



Volkswagen

2018 Beetle, Golf, GTI, Jetta, and Passat Perfect Delivery Inspection (PDI) - Technician and Detailer Inspections

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

Initial Inspection (upon receiving vehicle):

- Inspect body, glass, wheels and tires for transport damage
- Remove RAPGARD®
- Review the contents label on the by-pack and verify all items are accounted for
- 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 delivery section (i.e. sealed, torn open, missing parts, etc.) and on the RO
 - For more information, please reference Technical Bulletin 2036935 - By-Pack at Delivery for additional information
- Test the battery with the Midtronics VAS 6161, MCR340V, inCHARGE 940, or VAS 3000GRX, within 48 hours of vehicle arrival at dealership. Record and document test code. If the battery requires charging, use the inCHARGE 940 or VAS 3000 GRX
- Disable vehicle transport mode, record SOC (state of charge) of the battery _____ %
- Re-enable transport mode (for unsold vehicles)
- Ensure tire pressures set to transport (50 psi) (for unsold vehicles)

Technical Inspection

- Check hood latch and safety catch
- Check engine oil level.
 - Please reference Technical Bulletin 2037201 - Engine Oil Level, for additional information
- Check brake fluid levels. Do not exceed max fill line
- Check engine coolant level (engine off/cold). Do not exceed max fill line
- Top-off windshield washer solvent
- Adjust tire pressure to specification on vehicle sticker at "B" Pillar
- Store current tire pressure values for TPMS using the infotainment system
- Store current tire pressure values for TPMS using the glove compartment "SET" button (Jetta, Passat)
- Torque wheels to specification. (Refer to Elsa)
- Install front license plate bracket if required
- Check for any open campaigns and updates. Perform if applicable

Interior Inspection

Make sure hands and clothing are clean before entering the vehicle

- Verify correct Warranty and Maintenance Booklet is installed in vehicle
 If the correct Warranty and Maintenance Books aren't installed in the vehicle, they can be ordered from the VW Tech Literature website at the following address:
<http://literature.vw.com>

- Install floor mats
- Check that all keys and remotes lock, unlock, and start vehicle
- Check proper tailgate/trunk lid operation using the remote and the exterior button
- Check all instrument cluster warning lights by cycling the ignition from off to on
- Check operation of all exterior lights and AFS using a mirror or another technician
- Check proper fuel door operation
- Check front windshield wiper/washer functions
- Check function of all power windows, including the sunroof (if equipped); program One-Touch feature, and check function of pinch protection feature
- Check seat belts, seat adjusters, heated seats, ventilated seats (if applicable)
- Verify child safety lock is set to unlocked position
- Set clock, date, and year (if applicable)

Interior Inspection (continued)

- 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
- Verify HD Radio is turned "off" in Radio/Settings menu
- SD Card Slot: Remove Navigation SD card from the bypack that came with the car and insert into SD slot 1. Test function. (If applicable)
- Check function of voice control system (if equipped)
- Check operation of the front USB port and rear (if equipped)
- Check App-Connect functions when connecting a compatible device
- Pair a mobile phone via Bluetooth® and verify phone functions. Delete paired device from radio.
- Verify applicable tire warranty brochure
- Place tow hook and wheel lock adapter (if equipped) in the tool kit
- Install rear tow hook cover (if applicable)
- Raise vehicle and perform a visual inspection for leaks and/or under body damage

Road Test:

- Odometer reading before road test: _____ after: _____
- Check engine performance and acceleration
- Check brake system function (including ABS)/Electronic parking brake operation engage and disengage
- Check transmission operation, including automatic shift lock and Tiptronic (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
- Test navigation system using dealership address and follow the directions back to the dealership (if equipped)
- Check operation of convertible top (Beetle convertible only)

After Road Test:

- Verify no warning lights are illuminated
- Retrieve fault memory, correct any DTC's, set readiness code (if prompted). Send diagnostic protocol online and record the "GFF Paperless ID" on the 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:

- Technician PDI completed
- Remove RAPGARD® protective covering and full body cover (best removed 15-30°C)
- Wash/dry vehicle exterior
- 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 jams

Under Hood:

- Wipe down engine compartment (no high pressure wash)

Interior:

- Clean all glass, mirrors, and sunroof (if equipped)
- 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
- Check for excessive grease on seat tracks and clean as required
- Vacuum carpet
- Check luggage compartment and vacuum
- Install front/rear floor mats (including locking clip / tabs), check colour match. If monster mats are installed, please put factory mats in trunk.

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Dealership Authorized Signature: _____ Date: _____