

Manual PIREP

What Is a Manual PIREP?

The screenshot shows the 'New Flight Report' form in the UAL Virtual Cockpit. The form is titled 'New Flight Report' and includes a sub-header: 'Complete this form to submit your flight report. Make sure all required fields are accurate before submitting.' There are two tabs: 'My Bids' and 'My PIREPs'. Below the header, there is a 'Before you submit' section with three bullet points: 'Ensure departure and arrival airports are correct', 'Enter block time exactly as flown', and 'Use comments for any irregular operations'. To the right is a 'Quick Checklist' section with four bullet points: 'Confirm STD/STA matches the schedule flown', 'Verify aircraft + fuel values are accurate', 'Route & remarks filled in as flown', and 'Use remarks for delays, diversions, issues'. The main form is divided into several sections: 'FLIGHT INFORMATION' with fields for AIRLINE (American Airlines), FLIGHT NUMBER/CODE/LEG (1803), FLIGHT TYPE (Passenger (Sched)), FLIGHT TIME (Hours, Minutes), and LEVEL (FEET) (37000); 'DEPARTURE/ARRIVAL INFORMATION' with DEPARTURE AIRPORT (McAllen Miller International Airport (KMFE)) and ARRIVAL AIRPORT (Dallas Fort Worth International Airport (KDFW)); 'AIRCRAFT INFORMATION' with AIRCRAFT, BLOCK FUEL (LBS), and FUEL USED (LBS) fields; 'ROUTE' with a text area for the route; and 'REMARKS' with a text area for notes. At the bottom, there are three buttons: 'Delete PIREP', 'Save PIREP', and 'Submit PIREP'. A 'Back to Flights' button is also present.

A Manual PIREP is a flight report submitted without using smartCARS.

At UVA, manual PIREPs are **not the standard method** of tracking flights. They exist strictly as a backup option when technical issues prevent smartCARS from functioning properly.

When Manual PIREPs Are Allowed

Manual PIREPs may only be submitted when:

- smartCARS fails to connect
- smartCARS crashes during the flight
- A technical issue prevents ACARS tracking
- A system outage occurs

Manual PIREPs are **not** to be used for convenience or preference.

If smartCARS is functioning properly, it must be used for all flight tracking.

Required Proof of Flight

If you submit a Manual PIREP, you must provide verifiable proof of the flight.

Accepted proof includes:

- A direct link to your flight on VATSIM
- A link to another recognized flight tracking network
- Valid ACARS log evidence
- Screenshot evidence showing full flight completion data

If proof is not provided, the Manual PIREP will be rejected.

Why Proof Is Required

Manual submissions do not contain the full telemetry data that smartCARS provides.

Requiring proof ensures:

- Fairness across all pilots
 - Integrity of logged hours
 - Accurate tracking of flight performance
 - Protection against inaccurate reporting
-

Manual PIREP Review Process

All Manual PIREPs are:

- Reviewed by staff
- Verified against provided proof
- Subject to acceptance or rejection

Manual PIREPs are never automatically accepted.

Important Policy Reminder

smartCARS is the official and required flight tracking system at UVA.

Manual PIREPs are a contingency option — not a primary method of logging flights.

Repeated misuse of Manual PIREPs may result in rejection or further review.

Revision #6

Created 25 January 2024 07:29:09

Updated 7 February 2026 21:58:27 by UAL4 Zac P. | CSO