



LINDE – PRE-DRESSING OF COLUMNS

Minutes Of Meeting



PTSC M&C

COMPANY reference number: **LINDE-PTSC-WPM-0003**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	06-Jan-2020 @ 09:30 to 11:00 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
Chu Xuan An	Painting/ Scaffolding Supervisor	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	06-Jan-2019	

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Item	Subject	Action	Status	Due Date																																										
I	GENERAL																																													
1.	PMT PMT submission for approval	NH Tuan																																												
2.	Finalize Office layout and mobilization ➔ Office is under completion.	NH Tuan/ PN Thai		05/01/2020																																										
3.	Document control, template, no. request, ... ➔ Already sent TC to COMPANY	TV Sơn		30/12/2019 06/01/2020																																										
4.	Budget preparation for all Departments ➔ Received E&I, Painting/ Scaffolding, Structure ➔ Waiting for budge: Piping, EG WS	Key PMT		20/01/2020 10/01/2020																																										
5.	Internal KOM Preparation - Each team (department) are requested to present the plan and execution. ➔ Final KOM 14/01 ➔ 1st draft 10/01 ➔ Agenda 06/01	Key PMT		03/01/2020 14/01/2020																																										
6.	Prepare MDR Project ➔ Received QC, HSE feedback ➔ Define critical document list	TV Son		06/01/2020																																										
7.	Prepare CE MDR + AFC Received ➔ Send on 06/01	TB Nam		15/01/2020																																										
8.	Project Executing Plan ➔ Sent to Disciplines to input ➔ Waiting for feedback not later than 07/01/2020	PN Thai		12/01/2020																																										
II	HSE																																													
1.	Prepare HSE Plan	TH Quan		18/01/2020																																										
III	PROJECT CONTROL																																													
1.	Check Construction allowance following TC during bidding	ND Anh	Closed	08/01/2020																																										
2.	Check CMS (from Linde) application and operation ➔ CMS is required, training will be provided from COMPANY ➔ WSD is also required <table border="1"><thead><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></thead><tbody><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 colspan="4">CMS</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></tbody></table> <small>*) interfaces</small>	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	PN Thai/ ND Anh		08/01/2020
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Insulation	PED	n/a	n/a	CMS	n/a	n/a	CMS																																							
3.	Check packing list information from Linde ➔ Already sent TC to COMPANY	PN Thai/ ND Anh		08/01/2020																																										
4.	Preparation for Signing contract on 08/01/2020	ND Anh		05/01/2020																																										
5.	Prepare Performance Bond	ND Anh		18/01/2020																																										
6.	Prepare Insurance Cover ➔ Issued RFQ	ND Anh		18/01/2020																																										
IV	PLANNING																																													
1.	Prepare project schedule ➔ 1 st draft 06/01	VM Truong/ NV Thong		07/01/2020																																										
2.	Preparation for Receive of material on 15/01/2020	DV Toàn		10/01/2020																																										



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3.	Warehouse preparation → Submitted request → Yard 2000m: provided → Pending covered warehouse	DV Toàn/ NT Ngoc	submitted	10/01/2020
4.	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 → To submit 07/01	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 10/01	CX AN		20/01/2020 10/02/2020
4.	Prepare ITP for CA/ Client involve	N Huy Tuan		15/01/2020
5.	Prepare TR for NDE → Already sent to Ms Huyen 04/01/2020 → Request for NDE service 07/01	N Huy Tuan		10/01/2020
6.	As-Built Documentation including Quality Records/ Documentation	N Huy Tuan		monitor
VII	PROCUREMENT			
1.	Procurement to develop Procurement plan for disciplines to follow → To send for review 07/01	TTT Huyen		TBA
2.	CE Team to input package list (materials/ services) for CE/ DE packages → Done	TB Nam	Closed	31/12/2019
3.	DE Team to input package list (materials/ services) for DE packages → Done	NN Huy	Closed	31/12/2019
4.	Construction team input package list for Construction services/ pressure testing → Done	NT Ngoc	Closed	31/12/2019
5.	QC Team input package list for QC services → Done	N Huy Tuan	Closed	31/12/2019
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	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		08/01/2020
4.	TR for E&I Support	TB Nam/ TLA Minh		12/01/2020
5.	PMS Operation preparation → Already held meeting and setup Project/ Facility	Nam TB/ Hung NV		05/01/2020
6.	Issue shop drawing	TB Nam		15/02/2020 01/02/2020



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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		12/01/2020
10.	TR for Galvanizing service	TB Nam		12/01/2020
11.	TR for Load-out service	TB Nam/ NM Duc		10/01/2020
12.	Develop construction sequence	TB Nam/ NT Ngoc		10/01/2020
13.	TR for Insulation block	VV Toan/ TB Nam		12/01/2020
14.	TR for Insulation Piping & Column	TB Nam	Closed	12/01/2020
15.	TR for materials for packing ship-loose items	TB Nam		12/01/2020
IX	CONSTRUCTION			
1.	First cutting preparation 15/02/2020	NT Ngoc		10/02/2020
2.	Prepare for yard layout, workshop ➔ Waiting for approval	NT Ngoc		15/01/2020
3.	Mobilization plan for direct manpower ➔ Manpower input form from Planning 06/01	NT Ngoc		20/01/2020
4.	Mobilization plan for equipment and tools ➔ To include in Construction budget	NT Ngoc	Delete	20/01/2020
5.	Budget of Construction (Tools/ Equipment/ Consumables)	NT Ngoc		30/12/2019 15/01/2019
6.	TC for painting for pipe support: Clarify primer, touch up painting code by Vendor			
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	INTERFACES			
1.	Nil.			
XII	AOB			
	Nil			