



# Jetta/JSW Perfect Delivery Inspection (PDI) - Technician and Detailer Inspections

<b>Stock No.:</b> _____	<b>Dealer Number:</b> _____	<b>R.O. No.:</b> _____
<b>VIN:</b> _____		

## Technician Inspection

### Initial Inspection (A workshop maintainer/charger must be used):

- Check hood latch and safety catch
- Ensure proper installation of permanent wiper blades (WINDSHIELD MUST BE CLEAN BEFORE INSTALLING)
- Test and auto charge battery with INC-940 using the "48 Hour Check" test or the VAS5903.  
Record and document test code
- Install front license plate bracket if required
- Check engine coolant level (engine off/cold). Do not exceed max fill line
- Check brake and power steering fluid levels. Do not exceed max fill line
- Top-off windshield washer solvent
- Check engine oil level
- Adjust tire pressure to specification on vehicle sticker at "B" Pillar. (Do not set until day before delivery)
- Torque wheels to specification. (Refer to ElsaWeb)
- Retrieve radio code from ElsaWeb and check for any open Campaigns and RVUs. Perform if applicable

### Make sure hands and clothing are clean before entering the vehicle

- Disable vehicle transport mod.
- Check all instrument cluster warning lights by cycling the ignition from off to on
- Check that all keys and remotes lock, unlock, and start vehicle
- Check operation of all exterior lights using a mirror or another technician
- Check front windshield wiper/washer functions
- Check function of tilt and telescopic features of steering wheel
- Set clock, date, and year (if applicable)
- Reset inspection/oil service interval
- Verify language and units of measurement (F°) in multi-function display and Navigation system (if applicable)
- Verify radio operates in AM, FM, CD, MP3 and Satellite Radio modes using applicable radio buttons and steering wheel controls
- Set memory preset stations to AM and FM stations with good reception quality by using the scan feature
- Check function of all power windows (including sunroof if equipped), program One-Touch feature, and check function of pinch protection feature
- Check seat belts, seat adjusters, heated seats (if applicable)
- Install Warranty and Maintenance Booklet
- Install California Emissions Warranty Booklet
- Install Applicable Tire Warranty Brochure

- Verify child safety lock is set to unlocked position
- Check proper fuel door operation
- Check proper trunk operation using the remote and the exterior button
- Place tow hook and wheel lock adapter in tool kit. Discard 2nd tow hook (if applicable)
- Install rear tow hook cover (if applicable)
- Raise vehicle and perform a visual inspection for leaks and/or under body damage
- Visual inspection of visible high voltage components in engine bay, underbody and rear (Hybrid Only)
- Remove suspension blocks located in the suspensions coil springs (if applicable)

### Road Test:

- Odometer reading before road test: \_\_\_\_\_ after: \_\_\_\_\_
- Check engine performance and acceleration
- Store current tire pressure values for TPMS by pressing the SET button in the glove box for a minimum of 2 seconds or setting in MFI if applicable
- Check menu settings in cluster for correct compass zone and unit - calibration (if applicable)
- Check automatic transmission operation, including automatic shift lock and Tiptronic®
- Check brake system function (including ABS)/Parking brake operation – engage and disengage
- Check steering for pulling, vibration and steering wheel alignment
- Check climate control for mode functions (Defrost/Vent/Floor), air conditioning operation and heater operation
- Car-Net (if equipped): Vehicle must be in AT & T coverage area, have clear sight to the sky for 5 minutes, and have 5 miles registered on the odometer. Then, verify light in 3 button switch assembly located in overhead console is illuminated green. This confirms over the air vehicle registration has taken place.

### After Road Test:

- Verify no warning lights are illuminated
- Retrieve fault memory, correct any DTC's, set readiness code (if necessary). Save and attach printout to Repair Order

**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:** \_\_\_\_\_

## Detailer Process

### Exterior:

- Remove RAPGARD protective covering (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: \_\_\_\_\_