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# UKAAF minimum standards: Braille

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## Introduction

The UK Association for Accessible Formats (UKAAF) sets standards for accessible formats in the UK which meet end-user needs.

The following minimum standards for braille can be used as a checklist by producers, end-users, or those procuring accessible format materials to ensure that materials are of an acceptable level of quality to meet user needs.

Detailed guidance is available from UKAAF to help people produce materials which meet these minimum standards.

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## Minimum standards for braille

As a minimum, UKAAF expects braille materials to comply with the following standards.

### Copyright

- Permission, or the legal right to produce the braille version of the document has been confirmed

### User needs and preferences

- Individual end user's requirements ascertained and met where possible, without compromising the integrity of the original information

### Presentation

- Good quality braille dots
- Appropriate paper size used (e.g. A4 for shorter documents, or as advised by the manufacturer of the embosser you are using)
- Braille line should not normally exceed 40 characters
- Appropriate weight of paper used (e.g. no lighter than 100g and no heavier than 150g) suitable for the durability required for the document
- Braille dots do not go over the paper fold

### Identification and navigation of document

- Title/originator of the information is one of the first items on the page
- Table of contents is provided if the material is in more than one braille volume
- Section navigation reflects the original document

- Appropriate use of braille page numbers
- Page information line (section header/footer) is included if appropriate
- Appropriate use of print page references (e.g. for educational material)

### **Interpretation and adaptation**

- Correct order of content (e.g. title, sender etc)
- Visual information appropriately conveyed/worded (e.g. images, tables, logos etc)
- Appropriate adaptations made to aid understanding of the original information

### **Accuracy**

- Braille version is an accurate representation of the original information
- Quality control measures in place (e.g. proofing, testing production equipment, regular servicing etc)
- Braille produced to current braille rules

### **Finishing and packaging**

- Braille label applied (if braille document has a cover)
- Appropriate binding used (e.g. braille must lie flat when read, pages must turn easily)
- Appropriate packaging used to protect the braille
- Despatched to the braille reader in good time

## Further guidance

Further in-depth guidance on the production of accessible formats is available from UKAAF's website: [www.ukaaf.org](http://www.ukaaf.org)

## Notes

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## **UK Association for Accessible Formats (UKAAF)**

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