



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:	25-Feb-2020 @ 09:00 to 11:30 AM
Place of meeting:	PTSC M&C Room 03 – OF3.04
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	25-Feb-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 → Budget approval: 27/02/2020	Key PMT		14/02/2020 25/02/2020
II	HSE			
1.	Set up HSE program for project	TH Quan	Closed	18/01/2020 14/02/2020
III	PROJECT CONTROL			
1.	Prepare Insurance Cover → Issued RFQ → CBE	ND Anh		18/01/2020 01/03/2020
2.	Send Invoice for payment → Progress 21/02/2020 → Send Invoice 26/02/2020	ND Anh		26/02/2020
3.	Site moving & Load out package → Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule	ND Anh		monitor
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 →	VM Truong		26/02/2020
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 st batch: 10/12 passed VT (pending RT) → 2 nd batch: ongoing	N Huy Tuan		15/02/2020
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.	Prepare for PIM → Video Conference 04/02 Done → Official PIM: 13/02/2020 → Linde Rep. arrive at Site: 18/02/2020 → PIM completed	N Huy Tuan	Closed	update



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5.	Issue documents for First cut: <ul style="list-style-type: none"> - Quality Plan - ITP for Fabrication/ Installation - WPS - Welder list 	N Huy Tuan		15/02/2020
6.	New PQR qualification <ul style="list-style-type: none"> → Total 02 (Inconel & CS PWHT) → Inconel: Linde's material received, waiting WPQT approval. Issue cutting plan PQR: 26/02/2020 → CS PWHT: PTSC's material. Issue request: 25/02 	N Huy Tuan		
VII	PROCUREMENT			
1.	Submit Tender plan for Cost-plus packages <ul style="list-style-type: none"> → Insulation block: Submit Tender plan IFQ 11/02/2020 → Load-out: Submitted → Material for pressure testing & preservation: 	TTT Huyen		20/01/2020
2.	Proceed procurement cycle for TR of NDE <ul style="list-style-type: none"> → PAUT: D.Anh send 25/02/2020 → Subcontractor: 	TTT Huyen		
3.	Proceed procurement cycle for TR of Insulation Block <ul style="list-style-type: none"> → Sent to COMPANY for review first → Sent TR 20/01 → TBE 20/02 → CBE submit 26/02 	TTT Huyen		
4.	Proceed procurement cycle for TR of Offload & Load out <ul style="list-style-type: none"> → Sent to COMPANY for review first → Sent RFQ 03/02 → Clarification with Linde 25/02 	TTT Huyen		
5.	Proceed procurement cycle of Insulation <ul style="list-style-type: none"> → TBE 15/02/2020 → Material list with Cert required: 26/02 → Lesson learnt meeting: 26/02 → Reply BlackCat regarding Third Party cert: 26/02 	TTT Huyen		
6.	Update weekly report for procurement plan: <ul style="list-style-type: none"> → Weekly Thursday 	TTT Huyen		monitor
VIII	CONSTRUCTION ENGINEERING			
1.	MTO for E&I to be finalized <ul style="list-style-type: none"> → Chase up COMPANY to provide sufficient drawings → MTO for 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 <ul style="list-style-type: none"> → Piping: 200/655 shop drawings, 17/300 cutting → E&I: TBA → Load out: TBA 	TB Nam		01/02/2020 08/02/2020



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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		12/01/2020 21/01/2020
4.	TR for E&I Miscellaneous → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh		12/01/2020 05/02/2020
5.	TR for Galvanizing service → Check with Company regarding galvanizing for Instrument/ equipment support	TB Nam	Delete	Apr-2020
6.	Materials for Structural Column supports → Issue surplus list	NM Duc		12/01/2020 14/02/2020
7.	MTO for E&I main materials/ equipment (free issued) → continue chase up			
IX	CONSTRUCTION			
1.	First cutting preparation 15/02/2020 → Completed	NT Ngoc	Closed	10/02/2020
2.	Arrange fabrication resources in WS-11	NT Ngoc	Closed	13/02/2020
3.	Issue Piping fabrication & installation procedure for Execution (IFE)	NT Ngoc	Closed	11/02/2020
4.	Update MTO for Hydro-test - Include plastic caps for preservation	NT Ngoc	Closed	12/02/2020
5.	Generate workfront for piping → Workfront for 8 shipments 3712DIA (Total): Done → Workfront for 12 shipments: 25/02/2020	VM Truong/ PT Son		13/02/2020 25/02/2020
6.	Welding consumables → TBE: 10/02/2020 Done → ETA: 18/03/2020 (400kg Tig & Stick) → Rebid (1000kg SS NC-36L) → ETA: 28/02/2020	NT Ngoc/ TTT Huyen		26/02/2020
7.	Issue TQ to propose to waive test panel requirement. → Done. Waiting for Linde response	CX An/ NT Ngoc		14/02/2020
8.	Test panel → TR for painting 15/01: received → Inter-memo for painting: 20/01 Done → RFQ → TBE: Done	CX An/ NT Ngoc		20/01/2020 10/02/2020 10/02/2020
9.	Submit Workfront report to Linde	VM Truong		27/02/2020
10.	Progress report reference to Iso	VM Truong		27/02/2020
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	PMS/ CMS			
1.	CMS training → Sent request for COMPANY, waiting for feedback → On-going training with Company → Done	T Khang/ PN Thai / DV Toan/	Closed	14/02/2020
2.	PMS coordination	PN Thai		monitoring



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3.	PMS access to Linde project for all Team	PN Thai	Closed	11/02/2020
4.	CMS data upload for received Materials	DV Toan	Closed	14/02/2020
5.	PMS data upload for received Materials	DV Toan	Closed	TBA
6.	PMS data upload from CE - Piping : 200 drw (17/02 – 22/02) - E&I : TBA	TB Nam/ TLA Minh		22/02/2020
7.	CMS Training for Welding and Documentation	T Khang/ PN Thai		25/02/2020
8.	Construction update progress on PMS			
XII	INTERFACES			
1.	Nil.			
XIII	AOB			
1.	Nil			