



## LINDE – PRE-DRESSING OF COLUMNS

### Minutes Of Meeting



PTSC M&C

COMPANY reference number: **LINDE-PTSC-WPM-0008**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	03-Mar-2020 @ 09:00 to 11:30 AM
Place of meeting:	PTSC M&C Room 03 – OF3.04
Minute by:	Pham Nam Thai
<b>Subject:</b>	<b>Project Weekly Meeting</b>

<b>Attendees</b>		
<b>Name</b>	<b>Title</b>	<b>Entity</b>
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 Leader	PTSC M&C
Nguyen Duc Anh	Project Control Leader	PTSC M&C
Vo Minh Truong	Planning Leader	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 Leader	PTSC M&C
Doan Quoc Dung	Contract Engineer	PTSC M&C
Dang Van Toan	Material Controller	PTSC M&C
<b>Distribution List</b>		
<b>Name</b>	<b>Title</b>	<b>Entity</b>
Nguyen Duong Lam	Project Director	PTSC M&C

<b>Name</b>	<b>Date</b>	<b>Signature</b>
Nguyen Huu Tuan	03-Mar-2019	



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Item	Subject	Action	Status	Due Date																								
I	GENERAL																											
1.	Budget preparation for all Departments ➔ Received E&I, Painting/ Scaffolding, Structure, Piping ➔ Pending weighing: ➔ Additional budget: Welder skill test: submitted ➔ Budget received from all disciplines, submitting for approval: 25/02/2020 ➔ <del>Budget approval: 27/02/2020</del> ➔ Finalized and approved	Key PMT		14/02/2020 25/02/2020																								
II	HSE																											
1.	Toolbox meeting on HOLD due to Corora virus			info																								
III	PROJECT CONTROL																											
1.	Prepare Insurance Cover ➔ Issued RFQ ➔ CBE ➔ PO signed	ND Anh	Closed	18/01/2020 01/03/2020																								
2.	Send Invoice for payment ➔ Progress 21/02/2020 ➔ Send Invoice: 03/03	ND Anh		26/02/2020 26/03/2020																								
3.	Site moving & Load out package ➔ Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule ➔ Send unofficial to Bidders for information: 06/03	ND Anh		06/03/2020																								
IV	PLANNING																											
1.	First progress to be submitted for review: 14/02/2020 ➔ Follow & remind	VM Truong		14/02/2020																								
2.	Reply to Linde progress measurement of painting/ insulation: 26/02 ➔ Confirmed during MOM-005	VM Truong	Closed	26/02/2020																								
3.	Project Weekly report distribute to PMT ➔ First submit 06/03	VM Truong																										
4.	Weekly update area of concern for each discipline	VM Truong																										
V	QA/QC																											
1.	WPS & Welder New Qualification ➔ Propose solution including in Procedure 15/01 ➔ To send COMPANY 22/01 ➔ Qualification: 4 batches until 06/03 ➔ 1 <sup>st</sup> batch: & 2 <sup>nd</sup> batch <table><tr><td></td><td>Matrial</td><td>FAIL</td><td>PASS</td></tr><tr><td>GTAW</td><td>SS, DSS, INCONEL</td><td>4</td><td>17</td></tr><tr><td>GTAW</td><td>CS, TT</td><td>2</td><td>19</td></tr><tr><td>FCAW</td><td>CS, TT</td><td></td><td>7</td></tr><tr><td>SMAW</td><td>CS, TT</td><td></td><td></td></tr><tr><td colspan="2">Head count up to WST-03</td><td colspan="2">31</td></tr></table>		Matrial	FAIL	PASS	GTAW	SS, DSS, INCONEL	4	17	GTAW	CS, TT	2	19	FCAW	CS, TT		7	SMAW	CS, TT			Head count up to WST-03		31		N Huy Tuan		15/02/2020
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2.	Prepare ITP for CA/ Client involve → Follow COMPANY ITP → To send all ITP: 20/01 → Submitted: 3/5	N Huy Tuan		15/01/2020
3.	Consider for new Qualification of welders for new WPS → Qualification for new WPS: March → Qualification for new welder: 6 welders for ½"	N Huy Tuan		01/02/2020
4.	Issue documents for First cut: - Quality Plan - ITP for Fabrication/ Installation - WPS - Welder list	N Huy Tuan	Closed	15/02/2020
5.	New PQR qualification → Total 02 (Inconel & CS PWHT) → Inconel: Linde's material received, waiting WPQT approval. (Cutting plan PQR: 26/02/2020 <b>Done</b> ) – <b>proceed on 12/03</b> → CS PWHT: PTSC's material. Issue request: 25/02 – <b>Proceed on 12/03</b>	N Huy Tuan		<b>12/03/2020</b>
<b>VII</b>	<b>PROCUREMENT</b>			
1.	Submit Tender plan for Cost-plus packages → Insulation block: Submit Tender plan IFQ 11/02/2020 <b>Wait for Linde approval of Award</b> → Load-out: Submitted → Material for pressure testing & preservation: <b>RFQ</b>	TTT Huyen		20/01/2020
2.	Proceed procurement cycle for TR of NDE → PAUT: D.Anh send 25/02/2020 → Subcontractor:	TTT Huyen	Closed	
3.	Proceed procurement cycle for TR of Insulation Block → Sent to COMPANY for review first → Sent TR 20/01 → TBE 20/02 → CBE submit 26/02 → <b>CBE approval 03/03</b> → <b>PO 04/03</b>	TTT Huyen		monitor
4.	Proceed procurement cycle for TR of Offload & Load out → Sent to COMPANY for review first → Sent RFQ 03/02 → Clarification with Linde 25/02	TTT Huyen		monitor
5.	Proceed procurement cycle of Insulation → TBE 15/02/2020 → Material list with Cert required: 26/02 → Lesson learnt meeting: 26/02 → Reply BlackCat regarding Third Party cert: 26/02 → <b>Submit PO 06/03</b> → <b>TPI not required</b> → <b>Warranty 36 months</b> → <b>KOM for Insulation:</b>	TTT Huyen		monitor

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6.	<b>Proceed procurement cycle of E&amp;I Support</b> → TBE: 04/03 → PO: 06/03	TTT Huyen		monitor
7.	<b>Proceed procurement cycle of E&amp;I Miscellaneous</b> → TR unofficial for survey: 04/03	TTT Huyen		
8.	<b>Proceed procurement cycle of Painting</b> → ROS: 12/03 → Check availability of Painting WS if conflict with other projects: CX An → Email notification to Linde: CX An 03/03 → Start painting: 15/03 → PIM for Painting: 04/03	TTT Huyen		
9.	Update weekly report for procurement plan: → Weekly Thursday	TTT Huyen		monitor
<b>VIII</b>	<b>CONSTRUCTION ENGINEERING</b>			
1.	MTO for E&I to be finalized → Chase up COMPANY to provide sufficient drawings → MTO for support of cable tray: done. Proceed with procurement → Change of material: TC submitted → Equipment support MTO: continue chase up for purchasing → Pending Engineering drawings: continue chase up	TB Nam/ TLA Minh		10/01/2020 10/02/2020
2.	Issue shop drawing → Piping: 280/655 shop drawings, 48/300 cutting → Piping: <b>Revise drawings following Linde Iso</b> → E&I: TBA/590 → Load out: TBA/20	TB Nam		01/02/2020 08/02/2020
3.	TR for Flange/ Bolt nuts/ Fitting/ Gasket → Wait for MTO from COMPANY 19/01 → Issue Inter-memo 26/02/2020	TB Nam/ NV Chung	<b>Closed</b>	12/01/2020 21/01/2020
4.	TR for E&I Miscellaneous → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh	<b>Closed</b>	12/01/2020 05/02/2020
5.	Materials for Structural Column supports → Issue surplus list	NM Duc	<b>Closed</b>	12/01/2020 14/02/2020
6.	MTO for E&I main materials/ equipment (free issued) → continue chase up		<b>Closed</b>	
<b>IX</b>	<b>CONSTRUCTION</b>			
1.	Generate workfront for piping → Workfront for 8 shipments 3712DIA (Total): Done → Workfront for 12 shipments: <b>03/03/2020</b>	VM Truong/ PT Son		13/02/2020 25/02/2020



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2.	Welding consumables → TBE: 10/02/2020 Done → ETA: 18/03/2020 (400kg Tig & Stick) → <del>Rebid (1000kg SS NC-36L)</del> → ETA: 28/02/2020	NT Ngoc/ TTT Huyen		26/02/2020
3.	Issue TQ to propose to waive test panel requirement. → Done. Waiting for Linde response 04/03	CX An/ NT Ngoc		14/02/2020
4.	Test panel → TR for painting 15/01: received → Inter-memo for painting: 20/01 Done → RFQ → TBE: Done	CX An/ NT Ngoc	Closed	20/01/2020 10/02/2020 10/02/2020
5.	Submit Workfront report to Linde	VM Truong		27/02/2020
6.	Progress report reference to Iso	VM Truong		27/02/2020
<b>X</b>	<b>SERVICES/ SUB-CONTRACTOR</b>			
1.	Nil.			
<b>XI</b>	<b>PMS/ CMS</b>			
1.	PMS data upload from CE - Piping : - E&I : TBA	TB Nam/ TLA Minh		22/02/2020
2.	CMS Training for Welding and Documentation → WPS update on CMS: 03/03 → Welder list & certificate update on CMS: 05/03	T Khang/ PN Thai		25/02/2020
3.	Construction update progress on PMS	TV Thanh/ NK Trong		update
<b>XII</b>	<b>INTERFACES</b>			
1.	Nil.			
<b>XIII</b>	<b>AOB</b>			
1.	Nil			