Pre-Departure Orientation (PDO) & Flight Checklist

Essential guidance and document verification for Nepalese workers traveling to the Gulf Sector (UAE, Qatar, Saudi Arabia, Oman, Kuwait, Bahrain)

TARGET DESTINATION
GCC / Gulf Cooperation Council Countries

COMPLIANCE STANDARD
Department of Foreign Employment (DoFE)

1. PDO TRAINING & CERTIFICATION VERIFICATION

✓	Requirement / Document	Description & Key Verification Point
☐	**PDO Certificate**	Official completion certificate issued by a DoFE-licensed training institute. Mandatory for labor permit finalization.
☐	**Job Role & Salary Clarity**	Clear knowledge of your designated job title, exact working hours, monthly basic salary, and food/accommodation allowances.
☐	**Recruiting Agency Details**	Name, address, and contact person of your licensed manpower agency in Nepal and local sponsor/employer overseas.
☐	**Zero-Cost Provision**	Confirmation that your recruitment adheres to legal frameworks (free visa / free ticket provisions where applicable).

2. MANDATORY LEGAL & GOVERNMENT DOCUMENTS

✓	Document	Validity & Details
☐	**Valid Passport**	Minimum **6 months validity** remaining with your personal signature.
☐	**Employment Visa & Stamping**	Approved visa issued by the destination country embassy, stamped in your passport.
☐	**Labor Permit (Shram Swikriti)**	Digital or sticker labor clearance from DoFE. Critical for TIA immigration clearance.
☐	**Registered Employment Contract**	Signed agreement matching the terms approved by the Nepal Ministry of Labor.

Safety Notice for TIA Departure
Never hand over your original passport, visa, or labor permit to unauthorized brokers or strangers outside or inside Tribhuvan International Airport.

3. DESTINATION LAWS, CULTURE & HEALTH GUIDELINES

✓	Category	PDO Guidelines & Compliance Rules
☐	**Gulf Legal Restrictions**	Strict local laws regarding public behavior, strict anti-drug/alcohol regulations, and photography laws.
☐	**Climate & Hydration**	Preparation for extreme outdoor heat vs. heavy air conditioning; guidance on regular hydration to prevent heat stress.
☐	**Medical & Insurance**	GAMCA medical clearance certificate and mandatory Foreign Employment Life Insurance policy documentation.
☐	**Personal Medication**	Carrying prescribed regular medications with a doctor's English prescription note (check allowed substances).

4. LUGGAGE RULES & FLIGHT PROTOCOL

✓	Item Category	Handling Instructions
☐	**Baggage Limits**	Strict adherence to airline-specified checked and carry-on weight limits to avoid heavy TIA penalty fees.
☐	**Electronics & Power Banks**	Laptops, mobile phones, power banks, and lithium batteries **must go in hand baggage only**.
☐	**Food & Spices**	Home items/spices must be commercially packed, properly labeled, and within permissible customs weights.
☐	**Universal Adapter**	Pack a multi-plug adapter compatible with Gulf electrical outlets (primarily Type G).

5. EMERGENCY CONTACTS & REDRESSAL

✓	Emergency Resource	Action Item
☐	**Nepalese Embassy Hotline**	Saved physical and digital contact details of the Nepal Embassy/Consulate in the destination country.
☐	**Social Security Fund (SSF)**	Confirmation of enrollment status for medical and accident insurance protection coverage.

Final Airport Reminder
Arrive at Tribhuvan International Airport (TIA) at least **3 to 4 hours** before flight departure. Keep all critical papers in a waterproof folder inside your carry-on bag.