

PDF Accessibility Remediation Report

An illustrative example of how document scope, findings, completed work, and limitations can be recorded.



Sample document

File	community-services-guide.pdf (fictional demonstration)
Length	12 pages
Illustrative scope	WCAG 2.2 Level AA-informed review with relevant PDF techniques and structural checks
Review date	August 10, 2026
Deliverables	Remediated PDF and remediation summary

Important: This report is a fictional demonstration of report format and specificity. It is not a customer case study, legal opinion, accessibility certification, or claim that a real document conforms to a standard.

Executive summary

The illustrative review identified barriers involving semantic structure, reading order, images, tables, links, form labels, and document settings. The example remediation addresses the listed findings within the stated scope. Final conformance for a real document would depend on complete testing, applicable requirements, source content, and any remaining limitations.

Detailed illustrative findings

The entries below demonstrate the level of detail a useful remediation record can provide. Counts and examples are fictional.

Review area	Illustrative finding	Illustrative remediation	Status
Document structure	Visually bold section labels were tagged as paragraphs.	Applied a logical H1-H3 hierarchy matching the document outline.	Addressed
Reading order	A related-information sidebar interrupted the main article on three pages.	Placed each page's main content before its related sidebar in the logical order.	Addressed
Images	A decorative logo was announced and one chart lacked a useful description.	Marked decorative content as an artifact and added a contextual chart description.	Addressed
Data tables	Two tables lacked programmatic row and column header relationships.	Identified header cells and associated them with the applicable data cells.	Addressed
Links	Three links used the repeated text 'click here.'	Revised link text so each destination is understandable in context.	Addressed
Forms	Two fields had visible labels but no programmatic association.	Associated each field with its visible label and verified keyboard order.	Addressed
Metadata	The document title and primary language were missing.	Set a descriptive document title and the primary language to English.	Addressed

Reference techniques

Relevant W3C PDF techniques can include PDF1 (text alternatives), PDF3 (reading order), PDF4 (artifacts), PDF6 (table markup), PDF9 (headings), PDF10 and PDF12 (form controls), and PDF11 (links). Techniques are informative examples; the WCAG success criteria are normative.

Quality assurance methodology

1. Confirm scope

Record the applicable standard or contract requirement, intended audience, document use, source constraints, and requested evidence.

2. Automated orientation

Inventory likely issues and document properties. Tool results guide review but do not establish conformance.

3. Manual structure inspection

Review tags, headings, lists, reading order, artifacts, tables, forms, links, bookmarks, language, and metadata.

4. Contextual content review

Evaluate alternative text, instructions, link purpose, table meaning, and other decisions that require human judgment.

5. Interaction and assistive technology

Perform keyboard and targeted assistive-technology checks appropriate to the document and agreed scope.

6. Final handoff

Confirm deliverables open correctly, record completed work and known limitations, and attach files to the original request.

Known limitations in this demonstration

This sample does not represent an actual client document or a complete conformance evaluation. It does not include testing of embedded media, digital signatures, security restrictions, scripts, complex interactive forms, or external content. A real report should list limitations specific to the reviewed file.

A remediation report documents work performed. It should not be treated as an automatic legal-compliance certificate. Organizations should confirm the applicable requirements and testing expectations for their jurisdiction, contract, and use case.

Accessible web version and current process details: www.pdfally.com/guides/pdf-remediation-quality-assurance