



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

DATE: _____ STOCK #: _____
CENTER NAME: _____ CENTER #: _____
CHASSIS NO.: _____ KEY READ MILEAGE: _____ MODEL: _____ MODEL YEAR: _____

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: _____ ORIGINAL IN-SERVICE DATE: _____

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, incl. i3 Rex, i8:

YES Date of Service:

First Service	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____
Next or Annual	<input type="checkbox"/>	_____
M-Model 1200 mile Running-In Check	<input type="checkbox"/>	_____
Not to exceed the initial 2400 miles	<input type="checkbox"/>	_____

BMW NA DCS Service History printout REQUIRED

Brake Services:

YES

Date of Service:

Front Pads	<input type="checkbox"/>	_____
Rear Pads	<input type="checkbox"/>	_____
Front Rotors	<input type="checkbox"/>	_____
Rear Rotors	<input type="checkbox"/>	_____
Fluid Flush	<input type="checkbox"/>	_____

Other:

Diesel Fuel Filter	<input type="checkbox"/>	_____
Vehicle Check	<input type="checkbox"/>	_____
Belt(s) Replaced	<input type="checkbox"/>	_____
Wipers/Inserts	<input type="checkbox"/>	_____
Filters (Cabin/Engine)	<input type="checkbox"/>	_____
Spark Plugs	<input type="checkbox"/>	_____
Center	_____	Mileage _____

OPEN CAMPAIGNS/STOP SALE?

☐ 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	Brand, Type, Size, Speed Rating & Condition:
Left Front	_____ psi	_____ mm	_____ mm	_____ mm	_____
Left Rear	_____ psi	_____ mm	_____ mm	_____ mm	_____
Spare	_____ psi	_____ mm	_____ mm	_____ mm	_____
Right Rear	_____ psi	_____ mm	_____ mm	_____ mm	_____
Right Front	_____ psi	_____ mm	_____ mm	_____ mm	_____

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

WHEEL INSPECTION

Location Style, Condition & Torque:

Left Front	_____
Left Rear	_____
Spare	_____

Location: Style, Condition & Torque:

Right Front	_____
Right Rear	_____

BRAKE INSPECTION

BRAKE PADS (minimum 5 mm of friction material)

& ROTOR INSPECTION:

Location	Pad Measurement	Rotor Condition	Comments:
Left Front	_____ mm	_____	_____
Left Rear	_____ mm	_____	_____
Right Rear	_____ mm	_____	_____
Right Front	_____ mm	_____	_____

* Replace mismatched and/or non-approved components with Original Equipment Manufacturer (OEM) BMW Parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 3 - CPO Inspection Guidelines.

Body & Mechanical

SECTION 3: BODY CONDITION, FIT & FINISH

AREA	Meets BMW Guidelines & Standards	Comments	AREA	Meets BMW Guidelines & Standards	Comments
Front bumper	<input type="checkbox"/>		GLASS AREA		
Park Distance Control	<input type="checkbox"/>		Windshield	<input type="checkbox"/> Y <input type="checkbox"/> N	
Hood	<input type="checkbox"/>		Door & side glass	<input type="checkbox"/> Y <input type="checkbox"/> N	
Core support	<input type="checkbox"/>		Rear window	<input type="checkbox"/> Y <input type="checkbox"/> N	
Engine carrying rails	<input type="checkbox"/>		Exterior mirrors	<input type="checkbox"/> Y <input type="checkbox"/> N	
Inner fenders	<input type="checkbox"/>		Interior mirror	<input type="checkbox"/> Y <input type="checkbox"/> N	
Front fenders: left & right	<input type="checkbox"/>		INTERIOR		
Doors: left/right, front/back	<input type="checkbox"/>		Door weather seal	<input type="checkbox"/>	
A pillar: left/right	<input type="checkbox"/>		Carpet/floor mats	<input type="checkbox"/>	
B pillar: left/right	<input type="checkbox"/>		Wood/aluminum trim	<input type="checkbox"/>	
C pillar: left/right	<input type="checkbox"/>		Cupholder(s)	<input type="checkbox"/>	
D pillar: left/right	<input type="checkbox"/>		Interior light(s)	<input type="checkbox"/>	
Rocker/sill panels	<input type="checkbox"/>		Glovebox	<input type="checkbox"/>	
Roof	<input type="checkbox"/>		Seats	<input type="checkbox"/>	
Convertible top	<input type="checkbox"/>		Headliner	<input type="checkbox"/>	
Check top storage			Books	<input type="checkbox"/>	
compartment drains	<input type="checkbox"/>		TRUNK		
Sunroof	<input type="checkbox"/>		Emergency release	<input type="checkbox"/>	
Check sunroof drains	<input type="checkbox"/>		Tools	<input type="checkbox"/>	
Quarter panel: left/right	<input type="checkbox"/>		Cargo net (model dependent)	<input type="checkbox"/>	
Trunk lid	<input type="checkbox"/>		Cargo cover (model dependent)	<input type="checkbox"/>	
Hatch (model-dependent)	<input type="checkbox"/>		Cargo mat (model dependent)	<input type="checkbox"/>	
Tailgate (model-dependent)	<input type="checkbox"/>		KEYS		
Rear license plate	<input type="checkbox"/>		Master	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Rear taillight assemblies	<input type="checkbox"/>		B PILLAR STICKERS:		
Rear bumper	<input type="checkbox"/>		VIN ID	<input type="checkbox"/>	
Park Distance Control	<input type="checkbox"/>		Placard	<input type="checkbox"/>	
Spare wheelwell	<input type="checkbox"/>				
Rear floor pan	<input type="checkbox"/>				
Inner trunk panels	<input type="checkbox"/>				
Fuel-filler door	<input type="checkbox"/>				
Mirror assembly (2)	<input type="checkbox"/>				
Alignment of all panels	<input type="checkbox"/>				

* Replace mismatched and/or non-approved components with Original Equipment Manufacturer (OEM) BMW Parts. Refer to the Certified Pre-Owned Center Operations Manual, Section 3 - CPO Inspection Guidelines.

SECTION 4: MECHANICAL

	Meets BMW Guidelines & Standards	Comments		Meets BMW Guidelines & Standards	Comments		
Headlight assembly	<input type="checkbox"/>		Fluid levels:				
Fog light assembly	<input type="checkbox"/>		Oil	<input type="checkbox"/>			
Headlight washer jets	<input type="checkbox"/>		Brake	<input type="checkbox"/>			
Wiper blade, assembly & jets	<input type="checkbox"/>		Power steering	<input type="checkbox"/>			
Door handle, hinge & lock	<input type="checkbox"/>		Windshield washer	<input type="checkbox"/>			
Central locking functions	<input type="checkbox"/>		Transmission	<input type="checkbox"/>			
Comfort Access	<input type="checkbox"/>		Rear axle	<input type="checkbox"/>			
Alarm functions	<input type="checkbox"/>		Diesel exhaust fluid (model dependent)	<input type="checkbox"/>			
Seat and headrest functions	<input type="checkbox"/>		Coolant				
Seatbelt(s)	<input type="checkbox"/>		Coolant	<input type="checkbox"/>			
Airbag(s)	<input type="checkbox"/>		Protection Level:				
Airbags (Rear)	<input type="checkbox"/>		(circle one)				
Child lock functions	<input type="checkbox"/>		Fluid leaks:				
Fuel-filler door locking	<input type="checkbox"/>		(of components, lines, tanks & couplings)				
Trunk lock	<input type="checkbox"/>		Transmission	<input type="checkbox"/>			
Rear wiper (optional)	<input type="checkbox"/>		Transfer case	<input type="checkbox"/>			
Gas shocks	<input type="checkbox"/>		Differential (front/rear)	<input type="checkbox"/>			
Suspension components	<input type="checkbox"/>		CV joints & boots	<input type="checkbox"/>			
Front control arm bushings	<input type="checkbox"/>		Gas	<input type="checkbox"/>			
Steering	<input type="checkbox"/>		Engine oil	<input type="checkbox"/>			
Major component mounts	<input type="checkbox"/>		Brake	<input type="checkbox"/>			
Exhaust system	<input type="checkbox"/>		Power steering	<input type="checkbox"/>			
			Shocks & struts	<input type="checkbox"/>			
			Self-leveling (opt.)	<input type="checkbox"/>			
			Coolant	<input type="checkbox"/>			
			A/C	<input type="checkbox"/>			
			Hydraulic	<input type="checkbox"/>			
Belt tensioners	<input type="checkbox"/>		Battery Voltage:				
			12.0 & Below	12.1	12.4	12.5	12.9
			OEM Required (circle one)	SERVICE	IMMEDIATE RECHARGE	FULLY CHARGED	
				The minimum voltage for delivery of any Pre-Owned BMW to a customer is 12.50v			
			Diagnostic fault review:	Corrected <input type="checkbox"/>	& Cleared <input type="checkbox"/>		



Vehicle Inspection Checklist

VIN

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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 AFTER) is to be substantiated through attaching a copy of the Key Reader!

	Meets BMW Guidelines & Standards	Comments:
Driver's Seat Functions	<input type="checkbox"/> Seatbelt <input type="checkbox"/> Front/back - up/down <input type="checkbox"/> Headrest <input type="checkbox"/> Lumbar (where applicable)	
Mirror Functions	<input type="checkbox"/> Outside left/right <input type="checkbox"/> Interior – Dimming/Compass	
Windshield	<input type="checkbox"/> Rain sensor operation <input type="checkbox"/> Head-up display	
On-Board Computer	<input type="checkbox"/> Functional test	
Steering Wheel	<input type="checkbox"/> Adjustable <input type="checkbox"/> Airbag <input type="checkbox"/> Audio functions/Thumbwheel <input type="checkbox"/> Horn functions <input type="checkbox"/> Heat function <input type="checkbox"/> Shift Paddles	
Stalk controls	<input type="checkbox"/> Wiper/washer <input type="checkbox"/> High beams <input type="checkbox"/> Trip Computer/Info Display	
Pedal Function	<input type="checkbox"/> Gas <input type="checkbox"/> Brake <input type="checkbox"/> Clutch (where applicable)	
Gearshift Function	<input type="checkbox"/>	
Parking Brake Function	<input type="checkbox"/>	
HVAC Control	<div> Heat: (circle one) 50F 55F 60F 65F 70F 75F 85F <div> <div>SERVICE</div> <div>ACCEPTABLE</div> <div>GOOD</div> </div> </div> <div> A/C: (circle one) 40F 45F 50F 55F 60F 65F 70F <div> <div>GOOD</div> <div>ACCEPTABLE</div> <div>SERVICE</div> </div> </div>	
	<input type="checkbox"/> Fan <input type="checkbox"/> Temp range/Sync <input type="checkbox"/> Blower speeds <input type="checkbox"/> Blower: Defrost <input type="checkbox"/> Center <input type="checkbox"/> Lower <input type="checkbox"/> Vent controls <input type="checkbox"/> Windshield defogger <input type="checkbox"/> Rear window defroster <input type="checkbox"/> Recirculating	
Navigation System	<input type="checkbox"/> Functional <u>Test</u> <input type="checkbox"/> Night vision with infrared	
iDrive Controller	<input type="checkbox"/> Check operation of all function keys <input type="checkbox"/> iDrive Touch function <input type="checkbox"/> Delete all customer data	
Audio Function	Radio: <input type="checkbox"/> AM/FM <input type="checkbox"/> CD/Aux <input type="checkbox"/> Satellite Radio Speakers: <input type="checkbox"/> Balance/Fade	

VIN

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Road Test

STATIONARY REVIEW (cont'd.)

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

SECTION 6: iBRAND AND PLUG-IN HYBRID VEHICLES

AREA	Meets BMW	Comments:
	Guidelines & Standards	
Check high voltage socket/connections/cables	<input type="checkbox"/>	
Check AC charging function and SOC (State of Charge) after completion	<input type="checkbox"/>	
High voltage battery must be 100% charged for CPO and at time of customer delivery	<input type="checkbox"/>	
Check all function keys for iDrive	<input type="checkbox"/>	

SECTION 7: 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	<input type="checkbox"/>	
	Idle smoothness	<input type="checkbox"/>	
	Acceleration	<input type="checkbox"/>	
Transmission Shifting	Manual/Automatic/SMG/M-DCT	<input type="checkbox"/>	
Cruise Control	Function(s)	<input type="checkbox"/>	
Noise	Wind	<input type="checkbox"/>	
	Squeaks	<input type="checkbox"/>	
	Rattles	<input type="checkbox"/>	
Vehicle Handling	Vibration	<input type="checkbox"/>	
	Stability	<input type="checkbox"/>	
	Braking	<input type="checkbox"/>	
	ABS	<input type="checkbox"/>	
	DSC	<input type="checkbox"/>	
	HDC (model dependent)	<input type="checkbox"/>	
Steering Wheel	Alignment	<input type="checkbox"/>	
Instrument Gauges	Operation	<input type="checkbox"/>	
Rear View Camera	Operation	<input type="checkbox"/>	
Side & Top View Camera	Operation	<input type="checkbox"/>	
Other:		<input type="checkbox"/>	

SECTION 8: 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: _____