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| From: PTSC M&C | | To: | | PTSC M&C |
| Discipline(s): | PROJECT MANAGEMENT TEAM | | | |
| Date / Time: | 03-Mar-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 Leader | PTSC M&C |
| Nguyen Duc Anh | Project Control Leader | PTSC M&C |
| Vo Minh Truong | Planning Leader | 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 Leader | 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 | 03-Mar-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 * Budget received from all disciplines, submitting for approval: 25/02/2020 * ~~Budget approval: 27/02/2020~~ * Finalized and approved | Key PMT |  | ~~14/02/2020~~  25/02/2020 |
| II | **HSE** |  |  |  |
|  | Toolbox meeting on HOLD due to Corora vírus |  |  | info |
| III | **PROJECT CONTROL** |  |  |  |
|  | Prepare Insurance Cover   * Issued RFQ * CBE * PO signed | ND Anh | Closed | ~~18/01/2020~~  01/03/2020 |
|  | Send Invoice for payment   * Progress 21/02/2020 * Send Invoice: 03/03 | ND Anh |  | ~~26/02/2020~~  26/03/2020 |
|  | Site moving & Load out package   * Concern: delivery of trailer (mid of Sep) may not inline with Load-out schedule * Send unofficial to Bidders for information: 06/03 | ND Anh |  | 06/03/2020 |
| 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   * Confirmed during MOM-005 | VM Truong | Closed | 26/02/2020 |
|  | Project Weekly report distribute to PMT   * First submit 06/03 | VM Truong |  |  |
|  | Weekly update area of concern for each discipline | VM Truong |  |  |
| 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: & 2nd batch  |  |  |  |  | | --- | --- | --- | --- | |  | Matrial | FAIL | PASS | | GTAW | SS, DSS, INCONEL | 4 | 17 | | GTAW | CS, TT | 2 | 19 | | FCAW | CS, TT |  | 7 | | SMAW | CS, TT |  |  | | Head count up to WST-03 | | | 31 | | 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 |
|  | Issue documents for First cut:   * Quality Plan * ITP for Fabrication/ Installation * WPS * Welder list | N Huy Tuan | Closed | 15/02/2020 |
|  | New PQR qualification   * Total 02 (Inconel & CS PWHT) * Inconel: Linde’s material received, waiting WPQT approval. (Cutting plan PQR: 26/02/2020 Done) – proceed on 12/03 * CS PWHT: PTSC’s material. Issue request: 25/02 – Proceed on 12/03 | N Huy Tuan |  | 12/03/2020 |
| VII | **PROCUREMENT** |  |  |  |
|  | Submit Tender plan for Cost-plus packages   * Insulation block: Submit Tender plan IFQ 11/02/2020 Wait for Linde approval of Award * Load-out: Submitted * Material for pressure testing & preservation: RFQ | TTT Huyen |  | 20/01/2020 |
|  | Proceed procurement cycle for TR of NDE   * PAUT: D.Anh send 25/02/2020 * Subcontractor: | TTT Huyen | Closed |  |
|  | 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 * CBE approval 03/03 * PO 04/03 | TTT Huyen |  | monitor |
|  | 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 |  | monitor |
|  | 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 * Submit PO 06/03 * TPI not required * Warranty 36 months * KOM for Insulation: | TTT Huyen |  | monitor |
|  | Proceed procurement cycle of E&I Support   * TBE: 04/03 * PO: 06/03 | TTT Huyen |  | monitor |
|  | Proceed procurement cycle of E&I Miscellaneous   * TR unofficial for survey: 04/03 | TTT Huyen |  |  |
|  | Proceed procurement cycle of Painting   * ROS: 12/03 * Check availability of Painting WS if conflict with other projects: CX An * Email notification to Linde: CX An 03/03 * Start painting: 15/03 * PIM for Painting: 04/03 | 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 support of 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: 280/655 shop drawings,  48/300 cutting * Piping: Revise drawings following Linde Iso * E&I: TBA/590 * Load out: TBA/20 | 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 | Closed | ~~12/01/2020~~  21/01/2020 |
|  | TR for E&I Miscellaneous   * Chase up COMPANY to provide sufficient drawings | TB Nam/TLA Minh | Closed | ~~12/01/2020~~  05/02/2020 |
|  | Materials for Structural Column supports   * Issue surplus list | NM Duc | Closed | ~~12/01/2020~~  14/02/2020 |
|  | MTO for E&I main materials/ equipment (free issued)   * continue chase up |  | Closed |  |
| IX | **CONSTRUCTION** |  |  |  |
|  | Generate workfront for piping   * Workfront for 8 shipments 3712DIA (Total): Done * Workfront for 12 shipments: 03/03/2020 | 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 04/03 | 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 | CX An/ NT Ngoc | Closed | ~~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** |  |  |  |
|  | PMS data upload from CE   * Piping : * E&I : TBA | TB Nam/ TLA Minh |  | 22/02/2020 |
|  | CMS Training for Welding and Documentation   * WPS update on CMS: 03/03 * Welder list & certificate update on CMS: 05/03 | T Khang/ PN Thai |  | 25/02/2020 |
|  | Construction update progress on PMS | TV Thanh/ NK Trong |  | update |
| XII | **INTERFACES** |  |  |  |
|  | Nil. |  |  |  |
| XIII | **AOB** |  |  |  |
|  | Nil |  |  |  |