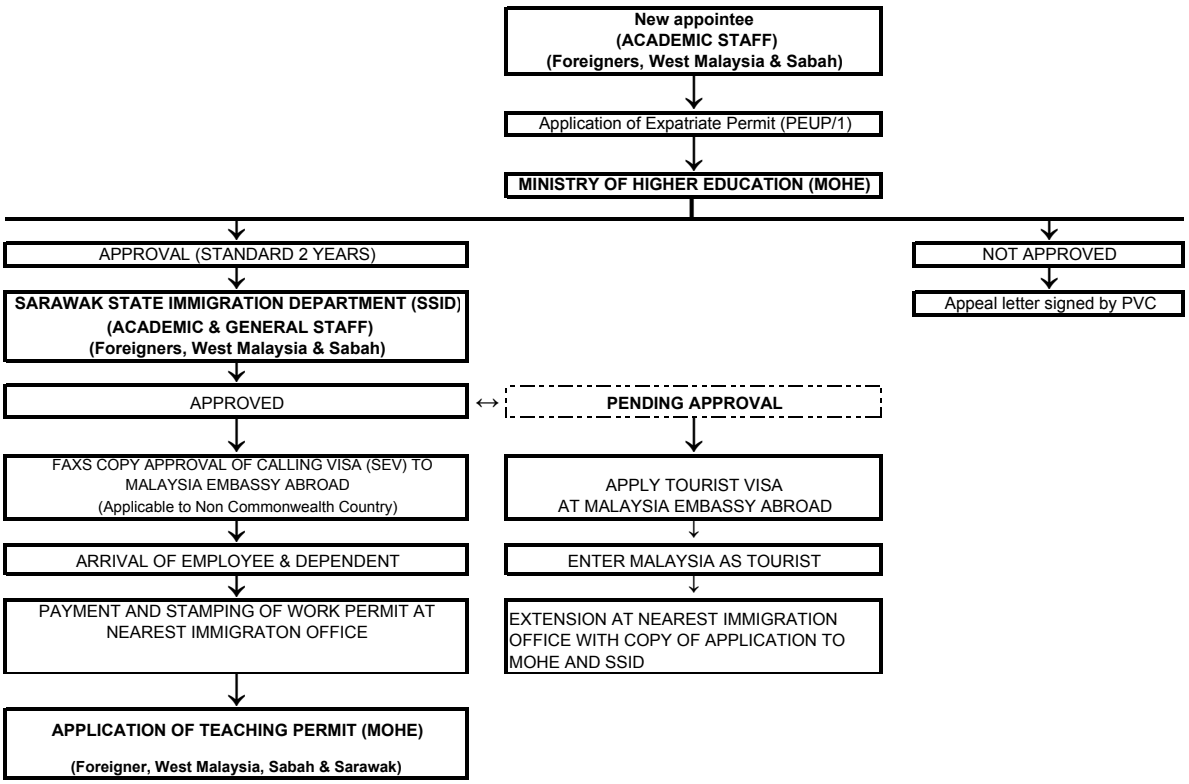OPERATION PROCEDURE (WORK PERMIT)