormal Noise/No Damage**

**Cooling Fan, Cooling Fan Motor**

The cooling fans have been inspected for proper engagement and function. Listen to the sound of the electric motor for evidence of worn bearings. Check for proper operation and listen for any unusual noises from the fan motor.

**Radiator/Thermostat**

The car has been inspected for overheating and checked for a worn or corroded thermostat. The radiator is clear of any debris and free from damage.

**Upper Core Support, Radiator Housing**

The upper core support is firmly mounted and attached to the radiator bracket

**HV Cooling System Labels**

Check condition and presence of warning labels.

**High-Voltage System Coolant Level (See Repair Manual) If Applicable**

Inspect and confirm proper coolant level.

**Test Coolant for Protection Temperature (including High-Voltage Cooling System)**

A hydrometer was used to ensure the proper coolant concentration and freezing point. Record the value. If coolant reservoir cap is sealed with a lock, replace with new lock after inspection.

**92. Radiator/Cap/Coolant/Sensors: Operational/Condition/No Leaks/No Damage**

**93. Air Filter: Condition/Clean**

Open the air box and inspect the filter. If the filter is dirty it must be replaced otherwise follow the scheduled maintenance guidelines. Aftermarket filters are not acceptable.

**94. AC Compressor/Clutch: Operational/Condition/No Abnormal Noise/No Damage**

Test the A/C system for proper function and pressure. Use the appropriate test equipment. Test all A/C lines for damage or leaks. Confirm that the compressor operates and engages properly.

**95. Valve Cover(s)/Vacuum Lines: Condition/No Leaks**

**96. Engine Seals/Gaskets: Condition/No Contamination/No Leaks**

**97. Engine Mounts: Condition/No Damage**

Inspect the engine mounts and bolts. The engine mounts are sound and have no free play. There are no cracks or worn bolts. Any damaged or worn mounts have been replaced.

**98. Water Pump/Hoses: Operational/No Leaks**

The water pump is free from leaks at the shaft or rear seal at the engine block. The belt operates quietly on the water pump pulley. Note: The timing belt drives some water pumps.

**99. Fuel System/Pump/Filter: Operational/Condition/No Leaks/No Damage Fuel Tank and Holding Straps**

The fuel tank is free from leaks and damage. The mounting straps are sound and fastened tightly.

**Fuel Line**

The fuel line from the tank to the engine compartment is free from damage or leaks.

**Fuel Filter**

If this is not a lifetime filter, follow the scheduled maintenance requirements. Replace if necessary.

**Fuel Injection System, Fuel Filter/Lines**

Fuel lines from the intake fuel pump and high-pressure fuel pump to each cylinder have been inspected for any signs of leaks. The fuel rails are free from damage and leaks.

**100. Overall Engine Condition: No Abnormal Noise/No Abnormal Odour/No Leaks**

**101. Convertible Top (if applicable): Operational/Condition/No Abnormal Noise/No Damage**  
The outside fabric is free from tears, stains or damage. The outer seals and sill have a proper fit and seal. The top opens and closes properly and you have tested the top for leaks.

**102. Frame: No Visible Damage**

If there is any evidence of frame damage or repair, the vehicle is not eligible for Certification. The Audi Space Frame or uni-body sections of the undercarriage have been reviewed for evidence of cutting from a collision repair, dents, cracks etc. that may indicate vehicle abuse or frame damage. Spot welds will be uniform in appearance and will not be separated. If spot welds are separated, there is a chance this vehicle has been in a collision or severe damage has been done to the vehicle. Further investigation into the vehicle's history should be done. All seams have been inspected for cracks or stresses. The seam sealer from the factory is still consistent in application. A wavy smear in the seam sealer is a good way to catch prior collision damage. Seams can be damaged from collision or poor repair. Check that all seams are free from stress breaks.

**Sheet Metal**

The undercarriage sheet metal at the rear and mid-section of the body is smooth and free from any buckles or wrinkling.

**Water Damage**

If any water lines or sediment are found in the sub-frame or uni-body rails, the vehicle could have been in a flood zone. Checking the seat tracks is also a good indication of flood damage. This requires further investigation before proceeding with the inspection.

**Front Sub-Frames and Front Side Aprons**

The sub-frames are free from damage of any kind. The area under and around the front fender wells have been inspected and are free from damage.

**103. Transmission/Mounts/Seals/Gaskets: Operational/No Leaks/No Damage**

All routine scheduled maintenance has been performed. A road test and leakage inspection was done to ensure proper transmission fluid, condition and levels. It has been confirmed that there are no leaks and they are fully operable.

## **Underbody**

- 104. CV Joints/Axles/Boots: Operational/No Leaks/No Damage**  
Checked for wear or free play.
- 105. Drive shaft/Differential: Operational/Condition/No Leaks/No Damage**  
Checked for wear or free play.
- 106. Sway Bars/Control Arms/Bushings: Operational/Condition/No Damage**  
Checked for wear or free play.
- 107. Struts/Shocks/Springs: Operational/Condition/No Leaks/No Damage**  
The struts have been checked for leaks. Springs are mounted inside of the strut towers and provide proper lift to vehicle.
- 108. Exhaust System & Catalytic Converter: Condition/No Leaks/No Damage**

### **Exhaust Hangers and Clamps**

Rubber hangers and sectional clamps are solid and free from excessive corrosion, tears, or separation.

### **Exhaust Pipes, Catalytic Converter and Heat Shield**

Pipes are free from rust and excessive corrosion. The catalytic converter is mounted securely and free from corrosion. Heat shields must be mounted securely and free from damage.

### **Check Entire Exhaust for Leaks**

Check the entire system for leaks with the vehicle running. Ensure exhaust system is factory original and free from modifications, including any modifications to exhaust valves.

- 109. Steering Rack/Tie Rods/Pump/Hoses/Motor: Operational/No Leaks**
- 110. Brake System/Lines/Fittings/Master Cylinder: Operational/No Leaks/**  
Both the master cylinder and booster unit are operating properly and are free from leaks.
- 111. Brake Rotors/Calipers: Operational/Condition/No Leaks/No Damage**
- 112. Brake Pads: Condition/No Damage**  
Check pad condition and thickness. Confirm brake pads have not exceeded the wear indicated for the particular vehicle within ElsaPro. Beyond this, it is up to the technician's/dealership's discretion as to if the brake pads should be replaced earlier (due to uneven wear, wear that is very close to the minimum, etc.)
- 113. Wheels/Rims: Condition/No Damage/Genuine Audi Part**
- 114. Wheel Bolts: Present/Condition/Properly Torqued**

**115. Tire Size and Pressure: All Matching/No Leaks/Proper Pressure**

Tires must be of the appropriate size and specification, including speed rating and load rating, matching to OEM specifications. They must be four matching tires. They must be free from any damage (including the spare).

The tires must meet the minimum 3.9mm (5/32"). Record the actual tread depths and tire pressures, as required on the inspection checklist. Tires must be filled to the recommended tire pressure indicated on the door sill or B-pillar.

**116. Winter Tires Installed (Dec 1 - Mar 15) or Included: Min. Tread Depth**

Vehicles inspected and offered for sale between December 1 and March 15 may be sold with winter tires equipped on the vehicle, as long as the winter tires meet the criteria stated above, including OEM size and specification. Wheels must still be OEM Audi wheels.

If winter tires are provided as a second set in addition to the original equipment tires, the additional winter tires included must also meet the tread depth requirement of 3.9 mm (as outlined below).

**117. Tire Type: Approved Brand/Meets OEM Spec for Load and Speed Rating**

If tires do not pass inspection and require replacement, new tires MUST be sourced from a reputable tire brand as listed in the Audi National Tire Program. Tires must meet the recommended speed and load ratings for the vehicle.

The only exceptions to this are the following:

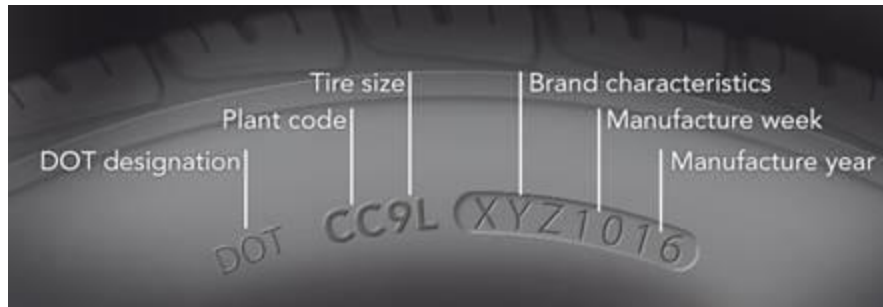
A vehicle comes from the factory with tires that are not in the Audi National Tire Program. (In this case, it is ok to re-order those types of tires for the vehicle)

It is also possible for your dealership to receive a used Audi on trade that has tires the customer purchased elsewhere. If these used tires meet Audi specs (size, Load, Speed, AO rating and proper thread depth), this is acceptable. Purchasing a single tire to match the other 3 in this case, is acceptable.

\*If the vehicle was originally equipped with run-flat tires and the tires require replacement, replace with new run-flats as the vehicle will not be equipped with a spot for a spare.

\*If factory-specific tires, or low rolling resistance tires (for EVs) are not installed, the distance possible to be travelled for a charge will decrease.

\*It is important to note that Audi Canada does not recommend nor stand behind the application of sub-par or secondary tires and wheels in the certification process. Applying sub-par tires may jeopardize the customer's experience.



**118. Tire Wear: No Unusual or Uneven Wear/No Damage**

**119. Tire Tread Depth**

Enter tire tread depth readings on the inspection checklist

**120. Overall Underbody Condition: No Leaks/No Damage/Covers Removed to Inspect for any Hidden Damage**

Inspect engine compartment and surroundings for evidence of any leaks. If there is a sign of a fluid leak, note the cause and source of the leak and plan to take corrective action.

Especially for EVs: all under vehicle covers must be present. Often they are damaged and not always replaced. This could cause a difference in distance achieved for a client. They need to be present.

**121. Engine Bay: Weather Stripping: Present/Not Damaged**



## **PHEV / BEV Only Components**

### **E1. High Voltage Battery: Operational/No Damage/No System Faults**

#### **Visual Inspection of High Voltage Battery, Check Condition of Battery Casing**

Inspect for damage, dents, cracks or leaks in and around battery casing.

#### **Visual Inspection of TW High Voltage Maintenance Disconnect De-energize, Re-energize connector, Warning Labels**

Inspect to ensure no visible damage to HV Maintenance Disconnect and ensure all labels are present and intact.

### **E2. Battery Management Controller: Operational/No System Faults**

#### **Reset Maximum Charging Level in MMI to Recommended Owner's Manual Value (if applicable)**

Set maximum charging level in the MMI Charging Menu to the value recommended in the owner's manual.

### **E3. High Voltage Cooling System: Operational/No Leaks/No System Faults**

#### **Check High Voltage HVAC Operation**

Monitor measuring value blocks for cooling circuit temperatures during operation.

### **E4. Battery State of Health: Min. 70% of Original Capacity (BHS Test Pass)**

#### **Ability to Charge to 80%**

Confirm vehicle is able to charge to 80%. This may be done at a time prior to the inspection.

### **E5. Electric Motor/Generator: Operational/No Damage/No System Faults**

Visual inspection for any damage present to electrical motor housing and/or connections to voltage converters including high-voltage cables and 12V electrical connections

### **E6. High Voltage Wiring/Maintenance Disconnect: Condition/No Damage**

#### **Visual Inspection of High Voltage Components and Cables**

Inspect for damage, cracking, leaks, fraying and for proper cable routing.

#### **Check for Signs of Corrosion**

Ensure there are no corroded terminals, connectors or wiring. Replace if necessary.

**Visual Inspection of Harnesses**

All harnesses are free from abnormal wear and tear. Check all ties, covers, fasteners and wiring for proper routing and any abnormal wear or damage. All parts and wiring are replaced as necessary.

**Visual Inspection of all Potential Equalization Cables on all EV Components**

Inspect all potential equalization cables and ensure there is no damage or corrosion to any of the High Voltage cables or components.

**E7. Regenerative Braking: All Modes Operational/No System Faults**

**Check Operation of Regenerative Braking**

Confirm power meter enters into the “Charge” range while braking.

Note: cannot regenerate at 100%.

**E8. Low-Speed Pedestrian Warning Sound: Operational**

Verify sound generator noise production is present in both forward and reverse vehicle motion as per vehicle applications

**E9. Charge Port and Charge Port Door: Operational/No Damage**

**Charging Functionality of 120V Cable**

Connect vehicle to 120V receptacle using the 120V (Level 1) charging cable and confirm charging begins.

**Charging Functionality of 240V Cable**

Connect vehicle to 240V receptacle using the 240V (Level 2) charging cable and confirm charging begins.

**Charging Port and Access Panel (L/R) If Applicable**

For Plug-in Electric Vehicles, check function of charge port door and ensure it opens and closes smoothly and without obstruction. Check charging lock solenoid for proper operation. Confirm charging indicator lamp is working properly.

**E10. Charge Port Manual Release Cable(s): Present/Operational/No Damage**

Following the instructions in the owner’s manual, verify that both the high-voltage charging door emergency release and charging cable emergency release operate as outlined.

**E11. Portable Charging Equipment: Present/Operational/No Damage/SW update**

Check and confirm functionality of OEM Charger and Adapter Cables

**Charging Capsule (Check for updates)**

Ensure charging capsule powers on and has no faults displayed. Ensure capsule is updated to latest software version. (USB adapter required for test and update). Ensure there is no PIN code active. Reset PIN if necessary.

**Wall Clip Bracket (check if available)**

Check if wall clip (attachment bracket plate) is included. If not included, make a note on the checklist.

**Signatures of Approval are Required**

All items checked have been thoroughly inspected and, if required, repaired by an Audi-certified technician using genuine Audi parts.