



VEHICLE INSPECTION CHECKLIST

For complete details, please refer to the Inspection Guidelines Section of the MINI CPO Dealer Operations Manual

ENROLLMENT & VEHICLE HISTORY

DATE: _____ DEALER NAME: _____ STOCK NO.: _____
 CHASSIS NO.: _____ MILEAGE: _____ DEALER NO.: _____
 MODEL: _____ MODEL YEAR: _____
 Keys (Model Dependent): Masters Valet Wallet
 SOURCE: MINI FS OFF-LEASE OTHER OFF-LEASE TRADE-IN AUCTION OTHER
Mileage is to be verified by attaching a copy of the Key Reader!

SECTION 1: VEHICLE BACKGROUND & MAINTENANCE

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

SERVICE ADVISOR NAME: _____ EMPLOYEE NO.: _____
 REPAIR ORDER NO.: _____ DATE OPENED: _____
 IN-SERVICE DATE: _____

CONDITION-BASED SERVICE (CBS)

Item	Service is Due in:	Comments:
Engine Oil	_____ Date/Miles	_____
Front Brakes	_____ Miles	_____
Rear Brakes	_____ Miles	_____
Vehicle Check	_____ Date/Miles	_____

CBS printout REQUIRED!

Item	Service is Due in:	Comments:
Brake Fluid	_____ Months	_____
Microfilter	_____ Miles	_____
Air Cleaner	_____ Date/Miles	_____
Spark Plugs	_____ Miles	_____

VEHICLE MAINTENANCE HISTORY

Engine Oil Services	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"/>	_____

DCS Warranty Vehicle Inquiry 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 Replacement	<input type="checkbox"/>	_____
Other		
Belts Replaced	<input type="checkbox"/>	_____
Wipers/Inserts	FT <input type="checkbox"/> RR <input type="checkbox"/>	_____
Filters (Cabin/Engine)	<input type="checkbox"/>	_____

OPEN CAMPAIGNS? YES NO
NON-MINI PERFORMANCE MODIFICATIONS? YES NO
HAS CARFAX OR AUTOCHECK REPORT BEEN RUN? YES NO
DOES CARFAX OR AUTOCHECK REPORT DISQUALIFY FOR MINI CPO? YES NO
BODY REPAIR HISTORY? YES NO

Body Repair History: Repair Order(s): _____ DATE: _____ DEALER: _____ 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
 Dealer/Factory installed JCW kit? YES NO
 JCW Kit registered on DCSNet? YES NO



Vehicles NOT qualified for enrollment or sale as MINI CPO:
 • Inconsistent or incomplete maintenance history
 • Non-MINI 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	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Left Rear	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Spare (if applicable)	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Right Rear	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Right Front	_____ psi	_____ mm	_____ mm	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

WHEEL INSPECTION

Location	OEM*	Style, Condition & Torque:	Location	OEM*	Style, Condition & Torque:
Left Front	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	Right Rear	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Left Rear	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	Right Front	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Spare (if applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____			

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

Location	Pad Measurement	OEM*	Rotor Condition	OEM*	Comments
Left Front	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Left Rear	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Right Rear	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____
Right Front	_____ mm	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____

SECTION 3: BODY CONDITION, FIT & FINISH

AREA	MEETS MINI GUIDELINES & STANDARDS	COMMENTS	AREA	MEETS MINI GUIDELINES & STANDARDS	COMMENTS
Front bumper	<input type="checkbox"/>	_____	GLASS AREA		
Hood	<input type="checkbox"/>	_____	Windshield	<input type="checkbox"/> Y <input type="checkbox"/> NO	_____
Core support	<input type="checkbox"/>	_____	Door & side glass	<input type="checkbox"/> Y <input type="checkbox"/> NO	_____
Engine carrying rails	<input type="checkbox"/>	_____	Rear window	<input type="checkbox"/> Y <input type="checkbox"/> NO	_____
Inner fenders	<input type="checkbox"/>	_____	Exterior mirrors	<input type="checkbox"/> Y <input type="checkbox"/> NO	_____
Front fenders: left & right	<input type="checkbox"/>	_____	Interior mirror	<input type="checkbox"/> Y <input type="checkbox"/> NO	_____
Doors: left/right	<input type="checkbox"/>	_____	INTERIOR		
A pillar: left/right	<input type="checkbox"/>	_____	Door weather seal	<input type="checkbox"/>	_____
B pillar: left/right	<input type="checkbox"/>	_____	Carpet/floor mats	<input type="checkbox"/>	_____
C pillar: left/right	<input type="checkbox"/>	_____	Interior trim	<input type="checkbox"/>	_____
D pillar: left/right	<input type="checkbox"/>	_____	Cup holder(s)	<input type="checkbox"/>	_____
Rocker/sill panels	<input type="checkbox"/>	_____	Interior light(s)	<input type="checkbox"/>	_____
Roof	<input type="checkbox"/>	_____	Glovebox	<input type="checkbox"/>	_____
Convertible top	<input type="checkbox"/>	_____	Seats	<input type="checkbox"/>	_____
Sunroof (Hardtop)	<input type="checkbox"/>	_____	Headliner	<input type="checkbox"/>	_____
Quarter panel: left/right	<input type="checkbox"/>	_____	Manuals	<input type="checkbox"/>	_____
Antenna	<input type="checkbox"/>	_____	TRUNK		
Hatch (model dependent)	<input type="checkbox"/>	_____	Tools	<input type="checkbox"/>	_____
Tailgate (model dependent)	<input type="checkbox"/>	_____	Jack (model dependent)	<input type="checkbox"/>	_____
Club doors (model dependent)	<input type="checkbox"/>	_____	Cargo Net (model dependent)	<input type="checkbox"/>	_____
Rear license plate	<input type="checkbox"/>	_____	Cargo Cover (model dependent)	<input type="checkbox"/>	_____
Rear taillight assemblies	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO	_____	Cargo Mat (model dependent)	<input type="checkbox"/>	_____
Rear bumper	<input type="checkbox"/>	_____	KEYS		
Park Distance Control	<input type="checkbox"/>	_____	Master	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	_____
Spare wheel well	<input type="checkbox"/>	_____	Valet (model dependent)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	_____
Rear floor plan	<input type="checkbox"/>	_____	Wallet (model dependent)	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	_____
Inner trunk panels	<input type="checkbox"/>	_____	B PILLAR STICKERS:		
Fuel-filler door	<input type="checkbox"/>	_____	VIN	<input type="checkbox"/>	_____
Mirror assembly (2)	<input type="checkbox"/>	_____	Tire Placard	<input type="checkbox"/>	_____
Alignment of all panels	<input type="checkbox"/>	_____			

SECTION 4: MECHANICAL

MEETS MINI GUIDELINES & STANDARDS	COMMENTS	MEETS MINI MECHANICAL GUIDELINES & STANDARDS	COMMENTS
Headlight assembly	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO		
Fog light assembly	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO		
Headlight washer jets (optional)	<input type="checkbox"/>		
Wiper blade, assembly & jets	<input type="checkbox"/>		
Door handle, hinge & lock	<input type="checkbox"/>		
Central locking functions	<input type="checkbox"/>		
Comfort Access	<input type="checkbox"/>		
Alarm functions	<input type="checkbox"/>		
Seat and headrest functions	<input type="checkbox"/>		
Safety belt(s)	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO		
Airbag(s)	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO		
Airbags (Side Curtain)			
Deactivated	<input type="checkbox"/> Y <input type="checkbox"/> NO		
Child locking functions	<input type="checkbox"/>		
Fuel-filler door locking	<input type="checkbox"/>		
Trunk lock	<input type="checkbox"/>		
Rear wiper (optional)	<input type="checkbox"/>		
Shock absorbers	<input type="checkbox"/>		
Suspension components	OEM* <input type="checkbox"/> Y <input type="checkbox"/> NO		
Front control arm bushings	<input type="checkbox"/>		
Steering	<input type="checkbox"/>		
Major component mounts	<input type="checkbox"/>		
Exhaust system	<input type="checkbox"/>		
Poly-V Belt	<input type="checkbox"/>		
Belt tensioner	<input type="checkbox"/>		
Cooper S JCW only: Spark Plugs	<input type="checkbox"/>		
		Fluid levels:	Engine Oil <input type="checkbox"/>
			Brake <input type="checkbox"/>
			Power steering <input type="checkbox"/>
			Washer <input type="checkbox"/>
			Transmission <input type="checkbox"/>
			Coolant <input type="checkbox"/>
		Coolant:	
		Production Level:	-5F -10-F -15F -20F -25F -30F -35F
		(circle one)	SERVICE ACCEPTABLE GOOD
		Fluid leaks:	Transmission <input type="checkbox"/>
		(of components, lines, tanks & couplings)	Differential Front/Rear <input type="checkbox"/>
			CV joints and boots <input type="checkbox"/>
			Gas <input type="checkbox"/>
			Engine Oil <input type="checkbox"/>
			Brake <input type="checkbox"/>
			Power steering <input type="checkbox"/>
			Shocks & Struts <input type="checkbox"/>
			Coolant <input type="checkbox"/>
			A/C <input type="checkbox"/>
			Hydraulic <input type="checkbox"/>
		Battery Voltage:	12.0 and Below 12.1 12.49 12.5 12.7
		(circle one)	REPLACE CHARGE GOOD
			The minimum voltage for delivery of any Pre-Owned MINI to a customer is 12.50V. Note: See "Battery Inspection/State of Charge" in the MINI CPO Dealer Operations Manual
		Diagnostic fault review:	Corrected <input type="checkbox"/> & Cleared <input type="checkbox"/>

SECTION 5: STATIONARY REVIEW

Minimum road test time period: 20 uninterrupted minutes.
 Minimum road test distance: 5 continuous miles.

Mileage Before: _____
 Mileage After: _____

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

	AREA	MEETS MINI GUIDELINES & STANDARDS	COMMENTS																
Driver's Seat Functions	Safety Belt	<input type="checkbox"/>	_____																
	Front/back-up/down	<input type="checkbox"/>	_____																
	Headrest	<input type="checkbox"/>	_____																
	Lumbar (if applicable)	<input type="checkbox"/>	_____																
Mirror Functions	Outside left/right	<input type="checkbox"/>	_____																
	Interior — self dimming	<input type="checkbox"/>	_____																
Navigation System	Functional <u>Test</u> and <u>Deliver</u> with a working CD or DVD	<input type="checkbox"/>	_____																
Windshield	Rain Sensor Operation	<input type="checkbox"/>	_____																
On-Board Computer	Functional test	<input type="checkbox"/>	_____																
Steering Wheel	Adjustable	<input type="checkbox"/>	_____																
	Airbag	<input type="checkbox"/>	_____																
	Audio functions	<input type="checkbox"/>	_____																
	Horn functions	<input type="checkbox"/>	_____																
	Computer	<input type="checkbox"/>	_____																
Stalk Controls	Wiper/washer	<input type="checkbox"/>	_____																
	High beams	<input type="checkbox"/>	_____																
	Computer	<input type="checkbox"/>	_____																
Pedal Function	Gas	<input type="checkbox"/>	_____																
	Brake	<input type="checkbox"/>	_____																
	Clutch (if applicable)	<input type="checkbox"/>	_____																
Gearshift Function		<input type="checkbox"/>	_____																
Parking Brake Function		<input type="checkbox"/>	_____																
HVAC Control	Heat (circle one)	<table border="1" style="display: inline-table; border-collapse: collapse; font-size: 8px;"> <tr> <td style="width: 10%;">50F</td> <td style="width: 10%;">55F</td> <td style="width: 10%;">60F</td> <td style="width: 10%;">65F</td> <td style="width: 10%;">70F</td> <td style="width: 10%;">75F</td> <td style="width: 10%;">80F</td> <td style="width: 10%;">85F</td> </tr> <tr> <td colspan="2" style="background-color: red; color: white; text-align: center;">SERVICE</td> <td colspan="2" style="background-color: yellow; text-align: center;">ACCEPTABLE</td> <td colspan="4" style="background-color: green; color: white; text-align: center;">GOOD</td> </tr> </table>	50F	55F	60F	65F	70F	75F	80F	85F	SERVICE		ACCEPTABLE		GOOD				_____
	50F	55F	60F	65F	70F	75F	80F	85F											
SERVICE		ACCEPTABLE		GOOD															
A/C (circle one)	<table border="1" style="display: inline-table; border-collapse: collapse; font-size: 8px;"> <tr> <td style="width: 10%;">40F</td> <td style="width: 10%;">45F</td> <td style="width: 10%;">50F</td> <td style="width: 10%;">55F</td> <td style="width: 10%;">60F</td> <td style="width: 10%;">65F</td> <td style="width: 10%;">70F</td> </tr> <tr> <td colspan="2" style="background-color: green; color: white; text-align: center;">GOOD</td> <td colspan="2" style="background-color: yellow; text-align: center;">ACCEPTABLE</td> <td colspan="3" style="background-color: red; color: white; text-align: center;">SERVICE</td> </tr> </table>	40F	45F	50F	55F	60F	65F	70F	GOOD		ACCEPTABLE		SERVICE			_____			
40F	45F	50F	55F	60F	65F	70F													
GOOD		ACCEPTABLE		SERVICE															
Audio Function	Fan	<input type="checkbox"/>	_____																
	Temp Range	<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 defrost	<input type="checkbox"/>	_____																
	Re-circulating	<input type="checkbox"/>	_____																
	Radio:	<input type="checkbox"/>	_____																
	AM	<input type="checkbox"/>	_____																
	FM	<input type="checkbox"/>	_____																
	CD	<input type="checkbox"/>	_____																
Satellite Radio (if applicable)	<input type="checkbox"/>	_____																	
iPod Adapter (if applicable)	<input type="checkbox"/>	_____																	
Aux input	<input type="checkbox"/>	_____																	
Speakers:	<input type="checkbox"/>	_____																	
Balance	<input type="checkbox"/>	_____																	
Fade	<input type="checkbox"/>	_____																	
Convertible Top	Sunroof section	<input type="checkbox"/>	_____																
	Top Opening & Closing sequence	<input type="checkbox"/>	_____																

SECTION 5: STATIONARY REVIEW (CONTINUED)

	AREA	MEETS MINI GUIDELINES & STANDARDS	COMMENTS
Electrical	Vanity/visor	<input type="checkbox"/>	_____
	Map/interior	<input type="checkbox"/>	_____
	Headlights	<input type="checkbox"/>	_____
	Fog lights, front/rear (if applicable)	<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"/>	_____
	Rear PDC	<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"/>	_____
Convertible top, and sunroof section	<input type="checkbox"/>	_____	

SECTION 6: ROLLING REVIEW

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

	AREA	MEETS MINI GUIDELINES & STANDARDS	COMMENTS
Engine Performance	Cold/hot starting	<input type="checkbox"/>	_____
	Idle smoothness	<input type="checkbox"/>	_____
	Acceleration	<input type="checkbox"/>	_____
Transmission Shifting	Manual/Automatic/CVT	<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"/>	_____
Steering Wheel	Alignment	<input type="checkbox"/>	_____
Instrument Gauges	Operation	<input type="checkbox"/>	_____
Reset Tire Pressure Monitoring (if equipped) if tire pressure has been adjusted		<input type="checkbox"/>	_____
Other:	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____
	_____	<input type="checkbox"/>	_____

SECTION 7: APPROVAL

Technician's, Service Manager's, and MINI CPO Manager's 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.

ARE ALL 4 PAGES PRINTED & COMPLETED? YES NO

TECHNICIAN NAME: _____ TECH NO.: _____ SIGNATURE: _____ DATE: _____

SERVICE MANAGER: _____ SIGNATURE: _____ DATE: _____

MINI CPO MANAGER NAME: _____ SIGNATURE: _____ DATE: _____

CUSTOMER NAME: _____ SIGNATURE: _____ DATE: _____