

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

Initial PDI Vehicle Inspection

Complete the following checks within 2 business days (48 hours) of receiving a vehicle.

- 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 and 1 valet 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 - Service work. Select option 2, 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).**

Performed by: _____

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**

Open Campaigns/Updates

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

Battery Inspection

- Check battery clamps for tightness. Tighten if required.

Under the Hood Inspection

- Check all fluid levels and top off if necessary
- Remove the label stating AdBlue was completely filled at the factory
- Check engine oil level via the MMI- fill oil to the Max level when the vehicle is at operating temperature

On Hoist Inspection

- Check underside of vehicle for fluid leaks and loose components
- Check steering, boots, brake system, hoses, wheels and tires for damage
- Remove suspension blocks (if installed)
- Inspect wheel bolts for proper torque using torque wrench
- Install wheel bolt covers and center caps as supplied

Rear Compartment

- Verify inflatable spare tire and compressor are present
- Verify operation of retractable luggage cover

Transport mode deactivation, DTC check, set service reminder

- Deactivate vehicle transport mode (via Service Work)
- Run GFF and when prompted run SVM a specified/actual comparison
- Set service reminder (via Service Work-17-PDI, counter Reset..)
- Set Adaptation Channel (via Service Work: 5F – Activating/Deactivating storage of music) **(applies to vehicles with an SOP after CW 22)**
- Deactivate self-leveling suspension transport mode using guided fault finding (if equipped)

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 key functionality, including seat memory (if applicable); verify vehicle starts and runs with all keys; verify all doors lock/unlock with remote and advanced key, including all door handle sensors with the advanced key (if equipped)
- Install the cap for the hitch cover (the cap is located in the cargo area).

Exterior (continued)

- Install the cap for the hitch cover (the cap is located in the cargo area).
- Adjust the trunk lid opening height to 75 inches (190 cm) from the ground to the close button in the rear lid. Press and hold the close button in the rear lid for at least four seconds to program the opening height.

Interior

- Check operation of all switches: locks, windows, seat adjustment, and child safety features
- Calibrate rearview mirror compass to proper zone and check self dimming function/lighting
- Verify operation of all interior lights
- Mirrors: Inspect folding, adjustments, RH tilt in reverse, and memory (if equipped)
- Inspect operation of power outlet(s) in center console, in rear of center console, and in cargo area
- Check horn operation
- Verify the glove compartment opens and closes properly.
- Check panorama sunroof operation (open/close/vent/deflector at edge) and sunshade operation (front and rear). Synchronize if necessary.
- Passenger side airbag: Verify operation of Passenger Occupant Detection System

Radio

- Verify operation of CD 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.
- Navigation (if equipped): Set dealership location (for following back to dealership during road test)
- Voice Activation (if equipped): Press the "Talk" button and verify several commands

Rear Seat Entertainment (RSE) (if equipped):

- Rear Seat Entertainment: Verify operation. Verify the wireless headphones are present and the unit operates.

Audi Q7/Audi Q7 TDI Perfect Delivery Inspection (PDI)

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

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 or Audi parking system plus with rearview camera and top or corner view cameras (if equipped)
- Verify engine performance and acceleration
- Verify transmission operation
- Check adaptive air suspension in all positions (if equipped)
- Check steering/tire alignment
- Test drive vehicle applying brakes at least 4 times at 20 mph (35 km/h) to clean brake rotors. Check for abnormal noise/vibration.
- Parking brake: Apply and verify hold and release
- Verify quality of radio reception in AM/FM/SAT bands
- Verify cruise control/ACC (if equipped) functions
- Verify Audi side assist functionality (if equipped)
- Climate control: Check all functions and ensure proper heating and A/C cooling
- Seat heating/ventilation: Inspect for proper operation (if equipped)
- Navigation function (if equipped): Activate NAV and follow directions back to dealership

Post Road Test

- Interrogate fault memory using VAS 5051/5051B or VAS 5052
- 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: _____

Audi Q7/Audi Q7 TDI Perfect Delivery Inspection (PDI)

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 - Service work. Select option 2, 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 in ignition
- 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 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 areas.
Important: **Do not use dressings or chemicals containing silicone!**

Interior - Prior to Delivery

- Clean all glass/sunroof (if equipped/interior rearview 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 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 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 Q7/Audi Q7 TDI 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 doorjamb
- 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, and damage. Repair all defects prior to customer delivery.
- Verify vehicle is equipped as specified and all accessories are installed, including iPod cable
- 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

Service Introduction

- Tour of the service department and introduce to Service Manager and Service Consultant
- Only use oil that meets Audi 502.00 standards (gasoline engine). Set up first service appointment.
- Advise the customer that Audi recommends using Top Tier Detergent Gasoline with a minimum octane rating 91AKI (95 RON).
- Only use oil that meets Audi 507.00 standards (TDI)
- Use ULSD (Ultra Low Sulfur Diesel) with 15 PPM or less. *(TDI only)*
Note: Diesel fuel with a higher concentration than ULSD-Diesel No. 2 ASTM D975 & bio-diesel with a higher concentration than 5% like B11, B20, or B100 is strictly prohibited.
- Review the recommended maintenance schedule. Explain the importance of getting the Warranty & Maintenance Booklet stamped for each maintenance performed

Interior

- Show seat, mirrors & steering column adjustments
- Climate control functions
- Multifunction steering wheel functions (toggle, scrolling, menu button)
- Wiper (front/rear)/washer system/ rain sensor
- Sunroof and sunshade operation
- Show how to activate heated mirrors (if equipped)
- Show how to activate heated seats/ventilation (if equipped)
- Explain adaptive air suspension, cargo mode and vehicle jack mode
- Demonstrate valet function (ensure not activated); refer to OM for details
- Homelink® location and setup
- "Passenger Side Airbag Off" light: Illuminates if no occupant in passenger seat or if occupant is "out of position"
- Trip computer/Driver info display: Explain toggle function via "RESET" on stalk. Reset 'Trip Comp 1 and 2' prior to delivery! Explain the Audi efficiency program.
- Show how to set daylight savings time and time zone manually



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 (www.audicanada.ca/bluetooth) for compatible phone list.
- 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 (USA only)
- Explain TPMS and how to reset in the MMI
- Explain the settings for the Bang & Olufsen® system (if equipped)

Exterior

- Demonstrate the easy entry feature for rear seats
- Show how to open fuel door - push/pull release (*show AdBlue fill - TDI only*)
- Explain the misfuel inhibitor feature on the gas tank (TDI only)
- Explain AdBlue and messages shown if AdBlue level is low or empty (*TDI only*)
- Demonstrate trunk lid functionality, including the height adjustment. Adjust the height to customer preference.



Introduce MMI Navigation System (if equipped)

- Review the MMI controls and basic functionality (buttons: function, on/off, arrow control, and back)
- Control knob and joystick
- Demo Audio Sources: Show how to connect iPod via AMI, MP3/SD cards. Explain the jukebox functionality.
- Explain CD loading/unloading
- Media Overview
 - Radio(AM/FM/SAT in USA only)
 - ✓ Show how to program preferred radio stations (press & hold knob).
 - Jukebox-hard drive
 - ✓ Capacity (20 GB/up to 3000 songs)
 - ✓ Supported file extensions and formats per MMI manual
 - ✓ Demonstrate importing and sorting

Voice Controls

- Demonstrate voice commands
- 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 Q7/Audi Q7 TDI Perfect Delivery Inspection (PDI)

Audi Brand Specialist Checklist

VIN: _____

Delivery Date: _____

Rear Seat Entertainment (RSE) (if equipped):

- Show how to turn the RSE on/off
- Review the RSE controls and remote
- Show how to insert/remove a DVD
- Show how to operate the Bluetooth headset
- Show how to adjust the ambient light for day/night
- Review the touch key operations

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

Orientation Drive

- Standard Intelligent Key/Advanced Key (if equipped): Discuss that foot must be on brake when starting/stopping.
Explain when key is in ignition, start button is disabled.
- Activate and demonstrate navigation system (if equipped)
- Demonstrate operation of Audi parking system or Audi parking system plus with rearview camera and top or corner view cameras (if equipped)
- Demonstrate cruise control/ACC (if equipped)
- 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 the functionality for Audi braking guard and how to set in the MMI.

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