

Important Notice

To: All Subaru Retailers
From: Subaru Certified Pre-Owned
Date: 09/12/14
RE: New Required Subaru CPO 152-point inspection form



Based on our retailer's feedback and in conjunction with new product updates, we've made significant changes to the required CPO 152 point inspection form (see PDF attached). By now you will have received an initial supply of this new form (as they were shipped to all 'active' retailers this past week). Please ensure you have an adequate supply through SubaruNet orders (under CPO supply reorder form). **Effective 10/1/14, all CPO units enrolled (on that date forward) will need to be inspected using this new form.** (You can start using the forms today if you wish). Here are some highlights of the changes:

- New format! 8.5 X 11, two sided, multi-part snap form should make it a lot easier to manage than previous large 11 X 17 form.
- Added a new requirement for TURBO MODELS ONLY. In order to protect our customers and our retailers, we've added a section related to checking the ECM for non-OEM tunes which would exclude the vehicle from certification (section D). *See below for details on this *ECM check process*.
- Added inspection items specific to new Hybrid models (section E)
- Added Retail customer signature. This is now a requirement in the state of CA with other states to follow shortly. Therefore, the customer signature on the 152 point inspection will now be a requirement for all Subaru CPO sales regardless of State.

We thank you in advance for incorporating this new form into your CPO process. Please contact pmic@subaru.com or your Subaru Field representative if you have any questions.

**ECM check process*: It is suggested that any turbo model being considered for certification have this inspection completed first. Using the Select Monitor III, do a "Print Screen" of the vehicle information. Then, e-mail the screen shot to:

Tech@Subaru.com

- In the subject line of the e-mail, please note: CPO CID/CVN Certification request
- Attach the document with the screen shot of the vehicle information
- The e-mail should contain the retailer code, retailer name and contact person's name
- The techline representatives will try to have responses back to retailers within 24 hours

Once the vehicle has passed this part of the inspection process, you should proceed with the rest of the decision making process on certifying the vehicle.

[Click here](#) to review the new Subaru CPO 152 point inspection form



Check the if the item is Yes/Okay. Check the if item is No/Adjustments required and provide details on the repair order.

Section A:

VIN Number _____
Dealer Name _____
Dealer Code _____
Inspector Name _____
Date of inspection _____
Stock Number _____
Model Year _____
Model _____
Mileage _____
Original Warranty Start Date _____
Immobilizer Key Code (if applicable) _____
Complete any open recalls/campaigns:

- Perform coverage inquiry check for exclusions (Note: if there are warranty coverage exclusions, vehicle is not qualified as a Subaru Certified Pre-Owned.)
All vin plates match (Door jambs, dash and engine)

Section B

- Two sets of keys/remotes
Owners Manual in Glove compartment
Warranty and Maintenance Booklet in Glove Compartment
If anything is noted as missing in Section 'B' date replacements ordered:
Item 1 _____ Date Ordered _____
Item 2 _____ Date Ordered _____
Item 3 _____ Date Ordered _____

Section C

- Carfax History Report Attached?
Carfax Indicates Clean Title (no total loss, Lemon Law, etc.)
Note - if not a clean title, or if being sold with a retail disclosure, is not qualified as a Subaru Certified Pre-Owned Vehicle.

Section D

- A - Turbo models only: CID/CVN numbers from Techline: _____ / _____
Match If 'no' stop here. Vehicle cannot be certified.
ANY PERFORMANCE MODIFICATIONS DISQUALIFIES THE VEHICLE FROM CPO
Inspect vehicle for non-OEM parts. Vehicle must be returned to stock if non-OEM (non-performance enhancing) parts are evident.
Is vehicle stock?
If 'N', note parts to be replaced on a separate sheet attached for the customer. Any modifications that cannot be returned to stock disqualify the vehicle.
Note: Nearest scheduled maintenance must be performed if within 3 months or 2500 miles of service interval or if no record of service exists.

If 'Y', note which service will be performed:

Section E - Hybrid Only

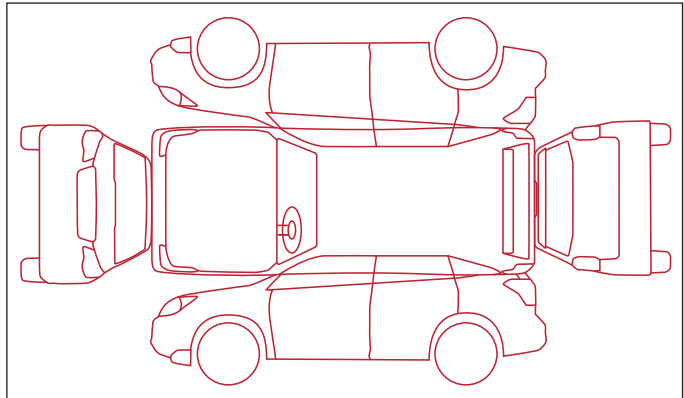
- Verify service plug is in holder
Check active grill shutter operation
Check operation of start/stop system
Verify MFD shows battery charging
Check pedestrian approach system
Check battery cooling fan and duct

Section F

- Tires
1. a. Inspect and replace if damaged. Are all tires the same size/manufacturer (tread pattern): Check tire pressure, tread depth, same orientation, condition and meet OEM Speed and load rating
b. Tires have at least 5/32 tread left:

- Check spare/Mobility Kit
Check tool kit (all tools in kit)
Check jack
If 'N' note tires, tools, jack ordered _____

Vehicle Exterior (note body panel needing repair)



- Check Section 'D2': repairs performed correctly
Check body panels (scratches through paint to primer must be repaired)
Check scratch free (scratches exceeding 1")
No holes/cracks in body and/or bumpers
Check paint. No chips larger than 1/4", no more than two chips (any size) per panel
Rust free exterior
Check door jams, rocker panels, hinges rust free, open/close smoothly-all doors
Ding/dent free (none greater than 1/2" per body panel)
Check windshield (no chips/cracks)
Check side and rear glass (crack/chip free)
Check wiper arms (front and back)
Replace wiper blades (CPO requires replacement front and back (WA))
Rear seat fold/rear center arm rest
Check all door/window seals (excessive wear/damage)
Check headlight lenses/covers
Check tail light lenses/covers
Check fuel door operation
Check fuel cap/fuel cap operation
Check hood release operation
Turn ignition to acc
Head light function (all settings), headlight alignment
Tail light function/brake lights
Emergency/fog lights (wa)/turn signals, hazards
Check turn signals (front & rear)
Check parking lamps
Check license plate lamps
Check brake and high mount stop lamps
Check reverse lamps

Interior inspection

- Ignition on, check chime
Ignition "ON"/check dash warning lights/gauges
Turn "ON" rear defogger/check indicator
Check heat/ac controls on all settings
Check for any abnormal smells/odors from vents
Check/replace cabin air filter
Check all vent operations (with heat or AC)
Check AV inputs, rear AC
Check headlight/cruise control/wiper stalk operation
Check odometer/trip settings
Check dash illumination control and display
Check Navigation System (WA)
Check head light leveler operation (WA)
Check Power Outlet
Turn headlights "off", check bulbs
Turn "ON" hazard flashers

- 49. Set clock
- 50. Check steering lock/tilt/telescope
- 51. Check steering wheel cover, dash cover, SRS Covers
- 52. Sound horn
- 53. Check power window operation (driver's master control, each individual control)
- 54. Check door locks (drivers master controls, each individual control)
- 55. Check mirrors (side view and rear view along with adjustment controls)
- 56. Check sunroof operation (WA)
- 57. Check sunroof seals/gaskets/drains (WA)
- 58. Check headliner (clean, no burns, tears, abnormal wear)
- 59. Check both sunvisors (operation, stow clips, mirrors/vanity lights) (WA)
- 60. Check Map/Dome lights
- 61. Check radio/CD player (including all speakers/set stations), DVD player/headsets, Bluetooth, set SiriusXM to demo mode
- 62. Check reverse lock out (WA) and back-up camera (WA)
- 63. Shift transmission to reverse/set parking brake check adjustment if necessary
- 64. Check clutch/brake pedal free play (WA)
- 65. Check seat belt chimes/warning lights
- 66. Check seat belt materials (fraying/twisting)
- 67. Check for proper movement and operation of driver's seat (all settings)
- 68. Check driver seat materials (clean, no burns, tears, abnormal wear)
- 69. Check passenger seat movement and operation (all settings)
- 70. Check passenger seat materials (clean, no burns, tears, abnormal wear)
- 71. Sit in passenger seat to check airbag On/Off and passenger seatbelt warning light.
- 72. Check front carpet and floor mats (clean, no burns, tears, abnormal wear, floor mat clips in place.
- 73. Check front cup holder(s)
- 74. Check cold weather package operation (heated seats, mirrors, and windshield)
- 75. Check rear seat materials (clean, no burns, tears, abnormal wear)
- 76. Check rear seatbelts (fraying, tears, abnormal wear)
- 77. Check rear cupholder(s)
- 78. Check child safety locks
- 79. Check LATCH systems (anchors and belts)
- 80. Check fuel filler release
- 81. Check power outlet(s) (WA)
- 82. Check trunk release (WA)
- 83. Check rear defogger (warm)
- 84. Check for DTC using Select Monitor/clear memory if necessary – leave connected for road test
- 85. Check steering column parking lamp switch operation
- 86. Check DCCD display and manual mode operation, "Reset to Automatic Mode" (WA)
- 87. Check security system (WA)
- 88. Check door entry lights (WA)
- 89. Check puddle lights/interior illumination (WA)

BEFORE ROAD TEST (cold engine)

- 90. Check primary and secondary hood latch operation
- 91. Check radiator and cap
- 92. Check coolant level and condition
- 93. Check all hoses and clamps (condition)
- 94. Check air filter
- 95. Check drive belt tension and condition
- 100. Check power steering fluid (fluid level and clean)
- 101. Check brake fluid (fluid level and clean)
- 102. Check clutch fluid (WA)
- 103. Fill windshield washer fluid
- 104. Check Transmission Fluid
- 105. Check (mounting, and ground straps)
- 106. Clean battery cables
- 107. Complete Midtronics Battery Test
- 108. Remote starter operation (must be SOA)

Note: Any items with a checked 'N' must be repaired/replaced prior to this vehicle being offered as a Subaru Certified Pre-Owned. Attach the related repair order documenting repair(s)/replacement(s).

RAISE VEHICLE / VEHICLE ON LIFT

UNDERCARRIAGE INSPECTION. UNDERCARRIAGE DAMAGE AND FLUID LEAKS (NOTE: REFER TO APPROPRIATE SERVICE MANUAL FOR SAFETY PRECAUTIONS, SPECIFICATIONS AND CORRECT LIFT POINTS)

- 109. Check wheel, wheel cover, trim and lug nuts. (Damage free)
- 110. Check brakes (rotors, and calipers for specified parameters)
- 111. Check brake pads (50% or more left on pad)
- 112. Check wheel cylinders (WA), Brake Master Cylinder
- 113. Check axle seals
- 114. Check lug nut torque
- 115. Check for fluid leaks
- 116. Check complete exhaust system
- 117. Check steering linkage
- 118. Check struts
- 119. Check axles, check CV Boots
- 120. Check bolts/bushings/fasteners
- 121. Check front and rear differential fluid level and top off
- 122. Other fluid leaks/damage: _____

LOWER VEHICLE ROAD TEST

- 123. Check that the TPMS warning light is not on (WA)
- 124. Check engine performance (cranking, idle, accel., unusual noises, etc.)
- 125. Check transmission performance and warning lights
- 126. Check clutch operation (WA)
- 127. Check clutch safety switch operation (WA)
- 128. Check steering wheel alignment and performance (return, free play, tracking)
- 129. Check Eyesight System (WA)
- 130. Check wheel balance (absence of vibration)
- 131. Check brake operation, noise, vibration
- 132. Check turn signal operation and cancellation
- 133. Check cruise control operation
- 134. Check vent/heater/A/C operation
- 135. Check squeaks, rattles, vibrations, wind noises and other unusual noises
- 136. Check tachometer alarm operation (reset to "00" when finished) (WA)
- 137. Check Hill Holder operation (WA)
- 138. Check VDC off switch (WA)
- 139. Check all keys, keyless entry, pushbutton start

POST ROAD TEST

- 140. Parking brake operation
- 141. Check emissions as required by state or local laws
- 142. Recheck coolant, power steering and ATF levels
- 143. Recheck DTC & remove Select Monitor
- 144. Check for unusual smells
- 145. Check any fluid leaks under hood

DETAIL AND FINAL PREPARATION

- 146. Engine compartment
- 147. Trunk/cargo area
- 148. Interior
- 149. Exterior (Including decal removal)
- 150. Glass
- 151. Door sills and jambs
- 152. License plates and frames

Required Technician Signature

I certify that all mechanical items have been inspected.

SUBARU TRAINED TECHNICIAN

DATE

Required Manager Signature

I certify that all mechanical repair standards have been met.

SERVICE MANAGER

DATE

Customer Signature

I acknowledge that I have received a copy of both pages of this 152-Point Inspection Check Sheet, the Carfax History Report, the application for coverage and received and reviewed both pages of this form.

CUSTOMER

DATE

ABBREVIATIONS: WA — Where applicable DTC — Diagnostic Trouble Code