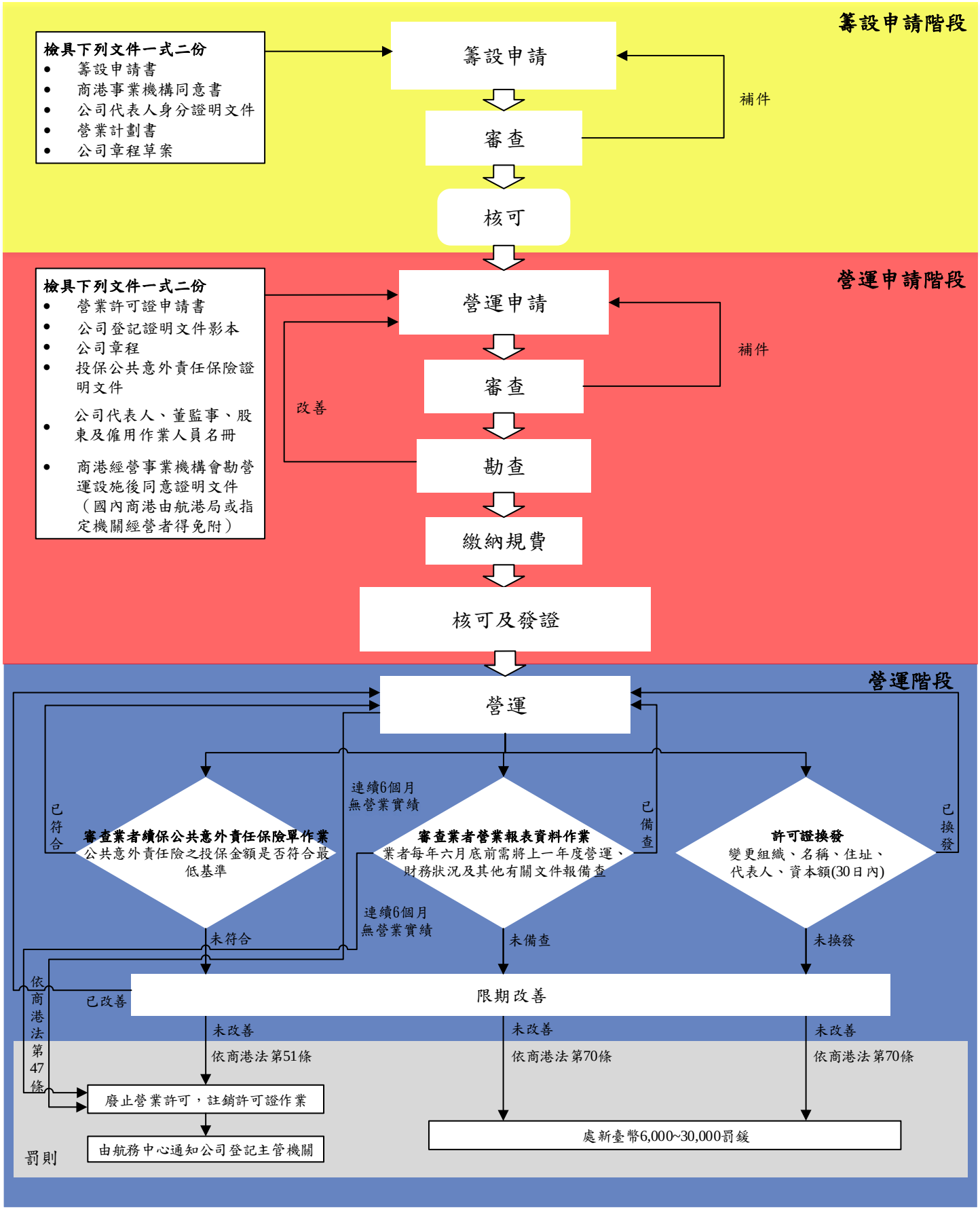船舶貨物裝卸承攬業籌設、營運及管理標準作業程序