

Free EAA website readiness checklist (one page)

A free, printable one-page checklist for a first European Accessibility Act (EAA) pass on a small business website. Work through it on your live site in about an hour. It covers scope, keyboard, content, forms and checkout, and your accessibility statement. **Not legal advice, not certification.**

Site: _____ Checked by: _____ Date: _____

1. Scope (5 min)

- ☐ List what you sell to consumers online (shop, bookings, subscriptions) and note if it is a service or a product under the EAA.
 - ☐ Check the microenterprise test: fewer than 10 staff *and* turnover or balance sheet ≤ EUR 2m. Write the result and date down.
 - ☐ Pick a technical target for key pages, e.g. WCAG 2.2 Level AA.
 - ☐ Choose 4–6 key pages: home, a product/service page, contact form, cart and checkout, login.
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2. Keyboard & focus

- ☐ Every link, button, menu, and form field is reachable with Tab / Shift+Tab, in a logical order.
 - ☐ The focused element is always clearly visible, and not hidden behind sticky headers or cookie banners.
 - ☐ No keyboard trap: modals, menus, and chat widgets can be closed with the keyboard (e.g. Esc).
 - ☐ A “Skip to main content” link appears on first Tab.
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3. Content & structure

- ☐ Each page has a unique, descriptive <title> and exactly one H1; headings follow a logical order.
 - ☐ Meaningful images have useful alt text; decorative images have empty alt (alt="").
 - ☐ Body text and key UI meet AA contrast (4.5:1 for normal text, 3:1 for large text and UI parts).
 - ☐ Page still works at 200% zoom and on a 320px-wide screen without horizontal scrolling.
 - ☐ Link text makes sense out of context (no bare “click here”).
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4. Forms, cart & checkout

- ☐ Every field has a visible label tied to the input; required fields are marked in text, not colour only.
 - ☐ Error messages say what went wrong and how to fix it, next to the field.
 - ☐ Checkout can be completed with keyboard only, including address, shipping, and payment steps.
 - ☐ Third-party widgets (payment, booking, chat) are tested too; note their limits.
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5. Media, statement & feedback

- ☐ Videos with speech have captions; audio-only content has a transcript.
- ☐ An accessibility statement is published and linked from the footer: target, known limits, contact, review date.
- ☐ A working contact route for accessibility feedback exists, and someone owns replies.
- ☐ A review date is in the calendar (quarterly is a good start).

cairakuzey.cloud/en/ · A11yReady Starter: prioritised WCAG 2.2 AA checklist + statement template + top-20 fixes, \$39.90.

Educational checklist only. Not legal advice. Not ADA/EAA certification. Completing it does not make a site “compliant”. A11yReady does not guarantee legal outcomes.