1 General Principles checklist

GP	General Principles	Pass/Fail/NA
GP.1	Every action that alters the user's data or application's settings can be undone.	
GP.2	All application settings can be restored to their defaults without the user having to remember what those defaults were.	
GP.3	After installation, the application can be used without the user having to insert a disk or CD at any time.	
GP.4	The most frequently used functions are found at the top level of the menu structure.	

2 Keyboard navigation checklist

KN	Keyboard Navigation	Pass/Fail/NA
KN.1	Efficient keyboard access is provided to all application features.	
KN.2	All windows have a logical keyboard navigation order.	
KN.3	The correct tab order is used for controls whose enabled state is dependent on checkboxes, radio buttons or toggle buttons.	
KN.4	Keyboard access to application-specific functions does not override existing system accessibility features.	
KN.5	The application provides more than one method to perform keyboard tasks whenever possible.	
KN.6	There are alternative key combinations wherever possible.	
KN.7	There are no awkward reaches for frequently performed keyboard operations.	
KN.8	The application does not use repetitive, simultaneous keypresses.	
KN.9	The application provides keyboard equivalents for all mouse functions.	
KN.10	Any text or object that can be selected with the mouse can also be selected with the keyboard alone.	
KN.11	Any object that can be resized or moved with the mouse can also be resized or moved with the keyboard alone.	
KN.12	The application does not use any general navigation functions to trigger operations.	
KN.13	All keyboard-invoked menus, windows and tooltips appear near the object they relate to.	

3 Mouse Interaction checklist

MI	Mouse Interaction	Pass/Fail/NA
MI.1	No operations depend on input from the right or middle mouse buttons.	
MI.2	All mouse operations can be cancelled before they are complete.	
MI.3	Visual feedback is provided throughout drag and drop operations	
MI.4	The mouse pointer is never warped under application control, or its movement restricted to part of the screen by the application.	

4 Graphical Elements checklist

GE	Graphical Elements	Pass/Fail/NA
GE.1	There are no hard-coded graphical attributes such as line, border or shadow thickness.	
GE.2	All multi-color graphical elements can be shown in monochrome only, where possible.	
GE.3	All interactive GUI elements are easily distinguishable from static GUI elements.	
GE.4	An option to hide non-essential graphics is provided.	
GE.5	Image quality does not blur	
GE.6	If used, the zoom in and zoom out option is available	

5 Fonts and Text checklist

FT	Fonts and Text	Pass/Fail/NA
FT.1	No font styles or sizes are hard-coded.	
FT.2	An option to turn off graphical backdrops behind text is provided.	
FT.3	All labels have names that make sense when taken out of context.	
FT.4	No label names are used more than once in the same window.	
FT.5	Label positioning is consistent throughout the application.	
FT.6	All static text labels that identify other controls end in a colon (:).	
FT.7	Static text labels that identify other controls immediately precede those controls in the tab order.	
FT.8	An alternative to WYSIWYG is provided. For example, the ability to specify different screen and printer fonts in a text editor.	
FT.9	Did you avoid the use of contractions	
FT.10	Avoid use of slang, jargon and humor	
FT.11	Ambiguous words were avoided	
FT.12	Proper style and sentence structure was used	

6 Color and Contrast checklist

CC	Color and Contrast	Pass/Fail/NA
CC.1	Application colors are not hard-coded, but are drawn either from the current desktop theme or an application setting.	
CC.2	Color is only used as an enhancement, and not as the only means to convey information or actions.	
CC.3	The application supports all available high- contrast themes and settings.	
CC.4	The software is not dependent on any particular high-contrast themes or settings.	

7 Magnification checklist

MG	Magnification	Pass/Fail/NA
MG.1	The application provides the ability to magnify the work area.	

MG	Magnification	Pass/Fail/NA
MG.2	The application provides the option to scale the work area.	
MG.3	The application's functionality is not affected by changing the magnification or scale settings.	

8 Audio checklist

AU	Audio	Pass/Fail/NA
AU.1	Sound is not used as the only means of conveying any items of information.	
AU.2	The user can configure the frequency and volume of all sounds and warning beeps.	

9 Animation checklist

AN	Animation	Pass/Fail/NA
AN.1	There are no flashing or blinking elements with a frequency greater than 2Hz or lower than 55Hz.	
AN.2	Any flashing or blinking is confined to small areas of the screen.	
AN.3	If animation is used, an option is available to turn it off before it is first shown.	

10 Keyboard Focus checklist

KF	Keyboard Focus	Pass/Fail/NA
KF.1	When a window is opened, focus starts at the most commonly-used control.	
KF.2	Current input focus position is clearly displayed at all times.	
KF.3	Input focus is shown in exactly one window at all times.	
KF.4	Appropriate audio or visual feedback is provided when the user attempts to navigate past either end of a group of related objects.	
KF.5	The default audio or visual warning signal is played when the user presses an inappropriate key.	
KF.6	There is sufficient audio information for the visual focus that the user can figure out what to do next.	
KF.7	When using assistive technologies, such as a screen reader or braille device, the current program indicates the position and content of the visual focus indicator.	

11 Inputs checklist

IN	Inputs	Pass/Fail/NA
IN.1	Failure of validation on every input should have a sensible error message	
IN.2	If user enters invalid value and clicks ok, the invalid entry should be identified and highlighted correctly with an error message	
IN.3	Numeric input - check for valid data type and if negative numbers can be entered	
IN.4	If any input is required, it should be clearly communicated to user (red asterisk or use of the word “Required”	

IN	Inputs	Pass/Fail/NA
IN.5	If tabbing is allowed, does it follow the Top Left to Bottom Right tab order	
IN.6	If input needs to follow a pattern, did you use a mask or show sample input	
IN.7	Did you prepopulate inputs where you could	
IN.8	All inputs have labels	
IN.9	First input field on the screen gets the focus when input area is first opened	
IN.10	Are shortcut keys allowed	
IN.11	Did you provide a Help feature? Use tooltips, etc?	
IN.12	When needed did you provide a date, time picker?	

12 Timing checklist

TM	Timing	Pass/Fail/NA
TM.1	There are no hard-coded time-outs or time-based features in the application.	
TM.2	The display or hiding of important information is not triggered solely by movement of the mouse pointer.	

13 Documentation checklist

DC	Documentation	Pass/Fail/NA
DC.1	All documentation is in an accessible format, with textual alternate descriptions provided for all figures and diagrams.	
DC.2	The documentation includes a section that covers all the application's accessibility features.	

https://www.stickyminds.com/sites/default/files/article/file/2014/Graphical%20UI%20Testing%20Checklist.pdf

https://www.ibm.com/support/knowledgecenter/en/ssw_ibm_i_72/nls/rbagsuserinterdeschklist.htm

https://www.usability.gov/what-and-why/user-interface-design.html

https://developer.gnome.org/accessibility-devel-guide/stable/gad-ui-guidelines.html.en