



LINDE – PRE-DRESSING OF COLUMNS

Minutes Of Meeting



PTSC M&C

COMPANY reference number: LINDE-PTSC-WPM-0006

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	03-Feb-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	03-Feb-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	Closed	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 → MDR is set-up, Access to TeDa is completed	TV Son	Closed	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 07/02 → 1st draft 03/02 → Agenda 20/01	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	Closed	14/01/2020
8.	Prepare CE MDR + AFC Received → Send on 03/02	TB Nam		15/01/2020 22/01/2020
9.	First cut preparation - Shop drawings - Cutting plan CS 08/02 - Cutting plan SS 08/02	NT Ngoc		10/02/2020
10.	Request for Office facilities & stationary → DCC action	PN Thai/ DCC		20/01/2020
II	HSE			
1.	Prepare HSE Plan → Submitted: 20/01	TH Quan	Closed	18/01/2020
2.	Set up HSE program for project	TH Quan		18/01/2020
3.	Request for HSE → Submitted 3 request, approved 2 → Request for Safety panels	TH Quan		21/01/2020
III	PROJECT CONTROL			
1.	Prepare Performance Bond →	ND Anh	Closed	18/01/2020



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2.	Prepare Insurance Cover → Issued RFQ → CBE	ND Anh		18/01/2020 01/03/2020
IV	PLANNING			
1.	Prepare and submit Material handling procedure	DV Toàn	Closed	17/01/2020 21/01/2020
2.	Prepare for progress measurement monthly basis	VM Truong		08/02/2020
3.	Submit Progress Planning & Measurement Procedure	VM Truong		08/02/2020
V	QA/QC			
1.	WPS & Welder New Qualification → Propose solution including in Procedure 15/01 → To send COMPANY 22/01	N Huy Tuan		15/02/2020
2.	Test panel → TR for painting 15/01: received → Intermemo for painting: 20/01 Done → RFQ	CX An/ NT Ngoc		20/01/2020 10/02/2020 10/02/2020
3.	Prepare ITP for CA/ Client involve → Follow COMPANY ITP → To send all ITP: 20/01	N Huy Tuan		15/01/2020
4.	Consider for new Qualification of welders for new WPS	N Huy Tuan		01/02/2020
5.	Prepare for PIM → Video Conference 04/02 → Linde Rep. arrive 07/02	N Huy Tuan		
VII	PROCUREMENT			
1.	Submit Tender plan for Cost-plus packages → Insulation block: ready for submit, waiting for Doc No. → Load-out: ready for submit, waiting for Doc No. → Material for pressure testing & preservation:	TTT Huyen		20/01/2020
2.	Proceed procurement cycle for TR of NDE → PAUT → Subcontractor	TTT Huyen		
3.	Proceed procurement cycle for TR of Insulation Block → Sent to COMPANY for review first → Sent TR 20/01	TTT Huyen		
4.	Proceed procurement cycle for TR of Load out → Sent to COMPANY for review first → Sent RFQ 03/02	TTT Huyen		
5.	Request for Welding material →	NT Ngoc	Closed	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		01/02/2020 08/02/2020



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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/ TLA Minh		12/01/2020 05/02/2020
7.	TR for Galvanizing service	TB Nam	Delete	Apr-2020
8.	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.	Prepare Workshop for fabrication → Mobilize fabrication team: 03/02 → Arrange fabrication resources in WS-08: 10/02	NT Ngoc/ Trong		10/02/2020
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	PMS/ CMS			
1.	CMS training → Sent request for COMPANY, waiting for feedback → Received token but cannot connect	T Khang/ PN Thai		14/01/2020
2.	PMS coordination	PN Thai		monitoring
XII	INTERFACES			
1.	Nil.			
XIII	AOB			
1.	Nil			