

2020

A3/S3/RS 3

Audi Pre-Delivery Inspection

Stock No.	Dealer Number	R.O. No.
VIN	Road test mileage out	Road test mileage in

Reminders

- ▶ All items must be completed prior to customer delivery by a certified Audi technician
- ▶ Audi recommends using an Audi approved battery charger to prevent excessive battery discharge during inspection
- ▶ ALL PDI function tests must be run in Guided Fault Finding (GFF) using PDI Total Function Test Plan only. Do NOT use Guided Functions for any PDI related test as these will not be uploaded to the Paperless Server. Refer to the Special functions tab of ODIS Diagnosis for using GFF for PDI function tests
- ▶ It is advised to start ODIS with the engine running to enable all 5F Test Plans in GFF
- ▶ For items marked with *, please refer to the PDI Technician Reference Document posted on ServiceNet for additional information
- ▶ For items marked with **, follow instructions for stock inventory vehicle

Vehicle Preparation

- Check Elsa for open campaigns and updates
- Verify Audi phone box customer registration form is present in vehicle and add the serial number from Elsa (if equipped). See TSB 2051720
- Set adaption channel to enable CD Ripping using Guided Functions (if equipped with NAV)*
- Perform any open campaigns*
- Perform diagnostic work*
- Install front license plate carrier (if necessary)*

Exterior

- Check all key buttons and features*
- Inspect the outer door seals at all four doors and clean any visible adhesive using D 002 000 A2 Adhesive Remover or Acetone
- Inspect exterior for damage, dings, dents and surface scratches. Report and repair any damage **before** delivery to the customer

Lighting and Windshield

- Test exterior lighting functions
- Test windshield washers (and headlight washers on S3/RS 3). Correct aim if necessary*

Trunk Inspection

- Verify trunk is operational
- Verify operation of emergency release handle

Trunk Inspection (continued)

- Install wheel bolt cover removal tool from PDI kit into trunk tool kit*
- Verify tool kit is installed securely in luggage compartment
- Verify inflatable repair kit and compressor are present (RS 3 only)
- Verify temporary inflatable spare tire is present (A3 Sedan and S3 FWD only)*
- Check battery clamps for proper torque*

Interior

- Verify operation of all seat belts and latches
- Check operation of window, lock, and seat controls*
- Inspect mirrors for proper operation*
- Check rear view mirror operation*
- Verify operation of all interior lights
- Verify operation of heated seats
- Verify operation of manual folding 2nd row
- Verify proper operation of climate control*
- Inspect operation of all power outlets*
- Check panoramic sunroof and sunshade operation (Sedan only)*
- Verify the glove compartment opens and closes properly
- Verify operation of front Passenger Occupant Detection System



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Settings

- Verify operation of MMI® touch (if equipped)
- Set time source setting to “GPS” (if equipped) and set auto daylight savings time to “on” *
- Set Time to “Automatic setting” and “Automatic time zone”
- Verify and set language and measurement units*
- Verify Speech Dialog System is operating (if equipped)*
- Set “Entertain. Fad.” in parking aid to an audible level (if equipped)*
- Set dealership location in navigation (if equipped)*
- Turn off Manual Speed Warning*

Media / Radio / SAT

- Verify operation of all USB ports
- Verify operation of aux. input
- Verify operation of CD/DVD player (if equipped)
- Insert SD card and test function of slots
- Program the presets to local stations
- Verify HD Radio is turned “off”*

Audi connect® (USA ONLY) (if equipped)

- Turn on the Wi-Fi® hotspot (if equipped)*
- Check Wi-Fi® hotspot visibility. No data available at PDI (if equipped)*
- Enable satellite map view for navigation (if equipped)*

On-Hoist Inspection

- Remove transport suspension blocks (follow ELSA instruction)
- Check steering, boots, brake system, hoses, tires and wheels for damage
- Check underside of vehicle for fluid leaks and loose components
- Inspect wheel bolts for proper torque*
- Install wheel locks (if equipped)
- Install wheel bolt covers and center caps as supplied*
- Set and store tire pressures for either sold vehicle **OR** stock inventory vehicle*

Driving Performance

- Check horn operation
- Verify hold and release of electronic parking brake
- Verify engine Start-Stop System functionality*

Driving Performance (continued)

- Verify engine performance and acceleration*
- Verify transmission operation, including shift paddles (if equipped)
- Test drive vehicle applying brakes several times*
- Check steering/tire alignment
- Check for squeaks, rattles and wind noise. Repair any squeaks, rattles or wind noises **before** delivery to the customer
- Calibrate rear view mirror*
- Verify quality of radio reception in AM/FM/SiriusXM® bands

Driver Assistance

- Verify cruise control/ACC functionality (if equipped)
- Verify Audi side assist functionality (if equipped)
- Verify Audi side assist with with rear cross traffic assist (if equipped)
- Verify Audi active lane assist functionality (if equipped)
- Verify operation of Audi parking system (if equipped)*
- Verify operation of High beam assist (if equipped)
- Activate navigation and follow directions back to dealership (if equipped)

Post-Road Test Inspection

- Interrogate fault memory and upload diagnostic log to GFF Paperless Server
- Select reset interval in the MMI vehicle settings Service and Checks menu if it is not displaying correct 10K and 20K intervals
- Check service interval and verify correct interval is displayed
- Check engine oil level*
- Check all fluid levels and top off if necessary
- Ensure the yellow tire pressure tag is installed on the steering wheel
- Apply 30 Day Inventory Maintenance Sticker**
- Install showroom charger to ensure battery remains charged at all times**
- Must fuel with 91 Octane or higher (S3, RS 3)



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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

Last 8 of VIN

Completion Date