



## LINDE – PRE-DRESSING OF COLUMNS

### Minutes Of Meeting



PTSC M&C

COMPANY reference number: **LINDE-PTSC-WPM-0007**

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From: PTSC M&C	To: PTSC M&C
Discipline(s):	PROJECT MANAGEMENT TEAM
Date / Time:	<b>11-Feb-2020</b> @ 09:00 to 11:30 AM
Place of meeting:	PTSC M&C Room 03 – OF3.04
Minute by:	Pham Nam Thai
<b>Subject:</b>	<b>Project Weekly Meeting</b>

<b>Attendees</b>		
<b>Name</b>	<b>Title</b>	<b>Entity</b>
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
<b>Distribution List</b>		
<b>Name</b>	<b>Title</b>	<b>Entity</b>
Nguyen Duong Lam	Project Director	PTSC M&C

<b>Name</b>	<b>Date</b>	<b>Signature</b>
Nguyen Huu Tuan	<b>11-Feb-2019</b>	

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Item	Subject	Action	Status	Due Date
<b>I</b>	<b>GENERAL</b>			
1.	Finalize MDR based on LOA (List of Attachment) <ul style="list-style-type: none"> <li>→ Sent to COMPANY for advise of numbering</li> <li>→ TRs to include in MDR (cost-plus packages): TB Nam 20/01</li> <li>→ <b>Closed</b></li> </ul>	TV Son/ PN Thai	<b>Closed</b>	13/01/2020
2.	Budget preparation for all Departments <ul style="list-style-type: none"> <li>→ Received E&amp;I, Painting/ Scaffolding, Structure, Piping</li> <li>→ Pending weighing:</li> <li>→ Additional budget: Welder skill test: submitted</li> <li>→ <b>Pending: GEWS(weighing &amp; yard) , revised items Piping, painting E&amp;I supports – 14/02/2020</b></li> </ul>	Key PMT		10/01/2020 14/01/2020 <b>14/02/2020</b>
3.	Internal KOM Preparation - Each team (department) are requested to present the plan and execution. <ul style="list-style-type: none"> <li>→ Final KOM 07/02</li> <li>→ 1st draft 03/02</li> <li>→ Agenda 20/01</li> <li>→ <b>KOM with Company completed 07/02</b></li> </ul>	Key PMT	<b>Closed</b>	03/01/2020 14/01/2020 03/02/2020
4.	Prepare MDR Project <ul style="list-style-type: none"> <li>→ Received all disciplines' feedback</li> <li>→ Define critical document list</li> <li>→ <b>Final MDR submitted</b></li> </ul>	TV Son	<b>Closed</b>	06/01/2020
5.	Set up account to transfer document via TeDa software from Company <ul style="list-style-type: none"> <li>→ Waiting for COMPANY response</li> <li>→ Critical documents to be sent via email in advance before TeDa is ready</li> <li>→ <b>TeDa is already setup for document transfer from PTSC MC</b></li> </ul>	TV Son	<b>Closed</b>	14/01/2020
6.	Prepare CE MDR + AFC Received <ul style="list-style-type: none"> <li>→ Send on 03/02</li> </ul>	TB Nam	<b>Closed</b>	15/01/2020 22/01/2020
7.	First cut preparation <ul style="list-style-type: none"> <li>- Shop drawings</li> <li>- Cutting plan SS <b>11/02</b></li> </ul>	NT Ngoc/ TB Nam		10/02/2020
8.	Request for Office facilities & stationary <ul style="list-style-type: none"> <li>→ DCC action</li> <li>→ <b>Request sent</b></li> <li>→ <b>Request is being processing by Administration Dept</b></li> </ul>	PN Thai/ DCC	<b>Closed</b>	20/01/2020
<b>II</b>	<b>HSE</b>			
1.	Set up HSE program for project	TH Quan		18/01/2020 14/02/2020
2.				
<b>III</b>	<b>PROJECT CONTROL</b>			
1.	Prepare Insurance Cover <ul style="list-style-type: none"> <li>→ Issued RFQ</li> <li>→ CBE</li> </ul>	ND Anh		18/01/2020 01/03/2020
2.	<b>Send Invoice for payment</b> <ul style="list-style-type: none"> <li>→ <b>Progress 21/02/2020</b></li> <li>→ <b>Send Invoice 24/02/2020</b></li> </ul>	ND Anh		

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3.	Site moving & Load out package → Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule			
<b>IV</b>	<b>PLANNING</b>			
1.	Prepare for progress measurement monthly basis	VM Truong	Closed	08/02/2020
2.	Submit Progress Planning & Measurement Procedure → submitted	VM Truong	Closed	08/02/2020
3.	First progress to be submitted for review: 14/02/2020	VM Truong		14/02/2020
<b>V</b>	<b>QA/QC</b>			
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 → Moved to Constuction section	CX An/ NT Ngoc	Delete	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 → Qualification for new WPS: March → Qualification for new welder: N/A	N Huy Tuan		01/02/2020
5.	Prepare for PIM → Video Conference 04/02 Done → Official PIM: 13/02/2020 → Linde Rep. arrive at Site: 18/02/2020	N Huy Tuan		update
6.	Issue documents for First cut: - Quality Plan - ITP for Fabrication/ Installation - WPS - Welder list	N Huy Tuan		15/02/2020
<b>VII</b>	<b>PROCUREMENT</b>			
1.	Submit Tender plan for Cost-plus packages → Insulation block: ready for submit, waiting for Doc No. Submit Tender plan IFQ 11/02/2020 → Load-out: ready for submit, waiting for Doc No. Submitted → 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		



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5.	Proceed procurement cycle of Insulation → TBE 15/02/2020	TTT Huyen		
6.	Update weekly report for procurement plan: → Weekly Thursday	TTT Huyen		
<b>VIII</b>	<b>CONSTRUCTION ENGINEERING</b>			
1.	MTO for Piping to be finalized → TB Nam to distribute to all disciplines	TB Nam/ TLA Minh	Closed	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	Delete	12/01/2020 05/02/2020
4.	Issue shop drawing	TB Nam		01/02/2020 08/02/2020
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 → Chase up COMPANY to provide sufficient drawings	TB Nam/ TLA Minh		12/01/2020 05/02/2020
7.	TR for Galvanizing service → Check with Company regarding galvanizing for Instrument/ equipment support	TB Nam		Apr-2020
8.	Materials for Structural Column supports → Issue surplus list	NM Duc		12/01/2020 14/02/2020
<b>IX</b>	<b>CONSTRUCTION</b>			
1.	First cutting preparation 15/02/2020	NT Ngoc		10/02/2020
2.	Prepare Workshop for fabrication → Mobilize fabrication team: 03/02 Done → Arrange fabrication resources in WS-08: 10/02 Done	NT Ngoc/ Trong	Closed	10/02/2020
3.	Arrange fabrication resources in WS-11	NT Ngoc		13/02/2020
4.	Issue Piping fabrication & installation procedure for Execution (IFE)	NT Ngoc		11/02/2020
5.	Update MTO for Hydro-test - Include plastic caps for preservation	NT Ngoc		12/02/2020
6.	Generate workfront for piping	VM Truong/ PT Son		13/02/2020
7.	Welding consumables → TBE: 10/02/2020 → ETA: 18/03/2020 (400kg Tig & Stick) → Rebid (1000kg SS NC-36L)	NT Ngoc/ TTT Huyen		update
8.	Issue TQ to propose to waive test panel requirement.	CX An/ NT Ngoc		14/02/2020
9.	Test panel → TR for painting 15/01: received → Inter-memo for painting: 20/01 Done → RFQ → TBE: → TBC: 13/02/2020	CX An/ NT Ngoc		20/01/2020 10/02/2020 10/02/2020



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<b>X</b>	<b>SERVICES/ SUB-CONTRACTOR</b>			
1.	Nil.			
<b>XI</b>	<b>PMS/ CMS</b>			
1.	CMS training → Sent request for COMPANY, waiting for feedback → <b>On-going training with Company</b>	T Khang/ PN Thai / DV Toan/		<b>14/02/2020</b>
2.	PMS coordination	PN Thai		monitoring
3.	<b>PMS access to Linde project for all Team</b>	<b>PN Thai</b>		<b>11/02/2020</b>
4.	<b>CMS data upload for received Materials</b>	<b>DV Toan</b>		<b>14/02/2020</b>
5.	<b>PMS data upload for received Materials</b>	<b>DV Toan</b>		<b>TBA</b>
6.	PMS data upload from CE - Piping : 200 drw (17/02 – 22/02) - E&I : TBA	TB Nam/ TLA Minh		<b>22/02/2020</b>
<b>XII</b>	<b>INTERFACES</b>			
1.	Nil.			
<b>XIII</b>	<b>AOB</b>			
1.	Nil			