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| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 25-Feb-2020 @ 09:00 to 11:30 AM | | | |
| Place of meeting: | PTSC M&C Room 03 – OF3.04 | | | |
| Minute by: | Pham Nam Thai | |  | |
| **Subject:** | **Project Weekly Meeting** | | | |

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| **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 |
| Dang Van Toan | Material Controller | PTSC M&C |
| **Distribution List** | | |
| **Name** | **Title** | **Entity** |
| Nguyen Duong Lam | Project Director | PTSC M&C |
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| **Name** | **Date** | **Signature** |
| Nguyen Huu Tuan | 25-Feb-2019 |  |
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| Item | **Subject** | **Action** | **Status** | **Due Date** |
| I | **GENERAL** |  |  |  |
|  | Budget preparation for all Departments   * Received E&I, Painting/ Scaffolding, Structure, Piping * Pending weighing: * Additional budget: Welder skill test: submitted * ~~Pending: GEWS(weighing & yard) , revised items Piping, painting E&I supports – 14/02/2020~~ * Budget received from all disciplines, submitting for approval: 25/02/2020 * Budget approval: 27/02/2020 | Key PMT |  | ~~14/02/2020~~  25/02/2020 |
| II | **HSE** |  |  |  |
|  | Set up HSE program for project | TH Quan | Closed | ~~18/01/2020~~  14/02/2020 |
| III | **PROJECT CONTROL** |  |  |  |
|  | Prepare Insurance Cover   * Issued RFQ * CBE | ND Anh |  | ~~18/01/2020~~  01/03/2020 |
|  | Send Invoice for payment   * Progress 21/02/2020 * Send Invoice 26/02/2020 | ND Anh |  | 26/02/2020 |
|  | Site moving & Load out package   * Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule | ND Anh |  |  |
| IV | **PLANNING** |  |  |  |
|  | First progress to be submitted for review: 14/02/2020   * Follow & remind | VM Truong |  | 14/02/2020 |
|  | Reply to Linde progress measurement of painting/ insulation: 26/02 | VM Truong |  | 26/02/2020 |
| V | **QA/QC** |  |  |  |
|  | WPS & Welder New Qualification   * Propose solution including in Procedure 15/01 * To send COMPANY 22/01 * Qualification: 4 batches until 06/03 * 1st batch: 10/12 passed VT (pending RT) * 2nd batch: ongoing | N Huy Tuan |  | 15/02/2020 |
|  | Prepare ITP for CA/ Client involve   * Follow COMPANY ITP * To send all ITP: 20/01 * Submitted: 3/5 | N Huy Tuan |  | 15/01/2020 |
|  | Consider for new Qualification of welders for new WPS   * Qualification for new WPS: March * Qualification for new welder: 6 welders for ½” | N Huy Tuan |  | 01/02/2020 |
|  | Prepare for PIM   * Video Conference 04/02 Done * Official PIM: 13/02/2020 * Linde Rep. arrive at Site: 18/02/2020 * PIM completed | N Huy Tuan | Closed | update |
|  | Issue documents for First cut:   * Quality Plan * ITP for Fabrication/ Installation * WPS * Welder list | N Huy Tuan |  | 15/02/2020 |
|  | New PQR qualification   * Total 02 (Inconel & CS PWHT) * Inconel: Linde’s material received, waiting WPQT approval. Issue cutting plan PQR: 26/02/2020 * CS PWHT: PTSC’s material. Issue request: 25/02 | N Huy Tuan |  |  |
| VII | **PROCUREMENT** |  |  |  |
|  | Submit Tender plan for Cost-plus packages   * Insulation block: Submit Tender plan IFQ 11/02/2020 * Load-out: Submitted * Material for pressure testing & preservation: | TTT Huyen |  | 20/01/2020 |
|  | Proceed procurement cycle for TR of NDE   * PAUT: D.Anh send 25/02/2020 * Subcontractor: | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Insulation Block   * Sent to COMPANY for review first * Sent TR 20/01 * TBE 20/02 * CBE submit 26/02 | TTT Huyen |  |  |
|  | Proceed procurement cycle for TR of Offload & Load out   * Sent to COMPANY for review first * Sent RFQ 03/02 * Clarification with Linde 25/02 | TTT Huyen |  |  |
|  | Proceed procurement cycle of Insulation   * TBE 15/02/2020 * Material list with Cert required: 26/02 * Lesson learnt meeting: 26/02 * Reply BlackCat regarding Third Party cert: 26/02 | TTT Huyen |  |  |
|  | Update weekly report for procurement plan:   * Weekly Thursday | TTT Huyen |  | monitor |
| VIII | **CONSTRUCTION ENGINEERING** |  |  |  |
|  | MTO for E&I to be finalized   * Chase up COMPANY to provide sufficient drawings * MTO for cable tray: done. Proceed with procurement * Change of material: TC submitted * Equipment support MTO: continue chase up for purchasing * Pending Engineering drawings: continue chase up | TB Nam/TLA Minh |  | ~~10/01/2020~~  10/02/2020 |
|  | Issue shop drawing   * Piping: 200/655 shop drawings,  17/300 cutting * E&I: TBA * Load out: TBA | TB Nam |  | ~~01/02/2020~~  08/02/2020 |
|  | TR for Flange/ Bolt nuts/ Fitting/ Gasket   * Wait for MTO from COMPANY 19/01 * Issue Inter-memo 26/02/2020 | TB Nam/ NV Chung |  | ~~12/01/2020~~  21/01/2020 |
|  | TR for E&I Miscellaneous   * Chase up COMPANY to provide sufficient drawings | TB Nam/TLA Minh |  | ~~12/01/2020~~  05/02/2020 |
|  | TR for Galvanizing service   * Check with Company regarding galvanizing for Instrument/ equipment support | TB Nam | Delete | Apr-2020 |
|  | Materials for Structural Column supports   * Issue surplus list | NM Duc |  | ~~12/01/2020~~  14/02/2020 |
|  | MTO for E&I main materials/ equipment (free issued)   * continue chase up |  |  |  |
| IX | **CONSTRUCTION** |  |  |  |
|  | First cutting preparation 15/02/2020   * Completed | NT Ngoc | Closed | 10/02/2020 |
|  | Arrange fabrication resources in WS-11 | NT Ngoc | Closed | 13/02/2020 |
|  | Issue Piping fabrication & installation procedure for Execution (IFE) | NT Ngoc | Closed | 11/02/2020 |
|  | Update MTO for Hydro-test   * Include plastic caps for preservation | NT Ngoc | Closed | 12/02/2020 |
|  | Generate workfront for piping   * Workfront for 8 shipments 3712DIA (Total): Done * Workfront for 12 shipments: 25/02/2020 | VM Truong/ PT Son |  | ~~13/02/2020~~  25/02/2020 |
|  | Welding consumables   * TBE: 10/02/2020 Done * ETA: 18/03/2020 (400kg Tig ~~& Stick~~) * ~~Rebid (1000kg SS NC-36L)~~ * ETA: 28/02/2020 | NT Ngoc/ TTT Huyen |  | 26/02/2020 |
|  | Issue TQ to propose to waive test panel requirement.   * Done. Waiting for Linde response | CX An/ NT Ngoc |  | 14/02/2020 |
|  | Test panel   * TR for painting 15/01: received * Inter-memo for painting: 20/01 Done * RFQ * TBE: Done * ~~TBC: 13/02/2020~~ | CX An/ NT Ngoc |  | ~~20/01/2020~~  ~~10/02/2020~~  10/02/2020 |
|  | Submit Workfront report to Linde | VM Truong |  | 27/02/2020 |
|  | Progress report reference to Iso | VM Truong |  | 27/02/2020 |
| X | **SERVICES/ SUB-CONTRACTOR** |  |  |  |
|  | Nil. |  |  |  |
| XI | **PMS/ CMS** |  |  |  |
|  | CMS training   * Sent request for COMPANY, waiting for feedback * On-going training with Company * Done | T Khang/ PN Thai / DV Toan/ | Closed | 14/02/2020 |
|  | PMS coordination | PN Thai |  | monitoring |
|  | PMS access to Linde project for all Team | PN Thai | Closed | 11/02/2020 |
|  | CMS data upload for received Materials | DV Toan | Closed | 14/02/2020 |
|  | PMS data upload for received Materials | DV Toan | Closed | TBA |
|  | PMS data upload from CE   * Piping : 200 drw (17/02 – 22/02) * E&I : TBA | TB Nam/ TLA Minh |  | 22/02/2020 |
|  | CMS Training for Welding and Documentation | T Khang/ PN Thai |  | 25/02/2020 |
|  | Construction update progress on PMS |  |  |  |
| XII | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XIII | **AOB** |  |  |  |
|  | Nil |  |  |  |