Audit instructions – how to use the checklists

The following checklists can be used to audit an area to identify safety and walkability issues for people with vision impairment. Once an audit has been completed, it can be provided to the relevant road management agencies to inform decision making on potential infrastructure improvements. See the Introduction for background on issues facing pedestrians with vision impairment (separate document when viewed electronically).

There are 3 different checklists for different situations:

1. Signalised intersections and crossings (traffic lights).
2. Non-signalised intersections and crossings.
3. Path infrastructure, including footpaths, shared paths and access to public transport.

To undertake an audit:

1. Complete the audit cover sheet.
2. Complete a separate checklist for each intersection; road crossing; or stretch of path that you walk along. Be careful to select the correct checklist. Number each checklist in order of completion (the first box on each checklist).
3. Complete the audit conclusion sheet.
4. Cut and paste a map of the audit area from an online map. Label each part of the audit route with a number that corresponds with the checklist number.

Tips:

* Take lots of photos! Photograph any intersection or crossing on the route; key facilities on the route (the footpath, public transport stops); any problems you identify (tripping hazards, major driveways etc). Photos can be inserted in the audit checklists or attached separately.
* Where you answer ‘other’ or ‘differs’ to a question, describe the situation (and photograph it).
* Identify the location of an issue by finding the nearest street number and recording the address.
* Note anything you see as a problem, even if it is not specified in the checklist.
* Read the applicable checklist immediately before completing it, to remind you of things to look for.

To complete the audit, you will need to take:

1. Tablet or laptop to complete the audit electronically, or pen and paper copies of the checklists. If completing paper copies, it would be wise to look at your route online or in a street directory to identify the number of copies you will need of each checklist.
2. Camera, or mobile phone with camera capabilities.
3. Ideally, a tape measure (especially if auditing a shared or separated cycle path) and a stopwatch or other mechanism for measuring short periods of time (e.g. 45 seconds).

**If in doubt, take a photo!**

Audit cover sheet

**Auditor/s:** (include name, company/organisation and contact details)

**Day and Date:** ­

**Start and Finishing time:**

|  |  |
| --- | --- |
| **Audit Area** | |
| **Map reference No:**  (Melways/UBD/Vic Roads) | Suburb:  Street/Road: |
| **Starting Point A:**       Address/Landmark | |
| **Finishing Point B:**       Address/Landmark | |