



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:	13-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	13-Jan-2019	



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Item	Subject	Action	Status	Due Date																																										
I	GENERAL																																													
1.	PMT PMT submission for approval ➔ PMT is officially approved	NH Tuan	Closed																																											
2.	Finalize Office layout and mobilization ➔ Office is under completion. ➔ Prepare Office layout	PN Thai		05/01/2020 14/01/2020																																										
3.	Document control, template, no. request, ... ➔ Already sent TC to COMPANY	TV Sơn	Closed	30/12/2019 06/01/2020																																										
4.	Finalize MDR based on LOA (List of Attachment)	TV Sơn/ PN Thai		13/01/2020																																										
5.	Set-up document transfer protocol between PTSC MC & COMPANY	TV Sơn		14/01/2020																																										
6.	Budget preparation for all Departments ➔ Received E&I, Painting/ Scaffolding, Structure, Piping ➔ Pending weighing ➔ Additional budget: Welder skill test	Key PMT		10/01/2020 14/01/2020																																										
7.	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																																										
8.	Prepare MDR Project ➔ Received all disciplines' feedback ➔ Define critical document list	TV Sơn		06/01/2020																																										
9.	Set up account to transfer document via VIP software from Company	TV Sơn		14/01/2020																																										
10.	Prepare CE MDR + AFC Received ➔ Send on 06/01	TB Nam		15/01/2020																																										
11.	Project Executing Plan ➔ Received feedback from all disciplines	PN Thai		12/01/2020 14/01/2020																																										
12.	First cut preparation - Shop drawings	NT Ngoc		10/02/2020																																										
II	HSE																																													
1.	Prepare HSE Plan	TH Quan		18/01/2020																																										
2.	Set up HSE program for project	TH Quan		18/01/2020																																										
III	PROJECT CONTROL																																													
1.	Check CMS (from Linde) application and operation ➔ CMS is required, training will be provided from COMPANY ➔ WSD is also required	PN Thai/ ND Anh	Closed	08/01/2020																																										
	<table><tr><th>Discipline</th><th>EP data available</th><th>Material Management</th><th>Control of Material Flow</th><th>Progress</th><th>Pressure Circuits</th><th>Welding & Welders Management</th><th>Quantity Tracking/ Payment</th><th>Completion Management</th></tr><tr><td>Civil</td><td>QCT</td><td>n/a</td><td>n/a</td><td>CMS</td><td>n/a</td><td>n/a</td><td>CMS</td><td rowspan="4">ICM*</td></tr><tr><td>Piping</td><td>PED</td><td></td><td>CMS</td><td></td><td></td><td>WSD*</td><td>CMS</td></tr><tr><td>Painting</td><td>PED</td><td>n/a</td><td>n/a</td><td>CMS</td><td>n/a</td><td>n/a</td><td>CMS</td></tr><tr><td>Insulation</td><td>PED</td><td>n/a</td><td>n/a</td><td>CMS</td><td>n/a</td><td>n/a</td><td>CMS</td></tr></table>				Discipline	EP data available	Material Management	Control of Material Flow	Progress	Pressure Circuits	Welding & Welders Management	Quantity Tracking/ Payment	Completion Management	Civil	QCT	n/a	n/a	CMS	n/a	n/a	CMS	ICM*	Piping	PED		CMS			WSD*	CMS	Painting	PED	n/a	n/a	CMS	n/a	n/a	CMS	Insulation	PED	n/a	n/a	CMS	n/a	n/a	CMS
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Insulation	PED	n/a	n/a	CMS	n/a	n/a	CMS																																							

*) interfaces



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2.	Check packing list information from Linde → Received Packing list from COMPANY	PN Thai/ ND Anh	Closed	08/01/2020
3.	Preparation for Signing contract on 08/01/2020	ND Anh	Closed	05/01/2020
4.	Prepare Performance Bond	ND Anh		18/01/2020
5.	Prepare Insurance Cover → Issued RFQ	ND Anh		18/01/2020 01/03/2020
6.	Update signed contract to Linde server	ND Anh		13/01/2020
IV	PLANNING			
1.	Prepare project schedule → 1 st draft 06/01 → Detailed schedule 17/01	VM Truong/ NV Thong		07/01/2020 17/01/2020
2.	Preparation for Receive of material on 15/01/2020	DV Toàn	Closed	10/01/2020
3.	Warehouse preparation → Yard 2000m: provided → Warehouse: 120m2, requesting for shelves → 1 st shipment: ETA 01/02	DV Toàn/ NT Ngoc	submitted	10/01/2020
4.	Report for completion of warehouse with photos	DV Toàn		15/01/2020
5.	Prepare and submit Material handling procedure	DV Toàn		17/01/2020
6.	Detailed-90-DAY-Mobilisation Schedule → Already sent to disciplines for review → To finalize schedule on 10/01	VM Truong		18/01/2020
V	QA/QC			
1.	Submit WPS and Welder to Company → submitted 08/01 → chase up for feedback 18/01	N Huy Tuan		05/01/2020
2.	WPS & Welder New Qualification → Propose solution including in Procedure 15/01	N Huy Tuan		15/02/2020
3.	Test panel → TR for painting 15/01	CX AN		20/01/2020 10/02/2020
4.	Prepare ITP for CA/ Client involve → Follow COMPANY ITP	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		10/01/2020 15/01/2020
6.	As-Built Documentation including Quality Records/ Documentation	N Huy Tuan		monitor
7.	Performance & Skill test	N Huy Tuan		Feb-2020
8.	QA QC Plan	N Huy Tuan		16/01/2020
VII	PROCUREMENT			
1.	Procurement to develop Procurement plan for disciplines to follow → Sent for review 07/01	TTT Huyen		14/01/2020
VIII	CONSTRUCTION ENGINEERING			



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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.	Check if drawings require Client approval → D Anh propose solution to CPY	ND Anh/ TB Nam	Closed	08/01/2020
4.	TR for E&I Support → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh		12/01/2020
5.	PMS Operation preparation → Already held meeting and setup Project/ Facility	Nam TB/ Hung NV	Closed	05/01/2020
6.	Issue shop drawing	TB Nam		15/02/2020 01/02/2020
7.	TR for Piping/ Flange/ Bolt nuts/ Fitting/ Gasket	TB Nam/ NV Chung		12/01/2020
8.	TR for E&I Miscellaneous	TB Nam		12/01/2020
9.	TR for Rolling service	TB Nam	Delete	12/01/2020
10.	TR for Galvanizing service	TB Nam		Apr-2020
11.	TR for Load-out service	TB Nam/ NM Duc		10/01/2020 14/01/2020
12.	Develop construction sequence	NM Duc / NT Ngoc/		10/01/2020 15/01/2020
13.	TR for Insulation block → Chase up COMPANY to provide sufficient drawings	VV Toan/ TB Nam		12/01/2020 15/01/2020
14.	TR for materials for packing ship-loose items	TB Nam	Delete	12/01/2020
15.	TR for Structural Column supports	NM Duc		12/01/2020 22/01/2020
IX	CONSTRUCTION			
1.	First cutting preparation 15/02/2020	NT Ngoc		10/02/2020
2.	Prepare for yard layout, workshop	NT Ngoc	Closed	15/01/2020
3.	Mobilization plan for direct manpower → Manpower input form from Planning 06/01	NT Ngoc		20/01/2020
4.	Equipment mobilization plan	NT Ngoc		30/12/2019 15/01/2019
5.	TC for painting for pipe support: Clarify primer, touch up painting code by Vendor		Delete	
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	PMS/ CMS			
1.	CMS training	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			