

Immediate

Government of Pakistan
Bureau of Emigration and Overseas Employment
Emigration Tower, 10 Mauve Area, G-8/1, Islamabad
Tel: 051-9107264

No. BE-Ops(PCY)06/2018

14484

Islamabad, the 7th August, 2019

Subject: **STANDARDS AND CODE OF CONDUCT FOR TRADE TEST CENTRES IN RESPECT OF HOLDING TRADE TESTS FOR OVERSEAS EMPLOYMENT.**

Reference this office letter of even number dated 16-07-2019 on the subject noted above.

2. The Director General, Bureau of Emigration and Overseas Employment has been pleased to approve minimum standards and code of conduct for trade test centres. For holding trade tests in respect of overseas employment, a trade test centre should have to meet the following minimum standards:-

- a) Seating arrangements for at least 100 candidates (in a covered, lighted, and ventilated area)
- b) Office of the Manager/ Managing Director, Reception, Foreign Delegation Room, Staff Room, Workshop (separately for civil/ mechanical/ electrical technology), Public toilets (at least two but detached from the offices), Hall (at least 200 sqf with seating arrangements)
- c) Total land area of at least 20 Marla/ One Kanal (as per property documents)
- d) Complete tools and equipments (as per attached lists) for each trade test and qualified instructors (with their CVs) preferably having foreign experience in the same trade.
- e) Staff list with relevant qualification and experience.
- f) Police Clearance of the owner and staff of the centre.
- g) At least 3 years rent agreement on stamp paper duly signed by the owners of the building and trade test centre.
- h) Electricity connection and the alternate arrangements (generator etc).
- i) Easily approachable for general public.
- j) An affidavit about compliance with the Code of Conduct by the owner of the centre.
- k) Income Tax Registration in the name of trade test centre.
- l) In case a trade test centre is blacklisted, no trade test centre will be allowed at the same location with any other name.
- m) The trade test centres will separately be approved in respect of civil technology (for the trade of mason, steel fixer, shuttering carpenter, building painter, finishing carpenter, gypsum worker etc), mechanical technology (for the trades of Plumber, Scaffolder, A/C technician, insulator, duct man, pipe fitter, fabricator, welder etc), and electrical technology (building electrician, and industrial electrician etc).

Directorate of Information Technology
Diary No. 2374
Dated: 07-08-19

2. Following procedure will be adopted for registration, approval and monitoring of trade test centres:-

- a) Applications for registration of trade test centres will be submitted in the respective Protectorates of Emigrants.
- b) A committee comprising Protector of Emigrants of the area, and an officer not below the rank of Inspector (BS-16), a representative of POEPA, and a person well conversant in the field of trades in demand, in the manpower importing countries (nominated by the respective Protector of Emigrants if deemed necessary) will inspect the trade test centres in the light of above mentioned criteria and PE will submit suitability report to Bureau.
- c) After approval of the Director General, the list will be uploaded on the website of the Bureau and no trade test will be allowed at any trade test centre other than on this list.
- d) Director (Operations) and Deputy Director (Operations) may conduct surprise visit of a trade test centre approved by the committee and submit report to the Director General.
- e) The Inspectors at Protectorates of Emigrants will regularly visit the approved trade test centres at least on quarterly basis to ensure that the above mentioned criteria is being maintained.
- f) During annual inspection of Protectorates of Emigrants, the inspection team will also visit the trade test centres approved by the Bureau.

3. The trade test centres will have to follow the following code of conduct to remain in the list approved by the Bureau:-

- a) A signboard with name and complete address, telephones will be displayed at the entry gate.
- b) No other business will be run in the same location except training for technical/professional trades.
- c) No payment in respect visa or other related formalities will be charged.
- d) Trade Test fee will not be charged without issuing a printed receipt to the candidates.
- e) Instructions for candidates as approved by Bureau will be prominently displayed within the centre as well as on the outer walls.
- f) Passports and CVs of candidates will not be retained by the trade test centre.
- g) The owner of the trade test centre will be the responsible to monitor the conduct of his employees. In case of a complaint against the conduct of an employee, the owner will be held responsible.
- h) The advertisement in the newspapers and social media for holding trade tests will not be issued by the trade test centre.
- i) The trade tests will be conducted under the supervision of the authorized delegation or the OEP. No other person including the owner or an employee of trade test centre will conduct the same. However, technical instructors of the centre may assist the delegation or OEP in selection of candidate related to their trade.
- j) Name and location of trade test centre will not be changed without approval of the Director General.
- k) The owner of trade test centre will ensure that the permission, against which the trade test centre has been nominated, exists on the foreign jobs portal of the Bureau

(www.beoe.gov.pk/foreign-jobs) and letter for conducting trade test in their name has been issued by the concerned Protector of Emigrants. He will not allow his centre to be used for this purpose in case of non-verification of the same.

- l) They will maintain proper record of the trade tests conducted at their centres in the shape of a register containing the information about name of OEP, permission number and date, date of test, name of the head of delegation with designation, and number of persons appeared.
- m) Cleanliness will be maintained and walls will be painted preferably having briefing material for intending overseas workers.
- n) Fresh drinking water as per weather requirement should be available for the candidates.
- o) A first aid box will be maintained and staff be trained in first aid.
- p) Valid fire extinguishers should be maintained.
- q) Only trade tests of a single OEP will be held at the centre on a single day.
- r) The candidates should be dealt with in a respectable manner.
- s) Entry of sub agents in the trade test centres may not be allowed.

4. In case of non-compliance of any of the above mentioned code of conduct, the trade test centre will be blacklisted for a minimum period of 30 days for conducting trade tests for overseas employment. The Director General, Bureau of Emigration and Overseas Employment may restore the status of trade test centre after 30 days if satisfied that the purpose of blacklisting of trade test centre has been fulfilled. Protectors of Emigrants are requested to ensure the compliance of the above mentioned policy and suitability of trade test centres in their respective areas of jurisdictions should be communicated within 30 days of issuance of this letter so that the standards and code of conduct be ensured.

5. This issues with the approval of the Director General.

Encl: as above.

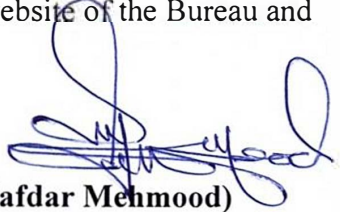

(Safdar Mehmood)
Deputy Director (Operations)

Protectorates of Emigrants,

Rawalpindi, Multan, Lahore, Karachi, Peshawar, Malakand, Quetta

Copy to:

- 1) Chairman POEPA (Central), Islamabad with the request to nominate suitable members for the inspection of trade test centres for all PE Offices.
- ✓ 2) Deputy Director (IT), Bureau of Emigration and Overseas Employment, Islamabad with the request to share this policy on the website of the Bureau and prepare an App for testing.


(Safdar Mehmood)
Deputy Director (Operations)

➤ **List of Masonry tools**

- ✓ Bolster
- ✓ Boning rod
- ✓ Brick hammer
- ✓ Bump cutter/screed
- ✓ Chisel
- ✓ Circular saw
- ✓ Concrete mixer
- ✓ Cordless drill
- ✓ Crowbar
- ✓ Digging bar
- ✓ End frames
- ✓ Float
- ✓ Gloves
- ✓ Hand saw
- ✓ Helmet
- ✓ Hoe
- ✓ Iron pan
- ✓ Jack plane
- ✓ Ladder
- ✓ Line and pins
- ✓ Mason's square
- ✓ Measuring box
- ✓ Measuring tape
- ✓ Measuring wheel
- ✓ Pick axe
- ✓ Plumb bob
- ✓ Plumb rule
- ✓ Polishers
- ✓ Putty knife
- ✓ Rammer
- ✓ Rubber Boots
- ✓ Safety glasses
- ✓ Safety helmet Sand screen machine
- ✓ Scratchers
- ✓ Sledge hammer
- ✓ Spade
- ✓ Spirit level
- ✓ Straight edge brushes
- ✓ Tile cutter
- ✓ Trowel
- ✓ Vibrator
- ✓ Wedge
- ✓ Wheel barrow

➤ **List of Steel fixer tools**

- ✓ Steel bar cutter
- ✓ Ring making bar
- ✓ Measuring tape
- ✓ Steel wire cutter
- ✓ Hammer
- ✓ Iron stone
- ✓ Working bench

➤ **List of Shuttering Carpenter tools**

- ✓ Crow hammer
- ✓ Nails
- ✓ Crow bar
- ✓ Wooden saw
- ✓ Measuring tape
- ✓ Angle
- ✓ plumb bob
- ✓ Line dori
- ✓ tie rod
- ✓ wooden batten

➤ **List of Finishing Carpenter**

- ✓ Hand Saw
- ✓ Spirit Levels
- ✓ Tape Measures
- ✓ Claw Hammer
- ✓ Chisel
- ✓ Work Bench
- ✓ Nail Gun
- ✓ Hand Planer All Type
- ✓ Drill Machine
- ✓ Quick Clamps

➤ **List of Building Painter Tools**

- ✓ TAPE
- ✓ DROP CLOTH
- ✓ PAINT TRAY
- ✓ PAINT ROLLER & REFILLS
- ✓ LADDER
- ✓ SMALL BRUSHES

➤ **List of Gypsum Tools**

- ✓ Utility Knife
- ✓ Tape Measure
- ✓ Drywall Square
- ✓ Mud Pan
- ✓ Drywall Knives
- ✓ Sanding Blocks
- ✓ Pole Sander
- ✓ Dust Mask

➤ **List of Plumber tools**

- ✓ Channel locks
- ✓ Pipe Wrench
- ✓ Basin Wrench
- ✓ Hacksaw
- ✓ Spirit Level
- ✓ Hole Saw
- ✓ Hose Cutter
- ✓ Claw Hammer
- ✓ Chisel
- ✓ Adjustable Wrench
- ✓ Pipe Wrench
- ✓ Rib-joint Pliers
- ✓ Drain Augers
- ✓ Metal File
- ✓ Plumb Bob
- ✓ Lane Dori
- ✓ Drill Machine
- ✓ Electric Cutter
- ✓ PPR Welding Machine
- ✓ PPR Pipe Cutter
- ✓ Pipe Vise with Stand

➤ **List of Scaffolder tools**

- ✓ Scaffolding Tool Belts
- ✓ Scaffold Spanners
- ✓ Scaffolding Level
- ✓ Adjustable Spanner
- ✓ Ring & Open-Ended Spanner
- ✓ Tool Safety Lanyards
- ✓ Milwaukee Impact Wrenches.
- ✓ Scaffolding Tube and clamp

✓ **List of A/C Tech tools** (Page# 1)

- ✓ Vacuum Pump
- ✓ Micron Gauge
- ✓ Recovery Machine
- ✓ Wet/Dry Shop Vac
- ✓ Torch set with tanks
- ✓ Compress Pressure Tester
- ✓ Expansion Wall
- ✓ Hand Drill Machine
- ✓ Level
- ✓ Adjustable Plyer
- ✓ Pin Sets
- ✓ Ramer
- ✓ Megger
- ✓ Phase Tester
- ✓ Twist Drill
- ✓ Blow Lamp
- ✓ Rawal Plug Tools
- ✓ Stock & Die
- ✓ Spanner Ring Type
- ✓ Side Glass
- ✓ Nitrogen Regulator
- ✓ Oxygen Gas
- ✓ R12 Gas
- ✓ Australian Gas
- ✓ R22 Gas
- ✓ R717 Gas
- ✓ Leakage Tester Method Of Leakage Testing
- ✓ Psychrometer
- ✓ AVO Meters
- ✓ Volt Meter
- ✓ Ampere Meter
- ✓ Welding Torch

✓ **List of A/C Tech tools** (Page# 2)

- ✓ Watt Meter
- ✓ Frequency Meter
- ✓ PE Meter
- ✓ Galvano Meter
- ✓ Ohms Meter
- ✓ Gravity Meter
- ✓ Room Temperature Meter
- ✓ Refrigerant Scale
- ✓ Screw drivers
- ✓ Thermometers
- ✓ Pressure Gauge
- ✓ Gage Mini Fold
- ✓ Pipe Wrenches and Pliers
- ✓ Tin Snips and Shears
- ✓ Center Punch
- ✓ Inside & Outside Calipers
- ✓ Electric Welding Plant
- ✓ Electric Drill Machine
- ✓ Mini Drill Machine
- ✓ Oil Charging Pump
- ✓ Pipe Wise
- ✓ Bench Wise
- ✓ Files Sets
- ✓ Heck Saw
- ✓ Multi-Meter and Voltage Tester
- ✓ Side Square
- ✓ Measuring Type
- ✓ Soldering Iron
- ✓ Electric Generator
- ✓ Dry/ Secondary Battery
- ✓ Battery Charger

✓ Large Pipe Fitter Tools

✓ Square Control Welder's Gauge

✓ Pipefitter's Square

✓ Pipe Gauge

✓ Two-Pipe Pin Pipe Fitting Tool

✓ Pipe Wraps

✓ Magnetic Centering Heads

✓ Flange Aligners

✓ Magnetic Flange Aligners

✓ Magnetic Pocket Level

✓ Miter Marker Pipe Layout Tool

✓ Master Marker Pipe Layout Tool

✓ Multi-Hole Imager

✓ List of Piping Fabrication tools

- ✓ Torque Wrench
- ✓ Flange Alignment Pins
- ✓ Water hose Level
- ✓ Welding Machine
- ✓ A Frame
- ✓ Pneumatic Pipe Cutting Machine
- ✓ Hydraulic Wrench
- ✓ C Clamp
- ✓ Chain Block
- ✓ Chain Line
- ✓ Combination Wrench
- ✓ Come Along Tool
- ✓ Compass or Divider
- ✓ Contour Marker
- ✓ Flange Two Hole Pins
- ✓ Various Shape Files
- ✓ Flat Screw Driver
- ✓ Fork Lift
- ✓ Grinder
- ✓ Hammer Wrench
- ✓ Hydraulic Crane
- ✓ Nylon String
- ✓ Oxyacetylene Cutting Kit
- ✓ Pencil Grinder
- ✓ Pipe Bender
- ✓ Pipe Clamp
- ✓ Pipe Cutter
- ✓ Pipe Stand
- ✓ Pipe Threader
- ✓ Pipe Vise
- ✓ Pipe Wrap
- ✓ Pipe Wrench
- ✓ Plumb Bob
- ✓ Protractor
- ✓ Sledge Hammer
- ✓ Spirit Level
- ✓ Spud Wrench
- ✓ Steel Square
- ✓ Steel Tape
- ✓ Tuffor Winch
- ✓ Tower Crane

➤ **List of Welders tools**

- ✓ SAFETY GLASSES WITH SIDE SHIELDS
- ✓ FIBERGLASS WELDING HOOD,
- ✓ MINIMUM 10' TAPE MEASURE
- ✓ WIRE GRIPS
- ✓ CHIPPING HAMMER
- ✓ WIRE BRUSH (WOOD HANDLE)
- ✓ TORCH TIP CLEANER
- ✓ TRIPLE FLINT STRIKER
- ✓ 12" HALF ROUND METAL FILE
- ✓ SEVERAL PIECES OF SOAPSTONE, FLAT IS PREFERRED
- ✓ SAFETY GLASSES
- ✓ 4 1/2" ANGLE GRINDER
- ✓ GRINDING WHEELS, AT LEAST SIX- 1/4" THICK PREFERRED
- ✓ CUP OR BEAD, WIRE BRUSH FOR GRINDER
- ✓ WELDERS CAP
- ✓ LEATHER GAUNTLET STYLE WELDING GLOVES (2 PAIR)
- ✓ LEATHER WORK BOOTS
- ✓ LEATHERS- EITHER FULL JACKET OR CAPE AND SLEEVES WITH BIB.
- ✓ COMPASS AND PROTRACTOR
- ✓ CENTER PUNCH
- ✓ 12"-14" RAT TAIL FILE

➤ **Tools For WELD MIG and TIG**

- ✓ THREE- TIG TORCH CERAMIC NOZZLES- #6
- ✓ FOUR PIECES OF 2% CERATED TUNGSTEN (ORANGE BAND) 3/32 X 7"
- ✓ 1 - 3/32" COLLET (RADNOR PART #10N24)
- ✓ 1 - 3/32" COLLET BODY (RADNOR PART # 10N32)
- ✓ 1 - 7" TIG TORCH CAP (RADNOR PART # 57Y02)
- ✓ 1" COLD CHISEL
- ✓ 2 - 3 LB BALL PEEN HAMMER
- ✓ NEEDLE NOSE PLIERS WITH WIRE CUTTER
- ✓ COMBINATION SQUARE
- ✓ METAL FAB PENCIL (GRAY LEAD)
- ✓ TIG WELDING GLOVES (OPTIONAL)
- ✓ 4"-12" PIPE WRAP AROUND

✓ List of Electrician tools (Page # 1)

- ✓ Flat Screw Driver
- ✓ Philips Screw Driver
- ✓ Richards Screw Driver
- ✓ Richward Brace
- ✓ Marksmaker Sets
- ✓ Cross Pin Screw Driver
- ✓ Pipe Wipe
- ✓ Plier Side Cutter
- ✓ Wire Cutter
- ✓ Wire Stripper
- ✓ Ring Set Box
- ✓ Spanner Adjustable
- ✓ Spanner Open Jaws
- ✓ Electric Drill Machine
- ✓ Hand Drill Machine
- ✓ Center Punch
- ✓ Inside & Outside Calipers
- ✓ Hand Drill Machine
- ✓ Side Square
- ✓ Level
- ✓ File Sets
- ✓ Wooden Saw
- ✓ Mouth Sets
- ✓ Spanner Ring Type
- ✓ Soldering Iron
- ✓ Wire Gauge
- ✓ Knife
- ✓ Steel Foot Rule
- ✓ Bench Wipe
- ✓ Reamer
- ✓ Measuring Type
- ✓ Heck Saw
- ✓ Adjustable Plyer
- ✓ Pin Sets
- ✓ Romer
- ✓ Twist Drill
- ✓ Rawal Plug Tools
- ✓ Stock & Die
- ✓ Long Nose Plier
- ✓ Nut Driver
- ✓ Pipe Wrench

✓ List of Technician tools (Page # 2)

- ✓ Power Gauge
- ✓ Wagger
- ✓ Probe Tester
- ✓ Ohm Meter
- ✓ Allen Key Wrench
- ✓ Off Set Screw Driver
- ✓ Electric Generator
- ✓ Dry Battery
- ✓ Secondary Battery
- ✓ Battery Charger
- ✓ Side cutters
- ✓ Wire Strippers
- ✓ 2 x Adjustable Pliers
- ✓ #2 Phillips Screwdriver
- ✓ Multi-tip Screwdriver
- ✓ Flat Blade Screwdriver
- ✓ Flat Blade Screwdriver (Stubby)
- ✓ Tape Measure
- ✓ Hammer
- ✓ Torpedo Level
- ✓ Hack Saw Frame
- ✓ Needle Nose Pliers
- ✓ Tool Pouch with Belt
- ✓ Razor Knife
- ✓ Digital Multi-meter
- ✓ Amp Meter
- ✓ Cordless Drill
- ✓ Towel