

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 two-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 doorjamb
- 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/Updates

- Check ElsaWeb for open campaigns and updates.  
Perform if applicable.

#### Battery Inspection

- Check battery clamps for tightness. Tighten if required.

#### Transport Mode Deactivation, DTC check, set service reminder

- Deactivate vehicle transport mode (via Service Work)
- Run an SVM specified/actual comparison. Go to Function Component Selection>SVM.
- Set service reminder (via Service Work-17-PDI, Resetting SRI at PDI, counter reset)
- Set Adaptation Channel (via Service Work: 5F – Activating/Deactivating storage of music) **(applies to vehicles with an SOP after CW 22)**
- Check engine oil level via the MMI- fill oil to the Max level when the vehicle is at operating temperature

#### Under the Hood Inspection

- Check all fluid levels and top off if necessary

#### On Hoist Inspection

- Remove Hoist Access Point Trim Covers if equipped (Prestige/S-Line only)
- 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
- Set tires to maximum recommended tire pressures listed on the B-pillar door jamb and store tire pressure values in Car/System menu
- Remove Transport Blocks from shocks
- After removing transport blocks, secure Additional Springs (a.k.a. bump stops) by pressing into tube of upper shock mount

#### 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, into the toolkit (where applicable)
- Set spare tire pressure

#### Exterior

- Install permanent wiper blades *unless vehicle is for inventory storage*
- Test windshield washers for aim and function (if permanent wiper blades are installed)

#### Exterior (continued)

- Test exterior lighting functions
- Check tailgate opening and closing with remote (if applicable)
- Check key functionality: Including seat and 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/heating (front & rear where applicable) and child safety features. Check rear lid 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, under rear vent outlets, and in luggage compartment on passenger side
- 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
- Rear Climate Controls: Verify heating and cooling functions and open all rear panel vents (center & b-pillar).
- Passenger side airbag: Verify operation of Passenger Occupant Detection System
- USA only> Start/Stop info (if applicable): Verify the velum sticker is on the start/stop button. Remove the start/stop information card from the car kit and place it in the glove box with the owner's manuals. Additional supply can be ordered via the Brand Store on AccessAudi.

#### Radio

- Verify operation of CD changer (if equipped)
- Verify operation of DVD player
- Verify operation of AMI
- SD card slot: Insert SD card and test function
- Verify HD Radio is turned "off" in Radio/Settings Menu (USA only)

#### Audi MMI/Navigation

- Verify and set Language and Measurement Units in Setup Menu
- Set Time source setting to "GPS" and set Auto daylight savings time to "on". Change time zone appropriate the dealer location
- 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

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

### Onboard Video Tutorials (USA only)

- Load Onboard Video Tutorials
  - Turn ignition on
  - Insert the Onboard DVD into the DVD Drive
  - Select the CAR function button. System will initialize.
  - Select the Owner's Man. function by selecting the upper right control button
  - Select "Yes"
  - Select "CD/DVD"
  - Select "Start update"
  - Turn off ignition to start update (The update will take approx. 5 minutes)
  - Once completed, remove the disk and place back into the case for the next vehicle

### Audi Connect (if equipped) (USA ONLY)

- Verify Audi Connect Information Packet is present, including 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 2G or 3G [2G or 3G symbol with Box surrounding it] (only applies if in a T-Mobile service area)
- Enable Google Earth in the navigation settings and verify the white Google Logo appears next to the 2G or 3G symbol
- Ensure the wireless network is turned on (Telephone function button, Settings Ctrl button, Connection, Wireless network connection>select "On")
- Check WiFi hotspot functionality is enabled and verify the SSID is set to "AUDIXXXX" where XXXX = last four digits of VIN

### Road Test

- Check for squeaks, rattles, and wind noise
- Verify operation of Audi parking system plus with rearview camera and top or corner view cameras (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
- Verify engine start-stop system functionality (if equipped)
- Check steering/tire alignment
- Check heated steering wheel operation (if equipped)
- Test drive vehicle applying brakes 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
- Verify cruise control/ACC with Stop & Go functionality (if equipped)
- Verify Audi side assist functionality (if equipped)
- Verify Audi active lane assist functionality (if equipped)
- Climate Control: Check heating and cooling functions and open all panel vents
- Seat heating and cooling (if equipped): Check 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 sign checklist
- Ensure the yellow tire pressure tag is installed on steering wheel (USA 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 Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.: \_\_\_\_\_ Dealer Number: \_\_\_\_\_ VIN: \_\_\_\_\_

**The following sections must be completed within 2 business days (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 Guided Functions. 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 engine oil level via the MMI- fill oil to the Max level when the vehicle is at operating temperature
- Check ElsaWeb for open campaigns and 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 rearview 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 marks or fingerprints. Clean as required.
- Vacuum carpet
- Check luggage compartment and vacuum
- Install front/rear floor mats (including locking clip/tabs if applicable)/check that color matches

### Final Detail Quality Inspection

- Re-inspect vehicle for surface scratches, swirl marks, paint chips, dents, wax residue, dust, or lint preferably in an 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 triangulo/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/S7 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) (USA ONLY)
- Deactivate the connection prompts for online services (TEL function button> Settings> Connections> Data Connection> select No Prompt) (USA ONLY)
- 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 updates 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 (USA ONLY)

### Service Introduction

- Tour of the service department and introduce to Service Manager and Service Consultant. Set up first service appointment.
- Only use oil that meets Audi 502.00 standards
- Advise the customer that Audi recommends using Top Tier Detergent Gasoline with a minimum octane rating 91AKI (95 RON).
- Review the recommended maintenance schedule. 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. Show how exterior mirrors fold in and how make adjustments in the MMI.
- Show how to activate heated mirrors
- Explain exterior mirror tilt function
- Demonstrate heated steering wheel operation (if equipped)
- Show how to adjust comfort arm rest (longitudinal adjustment)
- Sunroof operation
- Climate control functions (front & rear). **Explain "hi"/"lo" settings for faster heating and cooling.**
  - Fan settings/speed
    - o Explain the small red triangle puts the system into AUTO mode and will adjust automatically the fan speed to reach the temperature
  - Show how to activate seat heating/ventilation
- Multifunction steering wheel functions (toggle, scrolling, menu button)
- Wiper/washer system/rain sensor
- Cruise control/ACC (if equipped)
- Demonstrate and explain Head-up Display (if equipped)
- Review the start-stop-system info card with the customer. Explain the system functionality (if applicable) (USA Only)
- Show how to set daylight savings time and time zone manually
- 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 that can be set via the MMI (e.g., time, miles vs. km, etc). Reset 'Trip Comp 1 and 2' prior to delivery
- Demonstrate valet function (ensure not activated)-refer to OM for details
- Homelink location and setup
- Cooled glove box
- "Passenger Side Airbag Off" light: Illuminates if no occupant in passenger seat or if occupant is "out of position"
- Show rear seat pass through

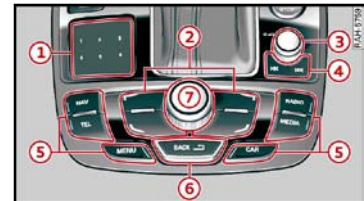


### Exterior

- 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

### 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, symbols, add a space, delete a character
- 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(AM/FM/SAT)
    - o Show how to program 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 (available if using "R" cable)
    - 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

VIN: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

### Introduce MMI Navigation System (continued)

- 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 (enable in the MMI under Telephone function button>Settings control button>Call Options)
  - Dialing from directories/phonebook (received, missed, dialed calls)
  - Refer to [www.audiusa.com/bluetooth](http://www.audiusa.com/bluetooth) ([www.audicanada.ca/bluetooth](http://www.audicanada.ca/bluetooth)) for compatible phone list.
- Video Capability
  - Flash SD/DVD Jukebox
  - Explain acceptable video formats
- Navigation
  - Show how to input an address and a POI as the destination using the MMI and voice commands. (Use Online Destinations if equipped with Audi Connect)
  - Show how to enter a stopover
  - Demo how to "cancel" route guidance using voice commands ("Cancel route guidance") and the MMI (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, and Google Earth Mapping (with Audi Connect services enabled)]
  - Show how to manipulate the map (zoom, scroll map area)
  - Show how to repeat the last navigation announcement using the iNav steering wheel button
- Show how to access TMC reports via Sirius and traffic reports via Audi Connect
- 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)
- Media controls (e.g., selecting frequency band and radio station, CD/DVD, or Jukebox).
- Accessing TMC Traffic Reports

### Audi Connect (if equipped) (USA ONLY)

- Ensure customer has requested activation of Audi Connect
- Provide overview of features (activate services before customer arrival)
- Point out that the Audi Connect Brochure (located in the glove box) contains additional information for customer review after delivery.
- Explain trial period for Audi Connect and how to extend service
- Show 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 [my.audiusa.com/AudiConnect](http://my.audiusa.com/AudiConnect)

### Car Video Tutorials (USA only)

- Show the customer how to view the In Car Video Tutorials. Select the Car function button>Owner's Man. Control button and follow the prompts.
- Point out these video's can also be viewed on the Audi technology website: <http://audiusa.com/technology> or at the Audi YouTube site at: <http://www.youtube.com/audiusa> in the Audi Technology Tutorials section.

### Orientation Drive

- Keyless Go: No ignition for key. Show how to start vehicle using Start/Stop button. Discuss that foot must be on brake when starting/stopping.
- Activate and demonstrate navigation system with real-time traffic
- Demonstrate operation of Audi parking system plus with rearview camera and top or corner view cameras (if equipped)
- Explain Audi drive select modes and how to select/change modes
- Night vision assistant: Show where the night vision assistant button is located. Show how to adjust the various setting in the MMI.
- Demonstrate and explain the Engine Start/Stop feature
- Explain adaptive cruise control with stop and go function. Explain the city auto e-brake feature.
- Explain Audi side assist functionality (if equipped): Point out the side assist button on the driver's side door. Show how to adjust the side assist light brightness in the MMI. Only works at speeds over 19mph (30 km/h).
- Explain Audi active lane assist functionality (if equipped): Show how to set the steering wheel vibration in the MMI. Show how to activate the system with the button on the turn signal. Only works at speeds of 40mph (65 km/h) or more.
- 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

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: \_\_\_\_\_