

Accessibility Checklist

Digital accessibility is essential for creating an inclusive online environment where everyone, regardless of their physical or cognitive limitations, has access to information and services. This checklist is designed as a practical tool to assist businesses, web developers, and online marketers in making their websites and digital content accessible to everyone and maintaining accessibility over time. By following these guidelines, you can ensure that your site not only complies with the legal requirements coming into effect as of June 2025 but also provides a better user experience for a broader audience.

How to use this checklist

This checklist is structured to guide you through the four fundamental principles of accessibility: perceivability, operability, understandability, and robustness. Each item on the list represents an action that you can check off, allowing you to systematically evaluate and improve your website or app. Start with the first category and work your way through the list, checking off each task as you confirm that your website meets that criterion. This method ensures a structured approach to assessing and modifying your digital content.



Why be digitally accessible?

By using this checklist, you can significantly improve the accessibility of your website, leading to a range of benefits:

Expand your audience

By removing accessibility barriers, you open your content to people with diverse needs, potentially reaching a larger audience.

Enhance user experience

Accessibility measures often improve overall navigation and readability, benefiting all users.

Comply with legal requirements

Starting from June 2025, the European Accessibility Act (EAA) will come into effect, requiring companies within the European Union to make their services digitally accessible. Enforcement will be in place.

Your impact

15% of the Dutch population has a disability. Accessibility is not just a matter of compliance; it is a fundamental aspect of social inclusion. In today's digital world, access to information and online services is crucial for education, employment, and social participation. By making your digital content accessible, you contribute to a fairer society where everyone has the opportunity to participate and contribute on equal terms.

Disclaimer

This checklist serves as a tool to help you take initial steps toward digital accessibility. To truly become digitally inclusive, it's important to involve end users with various disabilities and extensively test your website or platform with them.



1. Ensure everything is perceivable.

All non-decorative images have a description (alt text).

How to check: Right-click on an image and select "Inspect" in the browser. Look for the alt attribute within the tag. The alt text should concisely describe the image.

Videos have captions and audio descriptions are available where necessary.

How to check: Play a video and look for caption options. For audio descriptions, check if there is an additional audio track providing descriptions of what is happening in the video.

Information is not solely conveyed through color.

How to check: View your website in grayscale (many browsers have extensions for this) to see if information remains clear.

Contrast between text and background is sufficient.

How to check: Use an online contrast checker tool by entering the color codes of your text and background.



2. Ensure everything is operable.

- The website is fully navigable using the keyboard.**

How to check: Try using your website without a mouse, using only tab, shift+tab, arrow keys and enter keys.

- There are no time limits that users cannot adjust.**

How to check: Look for elements such as carousels or timeouts in forms. Check if there is an option to extend or disable the time limit.

- There is no content that flashes or flickers.**

How to check: Carefully examine your website for elements that flash or flicker quickly. This should be avoided.

- The website has a logical structure and clear navigation.**

How to check: Ensure the website has a clear hierarchy in headings and consistent navigation across different pages.



3. Ensure everything is understandable.

- Text is written in simple and clear language.**

How to check: Read your content and check if it is clear without jargon or complex sentences. Use a readability tool if necessary.

- Forms provide clear error messages and suggestions for correction.**

How to check: Fill out a form incorrectly and see if you receive clear and helpful error messages.

- Website and navigation are consistent in use.**

How to check: Compare the layout and navigation elements on different pages to ensure consistency.



4. Ensure compatibility with all technologies.

- The website is compatible with screen readers and other assistive technologies.**

How to check: Test your website with a screen reader tool (e.g., NVDA or VoiceOver) to see if all content is accessible.

- HTML/CSS is valid according to standards.**

How to check: Use an online validator tool to check your HTML and CSS code for errors and warnings.

Need help?

Future Ready Design is ready to assist.

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