

Accessibility Audit Checklist for Food Distribution Points (FDPs)

A Practical Assessment Tool for Inclusive Food Distribution



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Introduction

Humanity & Inclusion developed this Accessibility Audit Checklist Tool to ensure that Food Distribution Points (FDPs) are inclusive, equitable, and accessible to persons with disabilities and other vulnerable groups. In humanitarian settings, physical, environmental, and operational barriers can prevent equal access to food assistance. Accessibility is therefore treated as a compliance and accountability obligation within program implementation.

This tool provides a structured methodology for identifying, measuring, and addressing accessibility barriers in FDP environments. It supports consistent assessment, evidence-based decision-making, and continuous improvement in inclusive humanitarian service delivery.

Purpose

The purpose of this tool is to establish a standardized methodology for assessing accessibility at Food Distribution Points (FDPs). It incorporates a measurable scoring and rating system to identify barriers, prioritize corrective actions, and inform planning, budgeting, and resource allocation. The checklist strengthens institutional accountability and ensures accessibility considerations are systematically integrated into food assistance programming.

Scope

This procedure applies to all Food Distribution Point (FDP) sites supported under the program, including:

- Existing operational FDPs
- Newly established sites requiring pre-operation assessment
- Sites undergoing baseline or periodic accessibility monitoring
- Locations being rehabilitated, modified, or upgraded

The checklist shall be applied before, during, and after distribution cycles to support inclusive and accessible service delivery.

Roles and Responsibilities

Accessibility Technical Person: Leads the assessment process, ensures technical accuracy of measurements and scoring, and provides recommendations for corrective actions.

Project / Program Team: Ensures the checklist is applied at required stages, integrates findings into planning and budgeting, and monitors implementation of corrective actions.

Logistics and Site Management Staff: Facilitate access to assessment areas and coordinate site adjustments where required.

Persons with Disabilities / OPD Representatives: Participate meaningfully in the assessment process to ensure accurate identification of barriers and lived-experience validation of findings.

Instruction

This Accessibility Audit Checklist guides teams in evaluating barriers and inclusive practices at Food Distribution Points (FDPs). The results support funding decisions, site approval, improvement planning, and accountability to donors.

STEP 1 — PREPARE BEFORE THE ASSESSMENT

- 1.1. From the Assessment Team (An Accessibility Technical Person, Site/distribution staff, Protection/Inclusion focal point and people with disabilities to ensure meaningful participation)
- 1.2. Collect Required Tools
 - Printed checklist, measuring tape, camera/phone, notebook, and basic PPE.
- 1.3. Understand the Site Context
- 1.4. Inform Stakeholders

STEP 2 — CONDUCT THE ACCESSIBILITY ASSESSMENT

- 2.1. Follow the Checklist Sections Systematically
 - Assess the FDP in sequence:
REACH → ENTER → CIRCULATE → USE (Waiting, Registration, Distribution) → Toilets → Water Points → Communication → Transportation Tools → Other Features.
- 2.2 Observe and Record Correctly
 - Mark each item YES / NO / N/A based on direct observation
 - Measure widths, slopes, heights, pathways as required
 - Take photos of good practices and barriers
 - Note safety risks and immediate concerns
- 2.3 Engage with Users
 - Conduct FGD with beneficiaries (especially persons with disabilities) about challenges they face during distribution.

STEP 3 — ANALYZE, SCORE & REPORT AFTER THE ASSESSMENT

- 3.1 Calculate the Accessibility Compliance Score
 - Convert all observations into the **YES / NO / N/A** scoring structure
 - Calculate the Accessibility Compliance Percentage using the formula below (adapted from the UNICEF scoring model):

$$\text{Accessibility Compliance (\%)} = \frac{\text{YES}}{\text{Total Items} - \text{N/A}} \times 100$$

Accessibility Audit Checklist Tool for Food Distribution Points

Identification of the person filling in the form:

Name: _____

Title: _____

Organization: _____

Contact email: _____

Information on the Distribution Point				
Name of the FDP/SDP		A Partner operating the FDP:		
Region:	Zone/District:	Woreda:	Kebele:	Got:
Status of the FDP:	☐ Owned by A ☐ Rented ☐ Government Owned ☐ Other			
Comment				

GENERAL			
	Yes	No	Remarks
Is the distribution always conducted in the same location?			Location
Is the distribution being held on the same day of the week?			Scheduling and
Is the distribution time consistent?			Consistency
Are there specific days or time slots reserved for people with disabilities and vulnerable groups?			Dedicated Times
Are people with disabilities informed in advance about distribution dates and times to allow for planning?			Advance Notification
Part 1: REACH: Getting to the Food Distribution Point			
Evaluate the route or connection between the entrance of the Food Distribution Point/FDP and the surroundings environment			
	Yes	No	Remarks
Q1. Is the distribution point reachable by public or community transportation (e.g., carts, donkeys, minibuses) or on foot?			Location
Q2. Are paths leading to the distribution point free from obstacles (e.g., mud, rocks, uneven ground)?			Outside path to the Main gate
Q3. Are there clear signs directing beneficiaries to the distribution point? (simple, large print, bright colors)?			Signage
Q4. Are there resting points along the route for people with mobility challenges?			Benches or shaded areas.

Part 2: Enter the Compound: Accessing the Food Distribution Point

Evaluate barriers which might prevent a person from entering the premises and accessing information

	Yes	No	Remarks
Q1. Is the entrance level or equipped with a ramp for wheelchair users? (from the street)			At Main Gate
Q2. When the outside gate is opened, does its width reach at least 100 cm wide?			At Main Gate
Q3. Is there any step before the entrance gate? Is there also a ramp?			Before the Main Gate
Q4. Is there any obstacle on the floor between the main gate and the main entrance Warehouse/FDP (steps, narrow path, protruding objects, uneven soil, holes in the ground, trenches, etc.)?			From the main gate and the main entrance Warehouse
Q5. Is there a ramp or step free inclined to access this Warehouse/FDP? If Yes, Is the slope of the ramp between 1:20 (5%) and 1:12 (8%)? Is there an edge protection on both sides of the ramp to prevent wheelchairs from falling off? Are there handrails on both sides of the ramps/Stairs? If there are steps, do they all have the same height?			Ramp/Stair at the Warehouse/FDP
Q6. If there is more than one warehouse in the compound (for distribution of different items), is there a clear and consistent sequence of distribution together with proper Signage?			Distribution of different items
Q7. Is there accessible signage available to direct a person towards the entrance Warehouse/ Other services?			Wayfinding

Part 3: CIRCULATE: Moving Within the Distribution Point

Evaluate barriers which might prevent a person from moving inside the compound within its boundaries.

	Yes	No	Remarks
Q1. Is there a waiting area provided inside the Warehouse/Food distribution Point compound?			Waiting Shade
Q2. Are seats available along the pathways? Are they prepared to accommodate different kinds of people with disabilities?			Seats
Q3. Is there a defined pathway taking from the main gate to the different service point?			Pathways towards
Q4. Are the surfaces firm, stable, and non-slip (even in wet conditions)?			Waiting Shade

Q5. Are the pathways free of obstacles for people using mobility devices or people with visual impairment?			• Toilet • Distribution Area • CHD Seating • Beneficiary Registration Area
Q6. Are the pathways to the Service areas wide enough for a wheelchair user (90-120 cm)? walkways inside the compound are at least 120 cm wide and a 150 cm diameter turning space, barrier free			
Q7. Is there a guide rail along the path of the access pathways? or a raised side kerb, or any other longitudinal element that could guide a person with visual impairments towards the different service points?			
Q8. Is there a texture difference between the side curbs and the walkway pathways?			
Q9. Are information and way finding signs available to identify the various service points? If yes, are they created in an accessible format for people with different impairments? (Simple, large print, colors, etc.)			Signage
Q10. Is there any Staff member that will give information about the services and how to move around the compound available at the reception?			Communication
Part 4: USE: Access to Services and Facilities			
Evaluate barriers which might prevent a person from using the services provided			
	Yes	No	Remarks
• WAITING AREA			
Q1. Is there an accessible pathway that connects that accessible entrance to the area that is used as waiting area?			Pathway
Q2. Is there an accessible ramp/Stair leading to the waiting area?			Ramp
Q3. Is there enough space and flat floor to circulate around room?			Circulation
Q4. Are Seats/chairs arranged to allow enough space for white cane and wheelchair users?			Seat
Q5. Are there clear signs or flag signs indicating the name of the services or the name of the person working in the Area?			Signage
• BENEFICIARY REGISTRATION AREA			
Q1. Is there an accessible pathway that connects that accessible entrance to the area are likely used to register people as they arrive at the service point?			Pathway
Q2. Is there an accessible ramp/Stair leading to the Service point?			Ramp

Q3. Are there clear signs or flag signs indicating the name of the services or the name of the person working in the Area?			Signage
Q4. Are there any staff member/trained staff that can assist the Beneficiaries?			Trained Staff
Q5. Are alternate modalities available to accommodate various needs (e.g., sign language interpreters, assistance for those who cannot write)?			alternate modalities
Q6. Is the bench/table used for the payroll signature at accessible height for people using wheelchairs?			Work Area
Q7. Does the registration process employ multiple formats beside Written form? (e.g. Verbal interaction with a staff member)			multiple formats
• FOOD DISTRIBUTION AREA			
Q1. Is there a separate, clearly marked queue for persons with disabilities, older adults, pregnant women, or individuals with other vulnerabilities to reduce waiting times?			Priority
Q2. Is there an accessible pathway that connects the Beneficiary Registration area to the Food Distribution area?			Pathway
Q3. Is there an accessible ramp/Stair/step leading to the waiting area?			Ramp
Q4. Does the distribution of goods always happen at ground level?			Level
Q5. Are accommodations made for individuals who cannot reach goods distributed from a height? (from a window, from a table, etc.)			Height
Q6. Are there clear signs or flag signs indicating the name of the services or the name of the person working in the Area?			Signage
Q7. Are people with disabilities and vulnerable groups given priority during distribution?			Trained Staff
Q8. Are there any staff members/trained staff that can assist the project participants?			
Q9. Are the Scooping Instruments clearly labelled and can be easily identified by the project participants? (Simple, large print, bright colors)?			Scooping materials
Q10. Is information about distribution schedules provided in accessible formats (e.g., large print, verbal announcements, symbols)?			multiple formats for information.
Q11. Are there dedicated staff or volunteers trained to identify and prioritize individuals requiring immediate assistance during distribution?			Staff Assistance

• IDENTIFICATION OF ITEMS			
Q1. Are items easy to identify for people who are blind or visually impaired? If not, are there alternative methods of identification (e.g., braille tags, tactile markings, or verbal instructions)?			methods of identification
Q2. Are items always distributed in the same type of containers for consistency and ease of identification?			Ease of identification
Q3. Do containers (e.g., bottles, jerrycans, bags) have labels with large fonts and high contrast (e.g., black text on a white or bright-colored background)?			labels
Q4. Are labels available in local languages or symbols that are easily understandable by beneficiaries?			Use of local languages or symbols
• OPERABILITY OF ITEMS			
Q1. Are tins/Jerrycan provided with easy-to-use opening mechanisms, such as pull-tabs or handles?			opening mechanisms
Q2. Are bottles designed with user-friendly lids, such as flip caps or push-down caps instead of screw caps, to accommodate individuals with limited hand strength or dexterity?			user-friendly lids
Q3. Is the packaging lightweight and manageable for individuals with limited strength or mobility?			packaging
Q4. Are handles, grips, or straps provided on containers for easy carrying?			handles, grips
Q5. Are instructions for use printed on the items and provided in an easy-to-understand format (e.g., pictorial guides, step-by-step illustrations)?			Communication
• COMMUNITY HELP DESK (CHD)			
Q1. Is there an accessible pathway that connects that Beneficiary Registration area to the area that is used as Food Distribution area?			Pathway
Q2. Are feedback and complaint mechanisms found in multiple Format? (verbal, written, digital, sign language)?			multiple Format
Q3. Is there an accessible ramp/Stair/step leading to the Community Help Desk area?			Ramp
Q4. Are a people with disabilities represented in the committee?			Presentation
Q4. Is the suggestion box located in an area which is accessible for people with disability?			

Q6. Are there clear signs or flag signs indicating the name of the services or suggestion box location with contrasting color in the Area? Is it positioned at an appropriate height, reachable by all?			Signage
• TOILET			
Q1. Is there a toilet close to the distribution center (not further than 20 meters)?			Location
Q2. Is there an accessible pathway that connects toilets to other service areas?			Pathway
Q3. Is there an accessible ramp/Stair/step leading to the Toilet?			Ramp
Q4. Is toilet accessible for person with disabilities especially Wheelchair user from the outside?			Presentation
Q5. Are all toilet / latrine cubicles separate for men and women?			Signage
Q6. Is there at least one accessible/ adapted toilet on the Warehouse compound?			access
Q7. Does the toilet Door have 90 cm clear passage width?			Door
Q8. Does the toilet Door opened outwards?			
Q9. Is the toilet have door handle/latches that can be easily used by one hand without needing tight grip or twisting a wrist?			
Q10. Is there sufficient wheelchair maneuvering space (150 cm x 150 cm) around the toilet?			Mauver
Q11. Are there transfer grab bars (L-shape on the wall side and U shape on the open side of the toilet) installed near the toilet?			Grab bar
Q12. If there is a latrine (squat toilet), does it have grab bars on either side?			
Q13. Does it have a raised seat which has a minimum of 50 cm height?			Raised Seat
Q14. Is the lighting bright enough for people with limited vision to see inside toilet?			Lighting
Q15. Is there a clear contrast in color between the door, handles, grab bars, raised seat and the wall of the toilet?			Visibility
Q16. Are there sign panels on the doors or flag signs indicating the MALE/FEMALE cubicles?			Signage
• WATER POINT			
Q1. Is the water point located within 20 meters of the main service areas and connected by an accessible pathway?			Location
Q2. Is there an accessible pathway leading to the water point (firm, stable, non-slip surface, minimum 120 cm width, no steps)?			Pathway

Q3. Is the water tap height accessible (between 80 cm – 100 cm from ground level) for wheelchair users?			Height
Q4. Is there knee clearance below the tap (minimum 70 cm height and 60 cm depth) to allow wheelchair approach?			Approach Space
Q5. Are water taps easy to operate using one hand without tight gripping or twisting? (e.g., lever-type taps instead of round twist taps)			Operability
Q6. Is there adequate drainage to prevent water accumulation and slippery surfaces?			Drainage
Q7. Is the ground around the water point firm and stable (no mud, no loose stones, no erosion)?			
Q8. Are water points clearly marked with visible and high-contrast signage?			Signage
Q9. Are multiple water points available to avoid overcrowding and long waiting times for persons with disabilities?			Availability
Q10. Is there priority access or assistance provided to persons with disabilities and vulnerable groups when using the water point?			Priority/Support
• COMMUNICATION METHOD			
Q1. Are the banners available with too much information and text?			Information
Q2. Are the fonts used in the banners and posters with big letters Clear fonts, Enough color contrast, with local language and visible?			Fonts
Q3. Are the banners with pictorial demonstration?			Picture
Q4. Is Audio communication the only method used in information delivery system?			Audio
Q5. Are instructions for registration provided in accessible formats (e.g., verbal explanations, large print, or visual aids)?			communication method
Q6. Is there an alternative method like Brail, a sign language interpreter used in delivery of information to the Beneficiaries?			Alternative method
• TRANSPORTATION OF ITEMS			
Q1. Are beneficiaries who need them provided with wheelbarrows, small trolleys, or any other transportation device?			Equipment
Q2. Do they receive any help in charging the items on the transportation device?			Support on transportation
Q3. Do they receive any help in carrying the goods if needed?			Carrying Food
Q4. Are smaller containers available as well, to facilitate transportation (smaller wheat/rice bags, smaller jerrycans, etc.)?			Supporting Items

Scoring Methodology

The following scoring system must be applied **after completing all assessment questions**. It provides a standardized way to measure the overall accessibility of the Food Distribution Point (FDP) and to guide improvement planning, funding decisions, and site approval processes.

1. How to Score the Checklist

Each question in the checklist must be marked as:

- **YES** → The requirement is fully met
- **NO** → The requirement is not met
- **N/A** → Not applicable in this context

After completing all sections:

Step 1 — Count Responses

Count the total number of:

- YES
- NO
- N/A

Step 2 — Apply the Scoring Formula

Use the structured scoring method adapted from the UNICEF accessibility assessment framework:

$$\text{Accessibility Compliance (\%)} = \frac{\text{YES}}{\text{Total Items} - \text{N/A}} \times 100$$

Step 3 — Record Section Scores

Calculate the percentage for each section (REACH, ENTER, CIRCULATE, USE, Toilets, Water Point, etc.) and enter the results into the Summary Scoring Sheet.

Step 4 — Calculate the Overall Score

Add up all “YES,” “NO,” and “N/A” responses from the entire checklist and calculate one final percentage for the FDP.

2. Accessibility Rating Scale

Following the audit, it is useful to assign a score to the FDP’s overall accessibility using the scoring tool included in the accessibility Tool. The scoring system features a scale from 0 to 100 and is divided into four categories.

This score can provide a snapshot of the amount of adjustments needed to make the FDP more accessible. It can also be used for monitoring, for example within a log frame, to measure progress after any renovations have been completed and a second audit has been carried out.

Score	Rating	Meaning
80–100%	HIGH ACCESSIBILITY	Site is largely inclusive; only minor adjustments needed.
60–79%	MODERATE ACCESSIBILITY	Some barriers exist; improvements recommended before next cycle.
40–59%	LOW ACCESSIBILITY	Significant barriers requiring substantial improvements.
Below 40%	VERY LOW ACCESSIBILITY	Site is not suitable for inclusive distribution without major redesign.

3. Summary Scoring Sheet

FDP Component	Total	YES	NO	N/A	YES %	NO %	Compliance % (Color-coded)	Priority Action Required
General								
REACH – Getting to the FDP								
ENTER – Accessing the Compound								
CIRCULATE – Moving Within the FDP								
USE – Waiting Area								
USE – Registration Area								
USE – Food Distribution Area								
Identification of Items								
Operability of Items								
Community Help Desk (CHD)								
Toilets / Sanitation								
Water Point								
Communication Methods								
Transportation of Items								

4. Overall Scoring Summary

Metric	Value
Total Questions (All Sections)	
YES (Total)	
NO (Total)	
N/A (Total)	
YES % Overall	$(\text{YES} \div \text{Total}) \times 100 = __\%$
NO % Overall	$(\text{NO} \div \text{Total}) \times 100 = __\%$
FINAL ACCESSIBILITY SCORE (Compliance %)	$\text{YES} \div (\text{Total} - \text{N/A}) \times 100 = __\%$

Key Recommendations Section

Area	Priority Action Required
Structural Barriers	
Movement / Circulation	
Registration & Service Access	
Toilets & WASH	
Communication	
Staff Support / Training	
Other Critical Notes	

Priority Action Plan

Based on the audit findings, list the most critical accessibility issues to be addressed.

Prioritize:

- H = High (must fix before school opens),
- M = Medium (fix within 3 months),
- L = Low (fix within 6–12 months).

No.	Location /Feature	Issue Identified	Recommended Action	Priority (H/M/L)	Estimated Cost	Responsible	Deadline
1							
2							
3							
4							
5							
6							
7							