



Inspection and Certification Checklist – ICE & PHEV

1.0 Dealer and Vehicle Information			
Dealer Name		Dealer Number	
<input type="text"/>		<input type="text"/>	
Model	Year	Colour	Kilometres
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
VIN		Inspection Date	
<input type="text"/>		<input type="text"/>	
Audi Certified Pre-Owned Technician Name (Please Print)		Corresponding R/O #	
<input type="text"/>		<input type="text"/>	

Important: The following information must be completed for the vehicle to be considered for the Audi Certified Pre-Owned program.
Caution: Audi Canada reserves the right to deny Audi Certified Pre-Owned certification. Do not offer an Audi Certified Pre-Owned vehicle for retail sale until the certification request is in the Approved Sale Pending status in VCAS.

1.1 Audi Achtungs (Stops!)

If any of the following answers are NO, the vehicle cannot be enrolled in the Audi Certified Pre-Owned Program.

- Y N 1. Has the vehicle passed the CARFAX Canada Vehicle History Report? Enter eight digit CARFAX Canada verification code:
- Y N 2. Has the vehicle been in operation for at least 4 months or for a minimum of 3,000 kilometres?
- Y N 3. Is the vehicle within the Model Year minimum, with no more than 112,000 km (0-6 MYs old) or 140,000 km (7-8 MYs old)?
- Y N 4. Is the vehicle free from current or evidence of past modifications (chassis, body, or performance chip)? **Perform the Warranty Information Test Plan.**
- Y N 5. If applicable, is the vehicle able to charge using levels 1, 2?
- Y N 6. Is it certain the vehicle does not have an extensive or unreasonable service history?
- Y N 7. Do all Canadian VINS match? (frame/windshield/B-pillar; all original, no alterations)

1.2 Pre-work

- Y N 8. Does the paperwork match the VIN and vehicle?
- Y N 9. Is the model year of the vehicle confirmed?
- Y N 10. Are all major scheduled maintenance (including oil changes) performed up to date?
- Y N 11. Is the Owner's Manual present?
- Y N 12. Perform HV battery classification as per test plan and visual (Service bulletin in Elsa #2055203)
- Y N 13. Has the diagnostic test and appropriate VAS tester (GFF) been run?
Note: Any DTC's present must be addressed before proceeding. If report uses in-charge, use GRX 3000.
- Y N 14. Has the 12V battery condition test (VAS Test) been run?
- Y N 15. Upload complete diagnostic log to the Paperless GFF Server (once before and once after road test)
- Y N 16. Has it been confirmed that all Safety Recalls, RVUs and Service Actions have been closed?
- Y N 17. Is the vehicle still covered under the original manufacturer's warranty?

1.3 Pre-determination

- Y N 18. In your opinion, is this vehicle a good candidate to become certified?
 If no, stop and notify the Service Manager and the Certified Pre-Owned Manager. If yes, continue through the checklist.
Note: All electrified vehicle inspections are required to be performed by an HVT - High Voltage Technician or HVE - High Voltage Expert.

2.0 Road Test

2.1 Engine, drivetrain and operation

	Meets Audi Requirements			
19. Starter operation/starting	Y	N	R	X
20. Fuel pump noise	Y	N	R	X
21. Engine performance idle/noise/vibrations	Y	N	R	X
22. Smooth acceleration/deceleration	Y	N	R	X
23. Transmission and shift points	Y	N	R	X
24. Transmission/transaxle noise	Y	N	R	X
25. Shift interlock	Y	N	R	X
26. Clutch operation	Y	N	R	X
27. Exhaust noises/odours	Y	N	R	X
28. Brakes	Y	N	R	X
29. ABS function (warning lamp not illuminated)	Y	N	R	X

	Meets Audi Requirements			
30. Steering	Y	N	R	X
31. Suspension noise/operation/performance	Y	N	R	X
32. Overall vehicle driveability	Y	N	R	X
33. Speedometer, odometer, trip-meter function	Y	N	R	X
34. Navigation system, media devices	Y	N	R	X
35. Driver assist: side assist, lane assist, adaptive cruise control, night vision	Y	N	R	X
36. Check operation of regenerative braking, confirm power enters charge range while braking. Note: cannot regenerate at 100% battery	Y	N	R	X
37. Check operation of EV mode (PHEV)	Y	N	R	X

3.0 Interior of Vehicle

3.1 Front Interior

	Meets Audi Requirements			
38. All keys are present (two main keys minimum)	Y	N	R	X
39. Warning lights and messages	Y	N	R	X
40. Onboard computer	Y	N	R	X
41. Hazard lights, dash/console switches	Y	N	R	X
42. Driver/passenger airbags	Y	N	R	X
43. Speakers	Y	N	R	X
44. Dash lights/dimmers	Y	N	R	X
45. Cup holders	Y	N	R	X
46. Steering wheel/lock/key/tilt/telescope	Y	N	R	X
47. Horn	Y	N	R	X
48. Exterior mirror control, heater and folding function L/R	Y	N	R	X
49. Rear-view mirror/compass/auto-dimmer	Y	N	R	X
50. Dome and front courtesy lights	Y	N	R	X
51. Hood release mechanism	Y	N	R	X
52. Trunk/tailgate release/kick open entry	Y	N	R	X
53. Fuel door release	Y	N	R	X
54. Accessory power socket	Y	N	R	X
55. AM/FM radio, CD changer, SAT radio, AMI/Jukebox functionality	Y	N	R	X
56. Clock	Y	N	R	X
57. Windshield wiper controls	Y	N	R	X
58. Defogger/defroster	Y	N	R	X

	Meets Audi Requirements			
59. HVAC/blower/climate control/vents	Y	N	R	X
60. Gear shift handle/indicator/shift interlock	Y	N	R	X
61. Parking brake switch	Y	N	R	X
62. Foot pedals/operation and covers	Y	N	R	X
63. Warning chimes and bells/alarms/theft deterrent	Y	N	R	X
64. Bluetooth functionality	Y	N	R	X
65. MMI functionality and control buttons	Y	N	R	X

3.2 Left Front Interior

	Meets Audi Requirements			
66. Left front interior trim and door handle	Y	N	R	X
67. Left front visor/vanity mirror/light	Y	N	R	X
68. Left front curtain airbag	Y	N	R	X
69. Left front seat airbag	Y	N	R	X
70. Left front power window/door lock	Y	N	R	X
71. Left front seat controls/power/memory function	Y	N	R	X
72. Left front seat heater	Y	N	R	X
73. Left front seat ventilator	Y	N	R	X
74. Left front massage seat function	Y	N	R	X
75. Left front controls/vents	Y	N	R	X
76. Left front carpet/floor mat/footwell	Y	N	R	X
77. Left front safety belt/height adjuster	Y	N	R	X

3.2 Left Front Interior

Meets Audi Requirements

78. Left front seat cushion and cover	Y	N	R	X
79. Driver seat headrest/headrest release/headliner	Y	N	R	X
80. Left front door light/reflector	Y	N	R	X
81. Left front headliner assist handle	Y	N	R	X

3.3 Left Rear Interior

Meets Audi Requirements

82. Left rear interior trim and door handle	Y	N	R	X
83. Left rear power window/door lock	Y	N	R	X
84. Left rear seat heater and ventilator	Y	N	R	X
85. Left rear seat massaging function	Y	N	R	X
86. Left rear carpet, floor mat and footwell	Y	N	R	X
87. Left rear safety belt	Y	N	R	X
88. Left rear seat cushion and cover	Y	N	R	X
89. Rear seat folding function	Y	N	R	X
90. Left rear headrest, headrest release and headliner	Y	N	R	X
91. Left rear door lights/reflector	Y	N	R	X
92. Left rear window sunshade	Y	N	R	X
93. Left rear side airbag	Y	N	R	X
94. Left rear headliner assist handle	Y	N	R	X
95. Rear armrest/ski sack	Y	N	R	X
96. Rear controls/vents	Y	N	R	X
97. Rear cup holders	Y	N	R	X
98. Rear storage compartments	Y	N	R	X
99. Rear window sunshade	Y	N	R	X
100. Rear seat entertainment system	Y	N	R	X
101. First aid kit in centre armrest	Y	N	R	X
102. Centre headrest and release	Y	N	R	X
103. Centre seatbelt	Y	N	R	X
104. Child seat tethers and LATCH	Y	N	R	X

3.4 Right Rear Interior

Meets Audi Requirements

105. Right rear interior trim and door handle	Y	N	R	X
106. Right rear power window/door lock	Y	N	R	X
107. Right rear seat heater and ventilator	Y	N	R	X
108. Right rear seat massaging function	Y	N	R	X
109. Right rear carpet, floor mat and footwell	Y	N	R	X
110. Right rear safety belt	Y	N	R	X
111. Right rear seat cushion and cover	Y	N	R	X
112. Right rear headrest, headrest release and headliner	Y	N	R	X
113. Right rear door lights/reflector	Y	N	R	X
114. Right rear window sunshade	Y	N	R	X
115. Right rear side airbag	Y	N	R	X
116. Right rear headliner assist handle	Y	N	R	X

3.5 Right Front Interior

Meets Audi Requirements

117. Right front interior trim and door handle	Y	N	R	X
118. Right front visor/vanity mirror/light	Y	N	R	X
119. Right front power window/door lock	Y	N	R	X
120. Right front seat controls/power/memory function	Y	N	R	X
121. Right front seat heater and ventilator	Y	N	R	X
122. Right front seat massaging function	Y	N	R	X
123. Right front controls/vents	Y	N	R	X
124. Right front dash	Y	N	R	X
125. Right front seat airbag	Y	N	R	X
126. Right curtain airbag	Y	N	R	X
127. Glove box, lock and light	Y	N	R	X
128. Right front carpet, floor mat and footwell	Y	N	R	X
129. Right front safety belt/height adjuster	Y	N	R	X
130. Right front seat cover and cushion	Y	N	R	X
131. Right front headrest, headrest release and headliner	Y	N	R	X
132. Right front door light/reflector	Y	N	R	X
133. Right front headliner assist handle	Y	N	R	X

4.0 Exterior of Vehicle

4.1 Front Exterior

Meets Audi Requirements

134. Front bumper	Y	N	R	X
135. License plate bracket and filler panel	Y	N	R	X
136. Check function of charging port and access panel (L/R) if applicable	Y	N	R	X
137. Parking sensors	Y	N	R	X
138. Front headlight lens	Y	N	R	X
139. Headlamps high/low beam	Y	N	R	X
140. Marker lights, turn signals and daytime running lights	Y	N	R	X
141. Parking and hazard lights	Y	N	R	X
142. Fog/all weather lights	Y	N	R	X
143. Headlamp washer spray heads and covers	Y	N	R	X
144. Audi emblem	Y	N	R	X
145. Grill condition	Y	N	R	X
146. Lower right fascia grill	Y	N	R	X
147. Front tow eye cover	Y	N	R	X
148. Lower centre grill	Y	N	R	X
149. Lower left fascia grill	Y	N	R	X
150. Front hood condition and paint condition	Y	N	R	X
151. Front end alignment of panels (gaps)	Y	N	R	X
152. Windshield glass	Y	N	R	X
153. Windshield wipers	Y	N	R	X
154. Windshield wiper arms	Y	N	R	X
155. Windshield washer spray nozzles	Y	N	R	X
156. Wet arm operation (if equipped)	Y	N	R	X
157. Hood release latch operation	Y	N	R	X
158. Hood struts	Y	N	R	X
159. Audi advanced key	Y	N	R	X
160. Automatic headlamp sensors	Y	N	R	X
161. Check functionality of rain sensors	Y	N	R	X
162. Check functionality of camera sensor	Y	N	R	X
163. Electric door handles interior/exterior	Y	N	R	X
164. Manual emergency release for electric door handles	Y	N	R	X
165. Soft close function of all door locks	Y	N	R	X

4.2 Left Front Exterior

Meets Audi Requirements

166. Remote entry	Y	N	R	X
167. Left front fender alignment	Y	N	R	X
168. Left front side turn indicator light	Y	N	R	X
169. Left pillars (A and B)	Y	N	R	X
170. VIN plate	Y	N	R	X
171. Left front side mirror housing, glass and flasher	Y	N	R	X
172. Left front door panel alignment and paint	Y	N	R	X
173. Left front body mouldings	Y	N	R	X
174. Left front window glass	Y	N	R	X
175. Left front window trim and mouldings	Y	N	R	X
176. Driver exterior door handle	Y	N	R	X
177. Driver door lock cylinder (auto up/down/lock)	Y	N	R	X
178. Left front door hinge and alignment	Y	N	R	X
179. Left front door seals	Y	N	R	X
180. Left front door sill plate	Y	N	R	X

4.3 Left Rear Exterior

Meets Audi Requirements

181. Left front side moulding	Y	N	R	X
182. Left front side rocker panel and trim	Y	N	R	X
183. Left rear door panel alignment and paint	Y	N	R	X
184. Left rear door side moulding	Y	N	R	X
185. Left rear side rocker panel and trim	Y	N	R	X
186. Left rear door window trim and mouldings	Y	N	R	X
187. Left rear door window glass	Y	N	R	X
188. Left rear door handle	Y	N	R	X
189. Left rear child lock	Y	N	R	X
190. Left rear door hinge and alignment	Y	N	R	X
191. Left rear door seals	Y	N	R	X
192. Left rear sill plate	Y	N	R	X
193. Left rear C-pillar	Y	N	R	X
194. Left rear quarter window glass	Y	N	R	X
195. Left rear body panel alignment and paint	Y	N	R	X

4.4 Rear Exterior

Meets Audi Requirements

196. Rear end tailgate paint	Y	N	R	X
197. Rear Audi emblem and tailgate trim	Y	N	R	X
198. Rear window glass	Y	N	R	X
199. Rear window defrost element	Y	N	R	X
200. Rear camera	Y	N	R	X
201. Tailgate/trunk hinges, struts and alignment	Y	N	R	X
202. Trunk seal	Y	N	R	X
203. Trunk/luggage compartment light	Y	N	R	X
204. Compartment covers, hold-down latches	Y	N	R	X
205. Roadside kit present	Y	N	R	X
206. Tire Mobility System (TMS) expiration date	Y	N	R	X
207. Removable cargo cover	Y	N	R	X
208. Rear park sensors	Y	N	R	X
209. Rear parking, reverse, fog, all weather, hazard and tail lights	Y	N	R	X
210. Rear marker lamps and turn signals	Y	N	R	X
211. Rear brake lights	Y	N	R	X
212. Rear bumper	Y	N	R	X
213. Rear exterior trunk release	Y	N	R	X
214. License plate bracket and light	Y	N	R	X
215. Rear window wiper	Y	N	R	X
216. High-centre third brake light	Y	N	R	X
217. Rear window wiper arm	Y	N	R	X
218. Rear window washer/spray head	Y	N	R	X
219. Boot cover (cabriolet/roadster)	Y	N	R	X
220. Retractable rear spoiler function	Y	N	R	X

4.5 Right Rear Exterior

Meets Audi Requirements

221. Right rear quarter panel alignment and paint	Y	N	R	X
222. Right rear panel trim pieces and mouldings	Y	N	R	X
223. Fuel door, rubber stops and fuel cap	Y	N	R	X

4.5 Right Rear Exterior

Meets Audi Requirements

224. Right rear quarter window glass	Y	N	R	X
225. Right C-pillar	Y	N	R	X
226. Right rear side rocker panel and trim	Y	N	R	X
227. Right rear door window trim and mouldings	Y	N	R	X
228. Right rear door window glass	Y	N	R	X
229. Right rear door paint and gap alignment	Y	N	R	X
230. Right rear exterior door handle	Y	N	R	X
231. Right rear child lock	Y	N	R	X
232. Right rear sill plate	Y	N	R	X
233. Right rear door hinge and alignment	Y	N	R	X

4.6 Right Front Exterior

Meets Audi Requirements

234. Right pillar (A and B)	Y	N	R	X
235. Right front door panel paint and gap alignment	Y	N	R	X
236. Right front door handle	Y	N	R	X
237. Right front door lock	Y	N	R	X

Meets Audi Requirements

238. Right front door sill plate	Y	N	R	X
239. Right front door hinge and alignment	Y	N	R	X
240. Right front door seals	Y	N	R	X
241. Right front side rocker panel and trim	Y	N	R	X
242. Right front window trim and mouldings	Y	N	R	X
243. Right side mirror housing, glass and flasher	Y	N	R	X
244. Right front side marker light	Y	N	R	X
245. Right front trim pieces and mouldings	Y	N	R	X
246. Right front fender alignment and paint	Y	N	R	X

4.7 Top Exterior

Meets Audi Requirements

247. Sunroof glass and seals	Y	N	R	X
248. Roof panel/luggage rack/roof rails	Y	N	R	X
249. Roof antenna/SiriusXM/nav housing	Y	N	R	X
250. Convertible top (if equipped)	Y	N	R	X
251. Windscreen operation	Y	N	R	X

5.0 Mechanical Components

5.1 Engine

Meets Audi Requirements

252. Under hood insulation	Y	N	R	X
253. Engine compartment labels EGR/PCV/high voltage	Y	N	R	X
254. Tire pressure and recommended fuel label	Y	N	R	X
255. Covers: engine compartment/cowl cover/emblems	Y	N	R	X
256. Windshield washer fluid level	Y	N	R	X
257. Hoses checked for air and fluid leaks	Y	N	R	X
258. Power steering, engine oil	Y	N	R	X
259. Check for water in the oil	Y	N	R	X
260. Fuel injection system, fuel filter/lines	Y	N	R	X
261. Throttle linkage/e-gas	Y	N	R	X
262. Air filter	Y	N	R	X
263. Accessory belt	Y	N	R	X
264. Power steering pump/hoses and fluid level	Y	N	R	X
265. Oil level and condition	Y	N	R	X
266. Engine and transmission mounts	Y	N	R	X
267. Engine and transmission seals and gaskets	Y	N	R	X
268. A/C compressor/lines/condenser	Y	N	R	X
269. Visual leak inspection	Y	N	R	X

5.2 Cooling System

Meets Audi Requirements

270. Engine coolant reservoir cap	Y	N	R	X
271. Engine coolant level	Y	N	R	X
272. Cooling system pressure test	Y	N	R	X
273. Radiator hoses upper/lower and heater hoses	Y	N	R	X
274. Cooling fan, cooling fan motor	Y	N	R	X
275. Radiator/thermostat	Y	N	R	X
276. Upper core support, radiator housing	Y	N	R	X
277. Water pump/belt (noise/leaks)	Y	N	R	X
278. Check condition and presence of warning labels specific to the HV cooling system	Y	N	R	X

Meets Audi Requirements

279. High-voltage system coolant level (see repair manual) if applicable	Y	N	R	X
280. Test coolant for protection temperature (including HV cooling system) ^Y	N	R	X	

5.3 Transmission

Meets Audi Requirements

281. Transmission system condition	Y	N	R	X
282. Transmission fluid auto/manual	Y	N	R	X

5. Electrical System

Meets Audi Requirements

283. Visual inspection of 12V battery condition	Y	N	R	X
284. Visual inspection of 12V wiring	Y	N	R	X
285. Visual inspection of high-voltage battery, check condition of battery casing	Y	N	R	X
286. Visual inspection high-voltage components and cables	Y	N	R	X
287. Check signs of corrosion	Y	N	R	X
288. Visual inspection of wire harnesses for wear and tear	Y	N	R	X

5.5 Brake System

Meets Audi Requirements

289. Brake fluid reservoir cap	Y	N	R	X
290. Brake fluid level/condition	Y	N	R	X
291. Brake master cylinder and booster	Y	N	R	X
292. Parking brake	Y	N	R	X
293. Parking brake cable and connection tension	Y	N	R	X
294. Brake calipers and hoses	Y	N	R	X
295. Electro-mechanical brake	Y	N	R	X
296. Brake pads	Y	N	R	X

	Front left (mm)	Rear left (mm)	Rear right (mm)	Front right (mm)
Pad thickness 50%				
Rotor width (See ElsaPro)				

6.0 Under the Vehicle

6.1 Undercarriage

Meets Audi Requirements

297. Bumper flanges and brackets	Y	N	R	X
298. Frame spot welds and seams	Y	N	R	X
299. Sheet metal	Y	N	R	X
300. Water damage	Y	N	R	X
301. Front sub-frames and front side aprons	Y	N	R	X
302. Centre support bearing	Y	N	R	X
303. Brake lines	Y	N	R	X
304. Bottom of front and rear bumpers	Y	N	R	X
305. Lower splash shield	Y	N	R	X
306. Lower engine mounts	Y	N	R	X
307. Lower radiator hoses	Y	N	R	X
308. Suspension arms and CV joints	Y	N	R	X
309. Adaptive suspension systems	Y	N	R	X
310. Sway bars/links/bushings	Y	N	R	X
311. Struts, shocks and springs	Y	N	R	X
312. Control arms and steering rack	Y	N	R	X
313. Check visual condition of HV components (battery and cables)	Y	N	R	X

6.2 Exhaust System

Meets Audi Requirements

314. Hangers and clamps	Y	N	R	X
315. Exhaust pipes, catalytic converter and heat shield	Y	N	R	X
316. Check for system leaks	Y	N	R	X
317. Rear axle fluid level	Y	N	R	X

6.3 Transmission/Differentials/Transaxle Seals and Gaskets

Meets Audi Requirements

318. Engine/transmission/differentials/transaxle seals and gaskets	Y	N	R	X
319. Transmission lines	Y	N	R	X
320. Axle housing/final drive	Y	N	R	X
321. Transmission/mounts/control linkages	Y	N	R	X
322. Differential/Torsen/quattro®	Y	N	R	X

6.4 Tires and Wheels

Meets Audi Requirements

323. Wheels: run out/curb damage/finish/correct match/spare tire	Y	N	R	X
324. Tires: correct size/match/damage/Audi approved	Y	N	R	X
325. Tire tread depth and pressure (L/R)	Y	N	R	X
326. Speed and load rating	Y	N	R	X
327. DOT #:	DOT #:	DOT #:	DOT #:	
Tread Depth	Inner (mm)	Middle (mm)	Outer (mm)	Tire Pressure (PSI)
Left front tire				
Left rear tire				
Right rear tire				
Right front tire				

6.5 Fuel Tank and Lines

Meets Audi Requirements

328. Fuel tank and holding straps	Y	N	R	X
329. Fuel line	Y	N	R	X
330. Fuel filter	Y	N	R	X

7.0 PHEV Specific (e.g. A3 e-tron, Q5 TFSI e)

7.1 Charging System

Meets Audi Requirements

Meets Audi Requirements

Note: Check and confirm functionality of OEM charger and adapter cables.

331. Charging capsule (check for updates)	Y	N	R	X
332. Check charging functionality of 120V cable	Y	N	R	X
333. Check charging functionality of 240V cable	Y	N	R	X
334. Wall clip brackets (check if available)	Y	N	R	X
335. Ability to charge to a minimum of 80%	Y	N	R	X
336. Reset charging capacity in MMI to the recommended owners manual value)	Y	N	R	X

337. Visual inspection of all potential equalization cables on all EV components	Y	N	R	X
338. Visual inspection of TW High Voltage maintenance disconnect de-energize, re-energize connector, warning labels	Y	N	R	X
339. High-voltage safety locks/warning labels/emissions/air conditioning	Y	N	R	X
340. Check HV HVAC operation (monitor measuring value blocks for cooling circuit temperatures during operation)	Y	N	R	X

8.0 Signatures

All items checked have been thoroughly inspected and repaired by a registered Audi technician with genuine Audi approved parts.

Audi Certified Technician Signature

Audi Service Manager Signature

Audi Certified Pre-Owned Manager Signature

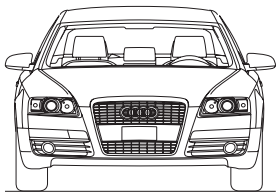
Date

Important: The above approval signatures must be completed for vehicle to be entered into the Audi Certified Pre-Owned program.

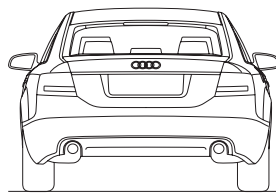
Technician Notes

Section Notes

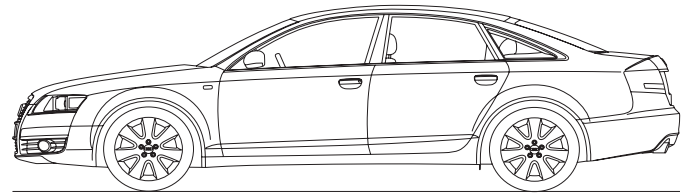
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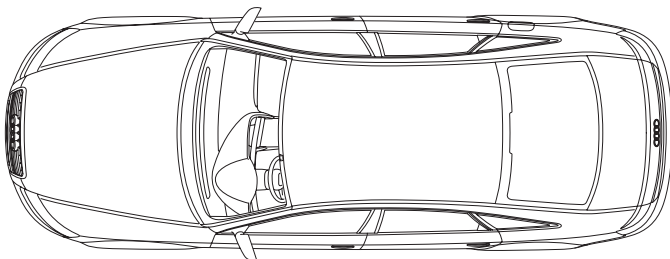
Front



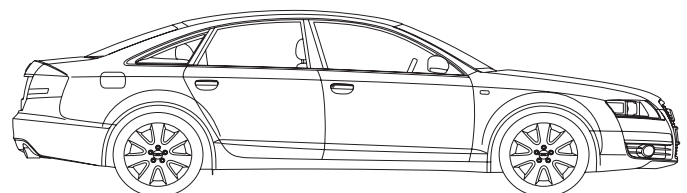
Rear



Left



Top



Right

Keep notes and a copy of the inspection and certification checklist in dealer customer file.