



LINDE – PRE-DRESSING OF COLUMNS

Minutes Of Meeting



PTSC M&C

COMPANY reference number: **LINDE-PTSC-WPM-0004**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	20-Jan-2020 @ 09:30 to 11:30 AM
Place of meeting:	PTSC M&C Room B02-OF3.02
Minute by:	Pham Nam Thai
Subject:	Project Weekly Meeting

Attendees		
Name	Title	Entity
Nguyen Huu Tuan	Project Manager	PTSC M&C
Pham Nam Thai	Project Coordinator	PTSC M&C
Nguyen Thanh Ngoc	Construction Manager	PTSC M&C
Nguyen Huy Tuan	QC Manager	PTSC M&C
Nguyen Duc Anh	Project Control Manager	PTSC M&C
Vo Minh Truong	Planning Manager	PTSC M&C
Tran Thi Thanh Huyen	Procurement Coordinator	PTSC M&C
Tran Binh Nam	Construction Engineering Lead	PTSC M&C
Tran Hai Quan	HSE Manager	PTSC M&C
Doan Quoc Dung	Contract Engineer	PTSC M&C
Dang Van Toan	Material Controller	PTSC M&C
Distribution List		
Name	Title	Entity
Nguyen Duong Lam	Project Director	PTSC M&C

Name	Date	Signature
Nguyen Huu Tuan	20-Jan-2019	



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Item	Subject	Action	Status	Due Date
I	GENERAL			
1.	Finalize Office layout and mobilization → Office is under completion. → Prepare Office layout: Done → Plan for mobilize: 03/02	PN Thai		05/01/2020 14/01/2020
2.	Finalize MDR based on LOA (List of Attachment) → Sent to COMPANY for advise of numbering → TRs to include in MDR (cost-plus packages): TB Nam 20/01	TV Son/ PN Thai		13/01/2020
3.	Set-up document transfer protocol between PTSC MC & COMPANY → Waiting for COMPANY response	TV Son		14/01/2020
4.	Budget preparation for all Departments → Received E&I, Painting/ Scaffolding, Structure, Piping → Pending weighing: → Additional budget: Welder skill test: submitted	Key PMT		10/01/2020 14/01/2020
5.	Internal KOM Preparation - Each team (department) are requested to present the plan and execution. → Final KOM → 1st draft → Agenda	Key PMT		03/01/2020 14/01/2020 03/02/2020
6.	Prepare MDR Project → Received all disciplines' feedback → Define critical document list	TV Son		06/01/2020
7.	Set up account to transfer document via TeDa software from Company → Waiting for COMPANY response → Critical documents to be sent via email in advance before TeDa is ready	TV Son		14/01/2020
8.	Prepare CE MDR + AFC Received → Sent on 06/01	TB Nam		15/01/2020 22/01/2020
9.	Project Executing Plan → Received feedback from all disciplines → Finalize: 19/01	PN Thai	Close	12/01/2020 14/01/2020
10.	First cut preparation - Shop drawings	NT Ngoc		10/02/2020
11.	Request for Office facilities & stationary	PN Thai		20/01/2020
II	HSE			
1.	Prepare HSE Plan → Submitted: 20/01	TH Quan		18/01/2020
2.	Set up HSE program for project	TH Quan		18/01/2020
3.	Request for HSE	TH Quan		21/01/2020
III	PROJECT CONTROL			
1.	Prepare Performance Bond	ND Anh		18/01/2020
2.	Prepare Insurance Cover → Issued RFQ → CBE	ND Anh		18/01/2020 01/03/2020
3.	Update signed contract to Linde server	ND Anh	Closed	13/01/2020



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IV	PLANNING			
1.	Prepare project schedule → 1 st draft 06/01 → Detailed schedule 17/01 → Submitted: 19/01	VM Truong/ NV Thong	Closed	07/01/2020 17/01/2020
2.	Warehouse preparation → Yard 2000m: provided → Warehouse: 120m2, requesting for shelves → 1 st shipment: ETA 01/02	DV Toàn/ NT Ngoc	Closed	10/01/2020
3.	Report for completion of warehouse with photos → Submitted: 17/01	DV Toàn	Closed	15/01/2020
4.	Prepare and submit Material handling procedure	DV Toàn		17/01/2020 21/01/2020
5.	Detailed-90-DAY-Mobilisation Schedule → Already sent to disciplines for review → To finalize schedule on 10/01: Done	VM Truong	Closed	18/01/2020
V	QA/QC			
1.	Submit WPS and Welder to Company → submitted 08/01 → chase up for feedback 18/01 → Resent 19/01	N Huy Tuan		05/01/2020
2.	WPS & Welder New Qualification → Propose solution including in Procedure 15/01 → To send COMPANY 22/01	N Huy Tuan		15/02/2020
3.	Test panel → TR for painting 15/01: received → Intermemo for painting: 20/01	CX An/ NT Ngoc		20/01/2020 10/02/2020 10/02/2020
4.	Prepare ITP for CA/ Client involve → Follow COMPANY ITP → To send all ITP: 20/01	N Huy Tuan		15/01/2020
5.	Prepare TR for NDE → Already sent to Ms Huyen 04/01/2020 → Request for NDE service 15/01	N Huy Tuan	Closed	10/01/2020 15/01/2020
6.	As-Built Documentation including Quality Records/ Documentation	N Huy Tuan		monitor
7.	Performance & Skill test → Budget submitted	N Huy Tuan	Closed	Feb-2020
8.	QA QC Plan → Submitted: 18/01	N Huy Tuan	Closed	16/01/2020
9.	Consider for new Qualification of welders for new WPS	N Huy Tuan		01/02/2020
VII	PROCUREMENT			
1.	Procurement to develop Procurement plan for disciplines to follow → Sent for review 07/01	TTT Huyen	Closed	14/01/2020
2.	Submit Tender plan for Cost-plus packages	TTT Huyen		20/01/2020
3.	Proceed procurement cycle for TR of NDE	TTT Huyen		



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4.	Proceed procurement cycle for TR of Insulation Block → Sent to COMPANY for review first	TTT Huyen		
5.	Proceed procurement cycle for TR of Load out → Sent to COMPANY for review first	TTT Huyen		
6.	Request for Welding material	NT Ngoc		20/01/2020
VIII	CONSTRUCTION ENGINEERING			
1.	MTO for Piping to be finalized → TB Nam to distribute to all disciplines	TB Nam/ TLA Minh		10/01/2020 10/02/2020
2.	MTO for E&I to be finalized → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh		10/01/2020 10/02/2020
3.	TR for E&I Support → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh		12/01/2020 05/02/2020
4.	Issue shop drawing	TB Nam		15/02/2020 01/02/2020
5.	TR for Flange/ Bolt nuts/ Fitting/ Gasket → Wait for MTO from COMPANY 19/01	TB Nam/ NV Chung		12/01/2020 21/01/2020
6.	TR for E&I Miscellaneous	TB Nam		12/01/2020 05/02/2020
7.	TR for Galvanizing service	TB Nam		Apr-2020
8.	TR for Load-out service → Submitted: 17/01	TB Nam/ NM Duc	Closed	10/01/2020 14/01/2020
9.	Develop construction sequence → Submitted: 17/01	NM Duc / NT Ngoc/	Closed	10/01/2020 15/01/2020
10.	TR for Insulation block → Chase up COMPANY to provide sufficient drawings: Done, Submitted: 17/01	VV Toan/ TB Nam	Closed	12/01/2020 15/01/2020
11.	Materials for Structural Column supports → Issue surplus list	NM Duc		12/01/2020 07/02/2020
IX	CONSTRUCTION			
1.	First cutting preparation 15/02/2020	NT Ngoc		10/02/2020
2.	Mobilization plan for direct manpower → Manpower input form from Planning 06/01: → Done	NT Ngoc	Closed	20/01/2020
3.	Equipment mobilization plan → Done	NT Ngoc	Closed	30/12/2019 15/01/2020
4.	Prepare Workshop for fabrication	NT Ngoc		10/02/2020
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	PMS/ CMS			
1.	CMS training → Sent request for COMPANY, waiting for feedback	T Khang/ PN Thai		14/01/2020
2.	PMS coordination	PN Thai		monitoring
XII	INTERFACES			



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1.	Nil.			
XIII	AOB			
1.	Nil			