



SIM 54 03 17

2020-02-05

CONVERTIBLE TOP WILL NOT COMPLETELY STOW

This Service Information Bulletin (Revision 3) replaces SI M54 03 17 **dated May 2019**.

What's New (Specific text highlighted):

- Procedure
- Warranty
- Correction
- Cause

MODEL

E-Series	Model Description
F57	MINI Convertible

SITUATION

When attempting to stow the convertible top, it does not compress into a fully locked position on the left side. This prevents the soft-top bow cover from moving forward into proper operating position as shown in video [54 01 17](#).

Additionally, a warning gong sounds and a Check Control Message "Roof not locked" appears.

CAUSE

One or both can apply:

- An issue with the convertible top assembly gripper hook
- Improper adjustment of the convertible top storage spacer adjustment bolt
- Damaged folding top felt pad

CORRECTION

Inspect the latching mechanism gripper hook and replace convertible top assembly if necessary.

And/or:

Inspect the folding top felt pad.

And/or:

Reposition the adjustment bolt to allow full storage compression of the convertible top.

PROCEDURE

1. Open the folding top half way to gain access to the stowage lock (gripper hook). Measure the distance of the hook to the centering pin.

Is the distance less than 28 mm on either side?



YES: Replace the folding top assembly following repair instructions REP 54 34 105 – “Replacing complete convertible top” and retest.

- If the top stows correctly, no additional repair is necessary.
- If the top does not stow correctly, continue to Step 2.

NO: Continue to Step 2.



2. Open the folding top half way to inspect the felt strip in the area shown to the left.



✗



✓

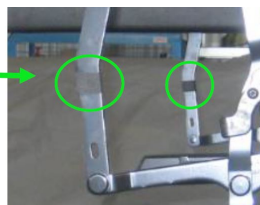
3. Open the folding top half way to inspect the felt as shown to the left. The felt can be found approx. 1 foot towards the rear of the gripper hook measured in Step 1.

- If the felt is damaged, removed the felt and retest operation of the folding top.
- If the felt is not damaged, continue to Step 5.

Does the top work correctly with the damaged felt removed?

Yes: Continue to Step 4

No: Continue to Step 4 and perform no further corrections after completing Step 4.



4. Reinstall felt only around the linkage as shown to the left.

- If the top stows correctly, no additional repair is necessary.
- If the top does not stow correctly, continue to Step 5.

5. Expose the left convertible top spacer adjustment bolt shown to the left by opening the loading aid.



GRUSB5417-04



GRUSB5419-01

Loosen the lock nut.

Turn the adjustment bolt in 1 - 2 turns.
Retighten lock nut.

Detach the loading aid from left and right soft-top bow and lock.

Is the convertible top now compressed enough to engage lock on the left side?

YES- The repair is complete.

NO – Continue to Step 6.

6. Continue to adjust the spacer adjustment bolt inwards, 1 turn at a time until the top operates correctly. Afterwards, the height of the stowed convertible top must be measured as follows:

Measure the distance from the top of the 3rd brake light to the highest point directly in the center of the stowed convertible top.

Ensure that the height is greater than 178.5 mm after adjustment. 178.5 mm is the minimum height allowable after adjustment.

PARTS INFORMATION

Obtain and confirm the part numbers for your specific vehicle by entering the chassis number in either ETK or AIR which takes into account specific equipment and/or options.

Note: Not all vehicles will require parts replacement

Part Number	Description	Quantity
Refer to ETK/AIR	Folding top	1 if needed
51 45 2 353 024	Set felt strip self-adhesive	As needed

WARRANTY INFORMATION

Covered under the terms of the MINI New Passenger Car Limited Warranty.

Latching mechanism gripper hook not within specification

Defect Code:	5431003200	Roof arch/frame, convertible top deformed/warped/kinked
Labor Operation	Description	Labor Allowance
54 34 105	Replacing complete convertible top (Main work)	Refer to AIR
Or:		
54 34 605	Replacing complete convertible top (Plus work)	Refer to AIR
And:		
54 34 000	Work time to prior measure the distance of the hook to the centering pin (Vehicle is in the workshop)	1 FRU

Or, if necessary:		
54 34 000	Work time to measure the distance of the hook to the centering pin (Vehicle is in the workshop), then checking and adjusting storage spacer bolts (both sides after convertible top replacement)	4 FRU

If you are using a Main labor code for another repair, use the Plus code labor operation 54 34 605 instead of 54 34 105.

Or:

Checking/replacing felt strip, checking the distance of the gripper hook to the centering pin only, then checking and adjusting storage spacer bolts

Defect Code:	5434155300	Stowage lock, convertible top (locking mechanism in convertible top compartment) does not close
Labor Operation:	Description	Labor Allowance
54 34 000	Work time to inspect and replace felt if needed (Main work)	3 FRU
Or:		
54 34 000	Work time to inspect and replace felt if needed (Plus work)	2 FRU
And, if necessary:		
54 34 000	Work time to confirm the distance of the hook to the centering pin is within specification, checking and adjusting storage spacer bolt (both sides) (Plus work – Vehicle is already in the workshop)	4 FRU

Note: Only claim work time labor operation code 54 34 000 one-time for the total amount of applicable FRUs

Refer to AIR for the corresponding flat rate unit (FRU) allowances.

Work time labor operation code 54 34 000 is not considered a Main labor operation. Also, since the work time FRU allowance to be claimed is specified, a separate punch time is not required. However, it still requires an explanation on the repair order and in the claim comments section.

And, as needed:

Sublet – Bulk Materials (RO and Claim Comments Required)

Sublet Code 4	See the sublet reimbursement calculations below	Reimbursement for the repair-related bulk material (Do not use the BMW part number for claim submission)
----------------------	---	--

Sublet reimbursement calculation for claiming the applicable repair-related bulk materials (BMW part number) is at the dealer net price amount for the quantity used plus your center's handling.

Enter this material cost in sublet and itemize the amount on the repair order and in claim comment section.

--	--	--

Supporting Materials

Videos

[54 01 17](#)