Web-based Internet Information and Application Checklist
for Section 508 Compliance

Product Name: **Reviewer Name:**

Version #:   **Date:**

Filenames/URL:

Locations: ☐ **Intranet**   ☐ **Training Academy**   ☐ **DCMA360**   ☐ **Other (explain)**

REVIEW GUIDELINES

Complete this review, using the following answers:

NA = *Not Applicable*
Yes = *Meets Standard*
No = *Standard Not Met*

CHECKLIST FOR WEB CONTENT & MULTIMEDIA REVIEW

The checklist below provides checkpoints to conforming software applications (including web apps and the applets, plug-ins, or applications required to use them, such as Flash, Java apps, and media players) and operating systems to Section 508. Please use the comment section to indicate any necessary information in the review for clarification or disagreement with any criterion (ex. keyboard functionality). For questions or assistance completing this document, contact section508@dcma.mil.

1194.22 WEB-BASED INTERNET INFORMATION AND APPLICATIONS

Checkpoint	Meets Criteria	Comments	Role (Reviewer, Auditor)
a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).			
a. Alternative (ALT) text and/or long description (LongDesc) attributes are provided for all images, links, controls, and form elements. **Note:** Give the purpose and/or function within the context of the surrounding information.	☐ Yes ☐ No ☐ N/A		☐ Reviewer ☐ Auditor
i. ALT text is provided for any information-type image.	☐ Yes ☐ No ☐ N/A		☐ Reviewer ☐ Auditor
ii. ALT text is avoided for redundant-type image, when applicable. **Note:** Redundant text is usually avoided if the meaning and purpose of the image is contained within the surrounding text).	☐ Yes ☐ No ☐ N/A		☐ Reviewer ☐ Auditor
iii. ALT text is avoided for decorative-type images. **Note:** Apply a null (Alt="") value.	☐ Yes ☐ No ☐ N/A		☐ Reviewer ☐ Auditor

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iv.	All complex images (ex. charts and graphs) have an appropriate ALT text and longdesc (link to long description).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
v.	Client-side image maps have ALT attributes. **Note:** Server-side image maps should be avoided.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
vi.	Server-side image maps have ALT attributes.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	Alternative text for images concisely conveys the purpose and/or function within the context of the surrounding information.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
i.	Null ALT attributes ("") are provided for background images (decorative-type).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
ii.	Null ALT attributes ("") are provided for list bullets (decorative-type).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
iii.	Embedded documents (ex. PDF	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	Alternative text for animated and interactive content concisely conveys the purpose and/or function within the context of the surrounding information.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
i.	ALT attributes are provided for animated images.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
ii.	If animation is used, a non-animated equivalent to step through the animated content is provided.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

iii.	Text equivalent is provided for CSS background images.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
iv.	Screen transition settles within 5 seconds.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
v.	Text equivalent for audio information is provided to include transcript.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
vi.	Video files have audio equivalents or full text transcripts.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
vii.	ALT attributes are provided for applets?	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
viii.	Text equivalents for electronic file links (ex. PDF, Word, PPT) are provided and accessible.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
ix.	Text equivalents for non-detected embedded elements are provided by assistive technologies.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
x.	Text equivalents are provided for scanned information.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b)	**Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.**		
a.	Audio and captioning is complete, accurate, and synchronized to videos.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

b.	Audio descriptions are clear and meaningful and synchronized to videos.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c)	**Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.**		
a.	Color is used to convey meaning of text, icons or symbols with same meaning conveyed?	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	Information conveyed in color is assessable in an equivalent alternative without color.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	Information conveyed in color is available via assistive technology.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
d.	Display settings for color and contrast settings are available to user.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
e.	Instructions are provided on actions or controls to describe color (ex. Press red Submit button).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
f.	There is a means to convey the state of a control other than color alone (ex. selected).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
d)	**Documents shall be organized so they are readable without requiring an associated style sheet.**		
a.	The reading order of content and elements is in in logical order when viewed without need for style sheets and can be read with assistive technology correctly.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
e)	**Redundant text links shall be provided for each active region of a server-side image map.**		
a.	If the page uses a server-side map, there is a separate set of links that duplicated the	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

	functionality provided by activating regions of the image map.		
f)	**Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.**		
a.	Client-side image maps are used instead of server-side except when the clickable region cannot be defined by geometric shape.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
g)	**Row and column headers shall be identified for data tables.**		
a.	Row and column headers are identified for data tables.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	The header elements for the data table are provided in the same table as the content.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	Row and column header cells are identified with the code tag <TH>.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
d.	All data cells use a code <TD> tag.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
e.	Each table cell contain only contains one cell worth of information (no merged cells).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
f.	Data and header cells that visually span multiple columns or rows use colspan and/or rowspan.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
h)	**Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.**		

a.	For data tables that have two or more logical levels of row or column headers, the data is appropriately identified to read by assistive technology.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	Tables with more than one level of header cells (ex. use colspan or rowspan attributes) use either the scope attribute or the combinations of headers and ID attributes to associate data and header cells.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	ID and headers are used when header cells are not applied to every cell within its scope (row or column).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
i)	**Frames shall be titled with text that facilitates frame identification and navigation.**		
a.	Frames including those without visual content have meaningful descriptive titles using the title attribute for identification and navigation.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	A title attribute identifies each frame and facilitate user navigation.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
j)	**Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.**		
a.	The flicker should not be noticeable.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
k)	**A text-only page with equivalent information or functionality shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.**		
a.	If a page cannot be made accessible, there is an alternate text-only page.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	If a page cannot be made accessible, is the alternate text-only page kept up-to-date.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

c.	The text-only page provides an equivalent functionality.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

l)	**When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.**		
a.	Scripted elements, tagged document elements (ex. PDF) or links in documents are accessible by keyboard alone.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	If not possible, equivalent information is provided in text-only alternative accessible page to be read by assistive technology	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	All content information of the scripted element is available to assistive technology and is detectable?	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
d.	If settings exist to enable access to assistive technology, the user can access correctly.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

m)	**When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).**		
a.	If page uses applets, plug-ins or other applications, a link is present to provide direct accessibility to assistive technology. **Note:** Verify the product is a DCMA approved tool (link placeholder).	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	The software meets the software application and operating systems standards outlined in the checklist for Section 1194.21.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

n)	**When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.**		

a.	Forms are appropriately labeled using meaningful labels, titles or other accessibility support methods.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	Form controls for users are compatible with assistive technology.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	Buttons are labeled using a value attribute or other accessibility supported method that describes the purpose of the button.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
d.	Information is in a logical tabbing and reading order for assistive technology.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
e.	If error messages are generated, they are easily discovered and clearly indicated for users of assistive technology.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

o) A method shall be provided that permits users to skip repetitive navigation links.

a.	A skip navigation link for repetitive links on more than one page is visible for keyboard only users.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
b.	Skip links appears in the same location (ex. top-right corner) of the screen.\n\nNote: This location should be standard here most users usually look for the skip navigation.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	If main content comes before navigation links, a means to skip navigation of main content is provided.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

a.	The web page alerts users with a warning if a process is about to time-out.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

b.	A prompt is provided to users given an opportunity for additional needed when time is running out.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor
c.	Users are given a sufficient amount of time to complete a process.	☐ Yes ☐ No ☐ N/A	☐ Reviewer ☐ Auditor

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Section 508 Compliant Signatures:

By signing below you are required to certify accuracy and completeness of the checklist and Section 508 compliance.
Your comments as entered above are digitally locked. Click in the signature field to submit your signature.

Sign	**Section 508 Complaint**		**Comments (Optional)**

X
_____

Section 508 Reviewer

☐ Yes   ☐ No

X
_____

Section 508 Auditor

☐ Yes   ☐ No

X
_____

Section 508 Coordinator

☐ Yes   ☐ No