

# Manual QA Checklist for WordPress Site Maintenance

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## 1. Core WordPress Updates

- WordPress core is updated to the latest stable version
  - Site is running on a supported PHP version (8.1 or newer recommended)
  - Site functions properly after updates (no broken layouts or fatal errors)
  - No deprecated warnings or errors in logs
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## 2. Plugin & Theme Maintenance

- All active plugins are updated to latest versions
  - All themes (active and inactive) are updated
  - No plugin conflicts or site breakage after updates
  - Unused or abandoned plugins/themes are removed
  - Check changelogs of critical plugins for breaking changes
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## 3. Database Optimization

- Spam and trash posts/comments are cleaned
  - Post revisions, transients, and orphaned metadata are cleared
  - Database tables are optimized (using tools like WP-Optimize or phpMyAdmin)
  - Backups taken before and after major cleanups
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## 4. Backup & Restore Check

- Daily/weekly backup schedule is enabled (manual or via plugin)
  - Most recent backup is present and complete
  - Backup files are stored offsite (Google Drive, Dropbox, S3, etc.)
  - Restore process is tested at least quarterly
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## **5. Security Review**

- Security plugin is active (Wordfence, Sucuri, iThemes Security, etc.)
  - Login protection (2FA, CAPTCHA, or limit login attempts) is enabled
  - Firewall and malware scanning is active
  - Admin username is not “admin” or default
  - No suspicious users, files, or plugins found
  - Error logs reviewed for signs of intrusion
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## **6. Performance Optimization**

- Caching is enabled and working (e.g., WP Rocket, W3 Total Cache)
  - Image optimization is configured (e.g., WebP, compressed images)
  - PageSpeed score checked (Google PageSpeed, GTmetrix, etc.)
  - Database and object caching (e.g., Redis, Memcached) working if configured
  - Lazy load is active for images and iframes
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## **7. Cross-Browser & Device Testing**

- Homepage and key pages tested on:

- Chrome
    - Firefox
    - Safari
    - Edge
  - Responsive layout tested on:
    - Desktop
    - Tablet
    - Mobile (iOS/Android)
  - No overlapping menus, broken sliders, or CTA button issues
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## 8. Functionality Testing

- Contact forms submit successfully and emails are received
  - CAPTCHA/spam protection works on forms
  - Login/logout process is functional
  - Search functionality works
  - Commenting system works (if enabled)
  - No broken buttons, links, or JS/CSS errors
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## 9. SEO & Indexing Health

- XML sitemap is accessible and updated (</sitemap.xml>)
- Robots.txt is correctly configured (no accidental blocking)
- Site is indexable (no “Discourage search engines” in settings)
- SEO plugin (Yoast, Rank Math) is active and functioning

- No 404 errors or redirection loops for key URLs
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## 10. Email Functionality

- WordPress transactional emails (contact, reset password) are sending
  - SMTP plugin (e.g., WP Mail SMTP) is configured and working
  - Email logs are clean and without errors
  - Test form submissions trigger expected email notifications
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## 11. Error Log & Debug Review

- No critical errors or warnings in `wp-content/debug.log` or server error log
  - Cron jobs are running as expected (`wp-cron.php` checked)
  - Plugins not generating excessive log data or PHP warnings
  - 404 monitor (if enabled) shows no abnormal activity
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## 12. License & Expiry Checks

- All premium plugins/themes licenses are valid and not expired
  - SSL certificate is active and not expiring soon
  - Domain name is not nearing expiration
  - Hosting plan is active and not nearing resource limits
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## 13. Accessibility & Compliance (Optional but Recommended)

- Contrast ratios are acceptable

- Keyboard navigation works
- Form labels are accessible
- Privacy policy and cookie notices are visible
- GDPR/CCPA consent tools configured (if applicable)