

Volkswagen Perfect Delivery Inspection (PDI) - Technician and Detailer Inspections



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

Use workshop charger during inspection; Set service brake to turn OFF Daytime Running Lights

Technician Inspection

Under Hood:

- ☐ Check engine coolant levels (engine off/cold). Do not exceed max full line.
- ☐ Check Hybrid / supercharger coolant (Touareg Hybrid only)
- ☐ Check brake and power steering fluid levels
- ☐ Top-off windshield washer solvent (p/n G 052164M1)
- ☐ Install ignition off-draw fuse (Routan only)
- ☐ Test and auto charge battery (and secondary battery if applicable) with INC-940 using the "48 Hour Check" test. Record Midtronics test code
- ☐ Check engine oil level (operating temperature)
- ☐ Check hood latch and safety catch
- ☐ Remove engine cover from trunk and mount parts (Touareg Hybrid only)
- ☐ Disable vehicle transport mode.

On-Hoist:

- ☐ Long member plugs / install hoist pads (if applicable)
- ☐ Perform visual inspection for leaks and damage: steering, brake system, CV-joint boots, hoses
- ☐ Remove suspension blocks (if applicable)
- ☐ Verify vehicle is equipped with spare tire (Routan only)
- ☐ Visual inspection of visible High Voltage components in engine bay, underbody and rear (Hybrid only)

Exterior:

- ☐ Check doors / exterior locks (Routan only)
- ☐ Adjust tire pressure to specifications on vehicle sticker at "B" Pillar.
- ☐ Store current tire pressure values for TPMS by pressing the SET button in the glove box for 2 sec. min. (Golf, GTI, Jetta, Jetta SportWagen, Tiguan and Passat only)
- ☐ Check operation of all exterior lights and AFS operation (if applicable)
- ☐ Install security wheel lug bolts and the antenna (if applicable)
- ☐ Place tow hook and security wheel bolt adapter in tool kit, and discard 2nd tow hook (if applicable)
- ☐ Install lower ventilation grilles in front spoiler using screws provided (if applicable)
- ☐ Install rear tow hook cover (if applicable)
- ☐ Check convertible top operation (if applicable)
- ☐ Ensure proper installation of permanent wiper blades and remove protective covering (DO NOT INSTALL UNTIL DAY BEFORE DELIVERY)
- ☐ Child safety door lock set to unlocked position
- ☐ Install front license plate bracket if required
- ☐ Torque wheel lug bolts
- ☐ Check proper trunk operation

Interior:

- ☐ Check all instrument cluster warning lights
- ☐ Check that all keys and remotes lock, unlock, and start vehicle (Ensure remote start function on both key remotes if equipped)
- ☐ Check function of all power windows (including sunroof if equipped), comfort opening and close, ensure proper window alignment with door panels, program One-Touch feature, and check function of pinch protection feature
- ☐ Set correct units of measurement (F°) in MFI for temperature in both top open and closed states (Eos only)
- ☐ Check operation of rear tailgate or rear lid, and fuel filler flap switch; verify max open

Interior (continued):

- ☐ Verify jack is installed (Routan only)
- ☐ Check power sliding doors (Routan only)
- ☐ Install Start/Stop button (found in the center console) in the ignition switch. (Routan SEL only)
- ☐ Verify language and measurement functionality in multi-function display and navigation system (if applicable)
- ☐ Disable front seat video option in following states: CT/FL/IL/KS/MI/NM/NV/OK/OR/PA/TN/TX/MD/UT/WY
- ☐ Set service reminder (if applicable)
- ☐ Check all menu settings in cluster for correct compass zone and unit - Calibrate and adjust (if applicable)
- ☐ Check seat memory and initialize programmable seats (if applicable)
- ☐ Check functionality of adjustable pedals
- ☐ Check seat belts, seat adjusters, heated seats (if applicable)
- ☐ Check function of Rear Seat Easy Entry System (if applicable)
- ☐ Check third row operation of folding seat power / manual (Routan only)
- ☐ Remove contents of Trailer Tow Package from factory bag displaying MOPAR® logo, discard factory bag, place contents into new bag received from parts department. (Routan with Trailer Tow Package only)
- ☐ Activate Daytime Running Lights using VAS 5051B, 5052A, 6150/A
- ☐ Reset inspection / oil service interval
- ☐ Set clock, date, and year

Radio/CD:

- ☐ If equipped, verify radio operates in AM, FM and CD/MP3 player/ changer/ Satellite Radio modes using applicable buttons and steering wheel functions
- ☐ Set memory preset stations to AM and FM stations with good reception quality

Road Test:

- ☐ Odometer reading before road test: _____ after: _____
- ☐ Check engine performance and acceleration
- ☐ Check automatic transmission operation, including automatic shift lock function/kickdown function/Tiptronic®
- ☐ Check brake system function (including ABS) / Parking brake operation – engage and disengage, including EPB
- ☐ Check steering for pulling, vibration, steering wheel alignment, telescope, tilt
- ☐ Check Auto Hold operation/indicator light function (if applicable)
- ☐ Check climate control/air conditioning/heater operation, CLIMATronic 4-zone and 2-zone operation, rear heater (if applicable).
- ☐ Check front and rear windshield wiper / washer functions

After Road Test:

- ☐ Retrieve fault memory; correct DTCs, and attach printout to Repair Order
- ☐ Set readiness code (if necessary). Print and save GFF diagnosis log
- ☐ Check ElsaWeb for open Campaigns and RVUs. Perform if applicable.

Owner's Documents Present:

- ☐ Warranty and Maintenance Booklet
- ☐ California Emissions Warranty Booklet
- ☐ Applicable Tire Warranty Brochure

Technician Name: _____ Signature: _____ Date: _____

Detailer Process

Exterior:

- ☐ Remove RAPGARD protective covering and full body cover (best removed 60° - 80F°)
- ☐ Wash/dry vehicle exterior (convertibles: do not use high pressure washer above door sills or above rear window seals)
- ☐ Check for water leaks
- ☐ Clean alloy wheels/tires, remove any adhesive on wheels
- ☐ Inspect paint surfaces, moldings and glass. Remove any adhesive, tar, or residue. If any defects (scratches/dings/dents/body damage) are found, contact Service Manager to schedule immediate repair.
- ☐ Wax vehicle using 3M Perfect-It™ Paste Wax or equivalent
- ☐ Clean all glass and mirrors using 3M Gloss enhancer, cleaner clay or equivalent
- ☐ Wipe door jambs

Under Hood:

- ☐ Wipe down engine compartment (no high pressure wash). Stay clear of HV components on Hybrids.

Interior:

- ☐ Clean all glass, mirrors, and sunroof (if applicable)
- ☐ Remove all trim protection, coverings, stickers, and decals - Do not remove airbag warning triangle/warning labels
- ☐ Check upholstery and clean as required
- ☐ Check for excessive grease on seat tracks and clean as required
- ☐ Check all interior surfaces and compartments (including sun visors and headliner) and clean as required
- ☐ Vacuum carpet
- ☐ Check luggage compartment and vacuum
- ☐ Install front/rear floor mats (including locking clip / tabs), check color match. If monster mats are installed, please put factory mats in trunk.

I certify that all operations have been completed and that this vehicle has been prepared in accordance with Volkswagen procedures and quality standards.

☐ All product updates have been checked

☐ Dealer 30-day maintenance process has been initiated

Dealership Authorized Signature: _____

Date: _____

Original – Retain with Repair Order in Service File

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