



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 VCSA 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:

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

VW10CPOINSPREP
Revised April 2011

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.

Systems	Type of Inspection	Check for	Result
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	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 Linings	Measure	Minimum 50% remain	OK Problem
106 Brake Rotors/Calipers	Visual/	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: If yes, expires: _____
- Date Last Maintenance performed: Mileage/Kilometers: _____
- Is any Maintenance currently due? If yes, the most comprehensive missed maintenance must be performed prior to VW certification.)
- Are there any open campaigns? (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? 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.