



LINDE – PRE-DRESSING OF COLUMNS

Minutes Of Meeting



COMPANY reference number: **LINDE-PTSC-WPM-0002**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	30-Dec-2019 @ 08:00 to 10:00 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 Huy	Procurement Coordinator	PTSC M&C
Bui Thu Huong	Procurement Coordinator	PTSC M&C
Tran Binh Nam	Construction Engineering Lead	PTSC M&C
Tran Hai Quan	HSE Manager	PTSC M&C
Dinh Quoc An	E&I Construction Supervisor	PTSC M&C
Huynh Cong Son	E&I Inspector	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
Pham Van Chien	Structural/ P&M Supervisor	PTSC M&C
Distribution List		
Name	Title	Entity
Nguyen Duong Lam	Project Director	PTSC M&C

Name	Date	Signature
Nguyen Huu Tuan	30-Dec-2019	



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Item	Subject	Action	Status	Due Date
I	GENERAL			
1.	Introduction Project overview of general project information	NH Tuan	Closed	
2.	PMT PMT submission for approval PMT to review quantity of E&I supervisor, P&M supervisor	NH Tuan NH Tuan		
3.	Finalize Office layout and mobilization	NH Tuan/ PN Thai		05/01/2020
4.	Submit request for Office facility of Linde PMT in SMP9	NH Tuan/ PN Thai	Closed	26/12/2019
5.	Transfer document from Bidding team to Execution team	TV Sơn/ ND Anh	Closed	30/12/2019
6.	Document control, template, no. request, ...	TV Sơn		30/12/2019 06/01/2020
7.	Set up Server and add user	PN Thai	Closed	
8.	Budget preparation for all Departments	Key PMT		20/01/2020
9.	Internal KOM Preparation - Each team (department) are requested to present the plan and execution.	Key PMT		03/01/2020
10.	Project work checklist to be synchronized between MOM and New task to be added. This checklist is generated from Driver Google. All project team are requested to online following and updated status of work. Project coordinator are authored to add new task on the checklist.	All		Monitor
11.	PMT Weekly meeting on Mon, B.02, 8:00 AM	info		
12.	Prepare MDR Project	TV Son		15/01/2020
13.	Prepare CE MDR + AFC Received	TB Nam		15/01/2020
II	HSE			
1.	Prepare HSE Plan	02/01/2020		
III	PROJECT CONTROL			
1.	Check Construction allowance following TC during bidding	ND Anh		08/01/2020
2.	Check CMS (from Linde) application and operation	PN Thai/ ND Anh		08/01/2020
3.	Check packing list information from Linde	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	ND Anh		18/01/2020
IV	PLANNING			
1.	Prepare project schedule	VM Truong/ NV Thong		07/01/2020
2.	Preparation for Receive of material on 15/01/2020	DV Toàn		10/01/2020
3.	Warehouse preparation – submitted request according to T&O information	DV Toàn	submitted	10/01/2020



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4.	Develop Construction sequence	VM Truong/ NT Ngoc		07/01/2020
V	QA/QC			
1.	Submit WPS and Welder to Company	N Huy Tuan		05/01/2020
2.	WPS & Welder New Qualification	N Huy Tuan		15/02/2020
3.	Test panel	CX AN		20/01/2020
4.	Prepare ITP for CA/ Client involve	N Huy Tuan		15/01/2020
5.	Prepare TR for NDE	N Huy Tuan		10/01/2020
VI	ENGINEERING			
	TR for Insulation materials → Issued for review	NN Huy		12/01/2020
VII	PROCUREMENT			
1.	Procurement team require TR to issue early for purchase	BT Huong		Info
2.	Procurement to develop Procurement plan for disciplines to follow	BT Huong		TBA
3.	CE Team to input package list (materials/ services) for CE/ DE packages	TB Nam		31/12/2019
4.	DE Team to input package list (materials/ services) for DE packages	NN Huy		31/12/2019
5.	Construction team input package list for Construction services/ pressure testing	NT Ngoc		31/12/2019
6.	QC Team input package list for QC services	N Huy Tuan		31/12/2019
7.	TR for Load out service	TB Nam		10/01/2020
VIII	CONSTRUCTION ENGINEERING			
1.	MTO for Piping to be finalized → TB Nam to distribute	TB Nam/ TLA Minh		10/01/2020
2.	MTO for E&I to be finalized	TB Nam/ TLA Minh		10/01/2020
3.	Check if drawings require Client approval	ND Anh/ TB Nam		08/01/2020
4.	Check Hydro test pack issued by Client or CE → CE will issue TP	ND Anh/ TB Nam	Closed	08/01/2020
5.	TR for E&I Support	TB Nam/ TLA Minh		12/01/2020
6.	PMS Operation preparation	Nam TB/ Hung NV		05/01/2020
7.	Issue shop drawing	TB Nam		15/02/2020 01/02/2020
IX	CONSTRUCTION			
1.	First cutting preparation 15/02/2020	NT Ngoc		10/02/2020
2.	Workshop preparation	NT Ngoc		15/01/2020
3.	Mobilization plan for direct manpower	NT Ngoc		20/01/2020



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4.	Mobilization plan for equipment and tools	NT Ngoc		20/01/2020
5.	Budget of consumables	NT Ngoc		30/12/2019 15/01/2019
X	SERVICES/ SUB-CONTRACTOR			
1.	Nil.			
XI	INTERFACES			
1.	Nil.			
XII	AOB			
	Nil			