ICT Accessibility Requirements

What is ICT?

Information and Communications Technology (ICT) includes hardware, software, voice communication, video capabilities and digital content (including web and non-web-based information).

What is ICT accessibility and why is it important?

"ICT accessibility ensures that people with and without disabilities can access the same information, perform the same tasks, and receive the same services using information technology. It is the digital equivalent to accessibility in the physical environment —the curb cuts, ramps, railings, etc., of the digital age. While ICT accessibility can provide usability benefits to everyone who uses ICT, it is a vital necessity to many people with disabilities." - NASCIO - Accessibility in IT Procurement

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This document reproduces relevant ICT accessibility requirements from the EN 301 549 v3.2.1 (2021-03) Harmonised European Standard – Accessibility requirements for ICT products and services (© used under license from European Telecommunications Standards Institute 2021. © Comité Européen de Normalisation 2021. © Comité Européen de Normalisation Électrotechnique 2021. All rights reserved.), which includes the Web Content Accessibility Guidelines (WCAG) 2.1 level AA. Note, where the EN 301 549 references VOID criteria, for the purposes of this document, we have excluded the technical explanation as to why the WCAG criteria no longer apply. Refer to the EN 301 549 (hyperlink below) for this information if necessary.

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At first glance, some requirements may appear to be unrelated to this product or service. They have been included for consideration since the full feature set of a Vendor's product or service may not be known. For example, a video may be embedded into product documentation, so accessibility requirements for video and audio may become relevant.

Appendices include definitions, references, and practical guidance on creating accessible documentation.

Internal to this document references are included but not always linked (footnotes or otherwise).

Sources used to compile this document

- EN 301 549 v3.2.1 (2021-03) Harmonised European Standard Accessibility requirements for ICT products and services" (PDF)
- Web Content Accessibility Guidelines (WCAG) 2.1 (W3C Recommendation 05 June 2018)
- Understanding WCAG 2.1
- How to Meet WCAG 2.1 (Quick Reference)
- ITI VPAT® EN 301 549 (EU) version

Part A - Functional performance statements

These are explanatory (non-testable) statements that introduce the core aspects that the offered product or service must provide to be considered accessible.

4.2.1. Usage without vision: Where ICT provides visual modes of operation, the ICT provides at least one mode of operation that does not require vision. This is essential for users without vision and benefits many more users in different situations.

- NOTE 1: A web page or application with a well formed semantic structure can allow users without vision to identify, navigate and interact with a visual user interface.
- NOTE 2: Audio and tactile user interfaces may contribute towards meeting this clause.

4.2.2. Usage with limited vision: Where ICT provides visual modes of operation, the ICT provides features that enable users to make better use of their limited vision. This is essential for users with limited vision and benefits many more users in different situations.

- NOTE 1: Magnification, reduction of required field of vision and control of contrast, brightness and intensity can contribute towards meeting this clause.
- NOTE 2: Where significant features of the user interface are dependent on depth perception, the provision of additional methods of distinguishing between the features may contribute towards meeting this clause.
- NOTE 3: Users with limited vision may also benefit from non-visual access (see clause 4.2.1).

4.2.3. Usage without perception of colour: Where ICT provides visual modes of operation, the ICT provides a visual mode of operation that does not require user perception of colour. This is essential for users with limited colour perception and benefits many more users in different situations.

• NOTE: Where significant features of the user interface are colour-coded, the provision of additional methods of distinguishing between the features may contribute towards meeting this clause.

4.2.4. Usage without hearing: Where ICT provides auditory modes of operation, the ICT provides at least one mode of operation that does not require hearing. This is essential for users without hearing and benefits many more users in different situations.

• NOTE: Visual and tactile user interfaces, including those based on sign language, may contribute towards meeting this clause.

4.2.5. Usage with limited hearing: Where ICT provides auditory modes of operation, the ICT provides enhanced audio features. This is essential for users with limited hearing and benefits many more users in different situations.

- NOTE 1: Enhancement of the audio clarity, reduction of background noise, providing a joint monaural option, adjustment of balance of both audio channels, increased range of volume and greater volume in the higher frequency range can contribute towards meeting this clause.
- NOTE 2: Allowing the use of Assistive Listening Devices, such as headsets with noise cancellation (connected by cable, Bluetooth or WLAN) can contribute towards meeting this clause.
- NOTE 3: Users with limited hearing may also benefit from non-hearing access (see clause 4.2.4).

4.2.6. Usage with no or limited vocal capability: Where ICT requires vocal input from users, the ICT provides at least one mode of operation that does not require them to generate vocal output. This is essential users with no or limited vocal capability and benefits many more users in different situations.

- NOTE 1: Vocal output includes speech and other orally generated sounds, such as whistles and clicks.
- NOTE 2: Keyboard, pen or touch user interfaces may contribute towards meeting this clause.

4.2.7. Usage with limited manipulation or strength: Where ICT requires manual actions, the ICT provides features that enable users to make use of the ICT through alternative actions not requiring manipulation, simultaneous action or hand strength. This is essential for users with limited manipulation or strength and benefits many more users in different situations.

- NOTE 1: Examples of operations that users may not be able to perform include those that require fine motor control, path dependent gestures, pinching, twisting of the wrist, tight grasping, or simultaneous manual actions.
- NOTE 2: One-handed operation, sequential key entry and speech user interfaces may contribute towards meeting this clause.
- NOTE 3: Some users have limited hand strength and may not be able to achieve the level of strength to perform an operation. Alternative user interface solutions that do not require hand strength may contribute towards meeting this clause.

4.2.8. Usage with limited reach: Where ICT products are free-standing or installed, all the elements required for operation will need to be within reach of all users. This is essential for users with limited reach and benefits many more users in different situations.

• NOTE: Considering the needs of wheelchair users and the range of user statures in the placing of operational elements of the user interface may contribute towards meeting this clause.

4.2.9. Minimize photosensitive seizure triggers: Where ICT provides visual modes of operation, the ICT provides **at least one mode of operation that minimizes** the potential for triggering photosensitive seizures. This is essential for users with photosensitive seizure triggers.

• NOTE: Limiting the area and number of flashes per second may contribute towards meeting this clause.

4.2.10. Usage with limited cognition, language or learning: The ICT provides features and/or presentation that makes it simpler and easier to understand, operate and use. This is essential for users with limited cognition, language or learning, and benefits many more users in different situations.

- NOTE 1: Adjustable timings, error indication and suggestion, and a logical focus order are examples of design features that may contribute towards meeting this clause.
- NOTE 2: Providing an audio output of the text is an example of providing support for people with limited reading abilities.
- NOTE 3: Providing spelling aid and word prediction of the text is an example of providing support for people with limited writing abilities.
- NOTE 4: Interaction with content can be made easier, and less prone to errors, by presenting tasks in steps that are easy to follow.

4.2.11. Privacy: Where ICT provides features for accessibility, the ICT maintains the privacy of users of these features at the same level as other users.

• NOTE: Enabling the connection of personal headsets for private listening, not providing a spoken version of characters being masked and enabling user control of legal, financial and personal data are examples of design features that may contribute towards meeting this clause.

Part B - Functional accessibility requirements

Explanation of the table columns

- "EN 301 549 clause" includes all clauses of the EN 301 549 v3.2.1 that may apply to the ICT product or service. If WCAG 2.1 is referenced, we include the full text of the WCAG success criterion along with links to the criterion, "Understanding the requirement", "How to meet the requirement" and definitions of standardized words.
- "Determination of conformance" describes how to test if you have met the requirement. These are copied from EN 301 549 v3.2.1 Annex C. More information can also be found in Annex Chapter 14 Conformance.

Scope

The following Functional Accessibility Requirements are applicable to the Functional Performance Statements in Part A. If a solution meets all of these it is considered to have met the Functional Performance Statements and is therefore deemed to conform with EN 301 549 v3.2.1.

Clauses 5, 5.2, 9, 9.0, 9.1, 9.1.1, 9.1.1, 9.1.2, 9.1.2.1, 9.1.2.2, 9.1.2.3, 9.1.2.4, 9.1.2.5, 9.1.3, 9.1.3.1, 9.1.3.2, 9.1.3.3, 9.1.3.4, 9.1.3.5, 9.1.4, 9.1.4.1, 9.1.4.2, 9.1.4.3, 9.1.4.3, 9.1.4.4, 9.1.4.5, 9.1.4.10, 9.1.4.11, 9.1.4.12, 9.1.4.13, 9.2, 9.2.1, 9.2.1.4, 9.2.2, 9.2.2, 9.2.2.1, 9.2.2.2, 9.2.3, 9.2.3, 9.2.4, 9.2.4.1, 9.2.4.2, 9.2.4.3, 9.2.4.4, 9.2.4.5, 9.2.4.6, 9.2.4.7, 9.2.5, 9.2.5.1, 9.2.5.2, 9.2.5.3, 9.2.5.4, 9.3, 9.3.1, 9.3.1.1, 9.3.1.2, 9.3.2, 9.3.2.1, 9.3.2.2, 9.3.2.3, 9.3.2.4, 9.3.3, 9.3.3.1, 9.3.3.2, 9.3.3.3, 9.3.3.4, 9.4, 9.4.1, 9.4.1.1, 9.4.1.2, 9.4.1.3, 9.5, 9.6, 10, 10.0, 10.1, 10.1.1, 10.1.1.1, 10.1.2, 10.1.2.1, 10.1.2.2, 10.1.2.3, 10.1.2.4, 10.1.2.5, 10.1.3, 10.1.3.1, 10.1.3.2, 10.1.3.3, 10.1.3.4, 10.1.3.5, 10.1.4, 10.1.4.1, 10.1.4.2, 10.1.4.3, 10.1.4.4, 10.1.4.5, 10.1.4.10, 10.1.4.11, 10.1.4.12, 10.1.4.13, 10.2, 10.2.11, 10.2.12, 10.2.14, 10.2.2, 10.2.2.1, 10.2.2.2, 10.2.3, 10.2.3.1, 10.2.4.2, 10.2.4.3, 10.2.4.4, 10.2.4.6, 10.2.4.7, 10.2.5, 10.2.5.1, 10.2.5.2, 10.2.5.4, 10.3, 10.3.1, 10.3.1.1, 10.3.1.2, 10.3.2, 10.3.2, 10.3.3, 10.3.3.4, 10.4, 10.3, 10.3.1, 10.3.1.1, 10.3.1.2, 10.3.2, 10.3.3, 10.3.3.4, 10.4, 10.4.11, 10.4.12, 10.1.4.13, 10.2, 10.2.4.3, 10.2.4.4, 10.2.4.2, 10.2.4.3, 10.2.4.4, 10.2.4.2, 10.2.4.3, 10.2.4.4, 10.2.4.6, 10.2.4.7, 10.2.5, 10.2.5.1, 10.2.5.2, 10.2.5.4, 10.3, 10.3.1, 10.3.1.1, 10.3.1.2, 10.3.2, 10.3.2.1, 10.3.2.2, 10.3.3, 10.3.3.1, 10.3.3.2, 10.3.3.4, 10.4, 10.4.1, 10.4.1.4, 10.4.1.4, 10.4.1.4, 10.4.1.4, 10.4.1.4, 10.4.1.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.4.4, 10.

EN 301 549 clause	Determination of conformance
5 Generic requirements	

EN 301 549 clause	Determination of conformance
5.2 Activation of accessibility features	C.5.2 Activation of accessibility features
Where ICT has documented accessibility features, it shall be possible to activate those documented accessibility features that are required to meet a specific need without relying on a method that does not support that need.	Type of assessment
	Inspection
	Pre-conditions
	 The ICT has documented accessibility features to meet a specific need.
	Procedure
	 Check that it is possible to activate those accessibility features without relying on a method that does not support that need.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met
9 Web	
9.0 General (informative)	C.9.0 General (informative)
Requirements in clause 9 apply to web pages (as defined in clause 3.1) including:	Clause 9.0 is informative only and contains no requirements requiring test.
 Conformance with W3C Web Content Accessibility Guidelines (WCAG 2.0) Level AA is equivalent to conforming with clauses 9.1.1, 9.1.2, 9.1.3.1 to 9.1.3.3, 9.1.4.1 to 9.1.4.5, 9.2.1.1, 9.2.1.2, 9.2.2, 9.2.3, 9.2.4, 9.3, 9.4.1.1, 9.4.1.2 and the conformance requirements of clause 9.6 of the present document. Conformance with W3C Web Content Accessibility Guidelines (WCAG 2.1) [5] Level AA is equivalent to conforming with all of clauses 9.1 to 9.4 and the conformance requirements of clause 9.6 of the present document. 	

EN 301 549 clause	Determination of conformance
Requirements for non-web documents and non-web software are given in clauses 10 and 11 respectively.	
NOTE 1: When evaluating websites they are evaluated as individual web pages. Web applications, including mobile web applications, are covered under the definition of web page which is quite broad and covers all web content types.	
NOTE 2: WCAG 2.0 is identical to ISO/IEC 40500:2012: "Information technology - W3C Web Content Accessibility Guidelines (WCAG) 2.0" [4].	
The requirements in clauses 9.1 to 9.4 are written using the concept of satisfying success criteria (defined in clause 3.1). A web page satisfies a WCAG success criterion when the success criterion does not evaluate to false when applied to the web page. This implies that if the success criterion puts conditions on a specific feature and that specific feature does not occur in the web page, then the web page satisfies the success criterion.	
NOTE 3: For example, a web page that does not contain pre-recorded audio content in synchronized media will automatically satisfy WCAG success criterion 1.2.2 (captions - pre-recorded) and, in consequence, will also conform to clause 9.1.2.2.	
In addition to Level AA success criteria, the Web Content Accessibility Guidelines also include success criteria for Level AAA. These are listed in clause 9.5 of the present document. Web authors and procurement accessibility specialists are encouraged to consider whether any of the WCAG Level AAA success criteria offer suggestions that may be applicable and relevant to their project, as well as potentially beneficial to some users.	
NOTE 4: The W3C states that "It is not recommended that Level AAA conformance be required as a general policy for entire sites because it is not possible to satisfy all Level AAA Success Criteria for some content".	
NOTE 5: "Void" clauses have been inserted in order to maintain alignment with the numbering of WCAG 2.1 Level A and Level AA Success Criteria.	
9.1 Perceivable	
9.1.1 Text alternatives	
9.1.1.1 Non-text content	C.9.1.1.1 Non-text content
	Type of assessment

EN 301 549 clause	Determination of conformance
 Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.1.1 Nontext content</u>. WCAG 2.1 Success Criterion 1.1.1 Non-text content Understanding Non-text Content How to Meet Non-text Content (Level A) All <u>non-text content</u> that is presented to the user has a <u>text alternative</u> that serves the equivalent purpose, except for the situations listed below. Controls, Input: If non-text content is a control or accepts user input, then it has a <u>name</u> that describes its purpose. (Refer to <u>Success Criterion</u> <u>4.1.2</u> for additional requirements for controls and content that accepts user input.) Time-Based Media: If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text 	Inspection Pre-conditions 1. The ICT is a web page. Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.1.1 Non-text content</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.1.1 Non-text content.
9.1.2 Time-based media	
9.1.2.1 Audio-only and video-only (prerecorded)	C.9.1.2.1 Audio-only and video-only (prerecorded)

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.2.1	Type of assessment
Audio-only and Video-only (Prerecorded).	Inspection
WCAG 2.1 Success Criterion 1.2.1 Audio-only and Video-only (Prerecorded)	Pre-conditions
Understanding Audio-only and Video-only (Prerecorded)	
How to Meet Audio-only and Video-only (Prerecorded)	1. The ICT is a web page.
(Level A)	Procedure
For <u>prerecorded audio-only</u> and prerecorded <u>video-only</u> media, the following are true, except when the audio or video is a <u>media alternative for text</u> and is clearly labeled as such:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.1 Audio-only and Video-only (Prerecorded)</u>.
Prerecorded Audio-only: An <u>alternative for time-based media</u> is provided	Result
 that presents equivalent information for prerecorded audio-only content. Prerecorded Video-only: Either an alternative for time-based media or an 	Pass: Check 1 is true
 Prefeccided video-only. Entrer an alternative for time-based media of an audio track is provided that presents equivalent information for prerecorded video-only content. 	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.2.1 Audio-only and Video-only (Prerecorded).
9.1.2.2 Captions (prerecorded)	C.9.1.2.2 Captions (prerecorded)
Where ICT is a web page, it shall satisfy the WCAG 2.1 Success Criterion 1.2.2	Type of assessment
Captions (Prerecorded).	Inspection
WCAG 2.1 Success Criterion 1.2.2 Captions (Prerecorded)	Pre-conditions
Understanding Captions (Prerecorded)	
How to Meet Captions (Prerecorded)	1. The ICT is a web page.
(Level A)	Procedure
<u>Captions</u> are provided for all <u>prerecorded</u> <u>audio</u> content in <u>synchronized media</u> , except when the media is a <u>media alternative for text</u> and is clearly labeled as such.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.2 Captions (Prerecorded)</u>.
	Result
	Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.2.2 Captions (Prerecorded).
9.1.2.3 Audio description or media alternative (prerecorded)	C.9.1.2.3 Audio description or media alternative (prerecorded)
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.2.3</u> Audio Description or Media Alternative (Prerecorded).	Type of assessment
WCAG 2.1 Success Criterion 1.2.3 Audio Description or Media Alternative (Prerecorded)	Inspection Pre-conditions
Understanding Audio Description or Media Alternative (Prerecorded)	1. The ICT is a web page.
How to Meet Audio Description or Media Alternative (Prerecorded)	
(Level A)	Procedure
An <u>alternative for time-based media</u> or audio description of the <u>prerecorded</u> video content is provided for <u>synchronized media</u> , except when the media is a <u>media</u> <u>alternative for text</u> and is clearly labeled as such.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.3 Audio Description or Media Alternative</u> (Prerecorded).
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.2.3 Audio Description or Media Alternative (Prerecorded).
9.1.2.4 Captions (live)	C.9.1.2.4 Captions (live)
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.2.4</u>	Type of assessment
Captions (Live).	Inspection
WCAG 2.1 Success Criterion 1.2.4 Captions (Live)	Pre-conditions
Understanding Captions (Live)	1. The ICT is a web page.
How to Meet Captions (Live)	1. The for is a web page.
(Level AA)	Procedure

EN 301 549 clause	Determination of conformance
Captions are provided for all live audio content in synchronized media.	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.4 Captions (Live)</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.2.4 Captions (Live).
9.1.2.5 Audio description (prerecorded)	C.9.1.2.5 Audio description (prerecorded)
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.2.5	Type of assessment
Audio Description (Prerecorded)	Inspection
WCAG 2.1 Success Criterion 1.2.5 Audio Description (Prerecorded).	Pre-conditions
Understanding Audio Description (Prerecorded)	1. The ICT is a web page.
How to Meet Audio Description (Prerecorded)	
(Level AA)	Procedure
Audio description is provided for all prerecorded video content in synchronized media.	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.5 Audio Description (Prerecorded)</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.2.5 Audio Description (Prerecorded).
9.1.3 Adaptable	
9.1.3.1 Info and relationships	C.9.1.3.1 Info and relationships
	Type of assessment

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.3.1 Info and Relationships. WCAG 2.1 Success Criterion 1.3.1 Info and Relationships Understanding Info and Relationships	Inspection Pre-conditions 1. The ICT is a web page.
How to Meet Info and Relationships (Level A) Information, <u>structure</u> , and <u>relationships</u> conveyed through <u>presentation</u> can be <u>programmatically determined</u> or are available in text.	Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.1 Info and Relationships</u> . Result
	Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.3.1 Info and Relationships.
 9.1.3.2 Meaningful sequence Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.3.2</u> <u>Meaningful Sequence</u>. WCAG 2.1 Success Criterion 1.3.2 Meaningful Sequence Understanding Meaningful Sequence How to Meet Meaningful Sequence (Level A) When the sequence in which content is presented affects its meaning, a <u>correct reading sequence</u> can be programmatically determined. 	C.9.1.3.2 Meaningful sequence Type of assessment Inspection Pre-conditions 1. The ICT is a web page. Procedure 1. Check that the web page does not fail WCAG 2.1 Success Criterion 1.3.2 Meaningful Sequence.
	Result Pass: Check 1 is true Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.3.2 Meaningful Sequence.
9.1.3.3 Sensory characteristics	C.9.1.3.3 Sensory characteristics
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.3.3</u> <u>Sensory Characteristics</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.3.3 Sensory Characteristics	Pre-conditions
Understanding Sensory Characteristics	
How to Meet Sensory Characteristics	1. The ICT is a web page.
(Level A)	Procedure
Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, color, size, visual location, orientation, or sound.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.3 Sensory Characteristics</u>.
Note: For requirements related to color, refer to Guideline 1.4.	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.3.3 Sensory Characteristics.
9.1.3.4 Orientation	C.9.1.3.4 Orientation
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.3.4</u> Orientation.	Type of assessment
WCAG 2.1 Success Criterion 1.3.4 Orientation	Inspection
	Pre-conditions
Understanding Orientation	1. The ICT is a web page.
How to Meet Orientation	
(Level AA)	Procedure
Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is <u>essential</u> .	

EN 301 549 clause	Determination of conformance
Note: Examples where a particular display orientation may be essential are a bank check, a piano application, slides for a projector or television, or virtual reality content where binary display orientation is not applicable.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.4 Orientation</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.3.4 Orientation.
9.1.3.5 Identify input purpose	C.9.1.3.5 Identify input purpose
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.3.5	Type of assessment
Identify Input Purpose.	Inspection
WCAG 2.1 Success Criterion 1.3.5 Identify Input Purpose	Pre-conditions
Understanding Identify Input Purpose	
How to Meet Identify Input Purpose	1. The ICT is a web page.
(Level AA)	Procedure
The purpose of each input field collecting information about the user can be programmatically determined when:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.5 Identify Input Purpose</u>.
The input field serves a purpose identified in the <u>Input Purposes for User</u> Interface Components section; and	Result
The content is implemented using technologies with support for identifying	Pass: Check 1 is true
the expected meaning for form input data.	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.3.5 Identify Input Purpose.
9.1.4 Distinguishable	
9.1.4.1 Use of colour	C.9.1.4.1 Use of colour
	Type of assessment
	I

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.4.1 Use</u>	Inspection
of Color.	Pre-conditions
WCAG 2.1 Success Criterion 1.4.1 Use of Color	
Understanding Use of Color	1. The ICT is a web page.
How to Meet Use of Color	Procedure
(Level A)	
Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	 Check that the web page does not fail WCAG 2.1 Success Criterion 1.4.1 Use of Color.
Note: This success criterion addresses color perception specifically. Other forms	Result
of perception are covered in <u>Guideline 1.3</u> including programmatic access to color and other visual presentation coding.	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.1 Use of Color.
9.1.4.2 Audio control	C.9.1.4.2 Audio control
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.2	Type of assessment
Audio Control.	Inspection
WCAG 2.1 Success Criterion 1.4.2 Audio Control	Pre-conditions
Understanding Audio Control	
How to Meet Audio Control	1. The ICT is a web page.
(Level A)	Procedure
If any audio on a Web page plays automatically for more than 3 seconds, either a <u>mechanism</u> is available to pause or stop the audio, or a mechanism is available to control audio volume independently from the overall system volume level.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.2 Audio Control</u>.
Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether or not it is used to meet other success criteria) must meet this success criterion.	Result Pass: Check 1 is true
See <u>Conformance Requirement 5: Non-Interference</u> .	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.2 Audio Control.
9.1.4.3 Contrast (minimum)	C.9.1.4.3 Contrast (minimum)
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.4.3</u> <u>Contrast (Minimum)</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum)	Pre-conditions
Understanding Contrast (Minimum)	
How to Meet Contrast (Minimum)	1. The ICT is a web page.
(Level AA)	Procedure
The visual presentation of <u>text</u> and <u>images of text</u> has a <u>contrast ratio</u> of at least 4.5:1, except for the following:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> Criterion 1.4.3 Contrast (Minimum).
 Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1; Incidental: Text or images of text that are part of an inactive <u>user interface component</u>, that are <u>pure decoration</u>, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement. Logotypes: Text that is part of a logo or brand name has no contrast requirement. 	Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum).
9.1.4.4 Resize text	C.9.1.4.4 Resize text
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 1.4.4</u> <u>Resize text</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.4.4 Resize text	Pre-conditions
Understanding Resize text How to Meet Resize text (Level AA)	1. The ICT is a web page.
Except for <u>captions</u> and <u>images of text</u> , <u>text</u> can be resized without <u>assistive</u> <u>technology</u> up to 200 percent without loss of content or functionality.	Procedure

EN 301 549 clause	Determination of conformance
	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.4 Resize text</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.4 Resize text.
9.1.4.5 Images of text	C.9.1.4.5 Images of text
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.5	Type of assessment
Images of Text.	Inspection
WCAG 2.1 Success Criterion 1.4.5 Images of Text.	Pre-conditions
Understanding Images of Text How to Meet Images of Text	1. The ICT is a web page.
(Level AA)	Procedure
If the technologies being used can achieve the visual presentation, <u>text</u> is used to convey information rather than <u>images of text</u> except for the following:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.5 Images of Text</u>.
 Customizable: The image of text can be <u>visually customized</u> to the user's requirements; 	Result
 Essential: A particular presentation of text is <u>essential</u> to the information being conveyed. 	Pass: Check 1 is true
	Fail: Check 1 is false
Note: Logotypes (text that is part of a logo or brand name) are considered essential.	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.5 Images of Text.
9.1.4.10 Reflow	C.9.1.4.10 Reflow
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.10	Type of assessment
Reflow.	Inspection

EN 301 549 clause	Determination of conformance
WCAG 2.1 Success Criterion 1.4.10 Reflow	Pre-conditions
Understanding Reflow	1. The ICT is a web page.
How to Meet Reflow	1. The forms a web page.
(Level AA)	Procedure
Content can be presented without loss of information or functionality, and without requiring scrolling in two dimensions for:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.10 Reflow</u>.
 Vertical scrolling content at a width equivalent to 320 <u>CSS pixels</u>; Horizontal scrolling content at a height equivalent to 256 <u>CSS pixels</u>. 	Result Pass: Check 1 is true
Except for parts of the content which require two-dimensional layout for usage or	Fail: Check 1 is false
meaning.	Not applicable: Pre-condition 1 is not met or the web page does not
Note: 320 CSS pixels is equivalent to a starting viewport width of 1280 CSS pixels wide at 400% zoom. For web content which are designed to scroll horizontally (e.g. with vertical text), the 256 CSS pixels is equivalent to a starting viewport height of 1024px at 400% zoom.	contain content relevant to WCAG 2.1 Success Criterion 1.4.10 Reflow.
Note: Examples of content which require two-dimensional layout are images, maps, diagrams, video, games, presentations, data tables, and interfaces where it is necessary to keep toolbars in view while manipulating content.	
9.1.4.11 Non-text contrast	C.9.1.4.11 Non-text contrast
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.11	Type of assessment
Non-text Contrast.	Inspection
WCAG 2.1 Success Criterion 1.4.11 Non-text Contrast	Pre-conditions
Understanding Non-text Contrast	
How to Meet Non-text Contrast	1. The ICT is a web page.
(Level AA)	Procedure
The visual <u>presentation</u> of the following have a <u>contrast ratio</u> of at least 3:1 against adjacent color(s):	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.11 Non-text Contrast</u>.
User Interface Components: Visual information required to identify <u>user</u> <u>interface components</u> and <u>states</u> , except for inactive components or	Result

EN 301 549 clause	Determination of conformance
where the appearance of the component is determined by the user agent	Pass: Check 1 is true
 and not modified by the author; Graphical Objects: Parts of graphics required to understand the content, 	Fail: Check 1 is false
except when a particular presentation of graphics is <u>essential</u> to the information being conveyed.	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.11 Non-text Contrast.
9.1.4.12 Text spacing	C.9.1.4.12 Text spacing
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.12 Text	Type of assessment
spacing.	Inspection
WCAG 2.1 Success Criterion 1.4.12 Text spacing	Pre-conditions
Understanding Text Spacing	
How to Meet Text Spacing	1. The ICT is a web page.
(Level AA)	Procedure
In content implemented using markup languages that support the following <u>text</u> <u>style properties</u> , no loss of content or functionality occurs by setting all of the following and by changing no other style property:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.12 Text spacing</u>.
• Line height (line spacing) to at least 1.5 times the font size;	Result
 Spacing following paragraphs to at least 2 times the font size; Letter spacing (tracking) to at least 0.12 times the font size; 	Pass: Check 1 is true
 Word spacing to at least 0.16 times the font size. 	Fail: Check 1 is false
Exception: Human languages and scripts that do not make use of one or more of these text style properties in written text can conform using only the properties that exist for that combination of language and script.	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.12 Text spacing.
9.1.4.13 Content on hover or focus	C.9.1.4.13 Content on hover or focus
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 1.4.13	Type of assessment
Content on Hover or Focus.	Inspection
WCAG 2.1 Success Criterion 1.4.13 Content on Hover or Focus	Pre-conditions
Understanding Content on Hover or Focus	
How to Meet Content on Hover or Focus	1. The ICT is a web page.

EN 301 549 clause	Determination of conformance
(Level AA)	Procedure
Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.13 Content on Hover or Focus</u>.
 Dismissable: A <u>mechanism</u> is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content communicates an <u>input error</u> or does not obscure or replace other content; Hoverable: If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing; Persistent: The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid. Exception: The visual presentation of the additional content is controlled by the user agent and is not modified by the author. Note: Examples of additional content controlled by the user agent include browser tooltips created through use of the HTML <u>title attribute</u>. Note: Custom tooltips, sub-menus, and other non-modal popups that display on hover and focus are examples of additional content covered by this criterion. 	Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 1.4.13 Content on Hover or Focus.
9.2 Operable	
9.2.1 Keyboard accessible	
9.2.1.1 Keyboard	C.9.2.1.1 Keyboard
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.1.1</u> <u>Keyboard</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 2.1.1 Keyboard	Pre-conditions
Understanding Keyboard How to Meet Keyboard	1. The ICT is a web page.
(Level A)	Procedure
All <u>functionality</u> of the content is operable through a <u>keyboard interface</u> without requiring specific timings for individual keystrokes, except where the underlying	

EN 301 549 clause	Determination of conformance
function requires input that depends on the path of the user's movement and not just the endpoints. Note: This exception relates to the underlying function, not the input technique.	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.1.1 Keyboard</u> .
For example, if using handwriting to enter text, the input technique (handwriting) requires path-dependent input but the underlying function (text input) does not. Note: This does not forbid and should not discourage providing mouse input or other input methods in addition to keyboard operation.	Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.1.1 Keyboard. C.9.2.1.2 No keyboard trap
 Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.1.2 No Keyboard Trap. WCAG 2.1 Success Criterion 2.1.2 No Keyboard Trap Understanding No Keyboard Trap How to Meet No Keyboard Trap (Level A) If keyboard focus can be moved to a component of the page using a keyboard interface, then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away. Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether it is used to meet other success criteria or not) must meet this success criterion. See Conformance Requirement 5: Non-Interference. 	Type of assessment Inspection Pre-conditions 1. The ICT is a web page. Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.1.2 No Keyboard Trap</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.1.2 No Keyboard Trap.
9.2.1.4 Character key shortcuts Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.1.4 Character Key Shortcuts.	C.9.2.1.4 Character key shortcuts Type of assessment Inspection

EN 301 549 clause	Determination of conformance
WCAG 2.1 Success Criterion 2.1.4 Character Key Shortcuts	Pre-conditions
Understanding Character Key Shortcuts	1. The ICT is a web page.
How to Meet Character Key Shortcuts	1. The forms a web page.
(Level A)	Procedure
If a <u>keyboard shortcut</u> is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.1.4 Character Key Shortcuts</u>.
Turn off: A mechanism is available to turn the shortcut off;	Result
Remap: A mechanism is available to remap the shortcut to use one or	Pass: Check 1 is true
 more non-printable keyboard characters (e.g. Ctrl, Alt, etc.); Active only on focus: The keyboard shortcut for a user interface 	Fail: Check 1 is false
 Active only on locus. The keyboard shortcut for a <u>user interface</u> <u>component</u> is only active when that component has focus. 	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.1.4 Character Key Shortcuts.
9.2.2 Enough time	
9.2.2.1 Timing adjustable	C.9.2.2.1 Timing adjustable
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.2.1	Type of assessment
Timing Adjustable.	Inspection
WCAG 2.1 Success Criterion 2.2.1 Timing Adjustable	Pre-conditions
Understanding Timing Adjustable	
How to Meet Timing Adjustable	1. The ICT is a web page.
(Level A)	Procedure
For each time limit that is set by the content, at least one of the following is true:	
• Turn off: The user is allowed to turn off the time limit before encountering it; or	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.2.1 Timing Adjustable</u>.
Adjust: The user is allowed to adjust the time limit before encountering it	Result
over a wide range that is at least ten times the length of the default setting; or	Pass: Check 1 is true
 Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press 	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
 the space bar"), and the user is allowed to extend the time limit at least ten times; or Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or Essential Exception: The time limit is <u>essential</u> and extending it would invalidate the activity; or 20 Hour Exception: The time limit is longer than 20 hours. Note: This success criterion helps ensure that users can complete tasks without unexpected changes in content or context that are a result of a time limit. This success criterion should be considered in conjunction with <u>Success Criterion</u> <u>3.2.1</u> , which puts limits on changes of content or context as a result of user action.	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.2.1 Timing Adjustable.
9.2.2.2 Pause, stop, hide	C.9.2.2.2 Pause, stop, hide
 Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.2.2</u> <u>Pause, Stop, Hide</u>. WCAG 2.1 Success Criterion 2.2.2 Pause, Stop, Hide <u>Understanding Pause, Stop, Hide</u> <u>How to Meet Pause, Stop, Hide</u> (Level A) For moving, <u>blinking</u>, scrolling, or auto-updating information, all of the following are true: Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to <u>pause</u>, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is <u>essential</u>; and Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential. 	Type of assessment Inspection Pre-conditions 1. The ICT is a web page. Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.2.2 Pause, Stop, Hide</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.2.2 Pause, Stop, Hide.

EN 301 549 clause	Determination of conformance
Note: For requirements related to flickering or flashing content, refer to <u>Guideline</u> 2.3 .	
Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether it is used to meet other success criteria or not) must meet this success criterion. See <u>Conformance Requirement 5: Non-Interference</u> .	
Note: Content that is updated periodically by software or that is streamed to the user agent is not required to preserve or present information that is generated or received between the initiation of the pause and resuming presentation, as this may not be technically possible, and in many situations could be misleading to do so.	
Note: An animation that occurs as part of a preload phase or similar situation can be considered essential if interaction cannot occur during that phase for all users and if not indicating progress could confuse users or cause them to think that content was frozen or broken.	
9.2.3 Seizures and physical reactions	
9.2.3.1 Three flashes or below threshold	C.9.2.3.1 Three flashes or below threshold
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.3.1</u> <u>Three Flashes or Below Threshold</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 2.3.1 Three Flashes or Below Threshold	Pre-conditions
Understanding Three Flashes or Below Threshold How to Meet Three Flashes or Below Threshold	1. The ICT is a web page.
(Level A)	Procedure
Web pages do not contain anything that flashes more than three times in any one second period, or the <u>flash</u> is below the <u>general flash and red flash thresholds</u> .	1. Check that the web page does not fail WCAG 2.1 Success
Note: Since any content that does not meet this success criterion can interfere with a user's ability to use the whole page, all content on the Web page (whether it is used to meet other success criteria or not) must meet this success criterion. See Conformance Requirement 5: Non-Interference.	Criterion 2.3.1 Three Flashes or Below Threshold. Result Pass: Check 1 is true
	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.3.1 Three Flashes or Below Threshold.
9.2.4 Navigable	
9.2.4.1 Bypass blocks	C.9.2.4.1 Bypass blocks
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.4.1</u> Bypass Blocks.	Type of assessment
	Inspection
WCAG 2.1 Success Criterion 2.4.1 Bypass Blocks	Pre-conditions
Understanding Bypass Blocks	
How to Meet Bypass Blocks	1. The ICT is a web page.
(Level A)	Procedure
A <u>mechanism</u> is available to bypass blocks of content that are repeated on multiple <u>Web pages</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.1 Bypass Blocks</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.1 Bypass Blocks.
9.2.4.2 Page titled	C.9.2.4.2 Page titled
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.4.2 Page	Type of assessment
<u>Titled</u> .	Inspection
WCAG 2.1 Success Criterion 2.4.2 Page Titled	Pre-conditions
Understanding Page Titled	
How to Meet Page Titled	1. The ICT is a web page.
(Level A)	Procedure
Web pages have titles that describe topic or purpose.	

EN 301 549 clause	Determination of conformance
	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.2 Page Titled</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.2 Page Titled.
9.2.4.3 Focus Order	C.9.2.4.3 Focus Order
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.4.3	Type of assessment
Focus Order.	Inspection
WCAG 2.1 Success Criterion 2.4.3 Focus Order	Pre-conditions
Understanding Focus Order	1. The ICT is a web page.
How to Meet Focus Order	1. The for is a web page.
(Level A)	Procedure
If a <u>Web page</u> can be <u>navigated sequentially</u> and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.3 Focus Order</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.3 Focus Order.
9.2.4.4 Link purpose (in context)	C.9.2.4.4 Link purpose (in context)
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.4.4 Link</u>	Type of assessment
Purpose (In Context)-	Inspection

EN 301 549 clause	Determination of conformance
WCAG 2.1 Success Criterion 2.4.4 Link Purpose (In Context)	Pre-conditions
Understanding Link Purpose (In Context) How to Meet Link Purpose (In Context)	1. The ICT is a web page.
(Level A)	Procedure
The <u>purpose of each link</u> can be determined from the link text alone or from the link text together with its <u>programmatically determined link context</u> , except where the purpose of the link would be <u>ambiguous to users in general</u> .	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.4 Link Purpose (In Context)</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.4 Link Purpose (In Context).
9.2.4.5 Multiple ways	C.9.2.4.5 Multiple ways
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.4.5</u> <u>Multiple Ways</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 2.4.5 Multiple Ways	Pre-conditions
Understanding Multiple Ways	
How to Meet Multiple Ways	1. The ICT is a web page.
(Level AA)	Procedure
More than one way is available to locate a <u>Web page</u> within a <u>set of Web pages</u> except where the Web Page is the result of, or a step in, a <u>process</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.5 Multiple Ways</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.5 Multiple Ways.
9.2.4.6 Headings and labels	C.9.2.4.6 Headings and labels
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.4.6</u> <u>Headings and Labels</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 2.4.6 Headings and Labels	Pre-conditions
Understanding Headings and Labels	
How to Meet Headings and Labels	1. The ICT is a web page.
(Level AA)	Procedure
Headings and <u>labels</u> describe topic or purpose.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.6 Headings and Labels</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.6 Headings and Labels.
9.2.4.7 Focus visible	C.9.2.4.7 Focus visible
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.4.7</u>	Type of assessment
Focus Visible.	Inspection
WCAG 2.1 Success Criterion 2.4.7 Focus Visible	Pre-conditions
Understanding Focus Visible	1. The ICT is a web page.
How to Meet Focus Visible	1. The for is a web page.
(Level AA)	Procedure
Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.	

EN 301 549 clause	Determination of conformance
	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.7 Focus Visible</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.4.7 Focus Visible.
9.2.5 Input modalities	
9.2.5.1 Pointer gestures	C.9.2.5.1 Pointer gestures
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.5.1	Type of assessment
Pointer Gestures.	Inspection
WCAG 2.1 Success Criterion 2.5.1 Pointer Gestures	Pre-conditions
Understanding Pointer Gestures	
How to Meet Pointer Gestures	1. The ICT is a web page.
(Level A)	Procedure
All <u>functionality</u> that uses multipoint or path-based gestures for operation can be operated with a <u>single pointer</u> without a path-based gesture, unless a multipoint or path-based gesture is <u>essential</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.1 Pointer Gestures</u>.
Note: This requirement applies to web content that interprets pointer actions (i.e. this does not apply to actions that are required to operate the user agent or	Result
assistive technology).	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.5.1 Pointer Gestures.
9.2.5.2 Pointer cancellation	C.9.2.5.2 Pointer cancellation
	Type of assessment

EN 301 549 clause	Determination of conformance
 Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 2.5.2 Pointer Cancellation. WCAG 2.1 Success Criterion 2.5.2 Pointer Cancellation Understanding Pointer Cancellation How to Meet Pointer Cancellation (Level A) For functionality that can be operated using a single pointer, at least one of the following is true: No Down-Event: The down-event of the pointer is not used to execute any part of the function; Abort or Undo: Completion of the function is on the up-event, and a mechanism is available to abort the function before completion or to undo the function after completion; Up Reversal: The up-event reverses any outcome of the preceding down-event; Essential: Completing the function on the down-event is essential. Note: Functions that emulate a keyboard or numeric keypad key press are considered essential. Note: This requirement applies to web content that interprets pointer actions (i.e. 	Inspection Pre-conditions 1. The ICT is a web page. Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.2 Pointer Cancellation</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.5.2 Pointer Cancellation.
this does not apply to actions that are required to operate the user agent or assistive technology).	
9.2.5.3 Label in name	C.9.2.5.3 Label in name
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.5.3 Label</u> <u>in Name</u> . WCAG 2.1 Success Criterion 2.5.3 Label in Name	Type of assessment Inspection Pre-conditions
Understanding Label in Name How to Meet Label in Name	1. The ICT is a web page.
(Level A)	Procedure

EN 301 549 clause	Determination of conformance
For user <u>interface components</u> with <u>labels</u> that include <u>text</u> or <u>images of text</u> , the <u>name</u> contains the text that is presented visually. Note: A best practice is to have the text of the label at the start of the name.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.3 Label in Name</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.5.3 Label in Name.
9.2.5.4 Motion actuation	C.9.2.5.4 Motion actuation
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 2.5.4</u>	Type of assessment
Motion Actuation.	Inspection
WCAG 2.1 Success Criterion 2.5.4 Motion Actuation	Pre-conditions
Understanding Motion Actuation	1. The ICT is a web page.
How to Meet Motion Actuation	1. The forms a web page.
(Level A)	Procedure
Functionality that can be operated by device motion or user motion can also be operated by <u>user interface components</u> and responding to the motion can be disabled to prevent accidental actuation, except when:	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.4 Motion Actuation</u>.
Supported Interface: The motion is used to operate functionality through	Result
an <u>accessibility supported</u> interface;	Pass: Check 1 is true
 Essential: The motion is <u>essential</u> for the function and doing so would invalidate the activity. 	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 2.5.4 Motion Actuation.
9.3 Understandable	
9.3.1 Readable	
9.3.1.1 Language of page	C.9.3.1.1 Language of page

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.1.1</u>	Type of assessment
Language of Page.	Inspection
WCAG 2.1 Success Criterion 3.1.1 Language of Page	Pre-conditions
Understanding Language of Page	1. The ICT is a web page
How to Meet Language of Page	1. The ICT is a web page.
(Level A)	Procedure
The default <u>human language</u> of each <u>Web page</u> can be <u>programmatically</u> <u>determined</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.1.1 Language of Page</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.1.1 Language of Page.
9.3.1.2 Language of parts	C.9.3.1.2 Language of parts
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.1.2</u> Language of Parts.	Type of assessment
WCAG 2.1 Success Criterion 3.1.2 Language of Parts	
Understanding Language of Parts	Pre-conditions
How to Meet Language of Parts	1. The ICT is a web page.
(Level AA)	Procedure
The <u>human language</u> of each passage or phrase in the content can be <u>programmatically determined</u> except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.1.2 Language of Parts</u>.
	Result
	Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.1.2 Language of Parts.
9.3.2 Predictable	
9.3.2.1 On focus	C.9.3.2.1 On focus
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.2.1 On</u>	Type of assessment
Focus.	Inspection
WCAG 2.1 Success Criterion 3.2.1 On Focus	Pre-conditions
Understanding On Focus	
How to Meet On Focus	1. The ICT is a web page.
(Level A)	Procedure
When any <u>user interface component</u> receives focus, it does not initiate a <u>change</u> <u>of context</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.2.1 On Focus</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.2.1 On Focus.
9.3.2.2 On input	C.9.3.2.2 On input
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.2.2 On</u>	Type of assessment
Input.	Inspection
WCAG 2.1 Success Criterion 3.2.2 On Input	Pre-conditions
Understanding On Input	
How to Meet On Input	1. The ICT is a web page.
(Level A)	

EN 301 549 clause	Determination of conformance
Changing the setting of any <u>user interface component</u> does not automatically cause a <u>change of context</u> unless the user has been advised of the behavior before using the component.	Procedure 1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.2.2 On Input</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.2.2 On Input.
9.3.2.3 Consistent navigation	C.9.3.2.3 Consistent navigation
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.2.3</u>	Type of assessment
Consistent Navigation.	Inspection
WCAG 2.1 Success Criterion 3.2.3 Consistent Navigation	Pre-conditions
Understanding Consistent Navigation How to Meet Consistent Navigation	1. The ICT is a web page.
(Level AA)	Procedure
Navigational mechanisms that are repeated on multiple <u>Web pages</u> within a <u>set of</u> <u>Web pages</u> occur in the <u>same relative order</u> each time they are repeated, unless a change is initiated by the user.	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.2.3 Consistent Navigation</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.2.3 Consistent Navigation.
9.3.2.4 Consistent identification	C.9.3.2.4 Consistent identification
	Type of assessment

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.2.4</u> <u>Consistent Identification</u> .	Inspection Pre-conditions
WCAG 2.1 Success Criterion 3.2.4 Consistent Identification Understanding Consistent Identification How to Meet Consistent Identification (Level AA) Components that have the same functionality within a set of Web pages are identified consistently.	 The ICT is a web page. Procedure Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.2.4 Consistent Identification</u>.
	Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.2.4 Consistent Identification.
9.3.3 Input assistance	
 9.3.3.1 Error identification Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.3.1 Error</u> <u>Identification</u>. WCAG 2.1 Success Criterion 3.3.1 Error Identification Understanding Error Identification How to Meet Error Identification (Level A) If an <u>input error</u> is automatically detected, the item that is in error is identified and the error is described to the user in text. 	Inspection Pre-conditions The ICT is a web page. Procedure Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.1 Error Identification</u>.
	Result Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.3.1 Error Identification.
9.3.3.2 Labels or instructions	C.9.3.3.2 Labels or instructions
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.3.2</u> Labels or Instructions.	Type of assessment
WCAG 2.1 Success Criterion 3.3.2 Labels or Instructions	Inspection Pre-conditions
Understanding Labels or Instructions	Pre-conditions
How to Meet Labels or Instructions	1. The ICT is a web page.
(Level A)	Procedure
Labels or instructions are provided when content requires user input.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.2 Labels or Instructions</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.3.2 Labels or Instructions.
9.3.3.3 Error suggestion	C.9.3.3.3 Error suggestion
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 3.3.3 Error	Type of assessment
Suggestion.	Inspection
WCAG 2.1 Success Criterion 3.3.3 Error Suggestion	Pre-conditions
Understanding Error Suggestion	
How to Meet Error Suggestion	1. The ICT is a web page.
(Level AA)	Procedure

EN 301 549 clause	Determination of conformance
If an <u>input error</u> is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.3 Error Suggestion</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.3.3 Error Suggestion.
9.3.3.4 Error prevention (legal, financial, data)	C.9.3.3.4 Error prevention (legal, financial, data)
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 3.3.4 Error</u>	Type of assessment
Prevention (Legal, Financial, Data).	Inspection
WCAG 2.1 Success Criterion 3.3.4 Error Prevention (Legal, Financial, Data)	Pre-conditions
Understanding Error Prevention (Legal, Financial, Data)	1. The ICT is a web page.
How to Meet Error Prevention (Legal, Financial, Data)	1. The for is a web page.
(Level AA)	Procedure
For <u>Web pages</u> that cause <u>legal commitments</u> or financial transactions for the user to occur, that modify or delete <u>user-controllable</u> data in data storage systems, or that submit user test responses, at least one of the following is true:	1. Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.4 Error Prevention (Legal, Financial, Data)</u> .
Reversible: Submissions are reversible.	Result
Checked: Data entered by the user is checked for input errors and the	Pass: Check 1 is true
 user is provided an opportunity to correct them. Confirmed: A mechanism is available for reviewing, confirming, and correcting information before finalizing the submission. 	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 3.3.4 Error Prevention (Legal, Financial, Data).
9.4 Robust	
9.4.1 Compatible	
9.4.1.1 Parsing	C.9.4.1.1 Parsing

EN 301 549 clause	Determination of conformance
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 4.1.1</u>	Type of assessment
Parsing.	Inspection
WCAG 2.1 Success Criterion 4.1.1 Parsing	Pre-conditions
Understanding Parsing	
How to Meet Parsing	1. The ICT is a web page.
(Level A)	Procedure
In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 4.1.1 Parsing</u>.
Note: Start and end tags that are missing a critical character in their formation,	Result
such as a closing angle bracket or a mismatched attribute value quotation mark are not complete.	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 4.1.1 Parsing.
9.4.1.2 Name, role, value	C.9.4.1.2 Name, role, value
Where ICT is a web page, it shall satisfy WCAG 2.1 Success Criterion 4.1.2	Type of assessment
Name, Role, Value.	Inspection
WCAG 2.1 Success Criterion 4.1.2 Name, Role, Value	Pre-conditions
Understanding Name, Role, Value	1. The ICT is a web page
How to Meet Name, Role, Value	1. The ICT is a web page.
(Level A)	Procedure
For all <u>user interface components</u> (including but not limited to: form elements, links and components generated by scripts), the <u>name</u> and <u>role</u> can be <u>programmatically determined</u> ; states, properties, and values that can be set by the user can be <u>programmatically set</u> ; and notification of changes to these items is available to <u>user agents</u> , including <u>assistive technologies</u> .	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 4.1.2 Name, Role, Value</u>.
	Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
Note: This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 4.1.2 Name, Role, Value.
9.4.1.3 Status messages	C.9.4.1.3 Status messages
Where ICT is a web page, it shall satisfy <u>WCAG 2.1 Success Criterion 4.1.3</u> <u>Status Messages</u> .	Type of assessment
WCAG 2.1 Success Criterion 4.1.3 Status Messages	Inspection
Understanding Status Messages	Pre-conditions
How to Meet Status Messages	1. The ICT is a web page.
(Level AA)	Procedure
In content implemented using markup languages, <u>status messages</u> can be <u>programmatically determined</u> through <u>role</u> or properties such that they can be presented to the user by <u>assistive technologies</u> without receiving focus.	 Check that the web page does not fail <u>WCAG 2.1 Success</u> <u>Criterion 4.1.3 Status Messages</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the web page does not contain content relevant to WCAG 2.1 Success Criterion 4.1.3 Status Messages.
9.5 WCAG 2.1 AAA Success Criteria	C.9.5 WCAG 2.1 AAA Success Criteria
In addition to the Level AA success criteria, included in clauses 9.1 to 9.4, the Web Content Accessibility Guidelines include success criteria for Level AAA. These are listed in Annex - Table 9.1. Web authors and procurement accessibility specialists are encouraged to consider the WCAG 2.1 Level AAA success criteria that, when it is possible to apply them, may provide access beyond that required in the present document.	Clause 9.5 is informative only and contains no requirements requiring test.
NOTE: The W3C states that "It is not recommended that Level AAA conformance be required as a general policy for entire sites because it is not possible to satisfy	

EN 301 549 clause	Determination of conformance
all Level AAA Success Criteria for some content". Refer to Table 9.1: WCAG 2.1 Level AAA Success Criteria in Annex – Tables and figures (from EN 301 549).	
9.6 WCAG conformance requirements	C.9.6 WCAG conformance requirements
Where ICT is a web page, it shall satisfy all the following five WCAG 2.1 conformance requirements at Level AA [5]: 1. Conformance level	Type of assessment Inspection Pre-conditions
 Full pages Complete processes Only Accessibility-Supported Ways of Using Technologies Non-interference 	 The ICT is a web page. Procedure
NOTE 1: A Web page that meets all of requirements 9.1 to 9.4, or where a Level AA conforming alternate version (as defined in WCAG 2.1 [5]) is provided, will meet conformance requirement 1.	 Check that the web page satisfies WCAG 2.1 [5] conformance requirement "1: Conformance level" at Level AA. Check that the set of the satisfies WCAC 2.1 [5]
NOTE 2: According to W3C: "WCAG 2.1 extends Web Content Accessibility Guidelines 2.0 [4], which was published as a W3C Recommendation December 2008. Content that conforms to WCAG 2.1 also conforms to WCAG 2.0, and therefore to policies that reference WCAG 2.0" [4].	 Check that the web page satisfies WCAG 2.1 [5] conformance requirement "2: Full pages". Check that the web page satisfies WCAG 2.1 [5] conformance requirement "3: Complete processes".
NOTE 3: Conformance requirement 5 states that all content on the page, including content that is not otherwise relied upon to meet conformance, meets clauses 9.1.4.2, 9.2.1.2, 9.2.2.2 and 9.2.3.1.	 Check that the web page satisfies WCAG 2.1 [5] conformance requirement "4: Only Accessibility-Supported Ways of Using Technologies". Check that the web page satisfies WCAG 2.1 [5] conformance requirement "5: Non-interference".
	Result
	Pass: All checks are true
	Fail: Any check is false
	Not applicable: Pre-condition 1 is not met.
10 Non-web documents	
10.0 General (informative)	C.10.0 General (informative)
Requirements in clause 10 apply to:	Clause 10.0 is advisory only and contains no requirements requiring test.
 documents that are not web pages; 	

EN 301 549 clause	Determination of conformance
 documents that are not embedded in web pages; and documents that are provided with web pages but are neither embedded nor rendered together with the web page from which they are provided (i.e. the present clause applies to downloadable documents). 	
Clause 9 provides requirements for documents that are in web pages or that are embedded in web pages and that are used in the rendering or that are intended to be rendered together with the web page in which they are embedded.	
NOTE 1: Some examples of documents are letters, spreadsheets, emails, books, pictures, presentations, and movies that have an associated user agent such as a document reader, editor or media player.	
NOTE 2: A single document may be composed of multiple files such as the video content, closed caption text, etc. This fact is not usually apparent to the end-user consuming the document/content.	
NOTE 3: Documents require a user agent in order for the content to be presented to users. The requirements for user agents can be found in clause 11.	
NOTE 4: The requirements for content that is part of software, can be found in clause 11.	
NOTE 5: The success criteria set out in clause 10 are intended to harmonize with the Working Group Note [i.26] produced by the W3C's <u>WCAG2ICT Task Force</u> .	
NOTE 6: "Void" clauses have been inserted in order to maintain alignment of the numbering in clauses 9, 10 and 11.	
NOTE 7: Requirements in clause 10 also apply to documents that are protected using mechanisms such as digital signatures, encryption, password protection, and watermarks when they are presented to the user.	
NOTE 8: It is best practice to provide meta data on the accessibility of the document within or separate to the document using WebSchemas/Accessibility 2.0 [i.38].	
10.1 Perceivable	
10.1.1 Text alternatives	
10.1.1.1 Non-text content	C.10.1.1.1 Non-text content
	Type of assessment

EN 301 549 clause	Determination of conformance
EN 301 549 clause Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success Criterion 1.1.1 Non-text Content. NOTE: CAPTCHAs do not currently appear outside of the Web. However, if they do appear, this guidance is accurate. WCAG 2.1 Success Criterion 1.1.1 Non-text Content Understanding Non-text Content Understanding Non-text Content Understanding Non-text Content How to Meet Non-text Content How to Meet Non-text Content How to Meet Non-text Content (Level A) All non-text content All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. • Controls, Input: If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Success Criterion	Determination of conformance Inspection Pre-conditions 1. The ICT is a non-web document. Procedure 1. Check that the document does not fail WCAG 2.1 Success Criterion 1.1.1 Non-text content. Result Pass: Check 1 is true Fail: Check 1 is false
 4.1.2 for additional requirements for controls and content that accepts user input.) Time-Based Media: If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to Guideline 1.2 for additional requirements for media.) Test: If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content. Sensory: If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content. CAPTCHA: If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities. Decoration, Formatting, Invisible: If non-text content is <u>pure decoration</u>, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by <u>assistive technology</u>. 	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.1.1 Non-text content.
10.1.2 Time-based media	

EN 301 549 clause	Determination of conformance
10.1.2.1 Audio-only and video-only (prerecorded)	C.10.1.2.1 Audio-only and video-only (prerecorded)
Where ICT is a non-web document, it shall satisfy <u>WCAG 2.1 Success Criterion</u> <u>1.2.1 Audio-only and Video-only (Prerecorded)</u> .	Type of assessment Inspection
NOTE: The alternative can be provided directly in the document - or provided in an alternate version that meets the success criterion.	Pre-conditions
Success Criterion 1.2.1 Audio-only and Video-only (Prerecorded)	1. The ICT is a non-web document.
 Understanding Audio-only and Video-only (Prerecorded) How to Meet Audio-only and Video-only (Prerecorded) (Level A) For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such: Prerecorded Audio-only: An <u>alternative for time-based media</u> is provided that presents equivalent information for prerecorded audio-only content. Prerecorded Video-only: Either an alternative for time-based media or an audio track is provided that presents equivalent. 	Procedure 1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.1 Audio-only and Video-only (Prerecorded)</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.2.1 Audio-only and Video-only (Prerecorded).
10.1.2.2 Captions (prerecorded)	C.10.1.2.2 Captions (prerecorded)
 Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.2.2 Captions (Prerecorded)</u>. NOTE: The WCAG 2.1 definition of "captions" notes that "in some countries, captions are called subtitles". They are also sometimes referred to as "subtitles for the hearing impaired". Per the definition in WCAG 2.1, to meet this success criterion, whether called captions or subtitles, they would have to provide "synchronized visual and / or text alternative for both speech and non-speech audio information needed to understand the media content" where non-speech information includes "sound effects, music, laughter, speaker identification and location". WCAG 2.1 Success Criterion 1.2.2 Captions (Prerecorded). 	Type of assessment Inspection Pre-conditions 1. The ICT is a non-web document. Procedure 1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.2 Captions (Prerecorded)</u> .
Understanding Captions (Prerecorded)	Result

EN 301 549 clause	Determination of conformance
How to Meet Captions (Prerecorded)	Pass: Check 1 is true
(Level A)	Fail: Check 1 is false
<u>Captions</u> are provided for all <u>prerecorded</u> audio content in <u>synchronized media</u> , except when the media is a <u>media alternative for text</u> and is clearly labeled as such.	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.2.2 Captions (Prerecorded).
10.1.2.3 Audio description or media alternative (prerecorded)	C.10.1.2.3 Audio description or media alternative (prerecorded)
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.2.3 Audio Description or Media Alternative (Prerecorded)</u> .	Type of assessment Inspection
NOTE 1: The WCAG 2.1 definition of "audio description" says that "audio description" is "Also called 'video description' and 'descriptive narration'".	Pre-conditions
NOTE 2: Secondary or alternate audio tracks are commonly used for this purpose.	1. The ICT is a non-web document.
WCAG 2.1 Success Criterion 1.2.3 Audio Description or Media Alternative (Prerecorded).	Procedure
Understanding Audio Description or Media Alternative (Prerecorded)	1. Check that the document does not fail <u>WCAG 2.1 Success</u> Criterion 1.2.3 Audio Description or Media Alternative
How to Meet Audio Description or Media Alternative (Prerecorded)	(Prerecorded).
(Level A)	Result
An <u>alternative for time-based media</u> or <u>audio description</u> of the <u>prerecorded video</u>	Pass: Check 1 is true
content is provided for <u>synchronized media</u> , except when the media is a <u>media</u> <u>alternative for text</u> and is clearly labeled as such.	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.2.3 Audio Description or Media Alternative (Prerecorded).
10.1.2.4 Captions (live)	C.10.1.2.4 Captions (live)
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 1.2.4 Captions (Live).	Inspection
NOTE: The WCAG 2.1 definition of "captions" notes that "in some countries, captions are called subtitles". They are also sometimes referred to as "subtitles"	Pre-conditions
for the hearing impaired". Per the definition in WCAG 2.1, to meet this success criterion, whether called captions or subtitles, they would have to provide "synchronized visual and / or text alternative for both speech and non-speech	1. The ICT is a non-web document.

EN 301 549 clause	Determination of conformance
audio information needed to understand the media content" where non-speech information includes "sound effects, music, laughter, speaker identification and location". WCAG 2.1 Success Criterion 1.2.4 Captions (Live) Understanding Captions (Live) How to Meet Captions (Live) (Level AA) Captions are provided for all <u>live audio</u> content in <u>synchronized media</u> .	 Procedure Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.4 Captions (Live)</u>. Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.2.4 Captions (Live).
10.1.2.5 Audio description (prerecorded)	C.10.1.2.5 Audio description (prerecorded)
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.2.5 Audio Description (Prerecorded)</u> . NOTE 1: The WCAG 2.1 definition of "audio description" says that audio description is "Also called 'video description' and 'descriptive narration'".	Type of assessment Inspection Pre-conditions
NOTE 2: Secondary or alternate audio tracks are commonly used for this purpose.	1. The ICT is a non-web document.
WCAG 2.1 Success Criterion 1.2.5 Audio Description (Prerecorded)	Procedure
Understanding Audio Description (Prerecorded) How to Meet Audio Description (Prerecorded)	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.2.5 Audio Description (Prerecorded)</u>.
(Level AA) <u>Audio description</u> is provided for all <u>prerecorded video</u> content in <u>synchronized</u> <u>media</u> .	Result Pass: Check 1 is true Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.2.5 Audio Description (Prerecorded).
10.1.3 Adaptable	
10.1.3.1 Info and relationships	C.10.1.3.1 Info and relationships

EN 301 549 clause	Determination of conformance
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 1.3.1 Info and Relationships.	Inspection
NOTE: Where documents contain non-standard structure types (roles), it is best practice to map them to a standard structure type as a fall-back solution for the reader.	Pre-conditions
WCAG 2.1 Success Criterion 1.3.1 Info and Relationships	1. The ICT is a non-web document.
Understanding Info and Relationships	Procedure
How to Meet Info and Relationships	1. Check that the document does not fail WCAG 2.1 Success
(Level A)	Criterion 1.3.1 Info and Relationships.
Information, <u>structure</u> , and <u>relationships</u> conveyed through <u>presentation</u> can be <u>programmatically determined</u> or are available in text.	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.3.1 Info and Relationships.
10.1.3.2 Meaningful sequence	C.10.1.3.2 Meaningful sequence
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 1.3.2 Meaningful Sequence.	Inspection
WCAG 2.1 Success Criterion 1.3.2 Meaningful Sequence	Pre-conditions
Understanding Meaningful Sequence	1. The ICT is a new web desument
How to Meet Meaningful Sequence	1. The ICT is a non-web document.
(Level A)	Procedure
When the sequence in which content is presented affects its meaning, a <u>correct</u> <u>reading sequence</u> can be <u>programmatically determined</u> .	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.2 Meaningful Sequence</u>.
	Result
	Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.3.2 Meaningful Sequence.
10.1.3.3 Sensory characteristics	C.10.1.3.3 Sensory characteristics
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.3.3 Sensory Characteristics</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.3.3 Sensory Characteristics.	Pre-conditions
Understanding Sensory Characteristics	Fie-conditions
How to Meet Sensory Characteristics	1. The ICT is a non-web document.
(Level A)	Procedure
Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, color, size, visual location, orientation, or sound.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.3 Sensory Characteristics</u>.
Note: For requirements related to color, refer to WCAG 2.1 - <u>Guideline 1.4</u> .	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.3.3 Sensory Characteristics.
10.1.3.4 Orientation	C.10.1.3.4 Orientation
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 1.3.4 Orientation.	Inspection
WCAG 2.1 Success Criterion 1.3.4 Orientation	Pre-conditions:
Understanding Orientation	
How to Meet Orientation	1. The ICT is a non-web document.
(Level AA)	Procedure

EN 301 549 clause	Determination of conformance
Content does not restrict its view and operation to a single display orientation, such as portrait or landscape, unless a specific display orientation is <u>essential</u> . Note: Examples where a particular display orientation may be essential are a bank check, a piano application, slides for a projector or television, or virtual reality content where binary display orientation is not applicable.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.4 Orientation</u>. Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.3.4 Orientation.
10.1.3.5 Identify input purpose	C.10.1.3.5 Identify input purpose
 Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.3.5 Identify Input Purpose</u>. WCAG 2.1 Success Criterion 1.3.5 Identify Input Purpose Understanding Identify Input Purpose How to Meet Identify Input Purpose (Level AA) The purpose of each input field collecting information about the user can be programmatically determined when: The input field serves a purpose identified in the <u>Input Purposes for User Interface Components</u> section; and The content is implemented using technologies with support for identifying the expected meaning for form input data. 	Type of assessment Inspection Pre-conditions 1. The ICT is a non-web document. Procedure 1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.3.5 Identify Input Purpose</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.3.5 Identify Input Purpose.
10.1.4 Distinguishable	
10.1.4.1 Use of colour	C.10.1.4.1 Use of colour Type of assessment

EN 301 549 clause	Determination of conformance
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> Criterion 1.4.1 Use of Color.	Inspection
WCAG 2.1 Success Criterion 1.4.1 Use of Color.	Pre-conditions
Understanding Use of Color	1. The ICT is a non-web document.
How to Meet Use of Color	Procedure
(Level A)	
Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.1 Use of Color</u>.
Note: This success criterion addresses color perception specifically. Other forms	Result
of perception are covered in <u>Guideline 1.3</u> including programmatic access to color and other visual presentation coding.	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.4.1 Use of Color.
10.1.4.2 Audio control	C.10.1.4.2 Audio control
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
	Inspection
Table 10.1: Document success criterion: Audio control	Pre-conditions
If any audio in a document plays automatically for more than 3 seconds, either a mechanism is available to pause or stop the audio, or a <u>mechanism</u> is available to control audio volume independently from the overall system volume level.	1. The ICT is a non-web document.
NOTE 1: Since any part of a document that does not meet this success criterion can interfere with a user's ability to use the whole document, all content in the document (whether or not it is used to meet other success criteria) shall meet this success criterion.	Procedure 1. Check that the document does not fail the Success Criterion in Table 10.1.
NOTE 2: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>1.4.2 Audio Control</u> , replacing "on a Web page" with "in a document" "any content" with "any part of a document", "whole page" with "whole document", "on the Web page" with "in the document", removing "See Conformance Requirement 5: Non-Interference" and adding note 1.	Result Pass: Check 1 is true Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
WCAG 2.1 Success Criterion 1.4.2 Audio Control	Not applicable: Pre-condition 1 is not met
Understanding Audio Control	
How to Meet Audio Control	
(Level A)	
10.1.4.3 Contrast (minimum)	C.10.1.4.3 Contrast (minimum)
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 1.4.3 Contrast (Minimum)</u> .	Type of assessment: Inspection Pre-conditions
WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum)	
Understanding Contrast (Minimum)	1. The ICT is a non-web document.
How to Meet Contrast (Minimum)	Procedure
(Level AA)	1. Check that the document does not fail WCAG 2.1 Success
The visual presentation of <u>text</u> and <u>images of text</u> has a <u>contrast ratio</u> of at least 4.5:1, except for the following:	Criterion 1.4.3 Contrast (Minimum).
Large Text: Large-scale text and images of large-scale text have a	Result
 contrast ratio of at least 3:1. Incidental: Text or images of text that are part of an inactive <u>user interface</u> 	Pass: Check 1 is true
component, that are pure decoration, that are not visible to anyone, or	Fail: Check 1 is false
 that are part of a picture that contains significant other visual content, have no contrast requirement. Logotypes: Text that is part of a logo or brand name has no contrast requirement. 	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.4.3 Contrast (Minimum).
10.1.4.4 Resize text	C.10.1.4.4 Resize text
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 1.4.4 Resize Text.	
NOTE 1: Content for which there are software players, viewers or editors with a	Inspection Pre-conditions
200 percent zoom feature would automatically meet this success criterion when	Fie-conditions
used with such players, unless the content will not work with zoom.	1. The ICT is a non-web document.
NOTE 2: This success criterion is about the ability to allow users to enlarge the text on screen at least up to 200 % without needing to use assistive technologies. This means that the application provides some means for enlarging the text 200	Procedure

EN 301 549 clause	Determination of conformance
% (zoom or otherwise) without loss of content or functionality or that the application works with the platform features that meet this requirement.	 Check that the document does not fail <u>WCAG 2.1 Success</u> Criterion 1.4.4 Resize text.
NOTE 3: It is best practice to use only fonts that allow for scaling without loss of quality (e.g. pixelized presentation). This applies in particular to embedded fonts.	Result
WCAG 2.1 Success Criterion 1.4.4 Resize Text	Pass: Check 1 is true
Understanding Resize text	Fail: Check 1 is false
How to Meet Resize text	Not applicable: Pre-condition 1 is not met or the non-web document
(Level AA)	does not contain content relevant to WCAG 2.1 Success Criterion 1.4.4 Resize text.
Except for <u>captions</u> and <u>images of text</u> , <u>text</u> can be resized without <u>assistive</u> <u>technology</u> up to 200 percent without loss of content or functionality.	1.4.4 Resize lexi.
10.1.4.5 Images of text	C.10.1.4.5 Images of text
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> Criterion 1.4.5 Images of Text.	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.4.5 Images of Text	Pre-conditions
Understanding Images of Text	
How to Meet Images of Text	1. The ICT is a non-web document.
(Level AA)	Procedure
If the technologies being used can achieve the visual presentation, <u>text</u> is used to convey information rather than <u>images of text</u> except for the following:	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.5 Images of Text</u>.
 Customizable: The image of text can be <u>visually customized</u> to the user's requirements; Essential: A particular presentation of text is <u>essential</u> to the information 	Result
being conveyed.	Pass: Check 1 is true
Note: Logotypes (text that is part of a logo or brand name) are considered	Fail: Check 1 is false
essential.	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.4.5 Images of Text.
10.1.4.10 Reflow	C.10.1.4.10 Reflow
	Type of assessment

Determination of conformance
Inspection
Pre-conditions
1. The ICT is a non-web document.
Procedure
 Check that the document does not fail the Success Criterion in Table 10.2.
Result
Pass: Check 1 is true
Fail: Check 1 is false
Not applicable: Pre-condition 1 is not met.
t
C.10.1.4.11 Non-text contrast
Type of assessment
Inspection
Pre-conditions

EN 301 549 clause	Determination of conformance
(Level AA) The visual <u>presentation</u> of the following have a <u>contrast ratio</u> of at least 3:1 against adjacent color(s):	 The ICT is a non-web document that does not have a fixed size content layout area that is essential to the information being conveyed.
 User Interface Components: Visual information required to identify <u>user</u> interface components and <u>states</u>, except for inactive components or where the appearance of the component is determined by the user agent and not modified by the author; Graphical Objects: Parts of graphics required to understand the content, except when a particular presentation of graphics is <u>essential</u> to the information being conveyed. 	Procedure 1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.11 Non-text Contrast</u> . Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document
	does not contain content relevant to WCAG 2.1 Success Criterion 1.4.11 Non-text Contrast.
10.1.4.12 Text spacing	C.10.1.4.12 Text spacing
Where ICT is a non-web document that does not have a fixed size content layout area that is essential to the information being conveyed, it shall satisfy <u>WCAG 2.1</u> <u>Success Criterion 1.4.12 Text spacing</u> .	Type of assessment Inspection Pre-conditions
WCAG 2.1 Success Criterion 1.4.12 Text spacing	
Understanding Text Spacing	1. The ICT is a non-web document.
How to Meet Text Spacing	Procedure
(Level AA)	Flocedule
In content implemented using markup languages that support the following <u>text</u> <u>style properties</u> , no loss of content or functionality occurs by setting all of the following and by changing no other style property:	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.12 Text spacing</u>.
 Line height (line spacing) to at least 1.5 times the font size; Spacing following paragraphs to at least 2 times the font size; Letter spacing (tracking) to at least 0.12 times the font size; Word spacing to at least 0.16 times the font size. 	Result Pass: Check 1 is true Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
Exception: Human languages and scripts that do not make use of one or more of these text style properties in written text can conform using only the properties that exist for that combination of language and script	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.4.12 Text spacing.
10.1.4.13 Content on hover or focus	C.10.1.4.13 Content on hover or focus
Where ICT is a non-web document, it shall satisfy <u>WCAG 2.1 Success Criterion</u> <u>1.4.13 Content on Hover or Focus</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 1.4.13 Content on Hover or Focus.	Pre-conditions
Understanding Content on Hover or Focus	
How to Meet Content on Hover or Focus	1. The ICT is a non-web document.
(Level AA)	Procedure
Where receiving and then removing pointer hover or keyboard focus triggers additional content to become visible and then hidden, the following are true:	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 1.4.13 Content on Hover or Focus</u>.
 Dismissable: A mechanism is available to dismiss the additional content without moving pointer hover or keyboard focus, unless the additional content communicates an input error or does not obscure or replace other content; Hoverable: If pointer hover can trigger the additional content, then the pointer can be moved over the additional content without the additional content disappearing; Persistent: The additional content remains visible until the hover or focus trigger is removed, the user dismisses it, or its information is no longer valid. 	Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 1.4.13 Content on Hover or Focus.
Exception: The visual presentation of the additional content is controlled by the user agent and is not modified by the author.	
Note: Examples of additional content controlled by the user agent include browser tooltips created through use of the HTML <u>title attribute</u> .	
Note: Custom tooltips, sub-menus, and other nonmodal popups that display on hover and focus are examples of additional content covered by this criterion.	
10.2 Operable	
10.2.1 Keyboard accessible	

EN 301 549 clause	Determination of conformance
10.2.1.1 Keyboard	C.10.2.1.1 Keyboard
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> Criterion 2.1.1 Keyboard.	Type of assessment
WCAG 2.1 Success Criterion 2.1.1 Keyboard	Inspection Pre-conditions
Understanding Keyboard	
How to Meet Keyboard	1. The ICT is a non-web document.
(Level A)	Procedure
All <u>functionality</u> of the content is operable through a <u>keyboard interface</u> without requiring specific timings for individual keystrokes, except where the underlying function requires input that depends on the path of the user's movement and not just the endpoints.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.1.1 Keyboard</u>.
Note: This exception relates to the underlying function, not the input technique. For example, if using handwriting to enter text, the input technique (handwriting) requires path-dependent input but the underlying function (text input) does not.	Result Pass: Check 1 is true Fail: Check 1 is false
Note: This does not forbid and should not discourage providing mouse input or other input methods in addition to keyboard operation.	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.1.1 Keyboard.
10.2.1.2 No keyboard trap	C.10.2.1.2 No keyboard trap
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.3.	Type of assessment Inspection
Table 10.3: Document success criterion: No keyboard trap	Pre-conditions
If keyboard focus can be moved to a component of the document using a <u>keyboard interface</u> , then focus can be moved away from that component using only a keyboard interface, and, if it requires more than unmodified arrow or tab keys or other standard exit methods, the user is advised of the method for moving focus away.	1. The ICT is a non-web document. Procedure
NOTE 1: Since any part of a document that does not meet this success criterion can interfere with a user's ability to use the whole document, it is necessary for all content in the document (whether or not it is used to meet other success criteria) to meet this success criterion.	 Check that the document does not fail the Success Criterion in Table 10.3. Result

EN 301 549 clause	Determination of conformance
NOTE 2: Standard exit methods may vary by platform. For example, on many	Pass: Check 1 is true
desktop platforms, the Escape key is a standard method for exiting.	Fail: Check 1 is false
NOTE 3: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>2.1.2 No Keyboard Trap</u> replacing "page" and "Web page" with "document", removing "See Conformance Requirement 5: Non-Interference" and with the addition of note 2 above and with note 1 above re-drafted to avoid the use of the word "must".	Not applicable: Pre-condition 1 is not met.
WCAG 2.1 Success Criterion 2.1.2 No Keyboard Trap	
Understanding No Keyboard Trap	
How to Meet No Keyboard Trap	
(Level A)	
10.2.1.4 Character key shortcuts	C.10.2.1.4 Character key shortcuts
Where ICT is a non-web document, it shall satisfy WCAG 2.1 Success Criterion	Type of assessment
2.1.4 Character Key Shortcuts.	Inspection
WCAG 2.1 Success Criterion 2.1.4 Character Key Shortcuts	Pre-conditions
Understanding Character Key Shortcuts	1. The ICT is a non-web document.
How to Meet Character Key Shortcuts	1. The ICT is a non-web document.
(Level A)	Procedure:
If a <u>keyboard shortcut</u> is implemented in content using only letter (including upper- and lower-case letters), punctuation, number, or symbol characters, then at least one of the following is true:	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.1.4 Character Key Shortcuts</u>.
• Turn off: A mechanism is available to turn the shortcut off;	Result
 Remap: A mechanism is available to remap the shortcut to use one or more non-printable keyboard characters (e.g. Ctrl, Alt, etc.); 	Pass: Check 1 is true
Active only on focus: The keyboard shortcut for a <u>user interface</u>	Fail: Check 1 is false
<u>component</u> is only active when that component has focus.	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.1.4 Character Key Shortcuts.
10.2.2 Enough time	

EN 301 549 clause	Determination of conformance
10.2.2.1 Timing adjustable	C.10.2.2.1 Timing adjustable
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.4.	Type of assessment Inspection
Table 10.4: Document success criterion: Timing adjustable	Pre-conditions
For each time limit that is set by the document, at least one of the following is true:	1. The ICT is a non-web document.
 Turn off: The user is allowed to turn off the time limit before encountering it; or Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting; or Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action (for example, "press the space bar"), and the user is allowed to extend the time limit at least ten times; or Real-time Exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible; or Essential Exception: The time limit is <u>essential</u> and extending it would invalidate the activity; or 20 Hour Exception: The time limit is longer than 20 hours. NOTE 1: This success criterion helps ensure that users can complete tasks without unexpected changes in content or context that are a result of a time limit. This success criterion should be considered in conjunction with WCAG 2.1 Success Criterion 3.2.1, which puts limits on changes of content or context as a result of user action. NOTE 2: This success criterion is identical to the <u>WCAG 2.1 Success Criterion 2.2.1 Timing Adjustable</u> replacing "the content" with "documents" and with the words "WCAG 2.1 added before the word "Success Criterion" in note 1 above.	Procedure 1. Check that the document does not fail the Success Criterion in Table 10.4. Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met.
Understanding Timing Adjustable	
How to Meet Timing Adjustable	

EN 301 549 clause	Determination of conformance
(Level A)	
10.2.2.2 Pause, stop, hide	C.10.2.2.2 Pause, stop, hide
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.5.	Type of assessment Inspection
Table 10.5: Document success criterion: Pause, stop, hide	Pre-conditions
For moving, <u>blinking</u> , scrolling, or auto-updating information, all of the following are true:	1. The ICT is a non-web document.
 Moving, blinking, scrolling: For any moving, blinking or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is part of an activity where it is <u>essential</u>; and Auto-updating: For any auto-updating information that (1) starts automatically and (2) is presented in parallel with other content, there is a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential. NOTE 1: For requirements related to flickering or flashing content, refer to <u>WCAG 2.1 Guideline 2.3</u>. NOTE 2: Since any part of a document that does not meet this success criterion com interfere with a upget a shifts to upge the whole document it is pageagery for all 	Procedure 1. Check that the document does not fail the Success Criterion in Table 10.5. Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.2.2 Pause, stop, hide.
can interfere with a user's ability to use the whole document, it is necessary for all content in the document (whether it is used to meet other success criteria or not) to meet this success criterion. NOTE 3: Content that is updated periodically by software or that is streamed to the user agent is not required to preserve or present information that is generated	
or received between the initiation of the pause and resuming presentation, as this may not be technically possible, and in many situations could be misleading to do so. NOTE 4: An animation that occurs as part of a preload phase or similar situation	
can be considered essential if interaction cannot occur during that phase for all users and if not indicating progress could confuse users or cause them to think that content was frozen or broken.	

EN 301 549 clause	Determination of conformance
NOTE 5: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>2.2.2 Pause, Stop, Hide</u> replacing "page" and "Web page" with "document", removing "See Conformance Requirement 5: Non-Interference" in note 2 of the success criterion, with the words "WCAG 2.1" added before the word "Guideline" in note 1 above and with note 2 above re-drafted to avoid the use of the word "must".	
WCAG 2.1 Success Criterion 2.2.2 Pause, Stop, Hide	
Understanding Pause, Stop, Hide	
How to Meet Pause, Stop, Hide	
(Level A)	
10.2.3 Seizures and physical reactions	
10.2.3.1 Three flashes or below threshold	C.10.2.3.1 Three flashes or below threshold
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.6.	Type of assessment
	Inspection
Table 10.6: Document success criterion: Three flashes or below threshold Decuments do not contain anything that flashes means then three times in any or contained.	Pre-conditions
Documents do not contain anything that flashes more than three times in any one second period, or the <u>flash</u> is below the <u>general flash and red flash thresholds</u> .	1. The ICT is a non-web document.
NOTE 1: Since any part of a document that does not meet this success criterion can interfere with a user's ability to use the whole document, it is necessary for all content in the document (whether it is used to meet other success criteria or not) to meet this success criterion. NOTE 2: This success criterion is identical to the WCAG 2.1 Success Criterion	Procedure 1. Check that the document does not fail the Success Criterion in Table 10.6.
2.3.1 Three Flashes or Below Threshold replacing "Web pages" with "documents", "the whole page" with "the whole document", "the Web page" with	Result
"the document" and removing "See Conformance Requirement 5: Non-	Pass: Check 1 is true
Interference" and with note 1 above re-drafted to avoid the use of the word "must".	Fail: Check 1 is false
WCAG 2.1 Success Criterion 2.3.1 Three Flashes or Below Threshold	Not applicable: Pre-condition 1 is not met.
Understanding Three Flashes or Below Threshold	
How to Meet Three Flashes or Below Threshold	
(Level A)	

EN 301 549 clause	Determination of conformance
10.2.4 Navigable	
10.2.4.2 Document titled	C.10.2.4.2 Document titled
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.7.	Type of assessment Inspection
Table 10.7: Document success criterion: Document titled	Pre-conditions
Documents have titles that describe topic or purpose. NOTE 1: The name of a document (e.g. document, media file) is a sufficient title if it describes the topic or purpose. NOTE 2: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>2.4.2 Page Titled</u> replacing "Web pages" with "documents" and with the addition of note 1 above.	 The ICT is a non-web document. Procedure Check that the document does not fail the Success Criterion in Table 10.7
WCAG 2.1 Success Criterion 2.4.2 Page Titled	in Table 10.7.
Understanding Page Titled How to Meet Page Titled	Result Pass: Check 1 is true
(Level A)	Fail: Check 1 is false Not applicable: Pre-condition 1 is not met.
10.2.4.3 Focus Order	C.10.2.4.3 Focus Order
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.8. Table 10.8: Document success criterion: Focus order	Type of assessment Inspection Pre-conditions
If a document can be <u>navigated sequentially</u> and the navigation sequences affect meaning or operation, focusable components receive focus in an order that preserves meaning and operability.	1. The ICT is a non-web document.
NOTE: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> 2.4.3 Focus Order replacing "Web page" with "document".	Procedure
WCAG 2.1 Success Criterion 2.4.3 Focus Order <u>Understanding Focus Order</u>	 Check that the document does not fail the Success Criterior in Table 10.8.
How to Meet Focus Order	Result Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
(Level A)	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.
10.2.4.4 Link purpose (in context)	C.10.2.4.4 Link purpose (in context)
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 2.4.4 Link Purpose (In Context).	Inspection
WCAG 2.1 Success Criterion 2.4.4 Link Purpose (In Context)	Pre-condition
Understanding Link Purpose (In Context)	
How to Meet Link Purpose (In Context)	1. The ICT is a non-web document.
(Level A)	Procedure
The <u>purpose of each link</u> can be determined from the link text alone or from the link text together with its <u>programmatically determined link context</u> , except where the purpose of the link would be <u>ambiguous to users in general</u> .	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.4 Link Purpose (In Context)</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.4.4 Link Purpose (In Context).
10.2.4.6 Headings and labels	C.10.2.4.6 Headings and labels
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 2.4.6 Headings and Labels.	Inspection
WCAG 2.1 Success Criterion 2.4.6 Headings and Labels	Pre-conditions
Understanding Headings and Labels	4. The ICT is a new web document
How to Meet Headings and Labels	1. The ICT is a non-web document.
(Level AA)	Procedure
Headings and <u>labels</u> describe topic or purpose	

EN 301 549 clause	Determination of conformance
	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.6 Headings and Labels</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.4.6 Headings and Labels.
10.2.4.7 Focus visible	C.10.2.4.7 Focus visible
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 2.4.7 Focus Visible	Inspection
WCAG 2.1 Success Criterion 2.4.7 Focus Visible	Pre-conditions
Understanding Focus Visible How to Meet Focus Visible	1. The ICT is a non-web document.
(Level AA)	
	Procedure
Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.	1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.4.7 Focus Visible</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.4.7 Focus Visible.
10.2.5 Input modalities	
10.2.5.1 Pointer gestures	C.10.2.5.1 Pointer gestures
	Type of assessment
	1

EN 301 549 clause	Determination of conformance
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Inspection
10.9.	Pre-conditions
Table 10.9: Document success criterion: Pointer gestures	1. The ICT is a non-web document.
All <u>functionality</u> that uses multipoint or path-based gestures for operation can be operated with a <u>single pointer</u> without a path-based gesture, unless a multipoint or path-based gesture is <u>essential</u> .	
NOTE 1: This requirement applies to documents that interpret pointer actions (i.e. this does not apply to actions that are required to operate the user agent or assistive technology).	1. Check that the document does not fail the Success Criterion in Table 10.9
NOTE 2: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> 2.5.1 Pointer Gestures replacing the original WCAG 2.1 note with note 1 above.	Result
WCAG 2.1 Success Criterion 2.5.1 Pointer Gestures	Pass: Check 1 is true
Understanding Pointer Gestures	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.
How to Meet Pointer Gestures	
(Level A)	
10.2.5.2 Pointer cancellation	C.10.2.5.2 Pointer cancellation
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
10.10.	Inspection
Table 10.10: Document success criterion: Pointer cancellation	Pre-conditions
For <u>functionality</u> that can be operated using a <u>single pointer</u> , at least one of the following is true:	1. The ICT is a non-web document.
 No Down-Event: The <u>down-event</u> of the pointer is not used to execute any part of the function; Abort or Undo: Completion of the function is on the <u>up-event</u>, and a <u>mechanism</u> is available to abort the function before completion or to undo 	1. Check that the document does not fail the success criterion
the function after completion;	in Table 10.10
Up Reversal: The up-event reverses any outcome of the preceding down- event;	Result
 Essential: Completing the function on the down-event is <u>essential</u>. 	Pass: Check 1 is true
	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
NOTE 1: Functions that emulate a keyboard or numeric keypad key press are considered essential.	Not applicable: Pre-condition 1 is not met.
NOTE 2: This requirement applies to a document that interprets pointer actions (i.e. this does not apply to actions that are required to operate the user agent or assistive technology).	
NOTE 3: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>2.5.2 Pointer Cancellation</u> replacing the original WCAG 2.1 note with notes 1 and 2 above.	
WCAG 2.1 Success Criterion 2.5.2 Pointer Cancellation	
Understanding Pointer Cancellation	
How to Meet Pointer Cancellation	
(Level A)	
10.2.5.3 Label in name	C.10.2.5.3 Label in name
Where ICT is a non-web document, it shall satisfy <u>WCAG 2.1 Success Criterion</u>	Type of assessment
2.5.3 Label in Name.	Inspection
WCAG 2.1 Success Criterion 2.5.3 Label in Name	Pre-conditions
Understanding Label in Name How to Meet Label in Name	1. The ICT is a non-web document.
(Level A)	Procedure
For <u>user interface components</u> with <u>labels</u> that include <u>text</u> or <u>images of text</u> , the <u>name</u> contains the text that is presented visually. Note: A best practice is to have the text of the label at the start of the name.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.3 Label in Name</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.5.3 Label in Name.

EN 301 549 clause	Determination of conformance
10.2.5.4 Motion actuation	C.10.2.5.4 Motion actuation
Where ICT is a non-web document, it shall satisfy <u>WCAG 2.1 Success Criterion</u> 2.5.4 Motion Actuation.	Type of assessment
	Inspection
WCAG 2.1 Success Criterion 2.5.4 Motion Actuation	Pre-conditions
Understanding Motion Actuation How to Meet Motion Actuation	1. The ICT is a non-web document.
(Level A)	Procedure
<u>Functionality</u> that can be operated by device motion or user motion can also be operated by <u>user interface components</u> and responding to the motion can be disabled to prevent accidental actuation, except when:	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 2.5.4 Motion Actuation</u>.
Supported Interface: The motion is used to operate functionality through	Result
 an <u>accessibility supported</u> interface; Essential: The motion is <u>essential</u> for the function and doing so would 	Pass: Check 1 is true
• Essential. The motion is essential for the function and doing so would invalidate the activity.	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 2.5.4 Motion Actuation.
10.3 Understandable	
10.3.1 Readable	
10.3.1.1 Language of page	C.10.3.1.1 Language of page
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
10.11.	Inspection
Table 10.11: Document success criterion: Language of page	Pre-conditions
The default <u>human language</u> of each document can be <u>programmatically</u> <u>determined</u> .	1. The ICT is a non-web document.
NOTE: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>3.1.1 Language of Page</u> replacing "web page" with "document".	Procedure
WCAG 2.1 Success Criterion 3.1.1 Language of Page	
Understanding Language of Page	

EN 301 549 clause	Determination of conformance
How to Meet Language of Page (Level A)	1. Check that the document does not fail the Success Criterion in Table 10.11.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.
10.3.1.2 Language of parts	C.10.3.1.2 Language of parts
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
10.12.	Inspection
Table 10.12: Document success criterion: Language of parts	Pre-conditions
The <u>human language</u> of each passage or phrase in the document can be <u>programmatically determined</u> except for proper names, technical terms, words of indeterminate language, and words or phrases that have become part of the vernacular of the immediately surrounding text.	1. The ICT is a non-web document.
NOTE 1: There are some document technologies where there is no assistive technology supported method for marking the language for the different passages or phrases in the document, and it would not be possible to meet this success criterion with those technologies.	 Check that the document does not fail the Success Criterion in Table 10.12.
NOTE 2: Inheritance is one common method. For example a document provides	Result
the language that it is using and it can be assumed that all of the text or user interface elements within that document will be using the same language unless it	Pass: Check 1 is true
is indicated.	Fail: Check 1 is false
NOTE 3: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>3.1.2 Language of Parts</u> replacing "content" with "document" and with the addition of notes 1 and 2 above.	Not applicable: Pre-condition 1 is not met.
WCAG 2.1 Success Criterion 3.1.2 Language of Parts	
Understanding Language of Parts	
How to Meet Language of Parts	
(Level AA)	

EN 301 549 clause	Determination of conformance
10.3.2 Predictable	
10.3.2.1 On focus	C.10.3.2.1 On focus
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 3.2.1 On Focus</u> .	Type of assessment Inspection
NOTE: Some compound documents and their user agents are designed to provide significantly different viewing and editing functionality depending upon what portion of the compound document is being interacted with (e.g. a presentation that contains an embedded spreadsheet, where the menus and toolbars of the user agent change depending upon whether the user is interacting with the presentation content, or the embedded spreadsheet content). If the user uses a mechanism other than putting focus on that portion of the compound document with which they mean to interact (e.g. by a menu choice or special keyboard gesture), any resulting change of context would not be subject to this success criterion because it was not caused by a change of focus.	Pre-conditions The ICT is a non-web document. Procedure Check that the document does not fail WCAG 2.1 Success Criterion 3.2.1 On Focus.
WCAG 2.1 Success Criterion 3.2.1 On Focus	Result
Understanding On Focus	Pass: Check 1 is true
How to Meet On Focus	Fail: Check 1 is false
(Level A) When any <u>user interface component</u> receives focus, it does not initiate a <u>change</u> <u>of contex</u> t.	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 3.2.1 On Focus.
10.3.2.2 On input	C.10.3.2.2 On input
Where ICT is a non-web document, it shall satisfy the <u>WCAG 2.1 Success</u> <u>Criterion 3.2.2 On Input</u> .	Type of assessment Inspection
WCAG 2.1 Success Criterion 3.2.2 On Input	Pre-conditions
Understanding On Input	1. The ICT is a non-web document.
How to Meet On Input	1. The ICT is a non-web document.
(Level A) Changing the setting of any <u>user interface component</u> does not automatically cause a <u>change of context</u> unless the user has been advised of the behavior before using the component.	 Procedure 1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.2.2 On Input</u>.

EN 301 549 clause	Determination of conformance
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 3.2.2 On Input.
10.3.3 Input assistance	
10.3.3.1 Error identification	C.10.3.3.1 Error identification
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 3.3.1 Error Identification.	Inspection
WCAG 2.1 Success Criterion 3.3.1 Error Identification	Pre-conditions
Understanding Error Identification	
How to Meet Error Identification	1. The ICT is a non-web document.
(Level A)	Procedure
If an <u>input error</u> is automatically detected, the item that is in error is identified and the error is described to the user in text.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.1 Error Identification</u>.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 3.3.1 Error Identification.
10.3.3.2 Labels or instructions	C.10.3.3.2 Labels or instructions
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 3.3.2 Labels or Instructions.	Inspection
WCAG 2.1 Success Criterion 3.3.2 Labels or Instructions Understanding Labels or Instructions	Pre-conditions

EN 301 549 clause	Determination of conformance
How to Meet Labels or Instructions	1. The ICT is a non-web document.
(Level A)	
Labels or instructions are provided when content requires user input.	Procedure
	1. Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.2 Labels or Instructions</u> .
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 3.3.2 Labels or Instructions.
10.3.3.3 Error suggestion	C.10.3.3.3 Error suggestion
Where ICT is a non-web document, it shall satisfy the WCAG 2.1 Success	Type of assessment
Criterion 3.3.3 Error Suggestion.	Inspection
WCAG 2.1 Success Criterion 3.3.3 Error Suggestion	Pre-conditions
Understanding Error Suggestion	
How to Meet Error Suggestion	1. The ICT is a non-web document.
(Level AA)	Procedure
If an <u>input error</u> is automatically detected and suggestions for correction are known, then the suggestions are provided to the user, unless it would jeopardize the security or purpose of the content.	 Check that the document does not fail <u>WCAG 2.1 Success</u> <u>Criterion 3.3.3 Error Suggestion</u>.
	Result:
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 3.3.3 Error Suggestion

EN 301 549 clause	Determination of conformance
10.3.3.4 Error prevention (legal, financial, data)	C.10.3.3.4 Error prevention (legal, financial, data)
Where ICT is a non-web document, it shall satisfy the success criterion in Table 10.13.	Type of assessment
Table 10.13: Document success criterion: Error prevention (legal, financial, data)	Inspection Pre-conditions
For documents that cause <u>legal commitments</u> or financial transactions for the user to occur, that modify or delete <u>user-controllable</u> data in data storage	1. The ICT is a non-web document.
systems, or that submit user test responses, at least one of the following is true:	Procedure
 Reversible: Submissions are reversible. Checked: Data entered by the user is checked for input errors and the user is provided an opportunity to correct them. 	 Check that the document does not fail the Success Criterion in Table 10.13.
Confirmed: A mechanism is available for reviewing, confirming, and	Result
correcting information before finalizing the submission.	Pass: Check 1 is true
NOTE: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u>	Fail: Check 1 is false
3.3.4 Error Prevention (Legal, Financial, Data) replacing "web pages" with "documents".	Not applicable: Pre-condition 1 is not met.
WCAG 2.1 Success Criterion 3.3.4 Error Prevention (Legal, Financial, Data)	
Understanding Error Prevention (Legal, Financial, Data)	
How to Meet Error Prevention (Legal, Financial, Data)	
(Level AA)	
10.4 Robust	
10.4.1 Compatible	
10.4.1.1 Parsing	C.10.4.1.1 Parsing
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
10.14.	Inspection
Table 10.14: Document success criterion: Parsing	Pre-conditions
For documents that use markup languages, in such a way that the markup is separately exposed and available to assistive technologies and accessibility features of software or to a user-selectable user agent, elements have complete start and end tags, elements are nested according to their specifications,	1. The ICT is a non-web document.

EN 301 549 clause	Determination of conformance
elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features.	Procedure
NOTE 1: Start and end tags that are missing a critical character in their formation, such as a closing angle bracket or a mismatched attribute value quotation mark are not complete.	 Check that the document does not fail the Success Criterion in Table 10.14.
NOTE 2: Markup is not always available to assistive technology or to user selectable user agents such as browsers. In such cases, conformance to this provision would have no impact on accessibility as it can for web content where it is exposed.	Result Pass: Check 1 is true Fail: Check 1 is false
NOTE 3: Examples of markup that is separately exposed and available to assistive technologies and to user agents include but are not limited to: documents encoded in HTML, ODF, and OOXML. In these examples, the markup can be parsed entirely in two ways: (a) by assistive technologies which may directly open the document, (b) by assistive technologies using DOM APIs of user agents for these document formats.	
NOTE 4: This success criterion is identical to <u>the WCAG 2.1 Success Criterion</u> <u>4.1.1 Parsing</u> replacing "In content implemented using markup languages" with "For documents that use markup languages, in such a way that the markup is separately exposed and available to assistive technologies and accessibility features of software or to a user-selectable user agent" with the addition of notes 2 and 3 above.	
WCAG 2.1 Success Criterion 4.1.1 Parsing	
Understanding Parsing	
How to Meet Parsing	
(Level A)	
10.4.1.2 Name, role, value	C.10.4.1.2 Name, role, value
Where ICT is a non-web document, it shall satisfy the success criterion in Table	Type of assessment
10.15.	Inspection
Table 10.15: Document success criterion: Name, role, value	Pre-conditions
For all <u>user interface components</u> (including but not limited to: form elements, links and components generated by scripts), the <u>name</u> and <u>role</u> can be <u>programmatically determined</u> ; states, properties, and values that can be set by	1. The ICT is a non-web document.

EN 301 549 clause	Determination of conformance
the user can be <u>programmatically set;</u> and notification of changes to these items is available to <u>user agents</u> , including <u>assistive technologies</u> .	Procedure
NOTE 1: This success criterion is primarily for software developers who develop or use custom user interface components. Standard user interface components on most accessibility-supported platforms already meet this success criterion when used according to specification.	 Check that the document does not fail the Success Criterion in Table 10.15. Result
NOTE 2: For document formats that support interoperability with assistive technology, standard user interface components often meet this success criterion when used according to the general design and accessibility guidance for the document format.	Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met.
NOTE 3: This success criterion is identical to the <u>WCAG 2.1 Success Criterion</u> <u>4.1.2 Name, Role, Value</u> replacing the original WCAG 2.1 note with note 1 and with the addition of note 2 above.	
WCAG 2.1 Success Criterion 4.1.2 Name, Role, Value	
Understanding Name, Role, Value	
How to Meet Name, Role, Value	
(Level A)	
10.4.1.3 Status messages	C.10.4.1.3 Status messages
Where ICT is a non-web document, it shall satisfy WCAG 2.1 Success Criterion	Type of assessment
4.1.3 Status Messages.	Inspection
	Pre-conditions
	1. The ICT is a non-web document.
	Procedure
	1. Check that the software does not fail <u>WCAG 2.1 Success</u> <u>Criterion 4.1.3 Status Messages</u> .
	Result
	Pass: Check 1 is true

EN 301 549 clause	Determination of conformance
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met or the non-web document does not contain content relevant to WCAG 2.1 Success Criterion 4.1.3 Status Messages.
10.5 Caption positioning	C.10.5 Caption positioning
Where ICT is a non-web document that contains synchronized media with captions, the captions should not obscure relevant information in the synchronized media.	Clause 10.5 is advisory only and contains no testable requirements.
10.6 Audio description timing	C.10.6 Audio description timing
Where ICT is a non-web document that contains synchronized media with audio description, the audio description should not interfere with relevant audio information in the synchronized media.	Clause 10.6 is advisory only and contains no testable requirements.
12 Documentation and support services	
12.1 Product documentation	
12.1.1 Accessibility and compatibility features	C.12.1.1 Accessibility and compatibility features
Product documentation provided with the ICT whether provided separately or integrated within the ICT shall list and explain how to use the accessibility and compatibility features of the ICT.	Type of assessment Inspection
NOTE: Accessibility and compatibility features include accessibility features that are built-in and accessibility features that provide compatibility with assistive technology.	Pre-conditions Product documentation is supplied with the ICT.
NOTE 2: It is best practice to use WebSchemas/Accessibility 2.0 [i.38] to provide meta data on the accessibility of the ICT.	Procedure
NOTE 3: The accessibility statement and help pages are both examples of the provision of product information.	 Check that product documentation provided with the ICT lists and explains how to use the accessibility and compatibility features of the ICT.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false

EN 301 549 clause	Determination of conformance
	Not applicable: Pre-condition 1 is not met.
12.1.2 Accessible documentation	C.12.1.2 Accessible documentation
Product documentation provided with the ICT shall be made available in at least one of the following electronic formats:	Type of assessment
	Inspection
 a Web format that conforms to the requirements of clause 9, or a non-web format that conforms to the requirements of clause 10. NOTE 1: This does not preclude the possibility of also providing the product 	Pre-conditions Product documentation in electronic format is supplied with the ICT.
 documentation in other formats (electronic or printed) that are not accessible. NOTE 2: It also does not preclude the possibility of providing alternate formats that meet the needs of some specific type of users (e.g. Braille documents for blind people or easy-to-read information for persons with cognitive impairments). NOTE 3: Where the documentation is integral to the ICT it will be provided through the user interface which is accessible. NOTE 4: A user agent that supports automatic media conversion would be beneficial to enhancing accessibility. 	 Procedure Check that product documentation in electronic format provided with the ICT conforms to the requirements of clauses 9 or 10 as appropriate. Result Pass: Check 1 is true Fail: Check 1 is false Not applicable: Pre-condition 1 is not met.
12.2 Support services	
12.2.1 General (informative) ICT support services include, but are not limited to: help desks, call centres, technical support, relay services and training services.	C.12.2.1 General (informative) Clause 12.2.1 is informative only and contains no requirements requiring test.
 12.2.2 Information on accessibility and compatibility features ICT support services shall provide information on the accessibility and compatibility features that are included in the product documentation. NOTE: Accessibility and compatibility features include accessibility features that are built-in and accessibility features that provide compatibility with assistive technology. 	C.12.2.2 Information on accessibility and compatibility features Type of assessment Inspection Pre-conditions 1. ICT support services are provided.

EN 301 549 clause	Determination of conformance
	 Procedure 1. Check that the ICT support services provide information on the accessibility and compatibility features that are included in the product documentation.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.
12.2.3 Effective communication	C.12.2.3 Effective communication
ICT support services shall accommodate the communication needs of individuals with disabilities either directly or through a referral point.	Type of assessment
	Inspection
	Pre-conditions
	1. ICT support services are provided.
	Procedure
	 Check that the ICT support services accommodate the communication needs of individuals with disabilities either directly or through a referral point.
	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.
	NOTE: The provision of any level of support for the communication needs of individuals with disabilities constitutes a pass of this requirement. Suppliers may wish to provide further information about the level of support that is provided to enable the adequacy and quality of the support to be judged.

EN 301 549 clause	Determination of conformance
12.2.4 Accessible documentation	C.12.2.4 Accessible documentation
Documentation provided by support services shall be made available in at least one of the following electronic formats:	Type of assessment
	Inspection
1. a Web format that conforms to clause 9; or	Pre-conditions
2. a non-web format that conforms to clause 10.	1 Documentation is provided by the ICT support convices
NOTE 1: This does not preclude the possibility of also providing the	 Documentation is provided by the ICT support services.
documentation in other formats (electronic or printed) that are not accessible.	Procedure
NOTE 2: It also does not preclude the possibility of providing alternate formats	1. Check that documentation in electronic format provided by
that meet the needs of some specific type of users (e.g. Braille documents for blind people or easy-to-read information for persons with cognitive impairments).	the ICT support services conforms to the requirements of
NOTE 3: A user agent that supports automatic media conversion would be	clauses 9 or 10 as appropriate.
beneficial to enhancing accessibility.	Result
	Pass: Check 1 is true
	Fail: Check 1 is false
	Not applicable: Pre-condition 1 is not met.

Annex – Chapter 14 Conformance

Conformance to the present document is achieved by meeting all the applicable requirements, these are clauses containing the word "shall". Those clauses containing the word "should" are recommendations and are not required for conformance.

All clauses except those in clause 12 are self-scoping. This means they are introduced with the phrase 'Where ICT <pre-condition>'. A requirement is met when the pre-condition is true and the corresponding test (in Annex C) is passed. When one of the pre-conditions is false the requirement is not applicable. Consequently, the result of the tests in Annex C can be: not applicable, pass, fail, or (in exceptional circumstances) not testable.

ICT is often comprised of an assembly of two or more items of ICT. In some cases, two or more interoperable items of ICT may together meet more requirements of the standard when one item complements the functionality of the other and the sum together meets more of the accessibility requirements. However, combining two items of ICT, both of which fail to meet any particular requirement, will not lead to a combined ICT system that meets that requirement.

The present document does not prioritize requirements.

NOTE 1: Conformance with the accessibility requirements could be affected by subsequent implementation or maintenance.

NOTE 2: Sampling is frequently required on complex ICT when there are too many instances of the object to be tested. The present document cannot recommend specific ICT evaluation sampling techniques as these are context specific.

The inherent nature of certain situations makes it impossible to make reliable and definitive statements that accessibility requirements have been met. In those situations therefore, the requirements in the present document are not applicable:

- when the product is in a failure, repair or maintenance state where the ordinary set of input or output functions are not available;
- during those parts of start-up, shutdown, and other state transitions that can be completed without user interaction.

NOTE 3: Even in the above situations, it is best practice to apply requirements in the present document wherever it is feasible and safe to do so.

Annex - References (from EN 301 549)

2.1 Normative references

References are specific, identified by date of publication and/or edition number or version number. Only the cited version applies.

Referenced documents which are not found to be publicly available in the expected location might be found at ETSI References in docbox.

NOTE: While any hyperlinks included in this clause were valid at the time of publication, ETSI cannot guarantee their long-term validity.

The following referenced documents are necessary for the application of the present document.

[1] ETSI ETS 300 381 (Edition 1) (December 1994): "Telephony for hearing impaired people; Inductive coupling of telephone earphones to hearing aids".

[2] ETSI ES 200 381-1 (V1.2.1) (October 2012): "Telephony for hearing impaired people; Inductive coupling of telephone earphones to hearing aids Part 1: Fixed-line speech terminals".

[3] ETSI ES 200 381-2 (V1.1.1) (October 2012): "Telephony for hearing impaired people; Inductive coupling of telephone earphones to hearing aids; Part 2: Cellular speech terminals".

[4] W3C Recommendation (December 2008) /ISO/IEC 40500:2012: "Web Content Accessibility Guidelines (WCAG) 2.0".

NOTE: Available at WCAG 2.0.

[5] W3C Proposed Recommendation (June 2018): "Web Content Accessibility Guidelines (WCAG) 2.1".

NOTE: Available at WCAG 2.1.

2.2 Informative references

References are either specific (identified by date of publication and/or edition number or version number) or non-specific. For specific references, only the cited version applies. For non-specific references, the latest version of the referenced document (including any amendments) applies.

NOTE: While any hyperlinks included in this clause were valid at the time of publication, ETSI cannot guarantee their long-term validity.

The following referenced documents are not necessary for the application of the present document but they assist the user with regard to a particular subject area.

[i.1] ANSI/IEEE C63.19 (2011): "American National Standard Method of Measurement of Compatibility between Wireless Communication Devices and Hearing Aids".

[i.2] ANSI/TIA-4965: "Receive volume control requirements for digital and analogue wireline terminals".

[i.3] European Commission M 376-EN: "Standardization Mandate to CEN, CENELEC and ETSI in support of European accessibility requirements for public procurement of products and services in the ICT domain".

[i.4] ETSI EG 201 013: "Human Factors (HF); Definitions, abbreviations and symbols".

[i.5] ETSI ES 202 975: "Human Factors (HF); Requirements for relay services".

[i.6] ETSI ETS 300 767: "Human Factors (HF); Telephone Prepayment Cards; Tactile Identifier".

[i.7] ETSI/CEN/CENELEC TR 101 550: "Documents relevant to EN 301 549 "Accessibility requirements suitable for public procurement of ICT products and services in Europe"".

[i.8] ETSI/CEN/CENELEC TR 101 551: "Guidelines on the use of accessibility award criteria suitable for public procurement of ICT products and services in Europe".

[i.9] ETSI TR 102 612: "Human Factors (HF); European accessibility requirements for public procurement of products and services in the ICT domain (European Commission Mandate M 376, Phase 1)".

[i.10] ETSI TS 126 114: "Universal Mobile Telecommunications System (UMTS); LTE; IP Multimedia Subsystem (IMS); Multimedia telephony; Media handling and interaction (3GPP TS 26.114)".

[i.11] ETSI TS 122 173: "Digital cellular telecommunications system (Phase 2+) (GSM); Universal Mobile Telecommunications System (UMTS); LTE; IP Multimedia Core Network Subsystem (IMS) Multimedia Telephony Service and supplementary services; Stage 1 (3GPP TS 22.173)".

[i.12] ETSI TS 134 229: "Universal Mobile Telecommunications System (UMTS); LTE; Internet Protocol (IP) multimedia call control protocol based on Session Initiation Protocol (SIP) and Session Description Protocol (SDP); User Equipment (UE) conformance specification (3GPP TS 34.229)".

[i.13] IETF RFC 4103 (2005): "RTP Payload for Text Conversation".

[i.14] ISO/IEC 17007:2009: "Conformity assessment - Guidance for drafting normative documents suitable for use for conformity assessment".

[i.15] ISO 9241-11:2018: "Ergonomics of human-system interaction - Part 11: Usability: Definitions and concepts".

[i.16] ISO 9241-110:2006: "Ergonomics of human-system interaction - Part 110: Dialogue principles".

[i.17] ISO 9241-171:2008: "Ergonomics of human-system interaction - Part 171: Guidance on software accessibility".

[i.18] Void.

[i.19] ISO/IEC 13066-1:2011: "Information technology - Interoperability with assistive technology (AT) - Part 1: Requirements and recommendations for interoperability".

[i.20] Recommendation ITU-T E.161 (2001): "Arrangement of digits, letters and symbols on telephones and other devices that can be used for gaining access to a telephone network".

[i.21] Recommendation ITU-T G.722 (1988): "7 kHz audio-coding within 64 kbit/s".

[i.22] Recommendation ITU-T G.722.2 (2003): "Wideband coding of speech at around 16 kbit/s using Adaptive Multi-Rate Wideband (AMR-WB)".

[i.23] Recommendation ITU-T V.18 (2000): "Operational and interworking requirements for DCEs operating in the text telephone mode".

[i.24] TIA-1083-A (2010): "Telecommunications; Telephone Terminal equipment; Handset magnetic measurement procedures and performance requirements".

[i.25] Section 508 of the United States Rehabilitation Act of 1973, revised 2017.

NOTE: Available at https://www.section508.gov/manage/laws-and-policies.

[i.26] W3C Working Group Note 5 September 2013: "Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies (WCAG2ICT)".

NOTE: Available at http://www.w3.org/TR/wcag2ict/.

[i.27] M 554 Commission Implementing Decision C(2017)2585 of 27.4.2017 on a standardisation request to the European standardisation organisations in support of Directive (EU) 2016/2102 of the European Parliament and of the Council on the accessibility of the websites and mobile applications of public sector bodies.

[i.28] Directive (EU) 2016/2102 of the European Parliament and of the Council of 26 October 2016 on the accessibility of the websites and mobile applications of public sector bodies.

[i.29] ETSI/CEN/CENELEC EN 301 549 (V2.1.2) (August 2018): "Accessibility requirements for ICT products and services".

[i.30] ETSI/CEN/CENELEC TR 101 552: "Guidance for the application of conformity assessment to accessibility requirements for public procurement of ICT products and services in Europe".

[i.31] ISO/IEC TS 20071-25:2017: "Information technology - User interface component accessibility - Part 25: Guidance on the audio presentation of text in videos, including captions, subtitles and other on-screen text".

[i.32] W3C Recommendation (September 2015): "Authoring Tool Accessibility Guidelines (ATAG) 2.0".

NOTE: Available at http://www.w3.org/TR/ATAG20/.

[i.33] W3C Recommendation (September 2015): "User Agent Accessibility Guidelines (UAAG) 2.0".

NOTE: Available at http://www.w3.org/TR/UAAG20/.

[i.34] ISO 21542:2011: "Building construction - Accessibility and usability of the built environment".

[i.35] ISO/IEC Guide 71:2014: "Guide for addressing accessibility in standards".

[i.36] Recommendation ITU-T T.140 (1988): "Protocol for multimedia application text conversation".

[i.37] Recommendation ITU-T F.703 (2000): "Multimedia conversational services".

[i.38] W3C WebSchemas/Accessibility 2.0.

NOTE: Available at https://www.w3.org/wiki/WebSchemas/Accessibility.

[i.39] Void.

[i.40] Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC.

Annex – Definition of terms, symbols and abbreviations (from EN 301 549)

3.1 Terms

For the purposes of the present document, the terms given in ETSI EG 201 013 [i.4] and the following apply:

accessibility: extent to which products, systems, services, environments and facilities can be used by people from a population with the widest range of user needs, characteristics and capabilities, to achieve identified goals in identified contexts of use (from ISO 9241-11:2018 [i.15])

NOTE 1: Context of use includes direct use or use supported by assistive technologies.

NOTE 2: The context in which the ICT is used may affect its overall accessibility. This context could include other products and services with which the ICT may interact.

access space: space intended to be occupied by the person, including their Assistive Technology, while they are using the product

Assistive Listening Devices (ALDs): devices that help separate the sounds, particularly speech, that a person wants to hear from background noise by bringing sound directly into the ear

NOTE: These are often found in meetings and public venues such as plays, concerts and places of worship. They can also be used at home with televisions and other products with auditory output.

Assistive Technology (AT): equipment, product system, hardware, software or service that is used to increase, maintain or improve capabilities of individuals (from ISO/IEC Guide 71:2014 [i.35])

NOTE 1: Assistive technology is an umbrella term that is broader than assistive products.

NOTE 2: Assistive technology can include assistive services, and professional services needed for assessment, recommendation and provision.

NOTE 3: Where ICT does not support directly connected assistive technology, but which can be operated by a system connected over a network or other remote connection, such a separate system (with any included assistive technology) can also be considered assistive technology. This is an additional note, not included in ISO/IEC Guide 71:2014 [i.35].

audio description: additional audible narrative, interleaved with the dialogue, which describes the significant aspects of the visual content of audio-visual media that cannot be understood from the main soundtrack alone

NOTE: This is also variously described using terms such as "video description" or variants such as "descriptive narration".

authoring tool: software that can be used to create or modify content

NOTE 1: An authoring tool may be used by a single user or multiple users working collaboratively.

NOTE 2: An authoring tool may be a single stand-alone application or be comprised of collections of applications.

NOTE 3: An authoring tool may produce content that is intended for further modification or for use by end-users.

caption: synchronized visual and/or text alternative for both speech and non-speech audio information needed to understand the media content (after WCAG 2.1 [5])

NOTE: This is also variously described using terms such as "subtitles" or variants such as "subtitles for the deaf and hard-of-hearing".

closed functionality: functionality that is limited by characteristics that prevent a user from attaching, installing or using assistive technology

content: information and sensory experience to be communicated to the user by means of software, including code or mark-up that defines the content's structure, presentation, and interactions (after WCAG2ICT [i.26])

NOTE: Content occurs in three places: web pages, documents and software. When content occurs in a web page or a document, a user agent is needed in order to communicate the content's information and sensory experience to the user. When content occurs in software, a separate user agent is not needed in order to communicate the content's information and sensory experience to the user - the software itself performs that function.

context of use: combination of users, goals and tasks, resources, and environment. (from ISO 9241-11:2018 [i.15])

NOTE: The "environment" in a context of use includes the technical, physical, social, cultural and organizational environments.

document: logically distinct assembly of content (such as a file, set of files, or streamed media) that functions as a single entity rather than a collection, that is not part of software and that does not include its own user agent (after WCAG2ICT [i.26])

NOTE 1: A document always requires a user agent to present its content to the user.

NOTE 2: Letters, e-mail messages, spreadsheets, books, pictures, presentations, and movies are examples of documents.

NOTE 3: Software configuration and storage files such as databases and virus definitions, as well as computer instruction files such as source code, batch/script files, and firmware, are examples of files that function as part of software and thus are not examples of documents. If and where software retrieves "information and sensory experience to be communicated to the user" from such files, it is just another part of the content that occurs in software and is covered by WCAG2ICT like any other parts of the software. Where such files contain one or more embedded documents, the embedded documents remain documents under this definition.

NOTE 4: A collection of files zipped together into an archive, stored within a single virtual hard drive file, or stored in a single encrypted file system file, do not constitute a single document when so collected together. The software that archives/encrypts those files or manages the contents of the virtual hard drive does not function as a user agent for the individually collected files in that collection because that software is not providing a fully functioning presentation of that content.

NOTE 5: Anything that can present its own content without involving a user agent, such as a self-playing book, is not a document but is software.

NOTE 6: A single document may be composed of multiple files such as the video content and closed caption text. This fact is not usually apparent to the end-user consuming the document/content.

NOTE 7: An assembly of files that represented the video, audio, captions and timing files for a movie is an example of a document.

NOTE 8: A binder file used to bind together the various exhibits for a legal case would not be a document.

NOTE 9: Documents may contain sub-documents.

embedded: directly included in the content that is downloaded to the user agent and its extension, and is intended to be used in rendering the web page

NOTE: Something that is downloaded using a mechanism on the web page but is not used in rendering the page is not "embedded" in the page.

ICT network: technology and resources supporting the connection and operation of interconnected ICT

Information and Communication Technology (ICT): technology, equipment, or interconnected system or subsystem of equipment for which the principal function is the creation, conversion, duplication, automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, reception, or broadcast of data or information

NOTE: Examples of ICT are web pages, electronic content, telecommunications products, computers and ancillary equipment, software including mobile applications, information kiosks and transaction machines, videos, IT services, and multifunction office machines which copy, scan, and fax documents.

mechanically operable part: operable part that has a mechanical interface to activate, deactivate, or adjust the ICT

NOTE: Examples of mechanically operable parts include scanner covers, notebook docking stations and lids as well as physical switches and latches.

mechanism for private listening: auditory output designed so that only the current user can receive the sound

NOTE: Personal headsets, directional speakers and audio hoods are examples of mechanisms for private listening.

non-text content: content that is not a sequence of characters that can be programmatically determined or where the sequence is not expressing something in human language (after WCAG 2.1 [5])

non-web document: document that is not a web page, not embedded in web pages nor used in the rendering or functioning of the page

non-web software: software that is not a web page, not embedded in web pages nor used in the rendering or functioning of the page

open functionality: functionality that supports access by assistive technology

NOTE: This is the opposite of closed functionality.

operable part: component of ICT used to activate, deactivate, or adjust the ICT

NOTE 1: Operable parts can be provided in either hardware (see mechanically operable parts, above) or software. An on-screen button is an example of an operable part provided by software.

NOTE 2: Operable parts do not include parts involved only in maintenance or repair or other actions that are not expected of a typical user if the product is not malfunctioning. These actions include: clearing paper jams internal to the machine, replacing items or parts internal to the machine that may expose the end user to sharp or hot surfaces, replacing or repairing items designated by manufacturers as service or maintenance items in user documentation.

platform software (platform): collection of software components that runs on an underlying software or hardware layer, and that provides a set of software services to other software components that allows those applications to be isolated from the underlying software or hardware layer (after ISO/IEC 13066-1 [i.19])

NOTE: A particular software component might play the role of a platform in some situations and a client in others.

programmatically determinable: able to be read by software from developer-supplied data in a way that other software, including assistive technologies, can extract and present this information to users in different modalities

NOTE: WCAG 2.1 uses "determined" where this definition uses "able to be read" (to avoid ambiguity with the word "determined").

Real-Time Text (RTT): form of a text conversation in point to point situations or in multipoint conferencing where the text being entered is sent in such a way that the communication is perceived by the user as being continuous

NOTE 1: Users will perceive communication as continuous if the delay between text being created by the sender and received by the recipient is less than 500 ms. However, the actual delay will be dependent on the communication network.

NOTE 2: The creation of text will differ between systems where text is entered on a word-by-word basis (e.g. speech-to-text and predictive-text based systems) and systems where each character is separately generated (e.g. typing on a physical keyboard).

satisfies a success criterion: success criterion does not evaluate to "false" when applied to the ICT (after WCAG 2.1 [5])

single user connection: connection that consists of sound, RTT or video (or a combination of two or three of those media) that is established by a single user action

NOTE: Even though the different media may travel over different channels, and more than one piece of hardware may be involved, it appears to the user like a single connection, and is treated by any intermediate technologies (e.g. network, auto-reception) as a single connection for purposes such as transfer.

spoken captions/subtitles audio captions/subtitles: captions/subtitles that are voiced over the audiovisual content (from ISO/IEC TS 20071-25 [i.31])

stationary ICT: ICT that stands on the floor, or is mounted on a wall or other immovable structure, and is not intended to be moved by its user

NOTE 1: Typically, stationary ICT rests on the ground (such as an information kiosk) or is installed in a wall (such as a machine that dispenses cash or performs other banking services).

NOTE 2: A manufacturer cannot control the height of ICT that is put on a table by someone else, but they are able to control the reach dimensions of selfcontained ICT that rests on the ground and can specify the heights for installation in walls.

terminal: combination of hardware and/or software with which the end user directly interacts and that provides the user interface

NOTE 1: The hardware may consist of more than one device working together e.g. a mobile device and a computer.

NOTE 2: For some systems, the software that provides the user interface may reside on more than one device such as a telephone and a server.

turn-taking: type of organization in conversation and discourse where participants speak one at a time in alternating turns

user agent: software that retrieves and presents content for users (after WCAG 2.1 [5])

NOTE 1: Software that only displays the content contained within it is treated as software and not considered to be a user agent.

NOTE 2: An example of software that is not a user agent is a calculator application that does not retrieve the calculations from outside the software to present it to a user. In this case, the calculator software is not a user agent, it is simply software with a user interface.

NOTE 3: Software that only shows a preview of content such as a thumbnail or other non-fully functioning presentation is not providing user agent functionality.

user interface: all components of an interactive system (software or hardware) that provide information and/or controls for the user to accomplish specific tasks with the interactive system (from ISO 9241-110 [i.16])

user interface element: entity of the user interface that is presented to the user by the software (after ISO 9241-171 [i.17])

NOTE 1: This term is also known as "user interface component".

NOTE 2: User-interface elements can be interactive or not.

web content: content that belongs to a web page, and that is used in the rendering or that is intended to be used in the rendering of the web page web page: non-embedded resource obtained from a single URI using HTTP plus any other resources that are used in the rendering or intended to be rendered together with it by a user agent (after WCAG 2.1 [5])

3.2 Symbols

Void

3.3 Abbreviations

For the purposes of the present document, the following abbreviations apply:

ANSI American National Standards Institute

AT Assistive Technology

ATAG Authoring Tool Accessibility Guidelines (of W3C)

CEN Comité Européen de Normalisation (no English Term)

CSS Cascading Style Sheets

DOM Document Object Model

EFTA European Free Trade Area

EU European Union

FPS Frames Per Second

FXML XML-based user interface markup language

HTML HyperText Markup Language

HTTP HyperText Transfer Protocol

ICT Information and Communication Technology

IETF Internet Engineering Task Force

IMS IP Multimedia System

IP Internet Protocol

ISO International Organization for Standardization

ITU-T International Telecommunication Union - Telecommunication standardization sector

JWG Joint Working Group (of CEN/CENELEC/ETSI) LED Light Emitting Device ODF Open Document Format OOXML Office Open eXtensible Markup Language PSTN Public Switched Telephone Network QVGA Quarter Video Graphics Array **RFC Request For Comment RTT Real-Time Text** SIP Session Initiation Protocol UAAG User Agent Accessibility Guidelines (of W3C) URI Uniform Resource Identifier **USB Universal Serial Bus** VGA Video Graphics Array VOIP Voice Over IP W3C World Wide Web Consortium WAI Web Accessibility Initiative WCAG Web Content Accessibility Guidelines (of W3C) WLAN Wireless Local Access Network XML eXtensible Markup Language XUL XML User interface Language

Annex - Practical guidance for accessible non-web documentation

In WCAG "success criteria" are all technology agnostic. The requirements for non-web documents are based on the WCAG 2.1 level AA requirements, which means all level A and AA criteria relevant to documents must be met.

The W3C publishes <u>sufficient techniques</u> to meet WCAG success criteria, including techniques for non-web document formats such as PDF. Using a given technique is considered "sufficient" to meet the criteria relevant to the technique, but you can also meet the criteria in other ways.

Shared Services Canada has created a set of guides for producing accessible documents in Microsoft Office:

• How to create accessible documents

Various software vendors and organizations offer supplementary material that provides instructions for making documents accessible:

- Adobe PDF accessibility
- <u>Accessible Digital Office Document (ADOD) Project</u>
- <u>Microsoft Accessibility Checker</u>
- Webaim: Microsoft Word Techniques
- Webaim: PDF Techniques
- <u>Canada.ca Content Style Guide</u>
- <u>Google Docs Make your document or presentation accessible</u>
- Web Accessibility Perspectives Compilation of 10 Topics/Videos
- 18F Web Accessibility Guide
- University of Washington Accessible Document Guides

NOTE: Following the guidance given in the links above does not guarantee compliance with WCAG 2.1. Links are provided for reference only.