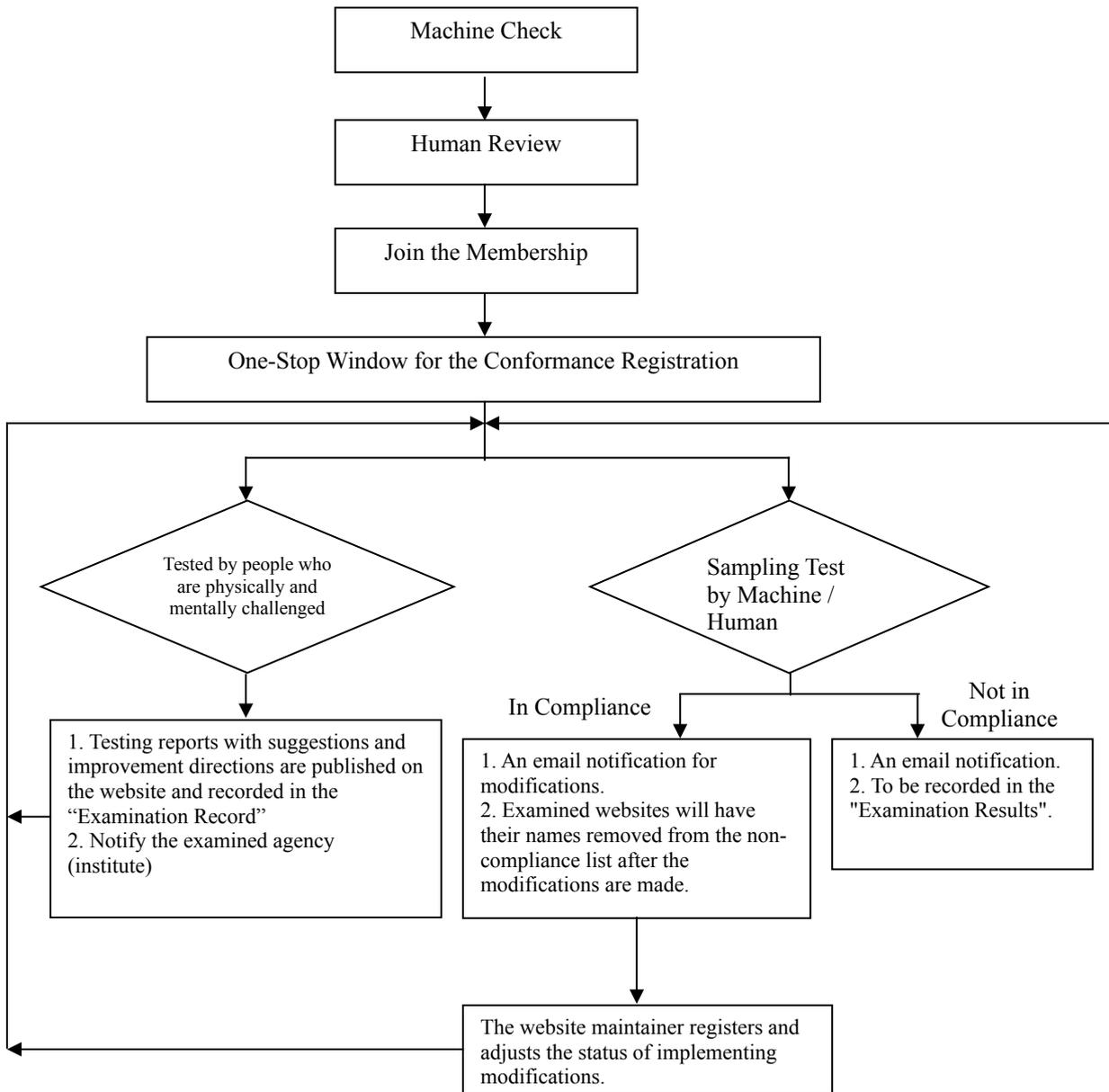


# Attachment 2: Operating Procedures for Registering Web Accessibility Conformance

## 1. Work Flow Chart



## 2. Step Descriptions

- Step 1: Machine check  
Please implement the examination by using the standalone version of the examination tool “Freego”.
- Step 2: Human review  
Please carry out self-review and confirmation in accordance with the “Accessible Web Development Guidelines (AWDG)” and “human detection code”
- Step 3: Join the membership  
Filling the basic information of the undertaker and registering to become a member.
- Step 4: One-stop window for the conformance registration  
After passed the examinations of step 1 and 2, the agency (institute) is eligible to put up the conformance by itself. Please go to “applying / searching for conformance” to register itself for future reference and the system will automatically produce the “conformance link path”.
- Step 5: Set the conformance link path  
Establish a hyperlink on the conformance put on the website to connect the “Conformance Link Path” automatically produced by the system. This path will record examination statuses of this website, namely the “Examination Record”.
- Step 6: Carry out regular and irregular sampling tests in accordance with principles below:
1. First sampling test  
In principle, the “machine / human sampling test” shall be carried out within 7 working days” once the conformance is put up and the registration is implemented.
  2. Irregular machine sampling test  
Regarding the “machine detection code” of the “Accessible Web Development Guidelines (AWDG)”, the system irregularly selects websites already registered the web accessibility conformance to carry out machine examination. The testing results will then be delivered to the original applicant by email and saved in the “examination record” for people to browse.
  3. Irregular human sampling test  
Regarding the “human detection code” of the “Accessible Web Development Guidelines (AWDG)”, the system irregularly selects websites already registered the web accessibility conformance to carry out human examinations. The testing results

will then be delivered to the original applicant by email and saved in the “examination record” for people to browse.

4. Cooperating with people who are physically and mentally challenged to run regular sampling tests.

Cooperating with people who are physically and mentally challenged to run regular sampling tests on websites registered the web accessibility conformance. Testing reports with suggestions and improvement directions will also be submitted for the reference of examined agencies (institutes); relevant reports will also be saved on the NCC website or examination websites established by other government agencies under NCC’s commission with a download link.

Step 7: The Sampling Test Result

1. In Compliance

- a. Will inform the original applicant by email.
- b. Relevant results will be recorded in the “Examination Results” of NCC or examination websites established by other government agencies (institutes) under NCC’s commission.

2. Not in Compliance

- a. Will inform the original applicant to make modifications by email.
- b. A list of agencies (institutes) failed to pass the examination will be published on the website, where their names will be removed only after the modifications are made.

Step 8: Completion of the Modifications

Registered as a member, the website maintainer will adjust the status of implementing modifications and have it recorded in the “Examination Results”.

Step 9: Repeat step 6 to 8.