



LINDE – PRE-DRESSING OF COLUMNS

Minutes Of Meeting



COMPANY reference number: **LINDE-PTSC-WPM-0001**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	25-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 Overview 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
Bui Cao Khai	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
Nguyen Khac Trong	Piping/ Mech Supervisor	PTSC M&C
Tran Khang	Production Controller	PTSC M&C
Doan Quoc Dung	Contract Engineer	PTSC M&C
Chu Xuan An	Painting/ Scaffolding Supervisor	PTSC M&C
Distribution List		
Name	Title	Entity
Nguyen Duong Lam	Project Director	PTSC M&C

Name	Date	Signature
Nguyen Huu Tuan	25-Dec-2019	



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Item	Subject	Action	Due Date
I	GENERAL		
1.	Introduction Project overview of general project information	NH Tuan	
2.	PMT PMT submission for approval PMT to review quantity of E&I supervisor, P&M supervisor	NH Tuan NH Tuan	
3.	Office layout Finalize Office layout and mobilization	NH Tuan/ PN Thai	05/01/2020
4.	Transfer document from Bidding team to Execution team	TV Sơn/ ND Anh	30/12/2019
5.	Document control, template, no. request, ...	TV Sơn	30/12/2019
6.	Set up Server and add user	PN Thai	
7.	Budget preparation for all Department	Key PMT	20/01/2020
8.	Internal KOM Preparation - Each team (department) are requested to present the plan and execution.	Key PMT	03/01/2020
9.	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
10.	PMT Weekly meeting on Mon, B.02, 8:00 AM	info	
II	HSE		
	Nil.		
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
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	DV Toàn	10/01/2020
V	QA/QC		
1.	Submit WPS and Welder to Company	BC Khai/ TQ Ngoc	05/01/2020
2.	WPS & Welder New Qualification	BC Khai/ TQ Ngoc	15/02/2020
3.	Test panel	CX AN	20/01/2020
4.	Project document list (MDR)	BC Khai	08/01/2020
5.	Project Procedures preparation	All	20/01/2020



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VI	ENGINEERING		
	TR for Insulation materials	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
VIII	CONSTRUCTION ENGINEERING		
1.	MTO for Piping/ E&I to be finalized	TB Nam/ TLA Minh	10/01/2020
2.	Check if drawings require Client approval	ND Anh/ TB Nam	08/01/2020
3.	Check Hydro test pack issued by Client or CE	ND Anh/ TB Nam	08/01/2020
4.	TR for E&I Support	TB Nam/ TLA Minh	12/01/2020
5.	PMS Operation preparation	Nam TB/ Hung NV	05/01/2020
6.	Issue shop drawing	Nam TB	15/02/2020
IX	CONSTRUCTION		
1.	First cutting preparation 15/02/2020	NT Ngoc	10/02/2020
2.	Workshop preparation	NT Ngoc	15/01/2020
3.	Mobilization direct manpower	Ngoc NT	20/01/2020
4.	Mobilization equipment and tools	Ngoc NT	20/01/2020
5.	Order consumable	Ngoc NT	30/12/2019
X	SERVICES/ SUB-CONTRACTOR		
1.	Nil.		
XI	INTERFACES		
1.	Nil.		
XII	AOB		
	Nil		