

COMPLIANCE WORKING RECORD

Website compliance checklist

Preparation for a scoped US website review

Document control

Field	Value
Organization	Business Compliance Tools
Document type	Compliance evidence report
Document reference	BCT-WEBSITE-CHECKLIST
Version	2026-10-24.1
Classification	Requires tailoring and responsible review
Generated	October 24, 2026

Source information

Review scope and method from the Business Compliance Tools website review service. This checklist does not determine legal applicability.

How to use the checklist

Choose representative pages and customer tasks. Keep evidence on your own device. Record each item as checked, issue found, not checked, or outside scope.

Document the website version, date, browser, region, test state, and reviewer. Resolve legal applicability with qualified advice before treating a checklist item as a legal requirement.

Policies and website consistency

- Confirm the same seller name and monitored contact details appear throughout the website.
- Compare the terms, refund policy, FAQ, and checkout for conflicting promises.
- Check that linked policy pages open from the relevant customer journey.
- Record the policy version and date used during the check.

Item	Record
Evidence and owner	Record locally

Item	Record
Outcome and date	Record locally
Fix and retest	Record locally

Accessibility

- Complete the main task using a keyboard and check visible focus throughout.
- Check form labels, instructions, errors, and successful submission with a screen reader.
- Check contrast, text zoom, and the mobile layout on representative templates.
- Review important documents and record the tested pages and states. Automated results alone do not establish conformance.

Item	Record
Evidence and owner	Record locally
Outcome and date	Record locally
Fix and retest	Record locally

Privacy and tracking

- Record third-party requests and accessible cookies before interacting with the consent controls.
- Compare observed trackers and form disclosures with the privacy notice.
- Check the agreed opt-out and consent behavior, including Global Privacy Control where applicable.
- Record the browser, region, session state, and limitations. A request host alone does not establish unlawful tracking.

Item	Record
Evidence and owner	Record locally
Outcome and date	Record locally
Fix and retest	Record locally

Pricing and subscriptions

- Record the full price and each mandatory charge shown before the customer commits.
- Show the renewal price, billing interval, trial length, and conversion date clearly.
- Record the consent step, acknowledgment, and required reminder workflow for applicable laws.
- Complete the cancellation path and compare it with the published instructions.

Item	Record
Evidence and owner	Record locally
Outcome and date	Record locally
Fix and retest	Record locally

Customer journeys

- Complete the agreed purchase, registration, booking, or contact task on desktop and mobile.
- Check broken links, validation errors, recovery steps, and confirmation messages.
- Confirm that safe entered information survives a recoverable error.
- Assign each finding an evidence reference, owner, recommended fix, and retest status.

Item	Record
Evidence and owner	Record locally
Outcome and date	Record locally
Fix and retest	Record locally

Limits

This is a preparation checklist, not legal advice, a legal opinion, or compliance certification. Your team implements and verifies changes. A completed checklist does not establish WCAG conformance or that every applicable law has been assessed.