

Audit Kit

What to carry, and the four reference cards that go in the toolbox. Print pages 3 and 4 on card, cut on the marks, laminate.

Companion to AAD-08 Workshop Workbook · Instrument: AAD-02 QR Audit Tracker

NOTHING HERE IS EXOTIC

Every item is available in Panaji for under fifteen thousand rupees in total, and most engineering departments already hold two-thirds of it. The two that usually have to be bought are the digital level with an angle readout and the lux meter — and they are the two that turn an opinion into a measurement.

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| ☐ Steel tape, 5 m, lock
Class II or better | Every clear width, opening, riser, tread and cubicle dimension. Lock matters — you will be measuring one-handed with a torch in the other. |
| ☐ Digital spirit level with angle readout
±0.1° or better, 600 mm | Ramp gradient and cross-fall. A bubble level cannot give you 1:12 against 1:10.5, and that difference is the whole finding. |
| ☐ Lux meter
Calibrated, 0.1–20,000 lux | Circulation illuminance at 100 lux and decision points at 200 lux. Take the average of five readings along the run, not one. |
| ☐ Luminance contrast card
30% and 60% reference chips | Nosing contrast, signage contrast, door-to-wall contrast. Judgement by eye is not repeatable between two auditors. |
| ☐ Door opening force gauge
0–50 N push/pull | Opening force at the leading edge. Optional but it settles arguments about closers instantly. |
| ☐ Camera or phone, with a scale object
Any, plus a folding rule | A photograph without a scale in frame cannot be re-measured by anyone who was not standing there. |
| ☐ Torch
Handheld, not the phone | Plant rooms, ducts, back stairs. Keeps the phone free for the tracker. |
| ☐ Chalk or low-tack tape
Removable | Marking the point a measurement was taken from, so the closing photograph is taken from the same place. |
| ☐ This workbook, printed
A4, one per auditor | The blind double-score does not work on a shared device. |
| ☐ High-visibility vest and safe-access clearance
Per property rule | Clearance with the duty engineer the day before. A walk stopped at a service door loses ten minutes and all of its authority. |

Reference cards

Print on card. Cut on the dashed line. Two per engineer — one in the toolbox, one in the vehicle.

CARD 1 OF 4 · HARMONISED GUIDELINES 2021 Dimensions CIRCULATION Clear headroom, all routes 2100 mm min 4.2.1 Access path clear width 1800 mm 4.2.1 Cross-fall 1:50 max 4.2.1 Illuminance, circulation 100 lux avg 4.2.4 Illuminance, signage and decisions 200 lux 4.2.4 RAMPS AND STAIRS Ramp gradient 1:12 max 4.4.1 Ramp width between handrails 1800 mm 4.4.2 Ramp landings 1500 × 1500 mm 4.4.1 Handrails, both sides 850 / 750 mm 4.4.3 Handrail extension 300 mm 4.4.3 Handrail grip diameter 32-40 mm 4.4.3 Stair riser / tread ≤150 / ≥300 mm 4.5.1 DOORS AND LIFTS Door clear opening 900 mm min 4.7.1 Threshold ≤12 mm, bevel 1:2 4.7.1 Lift car internal 2000 × 1500 mm 4.6.1 Lift door clear opening 900 mm 4.6.1 Car to landing level difference ≤5 mm 4.6.1	CARD 2 OF 4 · HARMONISED GUIDELINES 2021 Dimensions SANITARY Accessible WC internal 2200 × 2200 mm 4.8.1 Turning circle 1500 mm 4.8.1 Grab bars L-shape, side + rear 4.8.2 Basin knee clearance 700 × 750 × 250 4.8.2 Basin rim height ≤800 mm 4.8.2 Emergency call Reachable from floor 4.8.3 SENSORY AND EGRESS Visual fire alarm Wherever alone 4.11.1 Egress route Permanently clear 4.11.3 Tactile warning Stair and ramp ends 4.3.1 Tactile guiding path Continuous on route 4.3.2 Signage Visual + tactile + picto 4.9.1 Signage mounting height 1200-1600 mm 4.9.1 Counter accessible section 750-800 mm 4.11.1 Figures are for measurement in the field. Always confirm against the current guideline before issuing a finding. © 2026 Beyond Labels (Goa).
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Reference cards

CARD 3 OF 4 · THE QUESTION DECIDES THE BAND

Severity

S1 Critical

*Could a person be injured, trapped, or unable to summon help?
Could a person be excluded from employment outright?
Interim measure within seven days, whatever the cost band.*

S2 Major

*Does this prevent independent use by a person in a benchmark category, or is it a clear statutory non-conformance?
Near-term implementation, scheduled and owned.*

S3 Minor

*Is use possible but degraded, assisted, or unsafe only in some conditions?
Planned into the maintenance cycle.*

S4 Enhancement

*Already conforming. What would exceed the benchmark, or remove the need for the accommodation altogether?
Opportunity, not obligation.*

CARD 4 OF 4 · WHO SIGNS FOR WHAT

Effort and authority

A No cost

Procedure, protocol, training, relocation of a function.
Signs: Chief Engineer

B Under ₹25,000

Fittings, grab bars, tactile, contrast, beacons, relamp.
Signs: Chief Engineer

C ₹25,000 – 2 lakh

Door widening, ramps, sanitary refit, counters.
Signs: General Manager

D Capital

Structural work, lifts, statutory approval, refurbishment cycle.
Signs: Cluster / Corporate

THE RULE THAT OVERRIDES THE BAND

Severity sets the priority. Effort sets the sequence inside it. Cost never moves an item out of Priority 1.

STANDARDS THESE CARDS ARE ANCHORED TO

Harmonised Guidelines for Universal Accessibility in India 2021 (CPWD / MoHUA), made operative by RPwD Act 2016 s.40. Read alongside ISO 21542:2021 for buildings, EN 17210:2021, and WCAG 2.2 AA with EN 301 549 for the digital application journey. Employment duties: RPwD s.20, 21, 22 and 23. Deadlines: s.44 permission bar, s.45 five years for existing buildings, s.46 two years for service providers.



QR Audit Tracker

The scoring instrument, .xlsx

<https://aad.beyondlabelsgoa.com/tracker>



Workshop Workbook

This document, to print

<https://aad.beyondlabelsgoa.com/workbook>