Audi

2015
Q3 | Audi Technician Report

Stock No.	Dealer Number	R.O. No.

VIN	Road test mileage out	Road test mileage in

All items must be completed prior to customer delivery by an Audi technician

*Refer to the Special functions tab of ODIS Diagnosis using 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 Elsa for open campaigns and updates. Perform campaigns not requiring SVM if applicable. Campaigns requiring SVM should only be performed after the vehicle has been taken out of transport mode

Battery Inspection

☐ Check battery clamps for proper torque. Re-torque if required

☐ Perform the A-battery test for new batteries using GFF in ODIS Diagnosis –> Special functions –>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 Guided Function. The diagnosis log will not be uploaded to GFF paperless*)

Transport Mode Deactivation, DTC check, set service reminder

*It is advised to start ODIS with the engine running to enable all 5F Test Plans in GFF and also to ensure SVM sees all control units during the SVM check vehicle configuration

☐ Deactivate vehicle transport mode (via Special functions –> Service work –> 19-Transport mode activating/deactivating)

☐ Set service reminder (via Special functions –> Service work –> 17-PDI-resetting SRI at PDI, counter reset, etc.)

☐ For MMI3G+ vehicles, set adaptation channel (via Special functions –> Service work –> : 5F–Activating/deactivating storage of music). Also referred to as CD Ripping. Perform hard reset of the MMI to complete the activation

☐ Perform an SVM specified /actual comparison (via Special functions ->Software Version Management (SVM))

☐ Perform any campaign update requiring SVM at this time (follow instructions listed in campaign documentation)

Under the Hood Fluid Check and Inspection

☐ Check all fluid levels and top off if necessary

☐ Check engine oil level on a flat and level surface

Trunk Inspection

☐ Install wheel bolt cover removal tool from PDI kit and wheel lock key (if applicable) into trunk tool kit to the right of the spare tire.

Exterior

☐ Test windshield washers (front and rear) for aim and function

☐ Test exterior lighting functions

☐ Check key functionality, including seat memory (if equipped); 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)

☐ 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, seat heating (if equipped) and child safety features

☐ Calibrate rear view mirror compass to proper zone and check self-dimming function/lighting (if equipped)

☐ Verify operation of all interior lights

☐ Mirrors: Inspect folding, adjustments, RH tilt in reverse, and memory (if equipped)

☐ Inspect operation of outlet in front of center console and behind center console

☐ Verify operation of all front and rear seat belts and latches

☐ Check horn operation

☐ Check sunroof and sunshade operation (open/close/vent/ deflector at edge)

☐ Passenger side airbag: Verify operation of Passenger Occupant Detection System

Radio

☐ Verify operation of DVD player

☐ Verify operation of AMI

☐ SD card slot: Insert SD card and test function (Test all SD card slots as equipped)

☐ Verify HD Radio is turned "off" in Radio/Settings Menu

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 to the dealer location

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Audi MMI/Navigation (continued)

☐ Navigation (if equipped): Set dealership location (for following back to dealership during road test)

☐ Set the "Music volume while parking" to 6 lines (accessed via MMI rear view camera display: Settings > Music volume while parking) (applies to vehicles with park assist or rear view camera)

☐ Voice Activation (if equipped): Press the "Talk" button and verify several Commands

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 (TEL function button > Settings Ctrl button > Wi-Fi settings > Wi-Fi active > select "Visible")

☐ Check Wi-Fi hotspot functionality is enabled and verify the SSID is set to "AUDIXXXXX," where XXXXX = the last five digits of VIN that are automatically preset in the system.

On-Hoist Inspection

☐ Check underside of vehicle for fluid leaks and loose components

☐ Check steering, boots, brake system, hoses, tires and wheels for damage

On-Hoist Inspection (continued)

☐ Remove transport suspension blocks (Please follow ELSA instruction)

☐ Inspect wheel bolts for proper torque using torque wrench

☐ Install wheel bolt covers and center caps as supplied

☐ If a known "sold" unit, set to appropriate Normal Load Condition. See separate "2015 Normal Load Condition Tire Pressure Table" posted on ServiceNet. If going to stock, set to maximum recommended tire pressures listed on the B-pillar doorjamb, and store tire pressure values in Car/System menu

Road Test

☐ Check for squeaks, rattles and wind noise

☐ Verify operation of Audi parking system plus with rear view camera (if equipped)

☐ Verify engine performance and acceleration

☐ Verify transmission operation, including shift paddles (if equipped)

☐ Check steering/tire alignment

☐ Test drive vehicle applying brakes several times (at least 4 times) at 20 mph (32 km/h) to clean brake rotors. Check for abnormal noise/vibration/pulsation

☐ Parking brake: Apply and verify hold and release

☐ Verify quality of radio reception in Sirius bands

☐ Verify cruise control function

☐ Verify Audi side assist functionality (if equipped)

☐ Climate control: Check all functions and ensure proper A/C cooling

☐ Seat heating (if equipped): Inspect for proper operation

☐ Navigation function (if equipped): Activate NAV and follow directions back to dealership

Post-Road Test Inspection

☐ Interrogate fault memory using the Scan Tool and print Diagnostic Log

☐ Record final mileage on checklist and sign checklist

☐ Ensure the yellow tire pressure tag is installed on steering wheel

Showroom Display/Inventory Storage/Demo Vehicle

☐ Install showroom charger to ensure battery remains charged at all times

☐ Apply Inventory Maintenance Sticker

☐ Install standard wiper blades (if not already installed)

Technician

I certify that all operations have been completed and this vehicle has been prepared in accordance with Audi Procedures and Quality Standards, and has met the standards for Perfect Delivery.

_____   _____   _____
Last 8 of VIN   Technician Signature   Completion Date