CERTIFICATION INSPECTION CHECKLIST

Certified by Volvo

Retailer Name_____ **Retailer Code**_____ **VIN#** _____ **Inspection Date**_____ **Model Year**_____ **Model**_____ **Repair Order #**_____ **Present Mileage**_____

Check the appropriate boxes

OK	NOK	Repaired	N/A	ROAD TEST
				Before starting preparation, complete a road test to identify potential mechanical faults. Test Drive to be at least 3 miles over varied conditions.
				Instrument panel illuminates on startup
				Ignition, remote, keyless drive (where fitted) and steering lock function
				Starter motor function
				Engine starts normally
				Idle speed
				Automatic gearbox: starter motor only functions in position 'P' and 'N', reversing lamp in position 'R'
				Automatic gearbox: shift points/slippage are operational, smooth, kick up, downshifts (check at all shift points)
				Acceleration is normal, no pinging, unusual noise; check paddle shifter function if equipped and sport mode function
				Gearbox function, select all gears
				Brake pedal travel
				When braking, check no pull to one side
				Brake pedal force is normal and there is no vibration
				Steering: play, abnormal stiffness, or noise
				Steering wheel correctly aligned and returns to the straight ahead position after turning
				No wheel imbalance
				Does not pull to one side or feel unstable
				Free from vibration or abnormal sounds from the drivetrain
				No abnormal sounds from the body, glass, interior, or suspension
				No abnormal wind noise
				Adaptive cruise control operation, along with all other installed systems
				Blind Spot Information System
				Lane Departure Warning
				Cross Traffic Alert
				Pilot Assist
				Head-up Display
				Parking pilot
				Parking sensors are operational
				360° camera
				Rear camera
				Start/stop functions
				Parking brake operation, auto hold/release
				Automatic gearbox: Parking catch in position P functions and the control remains in position
OK	NOK	Repaired	N/A	Additional Hybrid Checks
				Drive modes – test all function (Pure/Power etc.)
				Charge hybrid battery
				Ensure electric powertrain operates as intended and that transition between gas and electric power delivery is seamless and unnoticed in the cabin
				Comments:

OK	NOK	Repaired	N/A	VISUAL QUALITY CHECK
				Exterior
				Paint condition, scratches, scuffs, chips, resin, tar
				Body condition, dents
				Fit/alignment of body panels, moldings, bumpers
				Plate holders

Check the appropriate boxes

				Wheel rims
				Windshield, windows, headlights, front fog lights, rear fog lights; if non-Volvo glass, verify all systems functional and operational as designed
OK	NOK	Repaired	N/A	Interior
				Interior wear and tear, damage, burns, scratches, holes
				Upholstery, carpets, floor mats
				Dashboard, door trims, roof lining
				Steering wheel, gear lever, center console
				Remove all non-Volvo accessories from the interior and exterior (Volvo Certified vehicles not allowed to carry non-Volvo accessories)
				Comments:

OK	NOK	Repaired	N/A	WORKSHOP CHECKS
				Driver Functions
				Function of interior lights
				Horn operation
				All switches, including heating elements
				Tailgate, trunk, tailgate motion sensor, and fuel lid opening switches operate when equipped
				Keyless entry with foot detection – when equipped
				Functions of power windows, auto up and down functions, and safety cut off
				Steering column adjustment
				Internal and external mirrors (folding if fitted)
				All seat operations, including memory
				Heated, ventilated, massage seats (as applicable), operate all functions
				Heated steering wheel
				All storage compartments
				Function of ashtrays and cupholders
				12v charging and USB
				Function and condition of washers front, rear, and headlamp
				Function and conditions of wipers front, rear; properly clears windshield
				Sunroof/panoramic roof shade and rear window shades; check drains for proper unrestricted flow
				Safety belts, including inertia lock
				Function, condition, and alignment of all external lights
				All indicator and warning lights illuminate and turn off, while engine is started
				Convertible top
				Repair toolkit is complete (including warning triangle, towing eye, and safety jacket – if required)
OK	NOK	Repaired	N/A	Infotainment Display
				Change language (if necessary)
				Check sound system and media functionality
				- Radio – FM, AM, Satellite
				- CD player
				- Speakers
				- Bluetooth/phone operation
				- Smartphone integration
				Function of navigation (via remote and controls on steering wheel)
				All climate control functions
				Reset Sensus Connect to factory settings
				- Clear phone memory

Check the appropriate boxes

				- Clear navigation memory
				- Clear Volvo on Call/Volvo ID
OK	NOK	Repaired	N/A	Interior Cabin
				Function of rear seat entertainment (where applicable)
				Rear internal lights
				Rear seatbelts, including inertia lock
				Luggage covers, racks, and nets
				Rear seat release mechanism
				Folding/sliding rear head restraints
				Operation of 3rd-row seats (XC90)
				Cargo belt restraint system
				Car jack and inflation canister present (check date)
				Spare tire condition
				Locking from inside, including child locks
				Global opening/closing window function
				Valet Key Present (if applicable)
				Locking outside using all keys
				Keyless entry at all entry/exit locations functions with all keys
				Remote tailgate/trunk opening
OK	NOK	Repaired	N/A	Additional Hybrid Checks
				Hybrid: cable present and in good condition
				Comments:
OK	NOK	Repaired	N/A	Service and Maintenance Items Conditioned to Certified by Volvo Standards
				Functions of latch, hinges, and strut
				Power steering fluid level and condition
				Windshield washer fluid up to strength
				Engine oil level
				Cooling system, including hoses, coolant level, condition
				Anti-freeze strength
				Brake fluid level and condition; replace per maintenance schedule
				Condition of battery, battery terminals, leads, and connectors are free from corrosion or damage
				Check main and secondary batteries with 12 volt overview
				Ensure vehicle state of charge is 85% or greater; recharge main battery if needed
				Ensure secondary battery is 13.5 volts or higher; recharge secondary battery if needed
				Transmission oil leaks – rectify and top off
				Inspect for visual oil, water, and fuel leaks
				Underbody for damage
				Brake pads minimum spec 5 mm (front and rear)
				Security, routing, and condition of brake lines/hoses
				Security and routing of air, water, and fuel connections
				Condition and security of exhaust, heat shield, catalytic converter
				Steering, suspension, and front wheel bearings condition and mounting
				Engine, rear suspension, sealed (no leaks, only slight condensation allowed)
				Air suspension function and condition (when equipped)
				Condition of drive shaft boots
				Comments:

Check the appropriate boxes

OK	NOK	Repaired	N/A	Correct tire size, brand, and specification fitted (record below)					
				OEM/OEA Tires are Required (see inspection handbook)	Make	Size	Spec	Tread depth	Pressure
				Front driver side					
				Rear driver side					
				Front passenger side					
				Rear passenger side					
				Tire depth minimum spec 5/32					
				Condition, check for any uneven wear and correct pressure of tires (including spare if fitted)					
				Back off and retorque wheel bolts to specified torque figures					
				Test spare wheel wind-down mechanism					

OK	NOK	Repaired	N/A	SOFTWARE UPDATE
				VIDA Process
				Connect to VIDA, then read out fault codes and rectify according to instruction
				Download latest Volvo service software
OK	NOK	Repaired	N/A	Infotainment Updates via USB
				Navigation Maps
				Gracenotes
				Speech upgrade
				Comments:

OK	NOK	Repaired	N/A	CLEANLINESS
				Engine compartment cleaned
				Wash the vehicle
				Underbody and wheel arches cleaned
				Wheels thoroughly cleaned
				Upholstery cleaned
				Luggage compartment cleaned
				Odor treatment/deodorization accomplished
				Door hinge pillar cleaned
				Door covering and interior covering cleaned
				Windows cleaned from inside
				Exterior and interior mirrors cleaned
				Pedal rubbers cleaned and exchanged if necessary
				Paint condition
				Clean chrome
				Wipe steering wheel, gear lever, and handbrake clean
				Clean ashtrays, cupholders/door pockets
				All non-mandatory stickers/evidence of previous owner removed
				Apply any desired Certified by Volvo POS materials (i.e., Plate, Mirror Hang Tag, Window Cling)
				Comments:

OK	NOK	Repaired	N/A	PREDELIVERY PREPARATION
				Provision vehicle for Volvo On Call (if eligible)
				Complete appropriate next service if due within +/- 1,500 miles
				Check for and complete any unperformed service campaigns
				Car jack or tire inflation canister (where fitted) has minimum 6 months to expiration date
				2 keys available (SPA and CMA 2 Standard keys + 1 Sport key)
				Keybox for SPA and CMA vehicles
				Key for locking wheel nut (if fitted)
				Comments:

The following signatures are required:

Certified Volvo Technician_____ **Date**_____ **Service Manager**_____ **Date**_____ **Pre-Owned Manager**_____ **Date**_____

White copy — Customer Pink copy — Service File