

VWoA Compliance

Subject: Safety Belt Use and Maintenance Instructions

From: Audi Communications

Sent: Monday, March 19, 2018 6:11 AM

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Dealer Communication

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| DP | GM | Sales | CPO |
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From: Group Customer Protection

Safety Belt Use and Maintenance Instructions

Safety Belt Use and Maintenance Instructions are included in a pouch attached to the outside of the package for every safety belt assembly and safety belt buckle ordered from Audi.

In the event that the instructions are missing, they are now available on Parts on Command (POC) and can be printed, in house, at the dealership. These instruction sheets are required to be provided with every safety belt assembly or safety belt buckle sold - whether it be retail, wholesale, or in the shop.

The PDF of the instruction sheet is available [here](#) and is accessible within POC at the highlighted link under the Web Links section.



Compliance to provide instructions are mandated under Federal Motor Vehicle Safety Standard (FMVSS) 571.209 S4.1(k) + (l).

For more dealer communications, visit the [Communications](#) page on iAudi.

Volkswagen and Audi

Replacement Safety Belt Installation Instructions

This safety belt assembly is for use only in the specific seating position and vehicle model identified for its part number in the Volkswagen or Audi Parts Catalog.

Due to special repair procedures, any work on the system, as well as the removal and installation of any components of the system, must be performed by an authorized Volkswagen or Audi Dealer only.

WARNING

Improper safety belt installation can result in lack of restraint and possible injury or death in a crash.


These installation instructions are only a brief summary from the Service Manual. Always refer to the applicable Service Manual for detailed instructions with diagrams for safe and proper installation details.

For installation, the following essential steps, in the following order, are required.

1. INITIAL INSPECTION


Before removing existing belts, note the installed location, position and order in which all bolts, washers and spacers are assembled. Also note any electrical connectors. Read and heed the precautions and WARNINGS with regard to safety belts with pyrotechnic pretensioner systems.

Vehicles with pyrotechnic belt tensioners

 **WARNING**

Improper handling, care, servicing, and repair procedures can increase the risk of personal injury and death by preventing a belt pretensioner from activating when needed or by causing it to activate unexpectedly.

- The pretensioner can be activated only once. If a pretensioner has been activated, the safety belt must be replaced.
- Safety belt systems including the pretensioners cannot be repaired. Special procedures are required to remove, install, and dispose of this system.
- Never repair, adjust, or change pretensioners or any other part of the safety belt system yourself. We strongly recommend that you have any work on the safety belt system performed by an authorized Volkswagen dealer or authorized Volkswagen Service Facility. They have the necessary technical information, training, and special equipment ⇒ *Parts, accessories, repairs, and modifications.*

 **WARNING**

Undeployed safety belt pretensioners and airbag modules contain explosive materials that can cause serious personal injuries if they are not properly handled when they or the vehicles they are installed in are scrapped.

- Never abandon vehicles or vehicle parts.
- Always scrap vehicles and vehicle parts, especially those containing undeployed airbag modules and undeployed safety belt pretensioners, at a licensed facility that has the knowledge and experience to properly dispose of the vehicle and its safety belt and airbag systems.

WARNING

- Pyrotechnic pretensioners for safety belts contain an explosive charge and must be handled with care. Do not drop, impact with hammer, or attempt to disassemble the pretensioner device or belt retractor assembly. The unit must be disposed of properly through your Authorized Volkswagen or Audi dealer.
- Testing, removing, installing and repairs may only be carried out by qualified personnel.
- Belt tensioner components may neither be opened nor repaired; always use new parts.
- Belt tensioner units that have been dropped on the floor must not be installed in a vehicle.
- Belt tensioner units that are mechanically damaged (dents, cracks) must be replaced.
- The belt tensioner unit should be installed immediately after removing it from its packaging.
- If work is interrupted, return the tensioner unit to its packaging until work can be continued.
- DO NOT leave a tensioner unit unattended if it has been removed from its packaging.
- The belt tensioner unit must not be treated with grease, cleaning solution or similar substances.
- The belt tensioner units MUST NOT be exposed to temperatures above 100°C (212°F).
- Never use a test light to conduct electrical tests of the air bag or pyrotechnic belt pretensioner systems. These systems must only be tested by qualified personnel using the proper equipment.



Undeployed safety belt pretensioners are classified as **Perchlorate Material**. Special handling may apply – see <http://www.dtsc.ca.gov/hazardouswaste/perchlorate>. Obey all applicable legal requirements regarding handling and disposal of the vehicle or parts of its restraint system, including airbag modules and safety belts with pretensioners. Authorized Volkswagen dealers and authorized Volkswagen Service Facilities are familiar with the requirements, and we recommend that you have them perform this service for you.

2. REMOVING EXISTING BELTS

Remove the existing safety belt carefully. Label the parts as they are disassembled or make a diagram of the mounting to assist in installing the replacement correctly.

▲ WARNING

- Never attempt to replace a safety belt in a vehicle with a belt from another vehicle or with a belt from a different seating position in the vehicle. Make sure the replacement belt is for the same type of safety belt system as the one you are replacing. If you are not sure of the proper replacement belt you need to install, contact a Volkswagen or Audi dealer.
- For safety belts equipped with locking retractors, the angular position is very important for the retractor to function in a crash as designed. Incorrect retractor installation could lead to injury or death in a crash.
- Inspect all fasteners and bushings prior to installation to ensure that these parts are not worn out or otherwise damaged.
- Do not re-use any fasteners that are worn or deformed in normal use.
- Bolt tightening torques are very important. Anchorage attachment bolts should be torqued to 40-60 Nm (30-45 ft lb). If you are unsure of the proper tightening torque, please see an authorized dealer.

3. INSTALLING REPLACEMENT SAFETY BELT ASSEMBLY

Install the replacement safety belt in the same way that the original assembly was installed, including the retractor and pretensioner location, position and webbing path. The assembly to the vehicle or seat structure using new or undamaged fasteners. Reconnect all wiring properly and securely.

Replace the trim panels or covers taking care not to pinch, twist or restrict the safety belt webbing.

Test the system for proper function, including latching of the belt buckle, free movement of the belt, the retractor operation [the retractor should lock when the belt webbing is pulled rapidly and when the vehicle brake is rapidly applied from a speed of approximately 13 mph (20 km/h)], the function of the driver seat belt use warning lamp and chime, and the anchorage height adjuster for the front seat safety belts.

If any system operation problems exist, consult an Authorized Volkswagen or Audi dealer.

VOLKSWAGEN AND AUDI SAFETY BELT USE AND MAINTENANCE INSTRUCTIONS

These instructions are only a summary from the vehicle Owner's Manual but should be retained by the owner with the vehicle for reference.

Safety Belt Use Instructions

Safety belts cannot work unless they are worn and worn properly.

WARNING


- Failure to properly use the safety belts or an appropriate child restraint or booster seat correctly installed in your vehicle can result in serious personal injury or death in a crash.
- Please see the vehicle Owner's Manual for more detailed safety belt use and child restraint use and installation instructions. If you do not have an Owner's Manual, please contact your authorized dealer to order a placement.
- Safety belts are the single most effective means of reducing the risk of serious injury and death in automobile collisions and other kinds of accidents. For your protection and that of your passengers, always make sure that all vehicle occupants are properly restrained whenever the vehicle is moving.
- Expectant mothers, injured persons or those who are physically impaired must also properly wear safety belts. Like all vehicle occupants, they are more likely to be seriously injured if they do not wear safety belts.

Fastening the safety belt.

Adjust your seat before fastening the safety belt. See Owner's Manual for details.

WARNING

- Safety belts offer optimum protection only when the seat back is upright and belts are properly positioned on the body. Improperly positioned safety belts can cause serious personal injury in a crash.

Hold the safety belt by the tongue and pull it slowly and evenly across the chest and pelvis. Do **not** twist the safety belt webbing ⇒ .

Insert the tongue into the correct buckle for your seat until you hear it latch securely. Pull on the safety belt to make sure that it is securely latched in the buckle.

Proper safety belt position

- The shoulder portion of the safety belt must always run over the center of the shoulder and never over the throat, over the arm, under the arm or behind the back.
- The lap portion of the safety belt must always run as low as possible over the pelvis and never over the abdomen.
- Always wear the safety belt flat and snug against the body. Pull on the safety belt to tighten if necessary.

WARNING

- Always fasten your belts before driving off. Always make sure your passengers are properly restrained – even those sitting in the rear.
- Never wear belts twisted.
- Never strap more than one person, including small children, into any belt. It is especially dangerous to place a safety belt over a child sitting on your lap.
- Never wear belts over rigid or breakable objects in or on your clothing, such as eye glasses, pens, keys, etc. as these may cause injury.
- Do not wear the shoulder part of the belt under your arm or otherwise out of position.
- Several layers of heavy clothing may interfere with proper positioning of belts and reduce the overall effectiveness of the system.
- Never let safety belts become damaged by being caught in door or seat hardware. Always keep belt buckles free of any obstruction that may prevent secure locking.
- Never use comfort clips or devices that create slack in the shoulder belt portion.
- Torn or frayed safety belts can tear and damaged belt hardware can break in an accident. Inspect belts periodically. If belts show damage to webbing, bindings, buckles or retractors, have them replaced immediately with the correct replacement belts approved by Volkswagen for your vehicle, model, and model year.
- Never attach the safety belt to the buckle of another seat. Attaching the safety belt to the wrong buckle will reduce safety belt effectiveness and can cause serious personal injury.
- Safety belts worn too loose will let your body move too far forward in a crash. A loose belt can also shift its position on your body from the strong bones to more vulnerable soft tissue and cause serious injury.
- Expectant mothers should especially make sure to wear the lap portion of the safety belt as low as possible across the pelvis and below the rounding of the abdomen. The safety belt must lie flat against the body to avoid pressure against the abdomen. The best way to protect the fetus is to protect the mother – throughout the entire pregnancy.

Child Safety

Accident statistics have shown that children are generally safer in the rear seat area than in the front seating position. Always restrain any child age 12 and under in the rear seat using a child restraint or booster seat appropriate for their age, weight and height.

Always follow the child restraint manufacturer's instructions for using and installing the child restraint.

▲ WARNING

- **Never install rear-facing child seats or infant carriers on the front passenger seat unless the airbag is turned off. A child can be seriously injured and may be killed when the passenger air bag inflates.**
- **If, in exceptional circumstances, you must install a forward-facing child restraint on the front passenger seat then always move the passenger seat into its rearmost position, as far away from the air bag as possible before installing the child restraint. The backrest must be adjusted to an upright position.**
- **Always read and heed the additional important instructions and WARNINGS in your vehicle's Owner's Manual about installing a forward-facing child restraint on the front passenger seat.**

Children up to 8 years old are best protected in child safety seats designed for their age, weight and height. Experts say that the skeletal structure particularly the pelvis of these children is not fully developed and they should not use the vehicle safety belts.

Children who are at least 4ft 9 in. (57 inches/1.45 meters) tall and are about 8 years and older may use available three-point combination lap and shoulder belts. Follow the "five step" best practice to find out if your child is ready to graduate from booster seats to the vehicle safety belts:

Booster seats should be used until you can answer YES to ALL of these questions when seated without a booster seat:

- Can the child sit all the way back against their vehicle seat back with knees bent comfortably at the edge of the seat cushion?
- Can the child sit without slouching?
- Does the lap belt rest low across the hips?
- Is the shoulder belt centered on the shoulder and chest?
- Can the child stay seated like this for the whole trip?

Always use booster seats in conjunction with your vehicle's lap and shoulder safety belt.

For the latest best practice and the latest information, please visit for the USA - www.safercar.gov (Parents Central) and for Canada - www.tc.gc.ca (Keep Kids Safe).

▲ WARNING


- **Always position the shoulder position of the three-point belt midway over the shoulder of the child. The shoulder portion must never rest against or across the neck or face. The lap belt portion of the three-point belt always pass across the upper thighs, and never over the child's stomach or abdomen. Failure to properly route safety belts over a child's body can cause severe injuries in a crash.**

Securing child restraint with convertible locking retractor or seat belt locking clip (H-clip).

A seat belt locking clip (H-clip) is available from some child restraint manufacturers to help fix the length of the lap belt portion of the lap-shoulder belt to more firmly secure the child restraints. Follow the child restraint manufacturer's instructions for the proper use of this H-clip.

Safety belts introduced in 1996 are equipped with convertible locking retractors for use when installing a child restraint. These retractors for the outer rear seat three-point safety belts and the front passenger three-point safety belt have a convertible locking feature in addition to the emergency locking operation to enable more secure restraint installation without an added locking clip.


Installing the child restraint on a rear seat

Always carefully follow the child restraint manufacturer's instructions when installing a child restraint in your vehicle ⇒ .

- Route the safety belt around or through the child restraint using the proper path for the safety belt as specified by the child restraint manufacturer.
- Insert the belt tongue into the buckle for that seating position.
- Make sure that the red release button faces away from the child restraint so that it can be unbuckled quickly.
- Remove all slack from the lap belt portion of the safety belt and hold it tightly against the child restraint.
- Push the child restraint down with your full weight to make sure that the child restraint will be properly installed with the safety belt really tight.
- Activate the belt's switchable locking feature
- Slowly pull the shoulder belt portion of the safety belt **all the way** out of the retractor.
- While keeping your weight on the child restraint, guide the shoulder belt portion of the safety belt back into the retractor until the belt lies flat and is tightened against the child restraint.
- You should hear a "clicking" noise as the belt winds back into the inertia reel of the safety belt retractor. Test the switchable locking feature by pulling on the belt. You should no longer be able to pull the belt out of the retractor. The switchable locking feature is now active.
- Check the child restraint for proper installation by pulling on the child restraint at the place where the vehicle's safety belt goes into the child restraint. The child restraint should not move forward or sideways by more than about 1 inch (2.5 cm).

Safety Belt Maintenance

If a safety belt is dirty, this can prevent the belt from working properly. Keep safety belts clean and regularly check all safety belts for damage. Safety belts must never be taken apart for cleaning.

Remove coarse dirt with a soft brush ⇒ .

- Carefully pull the dirty safety belt out of the retractor and keep it out.
- Clean the safety belt with a *mild* soap solution.
- After cleaning, always give the safety belts time to dry thoroughly before letting them retract. This helps prevent damage to the retractor.
- Do not let the safety belts retract until they are completely dry.

• **WARNING**

Damage to safety belts reduces their overall effectiveness and increases the risk of serious personal injury and death whenever the vehicle is being used.

- Check the condition of all safety belts regularly. If you notice that the safety belt webbing, hardware, retractor, buckle, or any other part of the safety belts is damaged, immediately have an authorized Volkswagen dealer or authorized Volkswagen Service Facility replace the safety belt with the correct replacement belt for your vehicle model and model year.
- Never use chemical cleaning agents, solvents, or any substance that may damage or weaken the safety belt webbing or any other parts of the safety belt. Never let the belts come into contact with corrosive fluids or sharp objects. Otherwise, the safety belt webbing will be significantly weakened.
- After cleaning, always give the safety belts time to dry completely before letting them retract. The moisture can damage the retractor and keep it from working properly.
- Never let foreign objects or liquids get into the safety belt latch. This could prevent the belt buckles and safety belts from working properly.
- Damaged safety belts must be replaced; they cannot be repaired.
- Never try to repair a damaged safety belt yourself. Never remove or modify the safety belts in any way.
- Safety belts that were subject to stress in an accident and stretched must be replaced with a correct, new safety belt, preferably by an authorized Volkswagen dealer or authorized Volkswagen Service Facility.
- Replacement after a crash may be necessary even if a safety belt shows no visible damage. Anchorages that have been loaded must also be inspected