

### Certified Pre-Owned Inspection Checklist

Dealer #: \_\_\_\_\_ Name \_\_\_\_\_

VIN: \_\_\_\_\_ VIN not eligible In-Service Date: \_\_\_\_\_ (required)

Mileage: \_\_\_\_\_ (Must be < 100,000 miles/160,000 km) Engine #: \_\_\_\_\_ Trans #: \_\_\_\_\_

Pass = Component or system meets Porsche guidelines and standards.

Fail = Does not meet Porsche guidelines and standards. Repair or replacement of component or system is required.

#### Vehicle History Report

yes  no date run \_\_\_\_\_

#### Vehicle History/Maintenance - Pass or Fail (Check one)

- pass  fail Check IDCS Warranty History For:
- pass  fail mileage discrepancies
- pass  fail open recall campaigns/service actions
- pass  fail Odometer: check for tampering
- pass  fail Glove Box Portfolio, With:
- pass  fail Owner's Manual
- pass  fail Warranty Booklet
- pass  fail Maintenance Booklet
- pass  fail Radio Code Card
- pass  fail (validate all vehicle information and services performed)
- pass  fail Perform Scheduled Maintenance:
- pass  fail if within 2,500 miles, or
- pass  fail if last recorded service was > 10 months ago
- pass  fail Air Bag System Maintenance:
- pass  fail All emission control systems must be functional. Any item that has been tampered with must be brought into compliance.
- pass  fail Check DME control unit: signs of tampering?
- yes  no Retrieve and address any faults codes?  
1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_
- yes  no Retrieve and record any range 2 or higher readings?  
1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

#### Fluids/Capacities/Battery - Pass or Fail (Check one)

- pass  fail Engine oil level
- pass  fail Axle/Transmission oil level
- pass  fail Coolant/antifreeze level
- pass  fail Windshield/intensive washer fluid level
- pass  fail Power steering fluid level
- pass  fail Transfer Case
- pass  fail Brake fluid level
- pass  fail Clutch fluid - level/condition
- pass  fail Battery electrolyte level
- pass  fail Type of battery: (Check One)
- Factory or  PCNA or  Aftermarket Replacement
- pass  fail Battery hydrometer check  
1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_
- pass  fail Clean battery tray and terminals
- pass  fail Alternator charging rate:  
\_\_\_\_\_ amps \_\_\_\_\_ volts
- pass  fail Coolant Hoses

#### Lights, Switches & Accessories - Pass or Fail (Check one)

- pass  fail Ignition/Starter switch
- pass  fail Headlights - low beams/high beams
- pass  fail Emergency flasher switch
- pass  fail Fog/driving lights
- pass  fail Stop lights
- pass  fail Key light (install new battery)
- pass  fail Drive block system remote transmitter (install new battery for the transmitter)
- pass  fail All exterior lights checked for operation
- pass  fail All interior lights checked for operation
- pass  fail Cigarette lighter
- pass  fail Clock (set to correct time)
- pass  fail Windshield and rear window wipers (replace all wiper inserts)
- pass  fail Windshield and rear window washer system
- pass  fail Intensive windshield washer
- pass  fail Headlight washers
- pass  fail Readout fault memory

- pass  fail Horn(s)
- pass  fail Warning display lights

#### Lights, Switches & Accessories (cont'd) - Pass or Fail (Check one)

- pass  fail Instrument panel dimming
- pass  fail Power window switches
- pass  fail Radio/cassette/CD/CD changer/antenna
- pass  fail Park Assistant
- pass  fail Spoiler

#### Exterior: Underbody, Body, Doors, Lids & Top - Pass or Fail (Check one)

- pass  fail Axle joints
- pass  fail Leaks: engine, transmission, differential, transfer case
- pass  fail Gas cap
- pass  fail Wheel locks
- pass  fail Front/rear lid release actuation
- pass  fail Door:
- pass  fail hinges
- pass  fail door closing
- pass  fail door locks
- pass  fail check straps
- pass  fail window lifter mechanisms
- pass  fail Seat adjusters
- pass  fail Sunroof/sliding roof mechanism and locks
- pass  fail Cabriolet top operation
- pass  fail Targa top operation
- pass  fail Underbody inspection for damage/corrosion:
- pass  fail exhaust system
- pass  fail brake lines/hoses
- pass  fail fuel lines/hoses
- pass  fail Glass - chips or cracks

#### Does this vehicle have signs of previous collision damage repairs? (Check one) yes no

(Check one) yes  no

Note: Paint touch-ups for rock chips and parking lot dings are not considered collision damage.

If pass, this vehicle may not be eligible for certification. Consult the Porsche Approved policy & Procedure Manual for clarification.

- pass  fail Brake pad wear (if less than 50% remains, replace pads) approximate % of pad remaining  
l/f: \_\_\_\_\_ % r/f: \_\_\_\_\_ % l/r: \_\_\_\_\_ % r/r: \_\_\_\_\_ %
- pass  fail Steering and front suspension system
- pass  fail Front shock/strut function
- pass  fail Front stabilizer bar bushings
- pass  fail Rear axle suspension
- pass  fail Rear shocks function
- pass  fail Rear stabilizer bar/bushings
- pass  fail Road wheels:  
front size: \_\_\_\_\_  
rear size: \_\_\_\_\_
- pass  fail Tires (brand, size and minimum tread depth):  
l/f: \_\_\_\_\_ mm  
r/f: \_\_\_\_\_ mm  
l/r: \_\_\_\_\_ mm  
r/r: \_\_\_\_\_ mm  
spare: \_\_\_\_\_ mm
- pass  fail Tire pressure

Note: All four tires must be of the same brand, model, speed rating, specification code, and age. If tread depth is less than four (4mm), the tire(s) must be replaced with N-Rated tires as outlined in the current Porsche Tire Bulletin WTY0608.

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#### Engine Compartment - Pass or Fail (Check one)

- pass  fail Engine CO/HC
- pass  fail Alternator function

#### Before the Road Test - Pass or Fail (Check one)

- pass  fail Distributor cap(s) condition
- pass  fail Distributor rotor(s) condition
- pass  fail Spark plug wires/boots/connectors
- pass  fail Air filter element
- pass  fail Belts (Check for wear, cracking, proper tension)
- pass  fail Power steering belt
- pass  fail Poly-rib drive belt
- yes  no Is Engine smoking?
- yes  no Are there any engine oil leaks?
- yes  no Are there any transmission oil leaks?
- yes  no Does vehicle have full tank of gas?

#### The Road Test - Pass or Fail (Check one)

- pass  fail Foot/hand brake efficiency
- pass  fail ABS system operation
- pass  fail Clutch pedal action
- pass  fail Gear change manual and clutch operation
- pass  fail Gear change auto/kickdown
- pass  fail All instruments/switches
- pass  fail Electronic Stability System (PSM, etc.)
- pass  fail Adaptive Damping System
- pass  fail Navigation System (PCM)
- pass  fail Cruise control - all functions
- pass  fail Seat belts condition and operation
- pass  fail Vehicle handling
- pass  fail Steering wheel centered
- pass  fail Vehicle performance
- pass  fail Heating/fresh air system
- pass  fail Rear window/mirror heaters
- pass  fail Air conditioning
- pass  fail Idling speed
- pass  fail Radio reception
- pass  fail All wheel drive operation
- yes  no Is there any unusual noise from drivetrain?
- pass  fail Engine oil level
- pass  fail ATF level
- yes  no Excessive smoke from exhaust?
- pass  fail Valve train or other engine noise?

#### Checked After the Road Test - Pass or Fail (Check one)

- pass  fail Visible leaks of any fluids? If pass, give details...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If any of the Pass/Fail questions on this Inspection List were answered with a "fail", effected items marked must be addressed in this area.

#### Repair Order # Repair Date Repairs Performed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Technician's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Reconditioning

- yes Wash car
- yes Place certification sticker on driver's door, on door jam
- yes Remove tar
- yes Clean windows and mirrors (interior and exterior)
- yes Clean and polish (plastic) convertible-top and window
- yes Clean luggage compartment
- yes Clean seats
- yes Clean carpet and floor mats
- yes Clean dashboard and switches
- yes Clean ashtray and lighter (replace if necessary)
- yes Clean and treat all trim
- yes Clean door fold/channel and filler neck

#### Service Manager's

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Owned Manager's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All reconditioning is the responsibility of the inspecting dealer prior to retail sale. This area must have a detailed description of the reconditioning work performed.

Dear Customer: It was noted during this detailed inspection that the following circled items are either aftermarket, unapproved, or modified Porsche original equipment parts. Porsche Cars N.A., therefore, has no knowledge of their quality and does not warrant them nor does it accept any responsibility for their performance.

Chromed/Polished Wheels • Alarm System • Battery/Fog/Driving Lights • Radio/Cassette/CD/Antenna/Speakers/Booster • Tires • Distributor Cap • Distributor Rotor • Spark Plug Wires/Boots/Connectors • Cellular Phone • Radar Detector • Steering Wheel • Instruments • Theft Locator

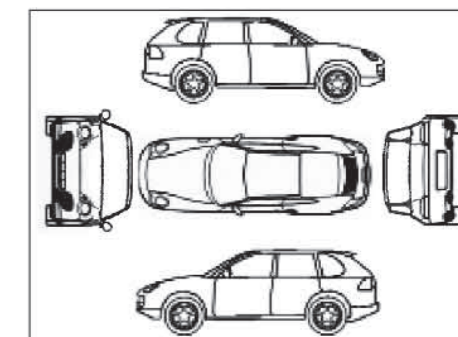
Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Customer's

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Bump = B
- Crack = C
- Dent = D
- Leaks = L
- Rust = R
- Scratch = S
- Stone chip = T



Please Keep Paperwork with Sales (Documents) File