

## **Myanmar Accessibility Audit Tool 2018**

Adapted from Humanity & Inclusion (formerly Handicap International)'s Tool – Questionnaires on Accessibility Audit and Myanmar National Building Code 2016

### **Minimum Standard for Physical Accessibility**

| <b>No.</b> | <b>Facilities</b>                | <b>Measurements/Minimum Standards</b>  |
|------------|----------------------------------|--|
| 1          | Pathways                         | Minimum width 120 cm   |
| 2          | Hand Rails                       | Height 70-90 cm from floor level, Space between the handrails and the wall not less than 4.5 cm  |
| 3          | Ramps                            | Minimum width 120 cm, Acceptable gradient between 1:10 and 1:20 feet   |
| 4          | Steps                            | Minimum width of the stairs 120 cm, Stair treads have an appropriate deep 30cm and high 15 cm  |
| 5          | Corridors                        | Minimum with 120 cm  |
| 6          | Doors                            | Door wide and high 90 x 200 cm   |
| 7          | Door Handles                     | Door handles placed at a height between 85cm to 110cm or maximum 120 cm,<br>Distance between doorframe and handle at least 4.5 cm              |
| 8          | Tables                           | Top of the table between 75 cm and 80 cm height  |
| 9          | Switches, Lightings and Signages | Light switches at a height between 90 cm to 120 cm,<br>Wall-mounted information panels and signs placed at a height between 90cm to 180cm,     |
| 10         | Toilets                          | Minimum length 150 cm x Width 150 cm,<br>Toilet bowl height 45-50 cm,<br>Drop down grab bars at a height of 48 cm and 70 cm beside the toilet, |
| 11         | Washbasins                       | Height between 80 cm to 85 cm  |
| 12         | Fire Equipment                   | Height between 45 cm to 120 cm   |
| 13         | Diameter of Rail Bars            | 4-5 cm   |

## A Tool - Questionnaires on the Accessibility Audit

Organization/Centre name:

Name and address of building/place:

Auditors .....

Date of Audit .....

|     | General   | Yes | No | Don't Know/ NA | Remark |
|-----|---|-----|----|----------------|--------|
| 1.  | Does your organization or institution understand What "accessibility "mean?<br>• If yes please explain in remark column.                              |     |    |                |        |
| 2.  | Does your organization have an accessibility Policy?<br>• If yes please explain in remark column.   |     |    |                |        |
| 3.  | Has your organization ever heard about accessibility principles?<br>• If yes please explain in remark column.   |     |    |                |        |
| 4.  | Does your organization have any accessible public places?<br>• If yes please explain in remark column.  |     |    |                |        |
| 5.  | Would you consider consulting with persons with disabilities and experienced person on accessibility of your organization?                            |     |    |                |        |
| 6.  | Can people with disability provide feedback about your accessible public places?  |     |    |                |        |
| 7.  | Are you able to provide sign language interpreter for your beneficiaries with hearing/speech impairment?<br>• If yes please explain in remark column. |     |    |                |        |
| 8.  | Are written materials available in other format for People with disabilities can understand?<br>• If yes please explain in remark column.             |     |    |                |        |
| 9.  | Does your Organization flexible and fair to adapt activities for all beneficiaries?<br>• If yes please explain in remark column.                      |     |    |                |        |
| 10. | Do you have budget to make your organization inclusive?   |     |    |                |        |

|     |   |  |  |  |  |
|-----|---|--|--|--|--|
| 11. | Does your Organization need more information or training about how to improve access? |  |  |  |  |
| 12. | Would your organization agree to be trained on Disability and accessibility issues?   |  |  |  |  |

**Comment:**

| 1. Information & Communication |   |         |    |         |
|--------------------------------|---|---------|----|---------|
| No.                            | Questions   | Answers |    | Remarks |
|                                |   | Yes     | No |         |
| 1.a                            | Is there a website providing information about the building/service complies with web accessibility standards.  |         |    |         |
| 1.b                            | Is there information sign/plate detailing the accessible facilities in the building.  |         |    |         |
| 2                              | Publications used accessible format<br>- Braille<br>- Large Print<br>- Audio<br>- Pictorial (wherever possible)<br>- Easy-to-read<br>- Plain language<br>- Available in Kayin & English<br>- Accessible Electronic formats that can be shared over email or mobile platforms. |         |    |         |
| 3                              | Printed <u>service-related documents</u> such as forms, menu cards, etc. are in accessible formats  |         |    |         |
| 4                              | Forms can be filled electronically through an accessible software/webpage   |         |    |         |
| 5                              | Additional assistance/support is available to fill written forms if required.   |         |    |         |
| 6                              | Staff members are trained in Sign Language interpretation. If not, then Sign language interpreters are available on call.   |         |    |         |
| 7                              | There is adequate lighting and no glare for deaf persons and persons with low vision  |         |    |         |
| 8                              | Adequate support is available for persons from learning disabilities, those not formally educated, in all the above provisions  |         |    |         |
| Evaluation of the Services     |   |         |    |         |
| No.                            | Questions   | Answers |    | Remarks |
|                                |   | Yes     | No |         |
| 1                              | Disability sensitization sessions are part of the staff induction programme   |         |    |         |

|    |   |  |  |  |
|----|---|--|--|--|
| 2  | Staff are trained to assist persons with disabilities, including persons with learning disabilities                                       |  |  |  |
| 3  | Staff are trained in basic Myanmar sign language  |  |  |  |
| 4  | Staff are aware of the accessible facilities that are available and know how to operate them  |  |  |  |
| 5  | Is there accessibility equipment there? if yes, all of those is checked regularly and maintained well.                                    |  |  |  |
| 6  | There is a procedure for a client with disabilities to lodge a complaint or make suggestions  |  |  |  |
| 7  | There is a plan to improve accessibility over a set timeframe   |  |  |  |
| 8  | There is an equal opportunities policy within the organization/centre/clinic to promote the employment of staff with disabilities         |  |  |  |
| 9  | Policy also includes commitment to reasonable adjustment of work place environment to accommodate new staff and clients with disabilities |  |  |  |
| 10 | Organisation has a disability focal person in charge who manages the concerns of employees and clients with disabilities                  |  |  |  |

| <b>2. Reach (The area around the outside of your building)</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|--|--|------------|-----------|----------------------|---------------|
| 1.   | Is there any signboard to indicate your place?<br>• If yes, are they accessible?<br>• Please explain in remark column.   |            |           |                      |               |
| 2.   | Are the pathways around your building clear of all Obstructions?   |            |           |                      |               |
| 3.   | Are there earthen blocks around the obstructions?  |            |           |                      |               |
| 4.   | Do the pathways have any steps and stairs?<br>If yes, are they clear of all obstructions and have contrast strip?<br>• If no, please explain in remark column. |            |           |                      |               |
| 5.   | Is the path at least 120 cm wide?<br>• If not, How wide .....cm?   |            |           |                      |               |
| 6.   | Is the surface level, smooth and non-slippery?<br>• If no, please explain in remark column.  |            |           |                      |               |
| 7.   | Where the pathway has differences in height (steps/stairs)? If not please explain in remark column.  |            |           |                      |               |
|  | 7.1. Are there ramps in place?   |            |           |                      |               |
| 8.   | Where the pathways have any rail bar and edge?<br>• If yes, please explain in remark column.   |            |           |                      |               |
| 9.   | Does the diameter of rail bar in between 4-5cm?  |            |           |                      |               |

|  |                      |  |  |  |  |
|--|----------------------|--|--|--|--|
|  | • If no, How.....cm? |  |  |  |  |
|--|----------------------|--|--|--|--|

Comments:

|    | <b>3. Entrance (access into your building)</b>  | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|----|---|------------|-----------|----------------------|---------------|
| 1. | Is the ground outside on the same level as the entrance to the building?  |            |           |                      |               |
| 2. | If the ground outside are not on the same level as entrance to the building, is there a ramp?   |            |           |                      |               |
|    | 2.1 If There is a ramp, is it of the minimum width (120cm)/<br>If no, How.....cm?   |            |           |                      |               |
|    | 2.2 If there is a ramp, does it have an acceptable gradient (between 1:12 or 1:20)?<br>If no, How.....?   |            |           |                      |               |
|    | 2.3 Does the ramp have edge?  |            |           |                      |               |
|    | 2.4 Does the ramp have an anti-slip surface?  |            |           |                      |               |
|    | 2.5 Does the ramp have 2 support handrails that are 70 and 90 cm from floor level<br>(preferably one on each side- especially on ramps that are not comfortable to use or are steep)? |            |           |                      |               |
|    | 2.6 Is there enough flat space (at least 150cm) before and after the ramp?<br>If no, How.....?  |            |           |                      |               |
| 3  | Is there an entrance threshold over 2cm high?<br>If no, How ..... cm?   |            |           |                      |               |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    | 3.1. If yes, is there a ramp?  |  |  |  |  |
| 4. | Is the door wide and high enough for a wheelchair (90X200cm)?<br>If no, How .....cm?                                 |  |  |  |  |
|    | 4.1 Do the doors open inward and outward?  |  |  |  |  |
|    | 4.2. Is the door handle within easy reach (no higher than 120 cm odd the ground and easy to use)? If no, How.....cm? |  |  |  |  |
|    | 4.3. Can the doors be opened by wheelchair user? If not, why?  |  |  |  |  |
|    | 4.4 Are the door handles easy to hold and use (distance between doorframe and handle at least 4.5cm)                 |  |  |  |  |
|    | 4.5 Contrast color between doorframe and handle?   |  |  |  |  |
|    | 4.6 Can the entrance door be opened independently and easily?  |  |  |  |  |
|    | 4.7 Are the doors lock easy to use?  |  |  |  |  |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 5. | Drainage: Can the grates be removed for cleaning/maintaining the drainage?<br>5.1 Is the space between the grate bars less than 12mm wide?<br>If no, How.....cm? |  |  |  |  |
| 6. | Is there enough flat space (at least 150 cm) before and after the door? If no,<br>How.....cm?  |  |  |  |  |
| 7. | Does your building have a floor plan displayed outside?<br>• If yes, is it accessible?   |  |  |  |  |
| 8. | Do path ways have enough light?  |  |  |  |  |

**Comments:**

|     | <b>4. Circulate (Inside the building) Steps and Stairs, Handrails, Doors and Corridor</b>                                | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|-----|--|------------|-----------|----------------------|---------------|
|     | <b>4.1 Step and Stair</b>  |            |           |                      |               |
| 1   | Are there steps or stairs to access the important rooms inside the building?<br>• If yes, are they accessible?           |            |           |                      |               |
| 2.  | Is the minimum width of the stairs 120 cm?<br>If no, How.....cm?   |            |           |                      |               |
| 3.  | Is There a flat landing 150cm at the top and bottom of the stairs and flat every change of direction? If no, How.....cm? |            |           |                      |               |
| 4.  | Do stair treads have a non-slip surface?   |            |           |                      |               |
| 5.  | Do stair treads have an appropriate deep (30cm) and high (15 cm)?  |            |           |                      |               |
| 6.  | Do the stairs have a nosing?<br>• If yes, does it have contrast color strips?  |            |           |                      |               |
| 7.  | Do Step/Stairs have enough light?  |            |           |                      |               |
| 8.  | Are there handrails on both sides and along the full length of the step and stairs?                                      |            |           |                      |               |
| 9.  | Does the step and stairs have any rail bar and guardrail?<br>• If yes, please explain in remark column.                  |            |           |                      |               |
| 10. | Does the diameter of rail bar in between 4-5cm?<br>If no, How .....cm?   |            |           |                      |               |
|     | <b>4.2 Ramp</b>  |            |           |                      |               |
| 11. | If there is a ramp, does it have an acceptable gradient (Less- than 5% or 1:20)?   |            |           |                      |               |
| 12. | If there is a ramp, is it of the minimum width (120cm)?  |            |           |                      |               |

|                      |   |  |  |  |  |
|----------------------|---|--|--|--|--|
|                      | If no, How.....cm?  |  |  |  |  |
| 13.                  | Is there a flat landing 150 cm at the top and bottom of the ramp and at every change of direction?  |  |  |  |  |
| 14.                  | Does the ramp have a non-slip surface?  |  |  |  |  |
| 15.                  | Are the ramps always enough lighted?  |  |  |  |  |
| 16.                  | Are there handrails on both sides and along the full length of the ramp?  |  |  |  |  |
| 17.                  | Does the step and stairs have any rail bar and guardrail?<br>• If yes, please explain in remark column.   |  |  |  |  |
| 18.                  | Does the diameter of rail bar in between 4-5cm?<br>If no, How .....cm?  |  |  |  |  |
| 19.                  | Do the handrails extend a minimum distance of 30cm at the top and bottom of stairs and correct shape?   |  |  |  |  |
| 20.                  | Is the high of the 2 handrails 70cm and 90 cm?<br>If no, How .....cm?   |  |  |  |  |
| 21.                  | Are handrails securely attached?  |  |  |  |  |
| 22.                  | Is the space between the handrails and the wall not less than 4.5 cm?<br>If no, How .....cm?  |  |  |  |  |
| 23.                  | Are the handrails painted in contrast colors to be easily seen?   |  |  |  |  |
| <b>4.3 Door</b>      |   |  |  |  |  |
| 11                   | Is the door wide and high enough for a wheelchair (90 X 200cm)<br>If no, How ..... cm?  |  |  |  |  |
|                      | 11.1. Do the doors open inward and outward?   |  |  |  |  |
|                      | 11.2. Is the door handle within easy reach (no higher than 120 cm off the ground and easy to use)? If no, How .....cm?                                |  |  |  |  |
|                      | 11.3. Can the doors be opened by people with disabilities who use a wheelchair?   |  |  |  |  |
|                      | 11.4. Are the door handles easy to hold and use (distance between doorframe and handle at least 4.5 cm, contrast color between doorframe and handle)? |  |  |  |  |
|                      | 11.5. Are the door handles placed at a height between 85cm to 110cm or maximum 120cm?   |  |  |  |  |
|                      | 11.6. Can the entrance door be opened independently and easily?   |  |  |  |  |
|                      | 11.7. Are the doors lock easy to use?   |  |  |  |  |
| <b>4.4 Corridors</b> |   |  |  |  |  |
| 12.                  | Do the corridors have a minimum with 120 cm?<br>If no, How .....cm?   |  |  |  |  |
| 13.                  | Are different level connected by ramps?   |  |  |  |  |
| 14.                  | Are all over hanging obstructions mounted above minimum height of 210 cm? If no, How.....cm?  |  |  |  |  |

|     |  |  |  |  |  |
|-----|--|--|--|--|--|
| 15. | Are the surfaces of the corridors non-slip?  |  |  |  |  |
| 16. | Are the corridors free of all obstacles (boxes, tables, cupboards etc.?)   |  |  |  |  |
| 17. | Is there an adjoining space for a wheelchair next to benches and public seats?   |  |  |  |  |
| 18. | Is public back of seats with a height of 70 cm to 75 cm (seat=45 cm)? If no, How.....cm?   |  |  |  |  |
| 19. | Can a person with visual impairment detect all protruding object with in the corridor with white cane and/or tactile floor warning at least 60 cm all around area of obstruction? If no, How.....cm? |  |  |  |  |
| 20. | Can a person with visual impairment detect change in direction, doorway, and stair with white cane and/or tactile surface?   |  |  |  |  |

**Comments:**

| <b>5. Use (Inside the building) Swifts, Lighting and Signages</b> |   | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|---|---|------------|-----------|----------------------|---------------|
| 1.  | Is there adequate lighting in the building?<br>If no, please explain in remark column.                                      |            |           |                      |               |
| 2.  | Are the light switches at a height between 90 cm to 120cm?<br>If no, How ..... cm?  |            |           |                      |               |
| 3.  | Are all wall-mounted information panels and signs placed at a height between 90cm to 180cm? If no, How ..... cm?            |            |           |                      |               |
| 4.  | Are the signs clear and contrast color? If no, please explain in remark column.   |            |           |                      |               |
| 5.  | Are accessible places clearly identified by the international Accessibility Symbol? If no, please explain in remark column. |            |           |                      |               |

**Comments:**

| <b>6. Use (Inside the building) Toilets and bathrooms</b> |  | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|---|--|------------|-----------|----------------------|---------------|
| 1.  | What type of toilet do you have in your organization?<br><input type="checkbox"/> Asian latrine <input type="checkbox"/> Western |            |           |                      |               |
|   | 1.1 Do you have an adaptable seating device for any Asian squatting pans?<br>If no, please explain in remark column.             |            |           |                      |               |
| 2.  | Do you have an accessible toilet/latrine?  |            |           |                      |               |
| 3.  | Is there size of the toilet not less than 150cm x 150cm?   |            |           |                      |               |



|     |   |  |  |  |  |
|-----|---|--|--|--|--|
|     | If no, How.....cm?  |  |  |  |  |
| 4.  | Is there a clear space of 120cm in front of the toilet?<br>If no, How.....cm?   |  |  |  |  |
| 5.  | Is there a drop down grab bar at a height of 48cm and 70cm beside the toilet? If no,<br>How.....cm?   |  |  |  |  |
| 6.  | Do grab bars have a diameter of 4-5? If no, How.....cm?   |  |  |  |  |
| 7.  | Are grab bars non-slippery?   |  |  |  |  |
| 8.  | Are grab bar strong enough to take a person's weight?<br>If no, please explain in remark column.  |  |  |  |  |
| 9.  | Do you have washbasins at the height of 80cm to 85cm?<br>If no, How.....cm?   |  |  |  |  |
| 10. | Do toilets ensure privacy? If no, please explain in remark column.  |  |  |  |  |
| 11. | Do doors open outwards or slide?<br>If no, please explain in remark column.   |  |  |  |  |
| 12. | Can doors be easily locked from the inside and be released from outside under<br>emergency situations?<br>If no, please explain in remark column. |  |  |  |  |
| 13. | Is the floor material non-slip, well drained and waterproof?<br>If no, please explain in remark column.   |  |  |  |  |
| 14. | Are water taps easy to hold and use with one hand?<br>If on, please explain in remark column.   |  |  |  |  |
| 15. | Is the toilet bowl height 45-50 cm?<br>If no, How.....cm?   |  |  |  |  |

**Comments:**

|    | <b>7. USE (Inside the building) Work/office rooms</b>   | <b>Yes</b> | <b>No</b> | <b>Don't Know/NA</b> | <b>Remark</b> |
|----|---|------------|-----------|----------------------|---------------|
| 1. | Are chairs back of seats with a height of 70 cm to 75 cm (seat=45cm)?<br>If no, How.....cm?           |            |           |                      |               |
| 2. | Are the tops of the table between 75cm and 80cm height?<br>If no, How.....cm?                         |            |           |                      |               |
| 3. | Is there enough space between table/working benches for persons using a wheelchair<br>to move around? |            |           |                      |               |
| 4. | Are the power switches between 45cm to 120cm from the floor level?<br>If no, How.....cm?              |            |           |                      |               |

|    |   |  |  |  |  |
|----|---|--|--|--|--|
| 5. | Are the power switches in a color that contrasts with the surrounding wall or are highlighted by a different strip of color for people with low vision? |  |  |  |  |
|----|---|--|--|--|--|

**Comments:**

| <b>7.Emergencies (Features)</b> |   | <b>Yes</b> | <b>No</b> | <b>Don't know/NA</b> | <b>Remark</b> |
|---------------------------------|---|------------|-----------|----------------------|---------------|
| 1.                              | Are the emergency routes identifiable by people with visual impairments?<br>If no, please explain in remark column.                                     |            |           |                      |               |
| 2.                              | Can an emergency situation be identified by hearing/speech impaired persons?  |            |           |                      |               |
| 3.                              | Do your organization have an emergency exits?<br>If yes, are the emergency exits clear from obstruction?<br>If no, please explain in remark column.     |            |           |                      |               |
| 4.                              | Is the location of emergency (fire escape) stairs clearly identifiable?<br>If no, please explain in remark column                                       |            |           |                      |               |
| 5.                              | Do your organization have fire extinguishers?<br>If yes, Do your staff know how to use a fire extinguishers?<br>If no, please explain in remark column. |            |           |                      |               |
| 6.                              | Do your staff ever trained on "Firefighting Training" or "Emergency Evacuations"  |            |           |                      |               |

**Comments:**