



INSPECTION AND CONDITION REPORT

CAUTION: Volkswagen of America, Inc., reserves the right to deny VW certification. Do not offer a Volkswagen Certified Pre-Owned vehicle for retail sale until the VCAS System updates the Certification Request to "Approved Sale Pending."

IMPORTANT: The following information must be completed for VW certification to be considered.

Dealer Name _____	Repair Order Number (If different from Claim Number) _____
Dealer Number _____	Model Name _____
Technician Name _____	Technician's Number (U.S. only) _____
VIN _____	Mileage/Kilometers _____
Inspection Date (Month/Day/Year) _____	REQUIRED: The undersigned verifies that the subject Volkswagen has been inspected and appropriately reconditioned as indicated herein. This area must be filled in completely. Submitted for VW certification by: _____
Date VCAS Claim was Input (Month/Day/Year) _____	Name (Please Print) Title _____
	Signature Date (Month/Day/Year) _____

Systems	Type of Inspection	Check for	Result
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INTERIOR

1 Keys	Test	Remote open/close	__ OK __ Problem
2 Steering Wheel	Test	Adjustments/Lock	__ OK __ Problem
3 Doors/Handles	Test	Function, feel	__ OK __ Problem
4 Warning Chimes	Test	Function	__ OK __ Problem
5 Window Operation	Test	Switches, regulator	__ OK __ Problem
6 Console	Visual	Damage	__ OK __ Problem
7 Side and Back Windows	Visual	Chips, cracks, leaks	__ OK __ Problem
8 Windshield	Visual	Chips, cracks, leaks	__ OK __ Problem
9 Seats/Headrests	Test	Function, damage	__ OK __ Problem
10 Seat Heaters	Test	Function	__ OK __ Problem
11 Seat Belts/Retractors	Test	Function, wear	__ OK __ Problem
12 Air Bags	Test	Function, damage	__ OK __ Problem

Note: If the safety systems of this vehicle have been disabled, they must be restored to original, like new, configuration for this vehicle, prior to re-sale.

13 Mirrors(inside and outside)	Test	Function, damage	__ OK __ Problem
14 Clock	Test	Set to correct time	__ OK __ Problem
15 Glove box and Ashtray	Visual	Function, light, lock	__ OK __ Problem
16 Instrument Lights	Visual	Function	__ OK __ Problem
17 Sunroof	Test	Function, sealing	__ OK __ Problem
18 Lighter and 12V Outlets	Test	Function	__ OK __ Problem
19 Lights: Dome, Map, Visor	Test	Function	__ OK __ Problem
20 Door/Child Safety Locks	Test	Function	__ OK __ Problem
21 Alarm System	Test	Function	__ OK __ Problem
22 Upholstery	Visual	Wear, damage	__ OK __ Problem
23 Carpet/Floor Mats/Trunk	Visual	Wear, damage	__ OK __ Problem
24 Door Panels	Visual	Damage	__ OK __ Problem
25 Fuel/Trunk Release	Visual	Damage	__ OK __ Problem
26 Headliner/Sun Visor	Visual	Damage	__ OK __ Problem
27 Ignition Switch	Operation	Wear, damage	__ OK __ Problem
28 Ignition Switch	Turn to "ON"	All I.P. warning lights	__ OK __ Problem
29 Readiness Code	Test	If not set, establish	__ OK __ Problem
30 ATF	Fluids/Visual	Level, condition, model specific	__ OK __ Problem

Perform full analysis of all computer-controlled onboard systems using either the V.A.G. 1551/1552 or VAS5051/5052 as appropriate for the vehicle model/year. Note all fault codes:

VW10CPOINSREP
Revised April 2011

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ROAD TEST (15 - 20 minutes - must reach operating temperature)

Record Mileage/Kilometers on Odometer at start of road test: _____

31 Engine	Test	Starting, performance	__ OK __ Problem
32 Engine	Test	Idle, knock, vibration	__ OK __ Problem
33 Engine	Test	Valve noise	__ OK __ Problem
34 Engine	Test	Smoke	__ OK __ Problem
35 Automatic Transmission	Test	Performance	__ OK __ Problem
36 Automatic Transmission	Test	Slippage, noise	__ OK __ Problem
37 Automatic Transmission	Test	Shift points, shift lock	__ OK __ Problem
38 Automatic Transmission	Test	Down shift	__ OK __ Problem
39 Manual Transmission	Test	Performance	__ OK __ Problem
40 Manual Transmission	Test	Shifting	__ OK __ Problem
41 Manual Transmission	Test	Noise	__ OK __ Problem
42 Differential	Test	Noise	__ OK __ Problem
43 Clutch	Test	Operation, slippage	__ OK __ Problem
44 Clutch	Test	Performance	__ OK __ Problem
45 Steering	Test	Noise, effort	__ OK __ Problem
46 Steering	Test	Vibration pulling	__ OK __ Problem
47 Steering Wheel	Visual	Aligned	__ OK __ Problem
48 Suspension	Test	Function, feel, noise	__ OK __ Problem
49 Brakes and ABS	Test	Function, feel, noise	__ OK __ Problem
50 Parking Brake	Test	Function	__ OK __ Problem
51 A/C System, Defroster	Test	Operation, noise	__ OK __ Problem
52 Heater	Test	Operation, noise	__ OK __ Problem
53 Speedometer	Test	Function, noise	__ OK __ Problem
54 Horn(s)	Test	Function	__ OK __ Problem
55 Radio/Antenna	Test	Function, presets	__ OK __ Problem
56 CD, Cassette, Navigation	Test	Function	__ OK __ Problem
57 Speakers	Test	Noise, vibration	__ OK __ Problem
58 Wipers/Washers (front and rear)	Test	Function, jets aim	__ OK __ Problem
59 Wiper Blades/Arms	Test	Function, performance	__ OK __ Problem
60 Cruise Control	Test	Function	__ OK __ Problem
61 Wind Noise, Squeaks, Rattles	Test	Check	__ OK __ Problem
62 Wheel Bearing or Exhaust Noise	Test	Check	__ OK __ Problem
63 Engine	Test	Hot start, idle	__ OK __ Problem

Record Mileage/Kilometers on Odometer at end of road test: _____

Systems	Type of Inspection	Check for	Result
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AFTER ROAD TEST - with Engine off			
64 Cooling System	Visual	Leaks, hoses radiator, pumps	__ OK __ Problem
65 Coolant	Visual	Level	__ OK __ Low
66 Coolant	Test	Antifreeze content	__ OK __ Problem
67 Coolant	Protected to Record	degrees:	__ OK __ Problem
68 Battery/Charging System	Test	Function, condition	__ OK __ Problem
69 Battery Cables/Clamps	Visual	Condition	__ OK __ Problem
70 Ignition Wires	Visual	Condition	__ OK __ Problem
71 Electrical System	Visual	Wire routing, connections	__ OK __ Problem
72 V-belts/Air Filter	Visual	Loose, condition	__ OK __ Problem
73 A/C Compressor, Clutch	Visual	Function, noise	__ OK __ Problem
74 Cooling Fan	Visual	Function, noise	__ OK __ Problem
75 Washer Reservoir	Visual	Fluid level, leaks	__ OK __ Problem
76 Engine Oil	Visual	Level condition	__ OK __ Problem
77 Power Steering	Visual	Fluid level	__ OK __ Low
78 Brake Reservoir, Master Cylinder	Visual	Fluid level	__ OK __ Low
79 Fuel System	Visual	Leaks, fittings, filter	__ OK __ Low

EXTERIOR - Any dings, dents and scratches to body, bumper or wheels, which detract from the "Front Line" appearance of the vehicle should be professionally repaired. All body trim should be intact and damage-free.

80 Turn Signal/Marker	Visual	Damage, operation	__ OK __ Problem
81 Emergency Flashers	Visual	Operation	__ OK __ Problem
82 Antenna Mast	Visual	Condition	__ OK __ Problem
83 Headlights	Visual	Lens broken	__ OK __ Problem
84 Headlights	Test	High/Low beam	__ OK __ Problem
85 Fog Lights	Visual	Lens broken, Operation	__ OK __ Problem
86 Tail/Brake/Reverse/License Plate Lights	Visual	Lens broken, Operation	__ OK __ Problem
87 High-Mount Brake Light	Visual	Operation	__ OK __ Problem
88 Trunk/Rear Hatch/Trim/Roof Rack	Test	Function, feel, lights	__ OK __ Problem
89 Spare Tire/Jack/Tool Kit	Visual/Test	Damage, tire pressure	__ OK __ Problem
90 Cabrio, Top	Visual/Test	Function, condition	__ OK __ Problem

UNDER BODY - with vehicle on lift

91 Wheels	Visual	Damage, matched	__ OK __ Problem
92 Tires	Visual	Damage, pressure	__ OK __ Problem
93 Tires	Size	Match brand and type	__ OK __ Problem
94 Tires Depth (minimum 4/32)	Tread Depth	LF __ RF __ LR __ RR __	__ OK __ Problem
95 Tire Wear	Visual	Unusual tire wear	__ OK __ Problem
96 Wheel Covers	Visual	Damage, missing	__ OK __ Problem
97 Transmission	Visual	Oil leaks	__ OK __ Problem
98 Transmission	Visual	Worn mounts	__ OK __ Problem
99 C/V Joint Boots	Visual	Leaks, worn	__ OK __ Problem
100 Axles/Suspension	Visual	Damage	__ OK __ Problem
101 Control Arms, Bushings, etc.	Visual	Damage	__ OK __ Problem
102 Engine	Visual	Leaks, mounts	__ OK __ Problem
103 Shocks/Struts/Springs	Visual	Leaks, damage, weak	__ OK __ Problem
104 Brake System	Visual	Damaged, leaking	__ OK __ Problem
105 Brake Pad Lining	Measure	Minimum 50% remain	__ OK __ Problem
106 Brake Rotors/Calipers	Visual/Measure	Leaks, Specs	__ OK __ Problem
107 Exhaust	Visual	Leaks, alignment	__ OK __ Problem
108 Exhaust	Visual	Damage, wear	__ OK __ Problem
109 Steering Rack, Pump	Visual	Leaks, noise	__ OK __ Problem
110 Hoses	Visual	Damage, leaks	__ OK __ Problem
111 Hydraulic Pump	Visual	Leaks, noise	__ OK __ Problem
112 Underbody	Visual	Other damage, leaks	__ OK __ Problem

Please Verify:

- Any and all non-original equipment is either replaced or disclosed and specifically excluded from warranty coverage on the sales invoice.
- All original equipment on the vehicle you are inspecting, which is not specifically called out herein, is inspected and is verified to be in good working condition.
- Owner's Manual and other owner materials are with the vehicle (replace as required).
- Two remote keys are with the vehicle (including all keyless entry transmitters, as appropriate) and are functional.
- If equipped with CD changer or navigation system, verify the CD magazine and CDs are with the vehicle.
- Vehicle Maintenance is up to date and the maintenance record is complete.
- Minor paint/body reconditioning has been satisfactorily completed.
- Vehicle is detailed—front-line ready.
- At time of sale, the Bill of Sale needs to indicate "VW Certified Pre-Owned" with the customer's signature.

INSPECTION AND CONDITION REPORT

To qualify as a Volkswagen Certified Pre-Owned vehicle:

- The vehicle must be no older than current or previous five (5) model years.
- The vehicle must have less than 75,000 miles (120,000 km).
- The vehicle must be six (6) months or more from original (new car) delivery date or have at least 6,000 miles (10,000 km).
- Vehicle History Report

If the vehicle meets the above criteria, it is suggested that you take an impartial and objective look at the exterior and interior of this vehicle. **Vehicles that have been extensively damaged, improperly repaired and/or those that will require significant expense to recondition should be eliminated from your consideration.** Ask yourself, "Once reconditioned, will this vehicle be ready for the Front Line?"

If your answer is yes, then proceed.

- New Vehicle Delivery Date: Qualify: __ Yes __ No
- Still under Warranty: __ Yes __ No
If yes, expires: _____
- Date Last Maintenance performed: Mileage/Kilometers: _____
- Is any Maintenance currently due? __ Yes __ No
(If yes, the most comprehensive missed maintenance must be performed prior to VW certification.)
- Are there any open campaigns? __ Yes __ No
(If yes, all campaigns must be completed and reported prior to VW certification.)
- All Books? (If no, replace as needed) __ Yes __ No
- Two Remote Keys? (If no, replace as needed) __ Yes __ No
- Radio Code? __ Yes __ No
Record Radio Code here: _____
- Check Warranty/Maintenance History**
 - Was the vehicle ever reported **totaled**? __ Yes __ No
 - Or is there any structural **damage**? __ Yes __ No
 - Or does the vehicle show signs of **flood damage**? __ Yes __ No
 - Or is the mileage showing on the odometer different from the actual **vehicle mileage**? __ Yes __ No
 - Is there a discrepancy in the **VIN plate** and other VINs on the vehicle and paperwork? __ Yes __ No
- If any of these answers are yes, the vehicle does not qualify. Discontinue the inspection (update vehicle history file, as appropriate).**

Once the above is completed/verified, then initiate the following inspection steps and perform repairs as needed.

Note: All repairs must be performed according to the repair procedures in the Repair Manuals, Microfiche and/or Technical Bulletins provided by Volkswagen of America.

WHITE COPY — Customer
YELLOW COPY — Dealer Sales File
PINK COPY — Dealer Service File