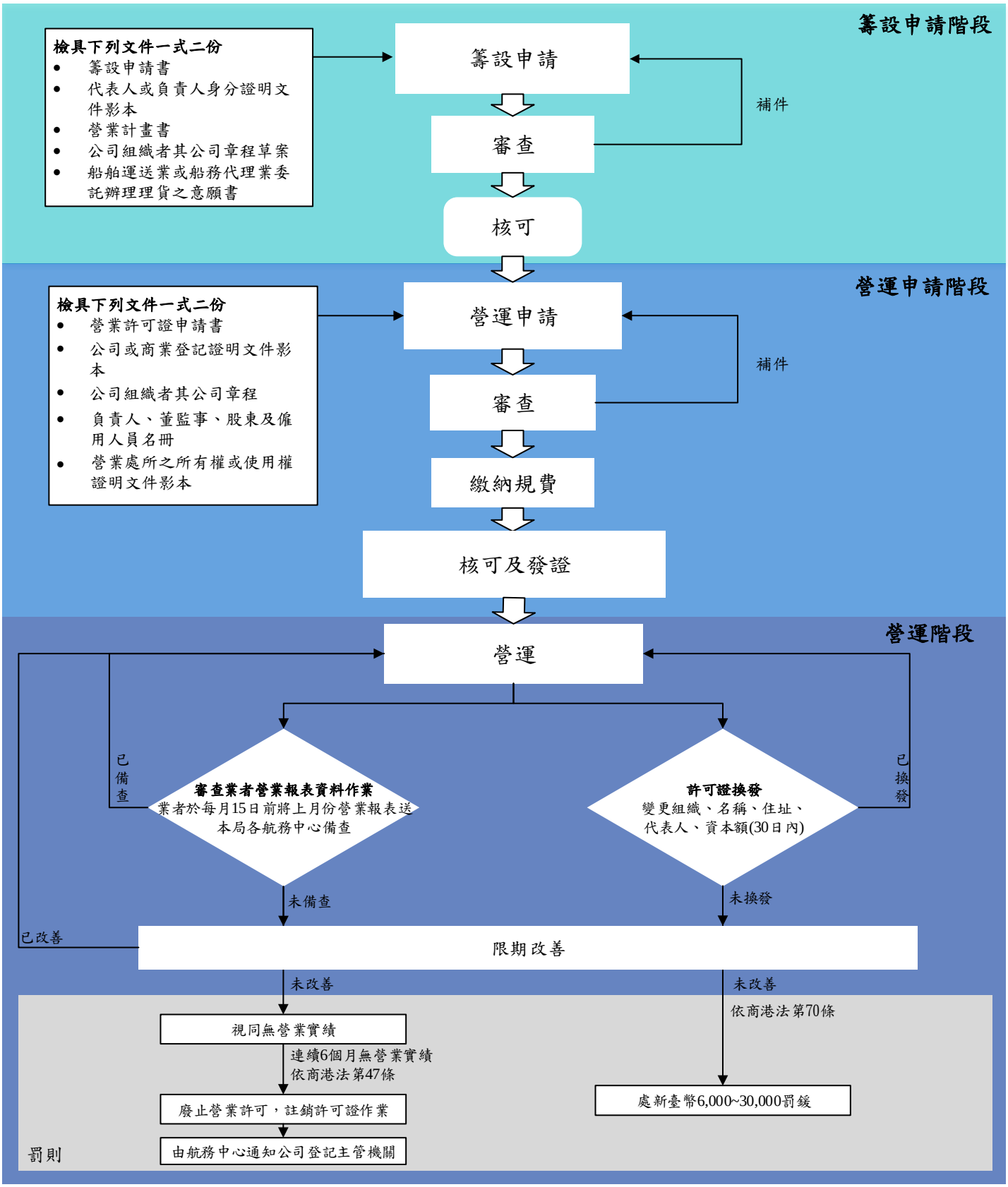船舶理貨業籌設、營運及管理標準作業程序