



Accessibility Checklist for Local Government Website

Structure & Navigation

- Clear, consistent navigation on all pages
- Skip-to-content link present
- Proper heading structure (H1 → H2 → H3 in order)
- Breadcrumbs for deep pages
- Keyboard navigation works for all menus and features

Text & Content

- Plain language appropriate for public audience
- No information conveyed by color alone
- Descriptive page titles
- Meaningful link text (avoid “Click here”)
- Reading level appropriate for general public
- Content resizes up to 200% without breaking

Images & Media

- Alt text for all informative images
- Decorative images marked appropriately
- Captions for videos
- Transcripts for audio content
- Audio descriptions for essential visual information
- No auto-playing media with sound

Forms & Online Services

- Labels for all form fields
- Instructions and examples provided
- Error messages clearly explained
- Required fields identified
- Accessible CAPTCHA alternatives

Color & Visual Design

- Minimum color contrast ratio (4.5:1 for normal text)
- Text readable on mobile devices
- No flashing content that could trigger seizures
- Focus indicators visible when tabbing

Keyboard & Assistive Technology

- All functions accessible via keyboard
- Logical tab order
- Screen reader compatibility

Documents & Downloads

- PDFs are accessible (tagged, searchable text)
- Word/Excel files accessible
- Alternative formats available upon request
- Avoid scanned image-only documents

Mobile Accessibility

- Responsive design
- Touch targets large enough
- No horizontal scrolling required
- Works with mobile screen readers

Language & Localization

- Page language identified in code
- Multilingual options if serving diverse community
- Consistent terminology

Compliance & Support

- Accessibility statement posted
- Contact method for reporting accessibility issues
- Regular accessibility audits
- Staff trained on accessibility practices