

Website:

Auditor:

Date:

Website Audit Checklist	Y / N	Notes
1. A website name is provided, even if it is not displayed.		
2. Overall website design is acceptable (within cultural norms). - Are pages balanced? - Opportunities to adjust layout for improvement? - Will someone from org review it?		
3. Distinct fonts display correctly.		
4. Website menu displays and functions correctly and is translated for all navigation languages.		
5. All published pages function as expected. ---- Pages without content or with functional problems should be unpublished until finished or fixed.		
6. Media Items: - All media items should have titles in all Navigation Languages. - Title names should be meaningful, make sure they are renamed (from cryptic filenames or YouTube excessive wording)		
7. All media items on published pages function correctly.		
8. Contact information Email, Sponsor) is completely provided.		
9. All links, both internal and external, function correctly.		
10. Translate Interface - Critical and Essential translations have been completed - If Jesus Film is used, at least translate all Titles. - Translate names of NT and OT books if used (Scripture)		
11. Feedback form, if used, functions correctly.		
12. Pictures are sensitive.		
13. YouTube video links and similar items work as required.		
14. Technical operation of pages.		
15. Proper products (Online Scripture App, dictionary, slideshow, etc.).		
16. Remove failed encodings before launch. (Work with Media>EncodingQueue)		
16. General Comments		