

Approved Aerodrome Standard Operating Procedures and Risk Assessment

Aerodrome name: Grahamstown Airstrip/Aerodrome

Approval number: [Insert]

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Standard Operating Procedures and Risk Assessment

1. Introduction

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1.2. List of definitions and abbreviations

a) Definitions

TERMINOLOGY	DESCRIPTION
Hazard	Means any source or condition of potential damage or harm to an aircraft or its occupants.
Safety risk	Means the predicted probability and severity of the consequences or outcomes of a hazard.
Safety risk probability	Means the likelihood that a safety consequence or outcome shall occur.
Safety risk severity	Means the extent of harm that might reasonably be expected to occur as a consequence or outcome of the identified hazard.
Risk control	Means a means to reduce or eliminate the effects of hazards.
Safety Risk Management	Means a process within the SMS composed of describing the system, identifying the hazards, and analyzing, assessing, and controlling risk.

b) Abbreviations

ABBREVIATION	MEANING
ARFFS	Aerodrome Rescue and Firefighting Service
CAR	Civil Aviation Regulations
CCR	Constant Current Regulator
NOTAM	Notice to Airmen
PAPI	Precision Approach Path Indicator
SACAA	South African Civil Aviation Authority
SOPs	Standard Operating Procedures
TGM	Technical Guidance Material

1.3. Record of Amendment

REVISION NO:	EFFECTIVE DATE:	DESCRIPTION OF CHANGES:	PERSON: (NAME)
Initial	25 October 2025	Establishment of SOP and Risk Assessment	Peter Cotterrell

1.4. List of Effective Pages

COLUMN 1		
Page No.	Revision No.	Effective date
1	Initial	25 October 2025
2	Initial	25 October 2025
3	Initial	25 October 2025
4	Initial	25 October 2025
5	Initial	25 October 2025
6	Initial	25 October 2025
7	Initial	25 October 2025
8	Initial	25 October 2025
9	Initial	25 October 2025
10	Initial	25 October 2025
11	Initial	25 October 2025
12	Initial	25 October 2025
13	Initial	25 October 2025

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Signature by Applicant/Airport Manager

APPROVED BY	APPROVAL DATE	SIGNATURE

1.5.1 Approval by SACAA

APPROVED BY	APPROVAL DATE	SIGNATURE

1.6 Distribution List

CONTROLLED COPY NO:	NAME AND SURNAME (IF APPLICABLE)	ORGANIZATION
1	Lucy Rodriguez	Cape Town Aviation
2	Peter Cotterrell	Grahamstown Flying Club
3		
4		
5		

Note: The Grahamstown Airfield Standard Operating Procedure and Risk assessment will be made available via electronic communication to all the relevant organizations and people as listed in the table above.

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Aerodrome particulars

2.1 Contact details

Contact Person:	Peter Cotterrell
Contact number:	071 979 8228
Email address:	petercotterrell@gmail.com
Local contact person (if not operator of airfield):	n/a

2.2 Basic information

Aerodrome name:	GRAHAMSTOWN AIRFIELD		
Aerodrome type (mark all applicable with x):	Type A <input checked="" type="checkbox"/>	Type B <input checked="" type="checkbox"/>	Type C <input type="checkbox"/>
If type C Aerodrome, specify nearest existing aerodrome:			
Aerodrome purpose (describe):	Drop off and collection of passengers. Occasional training.		
Manned/unmanned:	Unmanned airfield		
If manned airfield, frequency and contact details	Frequency:		
	Contact details:		
Ground / lodge frequency	Frequency:	123.5	
Night flying (select):	No		
Suggested largest aircraft to be accommodated (describe):	King Air B200 / Cessna Caravan C208 / Pilatus PC12/EMB120		
Helicopter operations permitted:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Prior permission to land:	Required <input checked="" type="checkbox"/>	Not required <input type="checkbox"/>	
Indemnity needed: (Indemnity to be accompanied by SOP distribution)	Required <input checked="" type="checkbox"/>	Not required <input type="checkbox"/>	

2.3 Location

Location/physical address (include province/region):	R350 Grahamstown Airport, Military Road Makhanda Grahamstown Eastern Cape, 6139			
Aerodrome co-ordinates (DMS format):	South Latitude	33°	17'	11"
	East Longitude	26°	29'	46"
Elevation:	2135(feet)			

2.4 Wind direction indicator

Wind direction indicator:	Yes	Circular band:	Yes
If no windsock, describe alternative procedure for wind direction and wind speed:			

2.5 Aerodrome markings and lighting

Aerodrome markings present:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Remarks on/description of aerodrome markings:	Runway centerline marking	
Lighting on aerodrome:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Remarks on/description of aerodrome lighting:	n/a	

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2.6 Aerodrome diagram: Grahamstown Airfield



2.6.1 Additional photos of the airfield and facilities (at the end of document)

2.7 Runway data

Runway bearing (magnetic)	Length (m)	Width (m)	Surface type
1 34/16	1200	15	Asphalt
2 30/12	840	40	Grass
3			
Remarks (if any):			
Runway Slope? Up or down, percentage or description?			
1	Downwards	Percentage (if known), or description:	
2	Upwards	Percentage (if known), or description:	
3	Choose an item.	Percentage (if known), or description:	
4	Choose an item.	Percentage (if known), or description:	
Circuit information:		RH circuit on RW16 and RW12. LH circuit on RW34 and RW30	
Other remarks:		Restricted area FAR86 to NE OF FAGT	

2.8 Runway Edge strip

Is there a runway edge strip	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, describe below
Surface type		Width (m)	
1	Mown area either side of runway		5 meters on either side
2			
3			
Remarks:			

2.9 Arrival and departure procedures

- Permission must be obtained from Grahamstown Airfield for use of aerodrome.
- The Grahamstown Airfield Indemnity must be signed and approved by Grahamstown Airfield at least 48hrs prior to arrival
- Grahamstown ground crew must be notified of ETA before departure to Grahamstown, and advised if there are any changes
- Departure briefing to be discussed on the ground prior to departure

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2.10 Apron and other facilities/services

Apron Parking available:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, capacity/size (m ²):	50M x 30M	
Prior permission required for apron parking:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Parking area surface type:	Other (specify in remarks)	
Parking area surface remarks:	Asphalt	
Parking area remarks/instructions:	Park southern side, to enable easy turn	
Hangar parking available:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, capacity/size (m ²):	13mx23mx3.8m	
Height of hangar door (m):	N/A	
Prior permission required for hangar parking:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Other facilities available:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If available, describe/list other facilities:	Restroom	
Nature of cell phone reception:	Good	
Landing fees payable?	Yes	
Fuel available? (mark all applicable)	Mogas <input type="checkbox"/>	Avgas <input type="checkbox"/> Jet A1 <input type="checkbox"/>
Remarks on fuel (if applicable):	N/A	
Contact details for fuel:	N/A	
Any other remarks:	N/A	

2.11 Fire and Rescue/Emergency Services

Fire and Rescue services on site:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If not, can it be arranged?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If available, describe fire and rescue services specifications:	Fire service available in Grahamstown. Available when necessary. Grahamstown Fire Services	
Fire and Rescue contact details:	046 603 6000	
Fire and Rescue operating hours:	24/7	
Can fire and rescue be arranged outside of normal operating hours:	Yes, by prior arrangement <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no Fire Fighting services, are fire extinguishers/firefighting equipment available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, describe the firefighting equipment available:	4 x 9kgs DCP Extinguisher 1 x 1.5kg DCP Extinguisher	
Location of nearby medical facilities (i.e. hospital/clinic)?	Settlers Hospital	
Contact details for nearby medical facilities:	046 602 5000	
Indemnity includes reference to fire and rescue available, and users accept the risk associated?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

2.12 Obstacles and hazards

2.12.1 Obstacles

Description of obstacles	Position	Obstacle elevation (m)
Wind farm	S33°19'44" E026°27'36" 3nm west of airfield. Not on approach to either of the active runways.	3060 AMSL

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2 X wind testing towers	331522.67S 0262717.43E 331352.22S 0262329.06E Near extended centerline RW34. 4300m from end of runway.	2398ft AMSL
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1. The operator will monitor and notify the presence of obstacles to SACAA, within 24 hours of such obstacle being erected or identified. The co-ordinates of such obstacles and relevant contact details of the person in charge of erecting such obstacles and markings will be communicated to the CAA via email.
2. The operator will control the erection of temporary and permanent structures in the vicinity of the aerodrome via email communication to the CAA and will issue a NOTAM in conjunction with the development of any future obstacle erection or development in the vicinity of the aerodrome.
3. Measures to remove lower obstacles to a safe and operational height: The operator plans to create a safety area, cut and remove any obstacles that may obstruct and affect the safe operational area of the aerodrome, should any obstacle present themselves naturally. Temporary markings will be put into place when such operations are taking place, which is envisioned to be extremely improbable from a risk assessment perspective.
4. Means to prohibit, restrict and to remove structures or objects that may cause obstructions or hazards to aircraft operations: Plan to create a radius around the prohibited area with markings, should this be required in the interest of safety. Should this be a longer-term function, a plan to distribute a relevant notam will be put in place to ensure communication with all stakeholders and operators making use of the aerodrome facilities.
5. The below picture refers – there are no permeant obstacles at the aerodrome. Any changes or repair work commencing on the runway will be communicated thoroughly via the processes outlined in points 1-4 above.

2.12.2 Hazards

Description of hazard (delete hazards that are not present at the airfield).	Poses a risk?	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Animals/wildlife on runway	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Wind direction indicator x2	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Airfield not fenced	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Obstacles in vicinity	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Bird activity near airport	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Helicopter / drone activity near airport	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Wet runway	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Security risk (describe the nature of the risk)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Availability of fire and rescue services at aerodrome	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
FOD/debris on runway	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Uneven runway surface	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Mountainous terrain/high ground surrounding runway	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Fire in the environment surrounding the runway	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

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2.13 Security information

Perimeter fence around airfield?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If fenced, is access controlled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Security personnel at airfield?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If not, can it be arranged on an ad-hoc basis?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Apron/parking area lights overnight?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If hangar parking, is it secure?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
CCTV in critical areas?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Any other security controls in place?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, describe:	Security Guards if needed can be arranged.	
Any known security risks:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, describe:		
Security contact details:	HiTech Security - 046 636 1660	
Closest Police station contacts details:	Grahamstown Police – 046 603 9152	

2.14 Helicopter operating procedures (if applicable)

Aerodrome operator to describe.

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- The Grahamstown Airfield Aerodrome Indemnity must be signed and approved by Grahamstown Airfield at least 48hrs prior to arrival.
- Grahamstown Airfield ground crew must be notified of ETA before departure to Grahamstown and advised if there are any changes.
- Departure briefing to be discussed on the ground prior to departure by operational air crew.

3 Aerodrome Risk Profile

3.1 Methodology

This section provides generic information on the method in which risks identified in section 2.12.2 are assessed and mitigated. An alphanumeric value is assigned to each risk based on its probability and severity for which definitions are provided below. Thereafter, the risk is classified as either as acceptable, tolerable or intolerable based on the risk index.

Probability/ Likelihood	Meaning	Value
Frequent	Likely to occur may times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred frequently)	4
Remote	Unlikely to occur, but possible (has occurred rarely?)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

Severity	Meaning	Value
Catastrophic	<ul style="list-style-type: none"> • Aircraft or equipment destroyed • Multiple deaths 	A
Hazardous	<ul style="list-style-type: none"> • A large reduction in safety margins, physical distress or a workload such that operational personnel cannot be relied upon to perform their tasks accurately or completely • Serious injury • Major equipment damage 	B
Major	<ul style="list-style-type: none"> • A significant reduction in safety margins, a reduction in the ability of operational personnel 	C

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Severity	Meaning	Value
	<p>to cope with adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency</p> <ul style="list-style-type: none"> • Serious incident • Injury to persons 	
Minor	<ul style="list-style-type: none"> • Nuisance • Operating limitations • Use of emergency procedures • Minor incident 	D
Negligible	<ul style="list-style-type: none"> • Few consequences 	E

Safety Risk	Severity				
	Catastrophic	Hazardous	Major	Minor	Negligible
Probability/ Likelihood	A	B	C	D	E
Frequent (5)	5A	5B	5C	5D	5E
Occasional (4)	4A	4B	4C	4D	4E
Remote (3)	3A	3B	3C	3D	3E
Improbable (2)	2A	2B	2C	2D	2E
Extremely improbable (1)	1A	1B	1C	1D	1E

Safety risk index range	Safety risk description	Recommended action
5A, 5B, 5C, 4A, 4B, 3A	Intolerable	Take immediate action to mitigate the risk or stop the activity. Perform priority safety risk mitigation to ensure additional or enhanced preventative controls are in place to bring down the safety risk index to tolerable
5D, 5E, 4C, 4D, 4E, 3B, 3C, 3D, 2A, 2B, 2C, 1A	Tolerable	Risk can be tolerated based on safety risk mitigations in place. It may require a management decision to accept the risk.
3E, 2D, 2E, 1B, 1C, 1D, 1E	Acceptable	Risk is acceptable as is. No further risk mitigation required

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3.2 Hazard summary for the airfield

The general cautions/hazards present at the airfield are listed below to provide a summary of the hazards that could pose a risk – refer to section 2.12.2.

Hazards that are present at the airfield	
No.	Description
1	Possible wildlife on runway
2	Wind direction indicator
3	Airfield not fenced
4	Obstacles in vicinity
5	Helicopter and drone activity in the area

3.3 Risk Assessment Summary and Operating Requirements

Risk Assessment Summary and Operating requirements	
Risk Description:	Possible wildlife on runway
Risk Severity/Index:	4C
Safety Risk description:	Tolerable
Risk Mitigation Procedure:	
Crew to do a low-level fly past to assess. Update Grahamstown Airfield with ETA to ensure ground crew are at the airfield to clear any wildlife.	

Risk Assessment Summary and Operating requirements	
Risk Description:	Wind direction indicator
Risk Severity/Index:	3E
Safety Risk description:	Tolerable
Risk Mitigation Procedure:	
Crew to identify wind indicator location as well as low-level fly past assessment.	

Risk Assessment Summary and Operating requirements	
Risk Description:	Airfield not fenced
Risk Severity/Index:	3E
Safety Risk description:	Tolerable
Risk Mitigation Procedure:	
Crew to do low level fly to assess runway. Crew to contact Grahamstown ground crew with ETA & ETD to ensure runway clear on arrival.	

Risk Assessment Summary and Operating requirements	
Risk Description:	Obstacles in vicinity
Risk Severity/Index:	3B
Safety Risk description:	Tolerable
Risk Mitigation Procedure:	
Identify location in Obstacles Note 2.12.1. Wind turbines 3nm to the west. Be aware on left hand downwind RW34 and right hand downwind RW16. Identify Testing Towers close to 3° approach path onto RW16. Ensure to identify obstacle's location prior to departure, as well as a low-level flyby to assess obstacles. Be extra cautious in low cloud.	

Risk Assessment Summary and Operating requirements	
Risk Description:	Helicopter and drone activity in the vicinity.
Risk Severity/Index:	2A
Safety Risk description:	Tolerable
Risk Mitigation Procedure:	
Pilots to exercise caution and maintain visual safety on approach and departure. Identify any activity in the area. Aerodrome operator to advise on any activity in the area.	

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ANNEXURE A – Aerodrome Images



Wind turbines in the distance taken from mid RW34/16.

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Touch down RW16 with turning bell



RW 34