

CATEGORIES OF ASSESSMENTS FOR ACCESSIBILITY

A guide to the varying levels of analyses possible when assessing existing built environments for accessibility.



ASSOCIATION OF
CONSULTANTS IN
ACCESS AUSTRALIA

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The following is intended to assist facility owners, managers and/or operators, who are seeking to engage a consultant to prepare a report on accessibility for a particular premises, in appreciating the range in depths of analysis possible.

This document is offered by the **Association of Consultants in Access, Australia (ACAA)** to assist their members' clients to have a better understanding of what scope of work is preferred, or considered most appropriate, in order to achieve their particular objectives.

Accordingly, this guide should also assist the client when preparing a brief for inclusion in invitations for submissions of competitive fee proposals for such services by clearly defining the extent of service, exclusions, etc., as appropriate.

It is important to appreciate that an access assessment is only the first in a series of steps towards rectifying a non-compliant condition. Results can form part of the brief for the design of rectification works, which can then lead to the preparation of cost estimates and detailed contract documentation.

Such subsequent outcomes may be the subject of commissions for other appropriately qualified parties.

With regard to the selection of the Access Consultant, clients should give consideration to the background and experience of the consultant, including ACAA accreditation, so as to best suit the nature of the particular project.

Refer to www.access.asn.au for a comprehensive list of suitably qualified consultants including their specific levels of expertise and accreditation.

ISSUED BY THE ASSOCIATION OF CONSULTANTS IN ACCESS AUSTRALIA (ACAA)

ABN 45 978 370 019



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CATEGORY	SCOPE OF ANALYSIS	POSSIBLE OUTCOMES
<p>LEVEL 1 APPRAISAL REPORT</p> <p>1</p>		
<p>An indication of the probable level of accessibility</p>	<p>1.1 Generalised analysis referencing all relevant requirements / codes / standards, as applicable</p> <p>1.2 Commentary only highlighting significant areas of concern</p> <p>1.3 Identification of examples of non-compliances supported by annotated plans and/or photographic material where appropriate</p>	<ul style="list-style-type: none"> • Report on need for detailed auditing and analysis, optional prioritisation of concerns • Generalised recommendations for further investigations • Establishment of an informed detailed brief for such further studies • A basis for the preparation of preliminary rectification designs and cost estimates • Outline possible strategies for rectification action, which might include the preparation of a formal Action Plan • A contribution, by the Access Consultant, towards the preparation of a submission relating to an alternative approach to meeting relevant access requirements.
<p>LEVEL 2 APPRAISAL WITH LIMITED DETAILED AUDIT</p> <p>2</p>		
<p>An indication of the probable level of accessibility with a component of detailed auditing</p>	<p>2.1 As for Level 1</p> <p>2.2 With the addition of detailed auditing and analysis of specific elements which are either pre-determined by client instruction and/or brief, or which are identified by the Level 1 process as being significant items of concern - refer to Level 3 for nature of such detailed investigations</p>	<p>As for Level 1, plus</p> <ul style="list-style-type: none"> • Detailed audit report for specific items • Generalised or detailed recommendations for rectification works • A basis for the preparation of preliminary and / or detailed rectification designs and cost estimates.

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CATEGORY	SCOPE OF ANALYSIS	POSSIBLE OUTCOMES
<p>LEVEL 3 DETAILED AUDIT AND ANALYSIS</p> <p style="font-size: 48px; text-align: center;">3</p>		
<p>A highly detailed report of the level of accessibility, with all non-compliant features identified and catalogued with explanation provided as to the basis for the particular finding</p>	<p>3.1 Detailed Identification and cataloguing of all specific non-compliances with explanation of assessment by reference to all relevant regulations / standards, supported by appropriate photographic and/or graphic material</p> <p>eg., within a length of footpath of a city block, a particular trip hazard or non-compliant crossfall is:</p> <ul style="list-style-type: none"> • identified by location by use of a reference plan/map • described in some detail to assist in identification by works staff on site, possibly with photographic image, OR <p>A toilet grabrail may be found to be installed at a non-compliant height. The details of its non-compliant nature would be scheduled and photographed and located in a similar fashion.</p> <p>3.2 Application of a logical and systematic methodology to ensure that all individual non-compliances are identified and clearly reported</p>	<ul style="list-style-type: none"> • Presentation of audit findings in a clear and detailed format, consisting of appropriate graphic and photographic references • A report outlining detailed recommendations for rectification works, or management of issues where physical rectification works may not be possible • A basis for the preparation of detailed rectification designs and accurate cost estimates • Preparation of detailed “Schedules of Work” for rectification work • Preparation of detailed design brief for rectification works where a larger scale of works is involved • Development of a formal Action Plan for staged implementation • A contribution, by the Access Consultant, towards the preparation of a submission relating to an alternative approach to meeting relevant access requirements.

