



2016 Jetta Models Perfect Delivery Inspection (PDI) - Technician and Detailer Inspections

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

Technician Inspection

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

- Make note of the condition of the by-pack bag at the time of delivery on the delivery receipt and in the comments of the E-PDI's delivery section (i.e. sealed, torn open, missing parts, etc.)
- Check hood latch and safety catch
- Please document any initial damage found
- Ensure proper installation of permanent wiper blades (WINDSHIELD MUST BE CLEAN BEFORE INSTALLING)
- Test the battery with the Midtronics VAS 6161, MCR340V or inCHARGE 940, within 48 hours of vehicle arrival at dealership. Record and document test code. If the battery requires charging, use the inCHARGE 940
- 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. Please reference Technical Bulletin 2037201 - Engine Oil Level, for additional information
- Adjust tire pressure to specification on vehicle sticker at "B" Pillar.
- Torque wheels to specification. (Refer to ElsaPro)
- Retrieve radio code from ElsaPro and check for any open Campaigns and Updates. Perform if applicable
- Review the contents label on the by-pack and verify all items are accounted for. For more information please reference Pre-Delivery service communication VSP-13-02
- Before opening the by-pack, inspect the condition of the by-pack and make note of it on the RO

Interior Inspection

- Disable vehicle transport mode
- Make sure hands and clothing are clean before entering the vehicle
- 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 and AFS using a mirror or another technician
- Check for water leaks
- 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)
- Check for excessive grease on seat tracks and clean as required
- Install Warranty and Maintenance Booklet
- Install California Emissions Warranty Booklet (if applicable)
- Install Applicable Tire Warranty Brochure

Interior Inspection (continued)

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

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 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 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.
- Check brake system function (including ABS)/Electronic parking brake operation engage and disengage
- Check automatic transmission operation, including automatic shift lock and Tiptronic®

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 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 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
- Check for excessive grease on seat tracks and clean as required

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Dealership Authorized Signature: _____ **Date:** _____