

Vehicle Inspection Checklist

For complete details, please refer to the Inspection Guidelines
Section of the CPO BMW Vehicle Program Center Operations Manual

Enrollment & Vehicle History

STOCK NO.: _____

DATE: _____ CENTER NAME: _____ CENTER NO.: _____

CHASSIS NO.: _____ MILEAGE: _____ MODEL: _____ MODEL YEAR: _____

KEYS: MASTERS ☐ VALET ☐ **Mileage is to be substantiated through attaching a copy of the Key Reader**

SOURCE: BMW FS OFF-LEASE ☐ OTHER OFF-LEASE ☐ TRADE-IN ☐ AUCTION ☐ OTHER ☐

SECTION 1: VEHICLE BACKGROUND & MAINTENANCE

CPO ENROLLMENT DATE: _____ **If NOT enrolled as CPO [Pending or Active], STOP!**

SERVICE ADVISOR NAME: _____ EMPLOYEE #: _____

REPAIR ORDER #: _____ DATE OPENED: _____ VEHICLE ORIGINAL IN-SERVICE DATE: _____

Service Interval Indicator (SIA)

CURRENT SERVICE INDICATOR: _____ remaining miles

Condition Based Service (CBS) **CBS printout REQUIRED**

Item	Service is due in:	Comments:	Item	Service is due in:	Comments:
Engine Oil	Date/Miles		Microfilter	Months	
Front Brakes	Miles		Brake Fluid	Months	
Rear Brakes	Miles		Air Cleaner	Date/Miles	
Vehicle Check	Date/Miles		Spark Plugs	Months (applicable models only)	

VEHICLE MAINTENANCE HISTORY

Engine Oil Services: **YES** **Date of Service:** **Brake Services:** **YES** **Date of Service:**

First Service	☐		Front Pads	☐	
Next or Annual	☐		Rear Pads	☐	
Next or Annual	☐		Front Rotors	☐	
Next or Annual	☐		Rear Rotors	☐	
M-Model 1200 mile Running-In Check	☐		Fluid Flush	☐	
To specification – not to exceed 2400 miles	☐				

Inspections (SIA Vehicles):

1	☐		Other:		
2	☐		Diesel Fuel Filter	☐	

OPEN CAMPAIGNS? ☐ YES ☐ NO

NON-BMW PERFORMANCE MODIFICATIONS? ☐ YES ☐ NO

HAS CARFAX OR AUTOCHECK REPORT BEEN RUN? ☐ YES ☐ NO

Does CARFAX or AutoCheck report disqualify for CPO? ☐ YES ☐ NO

BODY REPAIR HISTORY: Repair Order(s): _____ Date _____ Center _____ Mileage _____

Comments – include any known damage/repairs: _____

INSTRUMENT CLUSTER:

Has the instrument cluster been replaced? ☐ YES ☐ NO

If YES, does the current cluster reflect the **TOTAL** and **TRUE** mileage? ☐ YES ☐ NO



Vehicles NOT qualified for enrollment or sale as CPO:

- Inconsistent or incomplete maintenance history
- Non-BMW performance modifications
- Disqualifying CARFAX or AutoCheck report

SECTION 2: WHEEL ASSEMBLY

TIRE INSPECTION

TIRE TREAD DEPTH (minimum 3 mm when measured from the TOP of wear indicators) & SIDEWALL INSPECTION:

Location	Pressure	Inside	Center	Outside	OEM*	Brand, Type, Size, Speed Rating, Tread, & Condition:
Left Front	_____ psi	_____ mm	_____ mm	_____ mm	☐ Y ☐ N	
Left Rear	_____ psi	_____ mm	_____ mm	_____ mm	☐ Y ☐ N	
Spare	_____ psi	_____ mm	_____ mm	_____ mm	☐ Y ☐ N	
Right Rear	_____ psi	_____ mm	_____ mm	_____ mm	☐ Y ☐ N	
Right Front	_____ psi	_____ mm	_____ mm	_____ mm	☐ Y ☐ N	

IS M-MOBILITY KIT TO STANDARD? ☐ Y ☐ N

WHEEL INSPECTION

Location	OEM*	Style, Condition & Torque:	Location:	OEM*	Style, Condition & Torque:
Left Front	☐ Y ☐ N		Right Rear	☐ Y ☐ N	
Left Rear	☐ Y ☐ N		Right Front	☐ Y ☐ N	
Spare	☐ Y ☐ N				

BRAKE INSPECTION

BRAKE PADS (minimum 5 mm of friction material)
& ROTOR INSPECTION:

Location	Pad Measurement	OEM*	Rotor Condition	OEM*	Comments:
Left Front	_____ mm	☐ Y ☐ N		☐ Y ☐ N	
Left Rear	_____ mm	☐ Y ☐ N		☐ Y ☐ N	
Right Rear	_____ mm	☐ Y ☐ N		☐ Y ☐ N	
Right Front	_____ mm	☐ Y ☐ N		☐ Y ☐ N	

* Replace mismatched and/or non-approved safety related components with Original Equipment Manufacturer (OEM) BMW parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 2 - Vehicle Inspection Guidelines & Standards.

Vehicle Inspection Checklist

VIN

Road Test

Minimum road test time period: 20 uninterrupted minutes

Minimum road test distance: 5 continuous miles!

SECTION 5: STATIONARY REVIEW

Mileage before: _____

Mileage after: _____

Mileage (BEFORE and AFTER) is to be substantiated through attaching a copy of the Key Reader!

	AREA	Meets BMW Guidelines & Standards	Comments:			
Driver's Seat Functions	Seatbelt	☐				
	Front/back - up/down	☐				
	Headrest	☐				
	Lumbar (where applicable)	☐				
Mirror Functions	Outside left/right	☐				
	Interior – Gentex	☐				
Navigation System	Functional <u>Test</u> and <u>Deliver</u> with a <u>working CD or DVD.</u>	☐				
	Night vision with infrared	☐				
Windshield	Rain sensor operation	☐				
	Head-up display	☐				
On-Board Computer	Functional test	☐				
Steering Wheel	Adjustable	☐				
	Airbag	☐				
	Audio functions	☐				
	Horn functions	☐				
Stalk controls	Heat function	☐				
	Shift Paddles	☐				
	Wiper/washer	☐				
	High beams	☐				
Pedal Function	Computer	☐				
	Gas	☐				
	Brake	☐				
Gearshift Function	Clutch (where applicable)	☐				
		☐				
Parking Brake Function		☐				
HVAC Control	Heat: (circle one)	50F 55F 60F 65F 70F 75F 85F				
		SERVICE	ACCEPTABLE	GOOD		
	A/C: (circle one)	40F 45F 50F 55F 60F 65F 70F				
		GOOD	ACCEPTABLE	SERVICE		
	Fan	☐				
	Temp range	☐				
	Blower speeds	☐				
	Blower: Defrost	☐				
	Center	☐				
	Lower	☐				
	Vent controls	☐				
	Windshield defogger	☐				
	Rear window defroster	☐				
	Recirculating	☐				
Audio Function	Radio:	☐				
	AM	☐				
	FM	☐				
	CD	☐				
	Aux Input	☐				
	Satellite Radio	☐				
	Speakers:	☐				
	Balance	☐				
	Fade	☐				

VIN

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Road Test

STATIONARY REVIEW (cont'd.)

	AREA	Meets BMW	Comments:
		Guidelines & Standards	
Electrical	Vanity/visor	☐	
	Map/interior	☐	
	Headlights	☐	
	Fog lights	☐	
	Turn signals	☐	
	Hazard flasher	☐	
	Parking/side marker	☐	
	Brake lights (3)	☐	
	Back-up lights	☐	
	License plate lights	☐	
	Dash and console	☐	
	Door lock	☐	
	Seat heater(s)	☐	
	Power window(s)	☐	
	Cigarette lighter(s)	☐	
	Power sunroof	☐	
	Sunroof sunshade	☐	
	Rear sunshade	☐	
	Door sunshades	☐	

SECTION 6: ROLLING REVIEW

Checklist to be completed following testing cycle, not while driving the vehicle.

	AREA	Meets BMW	Comments:
		Guidelines & Standards	
Engine Performance	Cold/hot starting	☐	
	Idle smoothness	☐	
	Acceleration	☐	
Transmission Shifting	Manual/Automatic/SMG/M-DCT	☐	
Cruise Control	Function(s)	☐	
Noise	Wind	☐	
	Squeaks	☐	
	Rattles	☐	
Vehicle Handling	Vibration	☐	
	Stability	☐	
	Braking	☐	
	ABS	☐	
	DSC	☐	
	HDC (model dependent)	☐	
Steering Wheel	Alignment	☐	
Instrument Gauges	Operation	☐	
Rear View Camera	Operation	☐	
Side & Top View Camera	Operation	☐	
Other:		☐	
		☐	

SECTION 7: APPROVAL

Technician, Service Manager, and Pre-Owned Manager signatures certify that the vehicle has been carefully inspected and that apparent deficiencies have been corrected. This is a pre-owned vehicle; no claim is made, implied or otherwise, that this vehicle is in new condition.

TECHNICIAN NAME: _____	TECH NO.: _____	SIGNATURE: _____	DATE: _____
SERVICE MANAGER NAME: _____		SIGNATURE: _____	DATE: _____
PRE-OWNED MANAGER NAME: _____		SIGNATURE: _____	DATE: _____
CUSTOMER NAME: _____		SIGNATURE: _____	DATE: _____