

MINUTES OF MEETING

LEHQ-PTSC-MOM-0001

Date: 07.02.2020

Topic: Kick off Meeting Pre-dressing of Columns

Prepared by: Max Leidel

Participants: via Video Conference

COMPANY - Linde Engineering


Maximilian Leidel
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CONTRACTOR – PTSC M&C

Nguyen Duong Lam – Project Director
Nguyen Huu Tuan – Project Manager
Pham Nam Thai – Project Coordinator/MC Leader
Nguyen Duc Anh – Project Control Leader
Nguyen Thanh Ngoc – Construction Manager
Nguyen Huy Tuan – QAQC Leader
Tran Hai Quan – HSE Leader
Tran Binh Nam – Construction Engineering Leader
Tran Khang – Production Controller/CMS operator
Vo Minh Truong – Planning Leader
Tran Thi Thanh Huyen – Procurement Coordinator

Distribution: Participants,

Attachments: Presentation of Linde and PTSC

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Item	Topic	Action by	Due Date
1	GENERAL INFO		
1.1	<u>Intro</u> The purpose of this Kick off meeting was to introduce all personnel nominated for the pre-dressing of columns, as well as to establish the rules for the future working relationship and to discuss the conditions and planned approach under which the WORK will be performed.	Info	
1.2	PTSC informs that first cut steel shall be conducted on 15-Feb-2020	Info	
2	General Coordination		
2.1	<u>Org-Charts</u> The Organisation Charts of PTSC and Linde have been presented and all participants have been introduced. See also attached presentation. Linde to provide the mobilisation plan according to its Org-Chart as early as possible for CONTRACTOR'S register at Site/Port for easy access	Info Linde	18.02.20
2.2	<u>Communication Procedure</u> The communication procedure was presented and discussed. See also presentation.	Info	
2.3	<u>Correspondence and Document Numbering</u> The Master document Register was discussed. PTSC to send the Document Register (in Excel-format) showing the priorities of documents in a separate folder inside the main Excel sheet, that Linde can expedite and accelerate these review cycles internally. For the numbering of documents like reports, TQs, Site instruction, VOR etc., following structure shall be followed, that the documents can be tracked. Number "37" is the discipline code for pre-dressing of columns	PTSC Info	10.02.20



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3.1	<p><u>The required meetings were discussed.</u></p> <p>The weekly construction, QA/QC and HSE meeting will take place every Monday at 14:00 (German time: 8:00) and starts on 17.02.20. PTSC to invite for the Skype Meeting with the dial-in information.</p>	Info PTSC	13.02.20
4	Reporting		
4.1	Reports were discussed.	Info	
4.2	Linde to provide a template for the weekly/monthly report	Linde	15.02.20
4.3	PTSC will send the Monthly Progress report every 3rd Friday of each month. First progress report will be issued on Friday 21.02.20 for progress from ED to 21.02.20	Info	
4.4	Progress weekly report to be send to LE prior to Mondays weekly Construction & Quality meeting for review to save time during review cycles.	PTSC	
5	HSE		
5.1	<p>The Life Saving Rules of Linde were presented (see also presentation). Linde will not have an own HSE-Manager at Yard.</p>	Info	
5.2	<p>No case of Corona virus been reported in PTSC city where Pre-dressing will be taking place.</p> <p>According to Civil Aviation Administration of Vietnam's new regulations, foreigners who have stayed/transitted in China within 14 days before entering Vietnam will be rejected entry. Linde personnel to take note</p>	Info Info	
6	TSF - Offices		
6.1	Temporary Site Facilities at the Yard were presented by PTSC.	Info	
6.2	PTSC will provide 2 double offices (total 4 persons) for Linde with WIFI and LAN connections.	Info	
6.3	PTSC working hours are 8 hours Mon – Sat. Working hours can be increase depending on work load.	Info	
7	Disciplines		
7.1	<p><u>Warehouse / CMS:</u></p> <p>PTSC has received the Secure-ID-Tokens.</p>	Info	

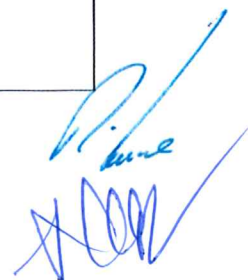



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	<p>The CMS-training will be held from Monday, 10.02. until Wednesday, 12.02.20 from 14:00 until 17:00 (8:00 until 10:00 German time).</p> <p>PTSC informed Linde, that the deliveries of material contain ID-numbers, which are not shown in the provided piping MTO. PTSC to send the list of ID-numbers, which are not shown in the piping MTO</p>	PTSC	12.02.20
7.2	<u>Piping:</u> The quantities have been presented.	Info	
7.2.1	<u>Material certificates:</u> Material certificates for temporary piping material (for pressure tests) are not required. Temporary material must be clearly marked (i.e. painted red) and shall be stored separately, that mixing of temporary and permanent material is not possible! Fit-up lengths for temporary flanges of 100 – 150mm are required, that flanges can be cut back (including heat affected zones) at Site for connection with hook-up spools.	Info	
7.2.2	PTSC stated, that the MTO of temporary material (provided by Linde) for pressure testing is not complete. PTSC will submit an updated MTO for Linde's review and approval.	PTSC	11.02.20
7.2.3	<u>Piping-BOMs ending with "99":</u> The piping BOMs ending with "99" were explained. Linde has ordered additional material for vents and drains, which PTSC can use, in case additional vents and drains are required for pressures testing. These additional vents/drains must be shown in as-built isometrics (red-lining) by PTSC. This material will be delivered with material certificates.	Info	
7.2.4	<u>Material certificates:</u> Material certificates of delivered material will be provided by Linde. These certificates are uploaded into CMS and will be explained during the CMS training.	Info	
7.2.5	The Progress Determination and Payment for the piping scope shall follow the document &AA-W-SK 2402, which was shown during the meeting.	Info	
7.2.6	The PIM for piping will be held in week 8, when Linde's QA/QC manager is in Vietnam.	Info	
7.2.7	<u>PMI-requirements:</u> PTSC to carry out PMI for material receiving. For Duplex-material, all items have to be PMI tested (100%) Linde to provide PMI percentage required for low alloy steel material.	PTSC Linde	 10.02.20
7.3	<u>Painting:</u> The Painting quantities were presented	Info	




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7.3.1	PTSC to provide the Material Data Sheets (MDS) for approval	PTSC	20.02.20
7.3.2	Before start of any painting activities a PIM-meeting will be held.	LE & PTSC	TBD
7.3.3	Cable tray supports have to be painted instead of hot dip galvanizing!	Info	
7.3.4	Linde to provide the Progress Determination and Payment of Painting Works	Linde	15.02.20
7.4	<u>Insulation:</u> Insulation quantities were presented	Info	
7.4.1	The Material Data Sheet (MDS) of cold insulation material has been rejected due to insufficient density of material. PTSC to re-submit the correct MDS.	PTSC	15.02.20
7.4.2	Before start of insulation, a PIM-meeting will be held. PTSC shall invite its Sub contractor to attend.	LE & PTSC	TBD
7.4.3	During the lifting of the columns at Site, the columns and attached pipes will be bent. To avoid damages while lifting, special focus will be on the preparation of contraction joints of columns and piping at the Yard!	Info	
7.4.4	Due to the required saddles and lashing points at the column, some areas cannot be insulated at the Yard. Therefore, PTSC shall provide the prefabricated material and cladding and ship it together with the pipe spools to Singapore, that these areas can be insulated at Site before lifting of columns.	Info	
7.4.5	Linde to provide the Progress Determination and Payment of Insulation works, especially the insulation of Columns.	Linde	15.02.20
7.5	<u>E&I:</u> The E&I quantities were presented	Info	
7.5.1	Linde to provide BOMs/MTO for all E&I material purchased by PTSC with the information, whether painting or hot dip galvanizing is required. Linde has stated that procurement of small steel structures for E&I support needs no FPC certificates	Linde Info	12.02.20
7.5.2	Linde to provide the Progress Determination and Payment of E&I Works	Linde	15.02.20
7.5.3	PIM is required before start of E&I activities.	LE & PTSC	TBD
7.6	<u>Shipment / Load out:</u>	Info	




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7.6.1	<p>PTSC needs to send out the RFQ for the site moving and load out of columns. Therefore, Linde will send following preliminary information to PTSC:</p> <ul style="list-style-type: none"> - transportation drawings with CoG - Weight table for transport weight from Korea and to Singapore - Requirements of elephant stools (layout location, height, space for insert trailer) <p>PTSC needs Linde's approval before carry out any step in the procurement of cost-plus packages. Therefore, Linde to confirm by writing/email that PTSC can proceed with the RFQ. In the meantime, PTSC has sent the Tender plan attached with the RFQ for Linde's review and approval. Any comments/updates shall be issued to tenderers ASAP.</p>	Linde	12.02.20
		Linde	13.02.20
7.6.2	Linde to invite PTSC for a Video conference on Wednesday, 12.02.20 at 16:00 (10:00 German time), to discuss the load out activities.	Linde	10.02.20
8	Schedule		
8.1	Due to time limitations the schedule could not be discussed anymore. This will be done during the regular weekly meetings.	Info	
9	Subcontracting & Commercial		
9.1	PTSC shall send a draft invoice, that Linde can start the approval cycle internally in advance, in order to expedite the approval process of the first official invoice when it is submitted officially.	PTSC	
9.2	Linde to check and comment, whether VAT shall be included in the invoice.	Linde	15.02.20
9.3	Original Bank Guarantee has been submitted to Linde (sent out date: 30.01.20, tracking number: H8957632725, courier: UPS Express, status: in-transit), however has not been delivered yet. Linde will inform PTSC once the BG is received..	Info	
10	Post Meeting Notes: Questions that have not been discussed during the meeting due to time constraints		
10.1	<u>PAUT application:</u> According to &AA-W-SC 2401 (EN), additional Automatic ultrasonic testing (PAUT) as per applicable scope of volume testing where FCAW Process to be used. However, no PAUT rates were indicated in the BoQ. PTSC calculated approx. 13 joints will need PAUT. Linde helps to clarify.	Linde	18.02.20
10.2	<u>BoQ Chapter for Connection work of instrument cable:</u>		



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	PTSC has noticed that BoQ Chapter for Connection work of instrument cable was missing (Chapter 340.30 in the Module project). Linde to confirm that no instrument cable will be terminated.	Linde	14.02.20
	=== END OF MOM ===		

10 ATTACHMENTS

- (1) Linde's presentation
- (2) PTSC's presentation

