

2014

**A8/A8 L/A8 W12/S8/A8 L TDI****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

- Deactivate vehicle transport mode (via Special functions -> Service work -> 19-Transport mode activating/deactivating)
- Deactivate air suspension loading mode (via Special Functions -> Service Work -> 34-Loading mode activating/deactivating)  
**Warning! Car body may lower!**
- 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)
- 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

### 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
- Verify operation of Hands-free trunk release (if equipped)
- Verify operation of trunk emergency release handle

### Exterior

- Test windshield washers for aim and function
- Turn on headlights and test headlamp washers
- Test exterior lighting functions
- Check key functionality including seat and steering wheel position memory; verify vehicle starts and runs with all keys and the start/stop button; verify all doors manually and remotely lock/unlock with all keys, including all door handle sensors with the Advanced Key (if equipped)
- Power door closing feature: Check all doors for proper closing (if equipped)

### Interior

- Check operation of all switches: Locks, windows, seat adjustment, seat ventilation and massage (if equipped), heated seats and child safety features
- Rear view mirror: Check self-dimming function/lighting
- Verify operation of all interior lights, including ambient lighting
- Verify operation of all front and rear seatbelts and latches
- Mirrors: Inspect folding, adjustments, RH tilt in reverse, and memory
- Inspect operation of lighter, aux. outlet under armrest and rear outlet
- Check horn operation
- Check sunroof operation (open/close/vent/deflector at edge)
- Check power rear and rear side sunshade operation (if equipped)
- Turn on the night vision camera and verify operation (if equipped)
- Rear Climate Controls: Verify heating and cooling functions (if equipped)

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**Interior (continued)**

- Passenger side airbag: Verify operation of Passenger Occupant Detection System
- Start-Stop-System info (if applicable): Verify the velum sticker is on the start/stop button. Remove the Start-Stop-System 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 DVD changer (if equipped)
- 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 **(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 to the appropriate dealer location
- Program the radio presets to local stations
- Navigation: 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: Press the "Talk" button and verify several commands
- Rear Seat Entertainment/Rear MMI (if applicable): Verify operation. Verify the wireless headphones are present and pair them to the RSE system (refer to RSE manual). When pairing the headphones, press and hold the on/off button for 4-5 seconds until the light starts flashing quickly

**Onboard Video Tutorials**

- 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

**Onboard Video Tutorials (continued)**

- 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)
- 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**

- 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 doorjamb and store tire pressure values in Car/System menu

**Road Test Inspection**

- Check for squeaks, rattles and wind noise
- Verify operation of Audi parking system plus with rear view camera and top or corner view cameras (if equipped)
- Verify engine performance and acceleration
- Verify transmission operation, including shift paddles
- Check Adaptive air suspension in all positions

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Road test mileage in**Road Test Inspection (continued)**

- 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 lane assist functionality (if equipped)
- Climate Control: Check heating and cooling functions
- Seat heating: Inspect for proper operation
- Navigation function: Activate NAV and follow directions back to dealership

**Post-Road Test Inspection**

- 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

**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 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.

\_\_\_\_\_  
Technician Signature\_\_\_\_\_  
Completion Date