**Checking website – QA**

Go through this checklist to QA your website. Not all sections need be used; select what is required based on the complexity and security needs of your website.

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| 01 **Compatibility** |
| £ | Design looks consistent across all browsers and screen sizes |
| £ | Desktop Browsers: Chrome, Edge, Firefox, Safari |
| £ | Tablet Browsers: Safari, Chrome, AOSP, Samsung Internet |
| £ | Mobile Browsers: Chrome, Safari, Samsung Internet |
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| 02 **Content** |
| £ | All content free of spelling and grammar mistakes |
| £ | Placeholder text removed |
| £ | All pages have content |
| £ | Privacy policy, Terms and Conditions, Cookie policy (it relevant) |
| £ | Copyright statement in footer |
| £ | No 404 page |
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| 03 **SEO and Analytics** |
| £ | Page titles are descriptive and SEO friendly |
| £ | Each page uniquely named |
| £ | Meta data added |
| £ | All pages have one H1 tag (not more or less!) |
| £ | No duplicate content present anywhere on site |
| £ | XML sitemap generated and added to root of website |
| £ | robots.txt is generated and added to root of website |
| £ | 301 redirects for existing website are prepared and in place |
| £ | Website can be accessed by search engines (remove noindex, nofollow for pages) |
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| 04 **Markup** |
| £ | HTML has passed validation (or known issues noted) |
| £ | CSS has passed validation (or known issues noted) |
| £ | Site links tested and work as intended |
| £ | JavaScript is error free |
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| 05 **Accessibility** |
| £ | Googles open source website quality testing platform <https://web.dev/measure/> gives a breakdown of all accessibility factors.Ensure all have been addressed. |
| £ | Images have <alt> descriptions |
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| 06 **Functionality** |
| £ | Forms are tested and operate correctly |
| £ | Required fields have been tested |
| £ | Review input validation (min/max lengths, character limits) |
| £ | Forms send to the correct recipient |
| £ | Forms have confirmation URL or event tracking to enable tracking |
| £ | Forms process correctly with JavaScript disabled |
| £ | Website search and search results function correctly |
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| 07 **Optimisation** |
| £ | Images have been optimised |
| £ | CSS is minified and combined |
| £ | JavaScript is minified and combined (as much as possible) |
| £ | Ensure only necessary fonts, weights and character sets are installed |
| £ | Run Google speed test and optimise accordingly (record score and known issues) |
| £ | Run Web page test and optimise accordingly (record results) |
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| 08 **Security** |
| £ | Secure areas are locked down and not accessible by search engines |
| £ | Default CMS login URL is changed |
| £ | Default CMS username is changed |
| £ | SSL Certificate is requested |
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| 09 **Post Launch** |
| £ | Ensure site is visible to search engines |
| £ | SSL certificates successfully installed |
| £ | Images, media and links reference live URL |
| £ | 301 redirects are in place and working correctly |
| £ | Website URL has been submitted to Google |
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