The Hashemite Kingdom of Jordan

**Ministry of Digital Economy
& Entrepreneurship**

Websites Guidelines and Standards

2019

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Introduction

The Jordan Government Website Checklist has been developed as part of the Jordan Government Website Standards v1.0. This checklist acts as an evaluating tool with the objective of ensuring the compliance with the Jordan Government Website Standards.

The Jordan Government Website Checklist aim to train and prepare governmental entities to review the guidance activities planned, coordinated and undertaken by the Ministry of Digital Economy and Entrepreneurship to improve uniformity and quality.

1.1 Jordan Government Website Standards v1.0

The Jordan Government Websites Standards (GWS) aims to make the Jordanian government websites more Usable, User-Centric and Universally Accessible. Additionally, it will bring uniformity in the quality of content and provided services.

The Jordan Government Websites Standards (GWS) addresses the website design, structure, navigation and content writing common issues that Government entities face during development and management of their websites. Throughout (36) Guidelines, categorized under (5) Components, which are:

- Accessibility (8 Guidelines)
- Usability and Design (8 Guidelines)
- Content and Site Architecture (8 Guidelines)
- Responsive Web Design (2 Guidelines)
- Web Security (10 Guidelines)

1.2 How to use this Document

After Reading, understanding, and implementing the Jordan Government Websites Standards (GWS). Governmental entities are highly encouraged to evaluate their websites as per below checklists.

If the an Item isn't applicable due to entity business, leave the " Applicable" check box empty.

Component 1 - Accessibility

Web accessibility is the inclusive practice of ensuring there are no barriers that prevent interaction with, or access to, websites on the World Wide Web. When sites are correctly designed, developed and edited, all users have equal access to information and functionality.

#	Item	Applicable	Available
A.1.1 Domain Naming Conventions and Uniform Resource Locators			
1.	Does the domain name end with.gov.jo?	☐	☐
2.	Are the departments and functions reflected as sub-domains? For example: eservices.modee.gov.jo, intranet.Modee.gov.jo", "hr.modee.gov.jo".	☐	☐
3.	Does the entity have short domain name convention? For example: www.modee.gov.jo.	☐	☐
4.	Does the entity have a long domain name convention? For example: www.digitaleconomic.gov.jo	☐	☐
5.	Does the entity have an Arabic domain name convention? For example: الاقتصاد-الرقمي-و-الريادة. الأردن	☐	☐
6.	Is the domain name accessible through https? For example: https://modee.gov.jo	☐	☐
7.	Can the domain name be accessed with and without "www" prefix? For example: www.modee.gov.jo and modee.gov.jo	☐	☐
8.	Does the URL clearly reflect directories and webpages in Arabic and English? For example: www.modee.gov.jo/news, www.modee.gov.jo/الاخبار	☐	☐
A.1.2 Discoverability and Search Engine Optimization			
9.	Are website pages well linked, where each website page leads to where it is supposed to lead?	☐	☐
10.	Does the website have an XML sitemap?	☐	☐
11.	Do webpages contain Description Tags, Title Tags and Keywords Tags?	☐	☐
12.	Are Meta tags unique, meaningful, and relevant?	☐	☐
13.	Does graphical content have proper ALT-values?	☐	☐
14.	Are the page titles and headings easy-to-read and clear?	☐	☐
A.1.3 Cross Browsing and Screen Resolution			

15.	Does the website support the below browsers at minimum? • Internet Explorer 11.0 and above • Microsoft Edge 40.0 and above • Firefox 60.0 and above • Safari 11.0 and above • Google Chrome 70.0 and above • Opera 57.0 and above	☐	☐
16.	Is the website best viewed at 1366x768 screen resolution?	☐	☐
A.1.4 Access to Language			
17.	Is the website bilingual (Arabic and English) at minimum?	☐	☐
18.	Is Arabic the default language of the website?	☐	☐
19.	Is the change-language button located consistently in the header?	☐	☐
20.	Does the change-language button appear as a full word, "English" to switch to the English version, "عربي" to switch to the Arabic version?	☐	☐
21.	Will changing the language redirect the user to the opposite content in the other language?	☐	☐
22.	If the content doesn't exist in the selected language, does the site mention that the content isn't available in the selected language?	☐	☐
23.	Do files and links match the language the visitor is using? For example, in the English version, all downloadable files are in English.	☐	☐
A.1.5 Accessibility Actions			
24.	Is the accessibility bar easily found, clear, and consistent?	☐	☐
25.	Does the website support text resizing?	☐	☐
26.	Does the website support color blindness?	☐	☐
27.	Does the website support night mood?	☐	☐
28.	Is the page navigation keyboard-friendly, where the user can access major webpage functionalities using the keyboard?	☐	☐
29.	Does the website have a scroll-up button to quickly reach the top of the page?	☐	☐
A.1.6 Enable Social Media			
30.	Does the website have social media buttons linked to the entity social media pages?	☐	☐
31.	Are the social media buttons placed at the footer of the website pages?	☐	☐
32.	Does the "Contact Us "page contain the social media buttons?	☐	☐
33.	Does clicking on the social media buttons opens a new tab?	☐	☐

34.	Do webpages contain social media sharing buttons?	☐	☐
35.	Are the social media sharing buttons displayed in the top of each webpage, where in Arabic it should be shown on the left side of the page and in English on the right side of the page?	☐	☐
36.	Is the label "Share ", "شارك" placed next to the sharing buttons?	☐	☐
A.1.7 RSS Feeds Subscription			
37.	Is RSS Feeds Subscription supported?	☐	☐
38.	Is RSS icon visible, consistent, and clickable?	☐	☐
39.	Is the news covered in the RSS?	☐	☐
A.1.8 Web Performance			
40.	Is webpages load time equal or less than 9 seconds?	☐	☐
41.	Is webpages' size equal or less than 5 MB?	☐	☐
42.	Are HTTP requests at their minimum, with no unnecessary redirects or broken links?	☐	☐
43.	Is the time to First Byte (TTFB) equal or less than 800ms?	☐	☐
44.	Is the size of large images equal or less than 150KB?	☐	☐
45.	Is the size of small images equal or less than 40K?	☐	☐

Component 2 – Usability and Design

Usability means to make sure that the site visitor will use the website to achieve specified goals with effectiveness, efficiency, and satisfaction in a specified context of use.

#	Item	Applicable	Available
	U.2.1 Site Navigation and Effective Sitemap		
1.	Is the navigation structure from the users' point-of-view simple and predictable?	☐	☐
2.	Does the navigation structure comply with the "Three Clicks Principle"?	☐	☐
3.	Are the navigation menus located in a consistent location across all website pages?	☐	☐
4.	Do navigation menus contain links to all website pages?	☐	☐
5.	Does navigation menus support transitional effects such as hover or mouseover effect?	☐	☐
6.	Are navigation menus flash free?	☐	☐
7.	Is the website's main menu displayed horizontally?	☐	☐
8.	Are there no external links in the main navigation menu?	☐	☐
9.	Are main menu items equal or less than nine items?	☐	☐
10.	Does the main menu follow the serial position effect, where the most important items are placed at the beginning and the ending of the menu?	☐	☐
11.	Is "About us" the first item in the main menu?	☐	☐
12.	Is "Contact us" the last item in the main menu?	☐	☐
13.	Are the main menu labels short and familiar?	☐	☐
14.	In the English site, are all menu items labels capitalized? For example: "About Us" not "about us".	☐	☐
15.	Are main menu labels easily recognized?	☐	☐
16.	Do menu items expand on click, with no expansion on mouse hover?	☐	☐
17.	Does the secondary menu contain a maximum of seven items?	☐	☐
18.	In the English site, are all menu items labels capitalized? For example: "Home" not "home".	☐	☐
19.	Are secondary menu labels short and familiar?	☐	☐
20.	Does the secondary menu contain Home, FAQ, and Sitemap at minimum?	☐	☐
21.	Is the page side menu displayed vertically?	☐	☐

22.	Does the page side menu location depend on the site's language; Left in Arabic pages and Right in English pages?	☐	☐
23.	Do webpages contain breadcrumb?	☐	☐
24.	Does the breadcrumb reflect the true hierarchy of the website and not the path site visitors have chosen?	☐	☐
25.	Does the breadcrumb start with the Homepage link?	☐	☐
26.	Are the breadcrumb levels equal or less than five-levels?	☐	☐
27.	Is the horizontal tab navigation ordered depending on language; left-to-right in English, and right-to-left in Arabic?	☐	☐
28.	Are the tab navigation items equal or less than five-tabs?	☐	☐
29.	Are tab navigation labels short and meaningful?	☐	☐
30.	Does clicking on the logo direct the site visitor to the homepage?	☐	☐
31.	Does the secondary menu contain a link to the homepage?	☐	☐
32.	Does Breadcrumb start with the homepage link?	☐	☐
33.	Is there a sitemap?	☐	☐
34.	Can visitors reach the sitemap from the secondary menu?	☐	☐
35.	Does the sitemap list down pages in a clear, hierarchical order?	☐	☐
U.2.2 Homepage			
36.	Are the homepage design and organization of elements based on the users' needs and expectations?	☐	☐
37.	Does the homepage consist of a Header, Body, and Footer?	☐	☐
38.	Are homepage components organized in horizontal sections?	☐	☐
39.	Is the homepage design consistent and user-friendly?	☐	☐
40.	Does the ratio between the graphics and user interface colors equal 3:1 or more?	☐	☐
41.	Does the ratio between the normal text foreground and background colors equal 4.5:1 or more?	☐	☐
42.	Does the ratio between the large text foreground and background colors equal 3:1 or more?	☐	☐
43.	Is the entity's logo placed at the header in the upper-right corner of the Arabic version of the website?	☐	☐
44.	Is the entity's logo placed at the header in the upper-left corner of the English version of the website?	☐	☐
45.	Is the accessibility bar easily found, clear, and consistent at the header?	☐	☐

46.	Does the header contain the main menu?	☐	☐
47.	Does the header contain the secondary menu?	☐	☐
48.	Are urgent and important announcements found in the "highlight ticker"?	☐	☐
49.	Does the Arabic "highlight ticker" text move from left to right?	☐	☐
50.	Does the English "highlight ticker" text move from right to left?	☐	☐
51.	Can the site visitor control the "highlight ticker" text movement, where it can be moved back and forth, and pause on mouse hover?	☐	☐
52.	Does the homepage clearly highlight the entities' services?	☐	☐
53.	Are Services categorized based on the site visitor perspective? For example: Investors, citizens, etc.	☐	☐
54.	Does the homepage highlight the entity's core business information? For example: Financial websites highlight the currency prices.	☐	☐
55.	Are the entity's news highlighted properly in a "news section" that is visible at the homepage?	☐	☐
56.	Can visitors easily access important pages from the "browse the site section"?	☐	☐
57.	Are cross browsing compatibility and ideal screen resolution statements placed at the website footer?	☐	☐
58.	Does the website footer contain links to the software that is necessary to open files? For example: Adobe PDF Reader.	☐	☐
59.	Does the footer mention policies statements? • Privacy Policy. • Terms of Use. • Disclaimer. • Copyright.	☐	☐
60.	Does the footer display the Headquarter Contact information? • Phone Numbers. • Working Hours. • Location. • Fax.	☐	☐
61.	Does the website footer contain Governments' shared banners?	☐	☐
62.	Does the website footer contain Last Update Date?	☐	☐
63.	Does the website footer display social media buttons?	☐	☐
U.2.3 Search Functionality			
64.	Is search facility visible and consistent?		

65.	Does search neglect Arabic special characters? For example: العربي and عربي bring the same results with and without (ال).		
66.	Is English search case insensitive? For example: Searching for "HOMEPAGE" is the same as searching for "homepage".		
67.	Do search results appear in a new page?		
68.	Does search facility show the total number of results?		
69.	Does search facility shows a maximum of 15 results per page?		
U.2.4 The Use of Icons (Iconography)			
70.	Are "Support Icons" used to draw attention to certain content? For example, Services, menus or features.	☐	☐
71.	Do "Support Icons" have visible text describing their meaning?	☐	☐
72.	Do "Action Icons" accurately represent the actions and perform them when visitors choose them?	☐	☐
73.	Do "Action Icons" have a tool tip on mouse hover that mention the icon function? For example: When mouse hover is on YouTube icon, a label appears with the word "YouTube".	☐	☐
74.	Do website icons follow a consistent style; round edges or sharp, light border or bold, black and white or colored icons?	☐	☐
75.	Are the icons simple and classic?	☐	☐
76.	Do the icons have simple on-hover effect with no motions?	☐	☐
77.	Are icons formats Scalable Vector Graphics (SVG), Portable Network Graphic (PNG)?	☐	☐
U.2.5 Images for Web			
78.	Does removing "design-images" have no effect on the website's functionality? Does it reduce the site visitor's understanding of the content?	☐	☐
79.	Does the website display "content-images"? For example: News images, photo gallery, ad banner, etc.	☐	☐
80.	Are all images used in the website copyrighted to the government entity itself or free to use?	☐	☐
81.	Are image files that are displayed at full widths optimized to 300KB at maximum?	☐	☐
82.	Are images in the content optimized to 300KB at maximum?	☐	☐
83.	Are images displayed in high-resolution; not pixelated, stretched, or shrunk?	☐	☐
U.2.6 Web Forms			

84.	Does the web form introduction comply with GWS? Containing:
	
	   • Title
	
	   • Brief Description
	
	   • Form Purpose
		☐	☐

85.	Does the Introduction mention the approximated time needed to finish filling the form?	☐	☐
86.	Does the introduction define any pre-request documents or processes to complete a web form before the site visitor starts filling the form?	☐	☐
87.	Is the web form kept simple, asking the site visitor to enter the needed information only?	☐	☐
88.	Are web forms keyboard-friendly? Can the visitor move through the form using the keyboard?	☐	☐
89.	Do fields and value choices follow logical sequencing? For example: Credit-card number, Expiration date, Security code for fields and a drop-down list of nationality in non-criminal service starts with Jordanian for value choices.	☐	☐
90.	Are mandatory fields kept minimum?	☐	☐
91.	Are mandatory fields clearly labeled or marked with (*) symbol?	☐	☐
92.	Do web form fields provide examples and hints to help the visitor enter the proper information? For example: In credit card data form, give a hint where the visitor can find the CVV code.	☐	☐
93.	Do fields support default values? For example, same day date for date entry fields.	☐	☐
94.	Does the web form have pre-defined inputs? For example: Drop-down lists and radio buttons.	☐	☐
95.	Do web forms mention require types, units, or data formats? For example, JOD, Meters, phone number 07XXXXXXXX, etc.	☐	☐
96.	Do fields that require attachments indicate acceptable sizes?	☐	☐
97.	Is accepted attachments' format clearly indicated?	☐	☐
98.	Does the form contain reCAPTCHA?	☐	☐
99.	Are web forms' action buttons (submit + cancel) displayed clearly?	☐	☐
100.	Do buttons alignment depend on the language? *Are the* primary action buttons on the right in Arabic forms, and on the left in English forms?	☐	☐
101.	Does the site visitor get a confirmation message after submitting the form?	☐	☐

102.	Does the site visitor receive additional contact information after submitting a web form? • Reference number. • Email and/or SMS with additional details. • Duration needed to complete the request. • Facility to print the confirmation message.	☐	☐
103.	Is the site visitor redirected to the homepage after submitting the form?	☐	☐
U.2.7 Animations			
104.	Are the website's animations flash free?	☐	☐
105.	Are animations kept simple, avoiding animating several elements at once?	☐	☐
106.	Are animations meaningful?	☐	☐
107.	Do the duration and speed of the animation comply with GWS?	☐	☐
108.	Does animations' motion depend on the language? For example, Arabic news ticker movement is from left to right, English news ticker movement from right to left.	☐	☐
U.2.8 Web Design			
109.	is the web design based on the GWS Design Kit?	☐	☐

Component 3 - Content and Site Architecture

Web content refers to the textual, aural, or visual content published on a website. Content means any creative element, for example, text, applications, images, archived e-mail messages, data, e-services, audio and video files, and so on. Website architecture creates a logical layout of the website in line with the user and business requirements.

#	Item	Applicable	Available
C.3.1 Sitemap			
1.	Does the website have a Sitemap?	☒	☐
2.	Does the Government Website have an "About Us" page?	☐	☐
3.	Does the Government Website have a "Welcome Message"?	☐	☐
4.	Does the Government Website have an "Organization Structure" page?	☐	☐
5.	Does the Government Website have a "Directorates" page?	☐	☐
6.	Does the Government Website have a "Ministers" page?	☐	☐
7.	Does the Government Website have a "General Secretaries" page?	☐	☐
8.	Does the Government Website have a "Service Guide" page?	☐	☐
9.	Does the Government Website have a "Services" page?	☐	☐
10.	Does the Government Website have a "Forms Guide" page?	☐	☐
11.	Does the Government Website have an "Entity News" page?	☐	☐
12.	Does the Government Website have an "Annual reports page"?	☐	☐
13.	Does the Government Website have a "Contact Us" page?	☐	☐
14.	Does the Government Website have a "Useful Links" page?	☐	☐
15.	Does the Government Website have an "FAQ" page?	☐	☐
C.3.2 Site Pages			
16.	Is there a clear delineation in web-content?	☐	☐
17.	Do informative pages contain Page Titles?	☐	☐
18.	Do informative pages contain Headings?	☐	☐
19.	Do informative pages contain Headlines?	☐	☐
20.	Do informative pages contain Content?	☐	☐
21.	Do pages titles properly describe the webpage content? For example, About Us, Contact Us, Organization Structure, etc.	☐	☐
22.	Does the page title match the tab title?	☐	☐

23.	Is the tab title formatted as "Page Title – Website name ". For example, About Us - Ministry of Digital Transformation Entrepreneurship, عن الوزارة – وزارة الاقتصاد الرقمي والريادة.	☐	☐
24.	Does the heading describe the overall point of the page content?	☐	☐
25.	Does each page contain one heading only?	☐	☐
26.	Are headings kept short, consisting of a maximum of 10 words?	☐	☐
27.	Are headlines meaningful, describing the upcoming part of the content?	☐	☐
28.	Are English headlines capitalized?	☐	☐
29.	Does the website describe the main point of the article in details?	☐	☐
30.	Does the website start with a conclusion?		
31.	Are paragraph lines separated by 1.5 px to 3.0 px space?	☐	☐
32.	Are different paragraphs separated by 3.0 px to 5.0 px space?	☐	☐
33.	Is the text aligned based on the language; left to right for English content and right to left for Arabic content?	☐	☐
34.	Are Italic and Underline text styles avoided?	☐	☐
35.	Is Information presented as if it is from a third-party? For example, "The Ministry of Digital Economics will manage the process", instead of "we will manage the process".	☐	☐
36.	Is the content free from spelling, grammar, and wording mistakes?	☐	☐
37.	Do dates on the website follow the format dd/mm/yyyy?	☐	☐
38.	Do website pages provide a printer-friendly feature?	☐	☐
39.	Does the website provide rating for the content?	☐	☐
40.	Does the external link open in a new tab?	☐	☐
41.	Does the website provide lists? For example: List of news, list of services, list of annual reports.	☐	☐
42.	Are "Lists" categorized based on the visitors' point of view?	☐	☐
43.	Do "Lists" that contain more than 10 items have a search functionality?	☐	☐
44.	Does searching in "Lists" neglect Arabic special letters?	☐	☐
45.	Does searching in English "Lists" satisfy case insensitivity?	☐	☐
46.	Are "Lists" items titled clearly?	☐	☐
47.	Does "List" item title consist of 70 characters at most?	☐	☐
48.	Does the "List" page show the whole item title?	☐	☐
49.	Do "Lists" items show briefs under their titles?	☐	☐

50.	Are details links for "Lists" items expressed using the term (view or read more)?	☐	☐
51.	Are "List" items sorted based on its content? For example, Priority, date, alphabetical, etc.	☐	☐
52.	Does the website provide a Service Guide?	☐	☐
53.	Are services in the Service Guide categorized based on the site visitors' point of view? For example, categorized in terms of service type, not in terms of the department that provides the service.	☐	☐
54.	Does the Service Guide support search functionality in case the list contains more than 10 services?	☐	☐
55.	Does searching in the Service Guide neglect Arabic special letters?	☐	☐
56.	Does searching in the English Service Guide satisfy case insensitivity?	☐	☐
57.	If services in the Service Guide are categorized, are they categorized based on the visitors' point of view?	☐	☐
58.	In case of subcategorized lists, are all items displayed by default?	☐	☐
59.	Does clicking on a certain search result lead the visitor to the related Service Card page?	☐	☐
60.	Does the Service Card contain important service information? • Name • Description • Requirements • Procedures • Needed Forms • Expected Completion Time • Fees • Centers • eService Option	☐	☐
61.	Does the website provide a Branches Guide?	☐	☐
62.	Does the search facility in the Branches Guide provide searching by branch name?	☐	☐
63.	Does search facility in the Branches Guide provide searching by branch location (المحافظة)?	☐	☐
64.	Does clicking on a certain search result lead the visitor to the related Branch Card page?	☐	☐

65.	Does the Branch Card contain important branch information? • Name • Location Description with Map URL • Services Provided • Contact Information • Working Hours	☐	☐
C.3.3 Downloadable Files			
66.	Are downloadable files clearly named?	☐	☐
67.	Are files formats and sizes clearly mentioned? For example: PFD, Word, Excel.	☐	☐
68.	Are files sizes optimized to the minimum?	☐	☐
69.	Are uploaded file names free from spaces where spaces replaced with underscores?	☐	☐
70.	Does the website show "download" "تحميل" label clearly next to the downloadable file?	☐	☐
71.	Are files that require purchasing licensed-software avoided?	☐	☐
C.3.4 Contact Information			
72.	Does contact information comply with GWS? Including: • Entity Phone Numbers • Fax Numbers • P.O. Box Address • Email • Location Description • Location on Google Maps • National Call Center Numbers • Working Hours • Branches Directory Link • Social Media Channels	☐	☐
73.	Does the contact information section have a "Contact Us" form?	☐	☐
74.	Does the Contact Us form contain at minimum: • Contact Type • Subject • Name • Phone Number	☐	☐

	• Email	☐	☐
75.	Does the visitor receive a confirmation message after submitting the form?	☐	☐
C.3.5 Cross Government Information			
76.	Does the website footer contain links to cross government information? • Amman Message Website • Human Rights National Plan • Right to Obtain Information • مدونة السلوك الوظيفي • حكومتي بخدمتي - بوابة الحكومة الالكترونية • بخدمتكم	☐	☐
C.3.6 FAQ			
77.	Does the website provide an FAQ page?	☐	☐
78.	Is the FAQ page located in the secondary menu?	☐	☐
79.	Are the questions clear and short?	☐	☐
80.	Are FAQ categorized? For example, Digital transformation questions, entrepreneurship	☐	☐
81.	Does FAQs provide a facility for visitors to ask new questions?	☐	☐
C.3.7 Website Policies			
82.	Does the website have a Privacy Policy?	☐	☐
83.	Does the website have a Copyrights Statement?	☐	☐
84.	Does the website have Terms of Use?	☐	☐
85.	Does the website have a Disclaimer section?	☐	☐
C.3.8 Content Management System			
86.	Is the website supported by a Content Management System (CMS)?	☐	☐
87.	Is the CMS user-friendly? Can non-technical users carry out administrative tasks on the CMS?	☐	☐
88.	Does the CMS support an unlimited number of users and groups?	☐	☐
89.	Does the CMS support user roles and privileges in terms of what pages can be controlled and what actions can be done on a page?	☐	☐
90.	Does the CMS support workflow creation?	☐	☐

91.	Does the CMS support content versioning?	☐	☐
92.	Does the CMS support content scheduling?	☐	☐
93.	Does the CMS support administration transactions logging?	☐	☐
94.	Does the CMS carry out an SEO Module?	☐	☐
95.	Does the CMS support multi-language websites?	☐	☐
96.	Does the CMS provide out of the box modules? For example, News, calendar, etc.	☐	☐

Component 4 - Responsive Web Design

With the evolution of smart devices with varying screen sizes and resolutions, all government websites should follow a Responsive Web Design. The Responsive Web Design is about using HTML and CSS to automatically resize, hide, shrink, or enlarge a website to make it look good on all devices (desktops, tablets, and phones).

#	Item	Applicable	Available
R.4.1 Design for Mobile			
1.	Is the website designed in a responsive manner?	☒	☐
2.	Do webpages in mobile view show component based on priorities?	☐	☐
3.	Is the logo designed using responsive frameworks and variable sizes? • Logo resizes itself to fit whatever available space has been provided for it. • Logo does not stretch.	☐	☐
4.	Is the logo in the mobile version displayed at the header's center?	☐	☐
5.	Does the "Switch Language" button appear consistently in the header; and isn't placed in the menu?	☐	☐
6.	Does the website mobile version convert regular menus to hamburger menus?	☐	☐
7.	In case of removing the secondary menu, are secondary menu items moved to the main hamburger menu?	☐	☐
8.	Does the main menu appear on the right-side of the header, for both English and Arabic versions of the website?	☐	☐
9.	Does the secondary menu appear on the left-side of the header, for both English and Arabic versions of the website?		
10.	Are menus consistent throughout the pages?	☐	☐
11.	Is the search bar obvious and consistent on the header, not in the menus?	☐	☐
12.	Are unnecessary images removed?	☐	☐
13.	Are images properly resized; images are not stretched or shrunk?	☐	☐
14.	Does resizing or cropping keep content images meaningful and properly displayed?	☐	☐
15.	Are the buttons large enough to be tapped with a finger?	☐	☐
16.	Do buttons have enough space between them, providing accurate clicking?	☐	☐
17.	Does the buttons placement follow the Thumb-Zone Rule?	☐	☐
R.4.2 Content			

18.	Is the breadcrumb removed from all responsive design pages?	☐	☐
19.	Are page side menus removed from all responsive design pages?	☐	☐
20.	Are ads banners removed from all responsive design pages?	☐	☐
21.	Are empty spaces within the content increased for more text readability?	☐	☐

Component 5 – Security

To secure a website, secure the website application itself, infrastructure, and connectivity. This standard document focuses on the minimum requirements of website application security only.

#	Item	Applicable	Available
1.	Is a vulnerability assessment performed on the websites annually?	☐	☐
S.5.1 OWASP Top 10			
2.	Is the website protected and secured against OWASP Top 10? • Injection Attacks • Broken Authentication • Sensitive Data Exposure • Broken Access Control • Security Misconfiguration • Cross-Site Scripting • Insecure Deserialization • Using Components with Known Vulnerabilities • Insufficient Logging and Monitoring	☐	☐
S.5.2 HTTPS protocol			
3.	Does the website use HTTPS protocol?	☐	☐
4.	Is HTTPS certificate renewed annually?	☐	☐
S.5.3 Software Updates			
5.	Is the Content Management System constantly updated?	☐	☐
6.	Are CMS plugins and 3rd party components always updated?	☐	☐
7.	Are hosting services updates and patches installed once they're released?	☐	☐
S.5.4 Restrict File Uploads			
8.	Regarding files uploaded by visitors, does the website impose extension restrictions?	☐	☐
9.	Are files uploaded by visitors stored in separated folders and databases?	☐	☐
10.	Are executable files banned?	☐	☐
11.	Are double extension files banned?	☐	☐
S.5.5 Using Captcha			
12.	Do forms contain reCAPTCHA v2.0 by Google?	☐	☐
13.	Is passing reCAPTCHA mandatory before submission?	☐	☐
S.5.6 Users Passwords			

14.	Does the website configure a strong password policy and provide strong password setting guides? For example, 8 4 Rule.	☐	☐
15.	Are passwords stored as encrypted values?	☐	☐
16.	Does the account get periodically locked after three failed logins?	☐	☐
S.5.7 Viruses and Malware			
17.	Are the website and hosting environment protected from viruses and malwares?	☐	☐
S.5.8 Adjust Default Settings			
18.	Are account configuration default settings changed for both the hosting environment and content management system?	☐	☐
S.5.9 Error Messages			
19.	Does the error message display information that the visitor actually need, without revealing the structure of any component of the website?	☐	☐
20.	Are detailed errors kept in the server log?	☐	☐
S.5.10. Secure APIs			
21.	Do APIs use HTTPS?	☐	☐
22.	Does the API Use OAuth?	☐	☐
23.	Does the tokens have an expiration time?	☐	☐
24.	Does the API have a limitation on how many times the client is allowed to call it?	☐	☐
25.	Are parameters always validated?	☐	☐
26.	Are IDs opaque and globally unique? For example, rather than using the ID "1002 "and "1003 "use "r5t844fsg6fssf2vfrb9bd8".	☐	☐
27.	Is the IP address filtered, where the API IP address can be only accessed for certain IPs?	☐	☐
28.	Is Timestamp added in the Request, where it only accepts requests within a reasonable timeframe?	☐	☐
29.	Is the URL free of exposed information? For example: Usernames, passwords, session tokens, API keys, etc...	☐	☐