

# COM Web Accessibility Checklist

Rule	Rule Description	Compliant		
		YES	NO	NA
<b>1. 508 a</b>	<b>Alternate Text (ALT tags)</b> <ul style="list-style-type: none"> <li>- All non-text elements such as images, applets or image maps have text equivalents.</li> <li>- ALT tags are descriptive of the image, etc.</li> <li>- Decorative images, redundant images, and images used for spacing have empty ALT text.</li> <li>- Charts, graphs, etc. that need long descriptions use the "LONG DESC" attribute.</li> </ul>			
<b>2. 508 b</b>	<b>Multimedia</b> <ul style="list-style-type: none"> <li>- Multi-media files with audio have synchronized captioning of the audio portion.</li> <li>- Audio only files have a text equivalent such as a transcript.</li> <li>- A silent web slide show presentation has text alternatives associated with the graphics.</li> <li>- Moving visual information has text equivalents of the auditory description of the movements or ALT text for short animations.</li> </ul>			
<b>3. 508 c</b>	<b>Color</b> <ul style="list-style-type: none"> <li>- Color is not used to convey information or indicate an action</li> <li>- Foreground and background colors have sufficient contrast.</li> </ul>			
<b>4. 508 d</b>	<b>Style Sheets</b> <ul style="list-style-type: none"> <li>- Correct order and structure of pages are intact when the style sheet is turned off.</li> </ul>			
<b>5. 508 e, f</b>	<b>Image Maps</b> <ul style="list-style-type: none"> <li>- Image maps are client-side.</li> <li>- If a server-side image map is used, redundant text links for each hotspot are used.</li> </ul>			
<b>6. 508 g, h</b>	<b>Tables used for data</b> <ul style="list-style-type: none"> <li>- TH tags are used for row and column headers.</li> <li>- ID and TH tags are used for data tables that have two or more levels of row or column headers.</li> </ul>			
<b>7. 508 i</b>	<b>Frames</b> <ul style="list-style-type: none"> <li>- Each frame has sufficient information to determine the purpose and relationship to the other frames.</li> <li>- The source of each frame is an HTML file.</li> </ul>			
<b>8. 508 j</b>	<b>Moving, blinking, scrolling and auto-updating</b> <ul style="list-style-type: none"> <li>- Moving or auto-updating objects have a mechanism to freeze motion.</li> <li>- Auto refreshing or timed response pages have a second copy of the page where refresh happens only after a link is selected.</li> <li>- No elements on the page flicker at a rate of 2 to 55 cycles per second.</li> </ul>			
<b>9. 508 k</b>	<b>Text-only pages</b> <ul style="list-style-type: none"> <li>- If compliance cannot be accomplished in any other way, a text-only page, with equivalent information or functionality is provided to make the page accessibility compliant.</li> <li>- The text-only page contains equivalent information or functionality as the primary page.</li> <li>- The text-only page has been updated with any changes made to the primary page.</li> </ul>			

# COM Web Accessibility Checklist

<p><b>10. 508 l</b></p>	<p><b>Scripts</b></p> <ul style="list-style-type: none"> <li>- Any scripts that present critical information or functions, are readable by assistive technology or provide an alternative, equivalent presentation or mechanism.</li> </ul>			
<p><b>11. 508 m</b></p>	<p><b>Applets, plug-ins and other applications (PDFs, QuickTime Movies, etc.)</b></p> <ul style="list-style-type: none"> <li>- A link is provided to download any applet, plug-in or other application needed to play or display the required content.</li> </ul>			
<p><b>12. 508 n</b></p>	<p><b>Electronic forms</b></p> <ul style="list-style-type: none"> <li>- All form elements except for buttons use the &lt;LABEL&gt; tag and associated "FOR" attribute to indicate the type of form item it is.</li> <li>- An acceptable alternative to the &lt;LABEL&gt; tag is to use the "TITLE" attribute for a form element. Ensure that the title value adequately describes the functionality of the form element.</li> <li>- Wherever possible, place labels adjacent to input fields, not in separate cells of a table. To better tie the form element to its associated label, use the "ID" attribute in the associated form element. Set this attribute to the identifier used in the "FOR" attribute of the associated &lt;LABEL&gt; tag.</li> <li>- Dynamic HTML scripting of the form does not interfere with assistive technologies and is keyboard accessible.</li> </ul>			
<p><b>13. 508 o</b></p>	<p><b>Skip repetitive navigation</b></p> <ul style="list-style-type: none"> <li>- If there is a long list of navigation links, a link is provided to skip the navigation and jump to the beginning of the main content of the page.</li> </ul>			
<p><b>14. 508 p</b></p>	<p><b>Timed responses</b></p> <ul style="list-style-type: none"> <li>- If a timed response is required, the user can be alerted and given sufficient time to indicate more time is required or given a link to a second copy of the page that does not require a timed response.</li> </ul>			
<p><b>15.</b></p>	<p><b>Linked documents are accessible</b></p> <ul style="list-style-type: none"> <li>- Word documents are accessible</li> <li>- PDFs are accessible</li> <li>- PowerPoint files have HTML or PDF alternative</li> </ul>			
<p><b>16.</b></p>	<p><b>Hyperlinks</b></p> <ul style="list-style-type: none"> <li>- Links are descriptive of end location or function</li> <li>- Avoid repetition of hyperlinks that go to different pages (e.g. "Click Here" repeated on page but goes to different locations)</li> <li>- Avoid using full URLs as the descriptive part of the hyperlink. If using URLs so that when printed, the viewer will have the URL address, put it at the end</li> <li>- Avoid describing directions to parts of pages, make direct hyperlinks or use anchor tags (jump links) within the page.</li> </ul>			