



Pre-Delivery Inspection

PDI CHECKLIST

VIN _____

Odometer (Initial)		After Road Test	
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MY(Year) _____ Model _____ Ex.Color _____ Interior Color _____ No. of Keys and Fobs _____

Inspection Date ____ / ____ / ____ Reference (R/O) Number _____ Dealer Number _____

Dealer Name _____

Street _____ City _____ State _____ Zipcode _____

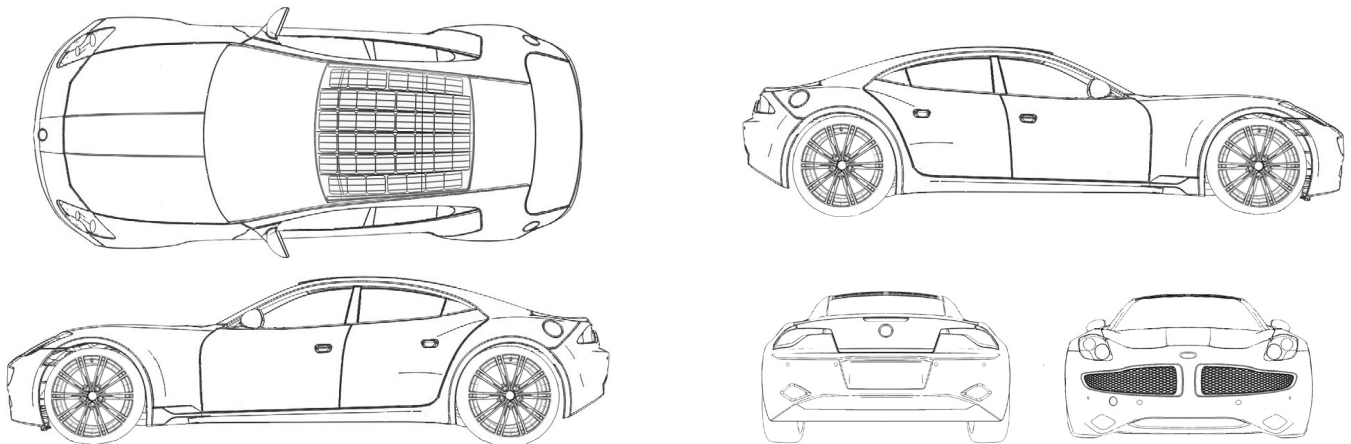
STANDARD CHECKS

Perform a walk around to inspect for any damage from shipping or handling.

Inspect and check the operation and or condition of the following items.

Leave comments in line in the space provided, or the attach a separate sheet as needed				
Check the boxes Acceptable or Not Acceptable as found			✔	✘
1	Inspect road wheels for signs of damage	Acceptable	Not Acceptable	
2	Check and torque all wheel retaining nuts - Verify torque to specification 220 Nm (or 162 lb ft.)	Acceptable	Not Acceptable	
3	Ensure tire repair kit and charging cable are fitted, if equipped	Acceptable	Not Acceptable	
4	Remove interior and exterior protective covers, inspect interior for signs of damage, fit/finish	Acceptable	Not Acceptable	
5	Inspect vehicle exterior / paintwork for signs of damage	Acceptable	Not Acceptable	
6	Install floor mats (if equipped) in all seating positions (set of 4 is located in trunk)	Acceptable	Not Acceptable	
7	Verify owner's literature printed material package is in the glovebox	Acceptable	Not Acceptable	
8	Check alignment of exterior panels and door glass	Acceptable	Not Acceptable	
9	Confirm vehicle charging by charge port is operational	Acceptable	Not Acceptable	
10	Verify vehicle configuration matches the Monroney Label (e.g. caliper color, wheels, interior and other options)	Acceptable	Not Acceptable	
11	Record keyblade code and serial number			
12	Record the two (2) supplied key fob serial numbers			

Please have KarmaSync ready and available to complete the pre-delivery inspection





VIN _____

FUNCTIONAL CHECKS (check as completed)		✓	✗
1	Check operation of key fob including passive entry	Acceptable	Not Acceptable
2	Check operation of vehicle security system passenger door mechanical lock	Acceptable	Not Acceptable
3	Check operation of door interior / exterior/ emergency releases	Acceptable	Not Acceptable
4	Check operation of hood and trunk releases / latches	Acceptable	Not Acceptable
5	Check operation of trunk emergency release handle and manual release cable	Acceptable	Not Acceptable
6	Check releasing and closing of charging port cover and fuel filler cover, ensure fuel cap is properly tightened	Acceptable	Not Acceptable
7	Check operation of all exterior lighting and hazard warning flashers	Acceptable	Not Acceptable
8	Check operation of windshield wipers, washers, and headlamp washers	Acceptable	Not Acceptable
9	Check operation of the Solar Roof in the Touch Panel Interface screen	Acceptable	Not Acceptable
10	Verify operation of exterior speakers and horn	Acceptable	Not Acceptable
11	Check seat belt webbing, anchorage points and operation of the buckles	Acceptable	Not Acceptable
12	Check operation of power seat controls	Acceptable	Not Acceptable
13	Check operation of front and rear heated seats. Verify heat setting indicators	Acceptable	Not Acceptable
14	Connect mobile charging cable and verify auto select of P (Park)	Acceptable	Not Acceptable
15	Confirm operation of parking brake by applying and releasing it at least twice	Acceptable	Not Acceptable
16	Check operation of all instruments and warning indicators on vehicle start-up	Acceptable	Not Acceptable
17	Check operation of day / night mode for instrument panel and touch-screen	Acceptable	Not Acceptable
18	Deactivate / activate Electronic Stability Control (ESC) and confirm warning light illuminates / turns off	Acceptable	Not Acceptable
19	Check operation of exterior mirrors including power fold	Acceptable	Not Acceptable
20	Check operation of interior rear view mirror and garage door opener	Acceptable	Not Acceptable
21	Check operation of interior lights	Acceptable	Not Acceptable
22	Check operation of all windows, switches, window one touch down function, and passenger window lock	Acceptable	Not Acceptable
23	Inspect condition and alignment of all window,door seals, hood and trunk seals	Acceptable	Not Acceptable
24	Check operation of front and rear screen defroster, check side rearview mirrors for heater operation	Acceptable	Not Acceptable
25	Confirm operation of all steering wheel switches	Acceptable	Not Acceptable
26	Configure operation of touch-screen: -Set language and territory options -Set time and date -Store local AM/FM radio stations and program to pre-sets -Connect / pair the customers Bluetooth phone if available		
27	Confirm operation of audio system speakers. Check volume, balance and fade	Acceptable	Not Acceptable
28	Check and confirm operation of glove box switch and valet mode	Acceptable	Not Acceptable
29	Check operation of front / rear auxiliary power sockets and USB	Acceptable	Not Acceptable
30	Check and record any system faults registered on touch-screen	Acceptable	Not Acceptable

UNDERHOOD (check as completed)		✓	✗
1	Verify VIN is identical on base of windshield, shock tower and B pillar label	Acceptable	Not Acceptable
2	Check / top-up engine oil level	Acceptable	Not Acceptable
3	Check / top-up brake fluid level	Acceptable	Not Acceptable
4	Check / top-up engine coolant level	Acceptable	Not Acceptable
5	Check / top-up battery coolant level	Acceptable	Not Acceptable
6	Check / top-up electric drive coolant level	Acceptable	Not Acceptable
7	Check / top-up washer fluid	Acceptable	Not Acceptable
8	Check / top-up power steering fluid	Acceptable	Not Acceptable
9	Check headlamp alignment (refer to workshop manual, set at a 25 ft (7.6m) distance from optical center of headlamp)	Acceptable	Not Acceptable
10	Check security and routing of all harnesses, cables and hoses	Acceptable	Not Acceptable
11	Attach a print out from a 12 volt Conductance Battery Tester, e.g. Midtronics, Snap-on, OTC, etc.	Acceptable	Not Acceptable
12	Record HV battery State Of Charge & the State of Health (SOC & SOH) using Karma Sync, attach screen shot to TSS case	SOC %	SOH %



VIN _____

UNDER VEHICLE (Vehicle on a two post lift, check when complete)		✓	✗
1	Check for fluid leaks from engine bay, and all systems under vehicle (Coolant, Fuel, Oil, etc.)	Acceptable	Not Acceptable
2	Inspect underside of vehicle for signs of damage or corrosion	Acceptable	Not Acceptable
3	Check security and routing of all harnesses, cables, hoses and brake lines to calipers	Acceptable	Not Acceptable
4	Check security of fuel system components, hoses and pipes	Acceptable	Not Acceptable
5	Check security of exhaust system, mountings and heat shields	Acceptable	Not Acceptable
6	Check security of steering and suspension components	Acceptable	Not Acceptable
7	Inspect wheel arch liners for signs of damage and wheel rub	Acceptable	Not Acceptable
8	Inspect tire condition for wear, alignment, and correct mounting for directional tires ("outside" face is marked)	Acceptable	Not Acceptable

RECORD THE TIRE IDENTIFICATION NUMBERS AND LEARN TIRE PRESSURE SENSOR IDs				
Check & adjust all cold tire pressures to specification, record DOT numbers, Screen Capture all TPMS sensor IDs using KarmaSync before <i>and</i> after sensors have been learned, include screen captures of the sensors IDs for TSS case- label each appropriately, record final learned IDs here.				
1	Front Left	Tire Pressure Monitor ID	PSI	DOT # <input type="text"/> <input type="text"/> <input type="text"/>
2	Front Right	Tire Pressure Monitor ID	PSI	DOT # <input type="text"/> <input type="text"/> <input type="text"/>
3	Rear Right	Tire Pressure Monitor ID	PSI	DOT # <input type="text"/> <input type="text"/> <input type="text"/>
4	Rear Left	Tire Pressure Monitor ID	PSI	DOT # <input type="text"/> <input type="text"/> <input type="text"/>

ROAD TEST (check when complete)		✓	✗
1	Check selection and operation of all drive modes	Stealth	
		Sport	
		Sustain	
2	Check operation of ADAS (lane departure warning)	Acceptable	Not Acceptable
3	Check low-speed steering (parking maneuver) for excessive effort	Acceptable	Not Acceptable
4	Check alignment of steering wheel and vehicle tracking	Acceptable	Not Acceptable
5	Listen for noise / vibration / harshness / clunks	Acceptable	Not Acceptable
6	Check operation of heating and air conditioning system (both zones)	Acceptable	Not Acceptable
7	Measure and record ambient temperature (specify degrees in Celsius or Fahrenheit)		
8	Measure and record air temperature from out of center vents with A/C on MAX (specify °C or °F)		
9	Check operation of cruise control system	Acceptable	Not Acceptable
10	Check operation of rear view camera and Park Distance Control (PDC)	Acceptable	Not Acceptable
11	Check operation of Touch Panel, Navigation and Radio system	Acceptable	Not Acceptable
12	Check for Diagnostic Trouble Codes present or pending using Karma Sync, provide to TSS.	Acceptable	
13	Create a Technical Services Support (TSS) case, submit a copy of this PDI inspection sheet, screen capture TPMS sensor ID's from KarmaSync before sensors have been learned & attach screen capture of TPMS sensor ID's from KarmaSync after sensors have been learned. Attach to TSS case	Acceptable	
14	Record odometer on the first page of this form.	Acceptable	

FINAL DELIVERY PREPARATION (check when complete 24 hours prior to customer delivery)		✓	✗
1	Check for open Bulletins, Service Campaigns and Recalls	Acceptable	Not Acceptable
2	Check correct vehicle literature pack is in the glove box	Acceptable	Not Acceptable
3	Verify vehicle has a fully charged HV Battery, NEW key fob batteries and full fuel level	Acceptable	Not Acceptable
4	Remove all internal and external transit protection	Acceptable	Not Acceptable
5	Clean the vehicle interior and exterior	Acceptable	Not Acceptable
6	Recheck tire pressures	Acceptable	Not Acceptable
7	Run A/C on MAX for 5 minutes. Measure & record ambient temperature & air temp out of center vents	Ambient	Vent Temperature

Karma Automotive Technician (PRINT) _____ Signature _____

Date: ___/___/___

Service Manager (PRINT) _____ Signature _____

Date: ___/___/___