Individualized Accessibility Plan (IAP) Compliance Review Checklist



The *Accessibility for Ontarians with Disabilities Act* (AODA), *Accessible Canada Act* (ACA), and other accessibility laws that have recently taken effect in much of the country are designed to tear down systemic barriers faced by persons with disabilities across different aspects of public life, including the workplace. For companies and their HR directors, perhaps the biggest compliance challenge is the requirement to implement a process for developing what are called Individualized Accessibility Plans (IAPs) for disabled employees. Here's a checklist you can use to audit and document the compliance of your own IAP process and the plans it generates.

IAP Compliance Review Checklist

1. **Process & Governance**

☐ Written IAP process exists (not just informal practice)

☐ There are clear triggers for initiating an IAP (request, RTW, observed need, etc.)

☐ Roles are defined (HR, manager, employee, external advisor, etc.)

2. **Employee Involvement**

☐ Employee was invited to participate in the IAP process

☐ Employee input is documented

☐ Employee reviewed the draft plan

3. **IAP Personal Information Management**

☐ Only information about the employee's functional limitations was collected (no unnecessary medical details such as diagnoses or comprehensive medical history)

☐ Job duties and workplace barriers were clearly identified

☐ Privacy safeguards were in place

4. **Plan Content**

☐ Employee’s accessibility needs are clearly described

☐ Specific supports/measures are identified (not just vague statements)

☐ Emergency response and evacuation needs are addressed (if applicable)

☐ Accessible formats/communication supports are included (if required)

5. **IAP Implementation**

☐ Responsibilities are assigned (who does what)

☐ Timelines are established

☐ Implementation is tracked

☐ Implementation is documented

6. **IAP Review & Updating**

☐ Review schedule is established

☐ Triggers for reassessment are defined (role changes, requests, etc.)

☐ Review outcomes are documented

7. **Recordkeeping**

☐ Plan is version-controlled

☐ Supporting documentation is retained

☐ Audit trail demonstrates process followed