### 1. Dealer and Vehicle Information

<table>
<thead>
<tr>
<th>Dealer Name</th>
<th>Model</th>
<th>Year</th>
<th>Color</th>
<th>VIN</th>
<th>Audit Certified pre-owned Technician Name – Print</th>
<th>Dealer Number</th>
<th>Mileage</th>
<th>Inspection Date</th>
<th>Repair Order Number</th>
<th>Tech Code</th>
<th>Inspected Color</th>
<th>Revision Date</th>
</tr>
</thead>
</table>

### 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.

- [ ] Has the vehicle passed the CARFAX Vehicle History Report and has mileage been verified as actual? (See CPO Manual for ineligible data flags)
- [ ] Has the vehicle been in operation at least 4 months or have a minimum of 4,000 miles?
- [ ] Is the vehicle 5 model years old or newer with no more than 60,000 miles?
- [ ] Is the vehicle free from current or evidence of past after market modifications? (Free from chassis, body, electrical, or engine performance modifications; free from ANY chip or wheel and tire modifications. Dealer installed OEM accessories are acceptable)
- [ ] Is it certain the vehicle does not have an extensive or unreasonable service history?
- [ ] Do all VINs match with labels and plates intact? (frame/windshield/B-pillar-PV55 sticker; no alterations)
- [ ] Is the vehicle's history free from any manufacturer buyback (lemon law) or cash settlement events?
- [ ] *A TDI vehicle that was repurchased pursuant to a TDI Consumer Settlement Program is not considered a manufacturer buyback due to mechanical failure and state Lemon Law (see Audicpo.com for details).

### 1.2 Pre-work

- [ ] Performed in service bay. Attach exhaust hose and start vehicle engine for power.
- [ ] Does the paper work match the VIN and vehicle?
- [ ] Are all services up to date and reflected in the maintenance booklet? (Make note of the service and maintenance being performed during the CPO inspection and make sure to stamp the booklet for all services performed to date.)
- [ ] Run diagnostic test with appropriate VAS tester on vehicle; correct faults during inspection.
- [ ] Print all diagnostic results and place copy in vehicle file.

### 1.3 Determination

- [ ] In your opinion is this vehicle a good candidate to become Certified?

If 'No,' stop and notify Service Manager and Certified pre-owned Manager.

If 'Yes,' continue with the Inspection and Certification Checklist.

### 2. Interior of Vehicle

#### 2.1 Front Interior

Inspect and check the operation and/or condition of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Meets Audi Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>All keys including both masters, valet and emergency as Factory equipped</td>
<td>Yes</td>
</tr>
<tr>
<td>Warning lights &amp; messages (ABS, airbag, O, sensor, etc.)</td>
<td>Yes</td>
</tr>
<tr>
<td>Onboard computer (check OK MIL cycle)</td>
<td>Yes</td>
</tr>
<tr>
<td>Hazard lights switch</td>
<td>Yes</td>
</tr>
<tr>
<td>Dash/console switches</td>
<td>Yes</td>
</tr>
<tr>
<td>Driver's side airbags</td>
<td>Yes</td>
</tr>
<tr>
<td>Speakers</td>
<td>Yes</td>
</tr>
<tr>
<td>Dash lights/dimmer</td>
<td>Yes</td>
</tr>
<tr>
<td>Cup holders</td>
<td>Yes</td>
</tr>
<tr>
<td>Steering wheel/lock/key/tit/telescope</td>
<td>Yes</td>
</tr>
<tr>
<td>Horn (all areas of pad)</td>
<td>Yes</td>
</tr>
<tr>
<td>Left/right exterior mirror control and heater</td>
<td>Yes</td>
</tr>
<tr>
<td>Rearview mirror/compass (Compass set to local zone?)</td>
<td>Yes</td>
</tr>
<tr>
<td>Dome and front courtesy lights</td>
<td>Yes</td>
</tr>
<tr>
<td>Hood release handle</td>
<td>Yes</td>
</tr>
<tr>
<td>Trunk/tailgate release</td>
<td>Yes</td>
</tr>
<tr>
<td>Fuel door release</td>
<td>Yes</td>
</tr>
<tr>
<td>Accessory power socket, lighter, and ashtray</td>
<td>Yes</td>
</tr>
<tr>
<td>Sound system functionality - Radio/CD/DVD/SAT/AM/FM/Jukebox</td>
<td>Yes</td>
</tr>
<tr>
<td>Clock</td>
<td>Yes</td>
</tr>
<tr>
<td>Windshield wiper controls</td>
<td>Yes</td>
</tr>
<tr>
<td>Defogger/defroster</td>
<td>Yes</td>
</tr>
<tr>
<td>HVAC/blower/climate controls/vents</td>
<td>Yes</td>
</tr>
<tr>
<td>Gear shift handle/indicator</td>
<td>Yes</td>
</tr>
<tr>
<td>Parking brake</td>
<td>Yes</td>
</tr>
<tr>
<td>Foot pedals/operation and covers</td>
<td>Yes</td>
</tr>
<tr>
<td>Warning chimes and bells/alarm/shaft deterrent</td>
<td>Yes</td>
</tr>
<tr>
<td>Test Bluetooth functionality with approved phone</td>
<td>Yes</td>
</tr>
<tr>
<td>Check MMI and Audi Connect system for proper functionality. Confirm MMI controller/buttons function without obstruction.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 2.2 Left Front Interior

Inspect and check the operation and/or condition of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Meets Audi Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left front interior trim and door handle</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front power window/lack</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front seat controls/power/memory function</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front seat heater and ventilator</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front controls/vents</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front carpet, floor mat, and foot-well (Mat securely fastens to retainers, free from damage, and curling. Only OEM mats are acceptable.)</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front safety belt/height adjuster</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front seat cushion and cover</td>
<td>Yes</td>
</tr>
<tr>
<td>Driver seat headrest, headrest release and headliner</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front door light/reflector</td>
<td>Yes</td>
</tr>
<tr>
<td>Left front headliner assist handle</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### 2.3 Left Rear Interior

Inspect and check the operation and/or condition of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Meets Audi Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Left rear interior trim and door handle</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear power window</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear seat heater and ventilator</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear carpet, floor mat, and foot-well (Mat securely fastens to retainers, free from damage, and curling. Only OEM mats are acceptable.)</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear safety belt</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear seat cushion and cover</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear headrest, headrest release, and headliner</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear door lights/reflector</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear window sunshade</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear airbag</td>
<td>Yes</td>
</tr>
<tr>
<td>Left rear headliner assist handle</td>
<td>Yes</td>
</tr>
<tr>
<td>Rear armrest/ski sack</td>
<td>Yes</td>
</tr>
<tr>
<td>Rear controls/vents</td>
<td>Yes</td>
</tr>
<tr>
<td>Rear ashtray in center</td>
<td>Yes</td>
</tr>
<tr>
<td>Rear window sunshade</td>
<td>Yes</td>
</tr>
<tr>
<td>First Aid kit in center armrest (if equipped)</td>
<td>Yes</td>
</tr>
<tr>
<td>Center headrest and release</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### 3.1 Front Exterior
Inspect and check the operation and/or condition of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Meets Audi Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windscreen operation (Cabriolet/Roadster)</td>
<td></td>
</tr>
<tr>
<td>Convertible top (Cabriolet/Roadster)</td>
<td></td>
</tr>
<tr>
<td>Headlamp washer spray heads and covers</td>
<td></td>
</tr>
<tr>
<td>Windshield glass (Ensure proper fit, and functionality of all vehicle features.)</td>
<td></td>
</tr>
<tr>
<td>Windshield wipers</td>
<td></td>
</tr>
<tr>
<td>Windshield washer spray heads</td>
<td></td>
</tr>
<tr>
<td>Hood release latch operation</td>
<td></td>
</tr>
</tbody>
</table>

#### 3.2 Left Front Exterior
Remote entry
- Left front fender alignment and paint
- Left front side indicator light
- Left A-pillar
- VIN plate
- Left front side mirror housing and glass
- Left front door panel alignment and paint
- Left front body moldings
- Left front window glass
- Left front window trim
- Driver exterior door handle
- Driver door lock cylinder (auto up/down/lock)
- Left front door hinge and alignment
- Left front door seals
- Left front sill plate
- Left front door molding
- Left front side rocker panel and trim
- Left B-pillar

#### 3.3 Left Rear Exterior
Left rear door panel alignment and paint
- Left rear door siding
- Left rear body moldings
- Left rear side rocker panel and trim
- Left rear door window trim and moldings
- Left rear window glass
- Left rear exterior door handle
- Left rear child lock
- Left rear door hinge and alignment
- Left rear door seals
- Left rear sill plate
- Left C-pillar
- Left rear quarter window glass
- Left rear back window glass
- Left rear back window defrost element
- Left rear body panel alignment and paint

### 3.4 Rear Exterior
Inspect and check the operation and/or condition of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Meets Audi Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rear and tailgate paint</td>
<td></td>
</tr>
<tr>
<td>Audi emblem and tailgate trim</td>
<td></td>
</tr>
<tr>
<td>Rear window glass</td>
<td></td>
</tr>
<tr>
<td>Rear window defrost element</td>
<td></td>
</tr>
<tr>
<td>Rear camera (if equipped)</td>
<td></td>
</tr>
<tr>
<td>Tailgate hinges, struts, and alignment</td>
<td></td>
</tr>
<tr>
<td>Trunk seal</td>
<td></td>
</tr>
<tr>
<td>Trunk/luggage compartment light</td>
<td></td>
</tr>
<tr>
<td>Compartment covers, hold-down latches, and net</td>
<td></td>
</tr>
<tr>
<td>Roadside kit present (if equipped)</td>
<td></td>
</tr>
<tr>
<td>Removable cargo cover</td>
<td></td>
</tr>
<tr>
<td>Park sensors (if equipped)</td>
<td></td>
</tr>
<tr>
<td>Rear parking, reverse, fog, hazard, and tail lights</td>
<td></td>
</tr>
<tr>
<td>Rear marker lamps and turn signals</td>
<td></td>
</tr>
<tr>
<td>Rear brake lights</td>
<td></td>
</tr>
<tr>
<td>High-center third brake light</td>
<td></td>
</tr>
<tr>
<td>Rear bumper</td>
<td></td>
</tr>
<tr>
<td>Rear exterior trunk release</td>
<td></td>
</tr>
<tr>
<td>License plate bracket and light</td>
<td></td>
</tr>
<tr>
<td>Rear window wipe</td>
<td></td>
</tr>
<tr>
<td>Rear window wiper arm</td>
<td></td>
</tr>
<tr>
<td>Rear window washer/spray head</td>
<td></td>
</tr>
<tr>
<td>Boot cover (Cabriolet/Roadster)</td>
<td></td>
</tr>
</tbody>
</table>

### 3.5 Right Rear Exterior
Right rear quarter panel alignment and paint
- Right rear panel trim pieces and moldings
- Fuel door, rubber stops, and fuel cap
- Right rear back window glass
- Right rear quarter window glass
- Right C-pillar
- Right rear side rocker panel and trim
- Right rear door window trim and moldings
- Right rear door window glass
- Right rear door paint and gap alignment
- Right rear exterior door handle
- Right rear child lock
- Right rear sill plate
- Right rear door hinge and alignment

### 3.6 Right Front Exterior
Right B-pillar
- Right front door panel alignment and paint
- Right front exterior door handle
- Right front door lock
- Right front sill plate
- Right front door hinge and alignment
- Right front door seals
- Right front side rocker panel and trim
- Right front window glass
- Right front window trim and moldings
- Right side mirror housing and glass
- Right A-pillar
- Right front marker light
- Right front trim pieces and moldings
- Right front fender alignment and paint

### 3.7 Top Exterior
Sunroof glass and seals (test for leaks)
- Roof panel/luggage rack
- Roof antenna/SIRIUS®/NAV housing
- Convertible top (Cabriolet/Roadster)
- Windscreen operation (Cabriolet/Roadster)

HV Supplement must accompany 300+pt. Checklist for all High Voltage vehicles.
4 | Engine Compartment

4.1 Engine
Inspect and check the operation condition of the following items:

- Under hood insulation
- Engine compartment - EGR/PCV
- Tire pressure and recommended fuel label
- Coolers - engine compartment/cowl cover/emblems
- Power steering, engine oil, and washer reservoir caps
- Check for evidence of oil in the coolant reservoir.
- Fuel injection system, fuel filter/in lines
- Throttle linkages/"E-Gas" (or throttle by wire)
- Air intake - Check for oil (Replace if aftermarket or excessively dirty)
- Dust and pollen filter (HEPA)
- Accessory belt
- Timing belt/chain (per maintenance schedule)
- Power steering pump/hoses
- Power steering fluid level
- Windshield washer fluid level
- Check all hoses for air and fuel leaks
- Check oil on dipstick for level and condition
- Engine mounts (top area)
- All engine and transmission seals and gaskets
- A/C compressor/lines/condenser
- Meets Audi Requirements

4.2 Cooling System
Inspect and check the operation condition of the following items:

- Engine coolant reservoir cap
- Engine coolant level
- Cooling system pressure test (Check for leaks)
- Radiator hoses upper/lower & heater hoses
- Cooling fan
- Coolant fan motor
- Radiator cap
- Radiator/thermostat
- Upper core support, radiator housing
- Water pump/belts (noise/leaks)
- Test coolant for protection temperature
- Meets Audi Requirements

4.3 Transmission
Transmission system condition
Transmission fluid auto/manual (leakage check)

4.4 Electrical System
Battery condition - location varies by model
- Alternator charging (warning light)
- Inspect all harnesses for abnormal wear and tear

4.5 Brake System
Brake fluid reservoir cap
- Brake fluid level / condition
- Brake master cylinder and booster

5 | Road Test

5.1 Engine, Drivetrain and Operation
Inspect and check the operation condition of the following items:

- Starter operation/starting (cold/hot)
- Fuel pump operation
- Engine performance idle/noise/vibrations
- Smooth acceleration/deceleration
- Transmission and shift points
- Transmission/transaxle noise (cold/hot)
- Shift interlocks
- Clutch operation
- Exhaust - Confirm no evidence of excessive noise or odor.
- Meets Audi Requirements

5.2 Engine, Drivetrain and Operation Continued
Inspect and check the operation condition of the following items:

- Brakes (operation/noise/pulling/pulsating)
- ABS function
- Steering/tracking/play in the wheel
- Suspension noise/performance
- Vehicle ride, vibration, and overall driveability
- Speedometer, odometer, and trip function
- Navigation system functionality
- Brake fluid level / condition
- Test all Driver Assist features including, but not limited to ACC, Side Assist, LDW, Head Up display, Camera, and Park Assist.
- Meets Audi Requirements

5.3 Tires and Wheels
Tires and Wheels
- Tires
  - Meets Audi Requirements
  - N/A
  - Yes
  - No
  - Repaired

6 | Under the Vehicle

6.1 Undercarriage
Inspect and check the operation condition of the following items:

- Bumper flanges and brackets
- Frame spot welds/seams - Confirm no evidence of stress or cracks indicating accident or frame damage.
- Sheet metal - Confirm no evidence of deformities indicating accident or frame damage.
- Water damage - Confirm no evidence of water damage.
- Front sub-frames - Confirm no evidence of stress or cracks indicating accident or frame damage.
- Front side aprons - Confirm no evidence of stress or cracks indicating damage or accident.
- Center support bearing (quattro" drivehaft)
- Brake lines
- Bottom of front and rear bumpers (visual damage)
- Lower splash shield
- Lower engine mounts
- Lower radiator hoses
- Suspension arms and CV joints
- Sway bars/links/bushings
- Struts, shocks, and springs
- Control arms and steering rack
- Meets Audi Requirements

6.2 Exhaust System
Hangers and clamps
- Exhaust pipes, catalytic converter, and heat shield
- Check for leaks

6.3 Engine/Transmission/Differentials/Transaxle
Rear axle fluid level
- Engine/Transmission/Differentials/Transaxle seals/gaskets
- Transmission lines
- Axle housing/Final drive
- Transmission/mounts/control linkages
- Differential /"Loren" /"quattro"
- Inspect transmission fluid level and condition
- Meets Audi Requirements

7 | Signatures (Required)

It is the responsibility of the inspecting dealer that this Inspection and Certification Checklist is completed in accordance with the Audi Certified pre-owned Program Manual. The undersigned certifies that the inspection and reconditioning performed on this vehicle meets all required criteria prescribed by the Audi Certified pre-owned program. All items checked "Repaired" have been thoroughly inspected and repaired by a registered Audi technician with genuine Audi approved parts. The undersigned Audi Certified Technician also certifies that all Diagnostic Trouble Codes are remedied and cleared, all open service campaigns and recall services are performed, and that the maintenance booklet is up to date.

Audi Certified Technician Signature
Date

Audi Certified pre-owned Manager Signature
Date

Audi Service Manager Signature
Date

8 | Customer Acknowledgement (Required)

- Initial

- ALL TDI CPO VEHICLES: This vehicle has a TDI diesel engine and is subject to a service campaign as a result of a determination by the Environmental Protection Agency (EPA) and California Air Resources Board that some TDI vehicles do not comply with applicable emissions regulations. This vehicle has undergone an Approved Emissions Modification (AIM) approved by the EPA and CARB, and it comes with an Extended Emissions Warranty. I have been provided with information and written disclosures about the AIM and Extended Emissions Warranty.

- MY 2015 TDI VEHICLES ONLY: This vehicle is a MY15 2.0L TDI diesel, and I have been informed of, and provided written disclosures regarding, a future service action that must be performed in order to complete the AIM in the vehicle.

I have received a copy of the Audi 3000pt. Inspection and Certification Checklist and understand that this is an Audi Certified pre-owned vehicle and have been informed of the terms and conditions of this program including, but not limited to, the comprehensive limited warranty coverage and $85 deductible per visit, 24/7 Roadside Assistance Program, and inspection process.

*See Audi CPO Limited Warranty and 24/7 Roadside Assistance Booklet for details.

Signature
Date

Top – Service Dept Copy
Middle – Sales Dept Copy
Bottom – Customer Copy
Rev. 01/2018