

2020

Q3

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 SF 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
- Perform any open campaigns*
- Perform diagnostic work*
- Install front license plate carrier (if necessary)*

Exterior

- Check all key buttons and features*
- 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 if equipped). Correct aim if necessary*

Trunk Inspection

- Verify power tailgate is operational and set default opening height*
- Install wheel bolt cover removal tool from PDI kit into trunk tool kit*
- Verify tool kit is installed securely in luggage compartment
- Set spare tire pressure*
- 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 heated seats
- Verify proper operation of climate control*
- Inspect operation of all power outlets*
- Check panoramic sunroof and sunshade operation*
- Verify the glove compartment opens and closes properly
- Verify operation of front Passenger Occupant Detection System

Settings

- Set Time source setting to “GPS” and set Auto daylight savings time to “on.” (if equipped with navigation)*
- Set “Entertain. Fad.” in parking aid to an audible level (if equipped)*
- Set Time to “Automatic setting” and “automatic time zone”
- Verify and set language and measurement units*
- Verify Speech Dialog System is operating*
- Set dealership location in navigation (if equipped)*

Media / Radio / SAT

- Verify operation of aux input
- Insert SD card and test function of slot



2020

Q3

Audi Pre-Delivery Inspection

Media / Radio / SAT (continued)

- Verify HD Radio is turned "off"*
- Verify operation of USB data and charge (2 in front), USB charge (2 in rear)
- Verify Audi phone box sticker and registration information is present (if equipped). See TSB 2051720

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 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
- Install wheel locks (if equipped)
- Install wheel bolt covers and center caps as supplied*
- Inspect wheel bolts for proper torque*
- 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*
- Verify engine performance and acceleration*
- Verify transmission operation, including shift paddles (if equipped)
- Test drive vehicle applying brakes several times*

Driving Performance (continued)

- 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 (if equipped)

Driver Assistance

- Verify all cruise control functions
- Verify adaptive cruise control with Stop & Go functionality (if equipped)
- Audi active lane assist (if equipped)
- Verify Audi side assist functionality (if equipped)
- Verify operation of Topview camera (if equipped)
- Verify operation of rearview camera
- Verify operation of Park steering assist (if equipped)
- Verify operation of Audi parking system plus with rear cross traffic 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
- 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**

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