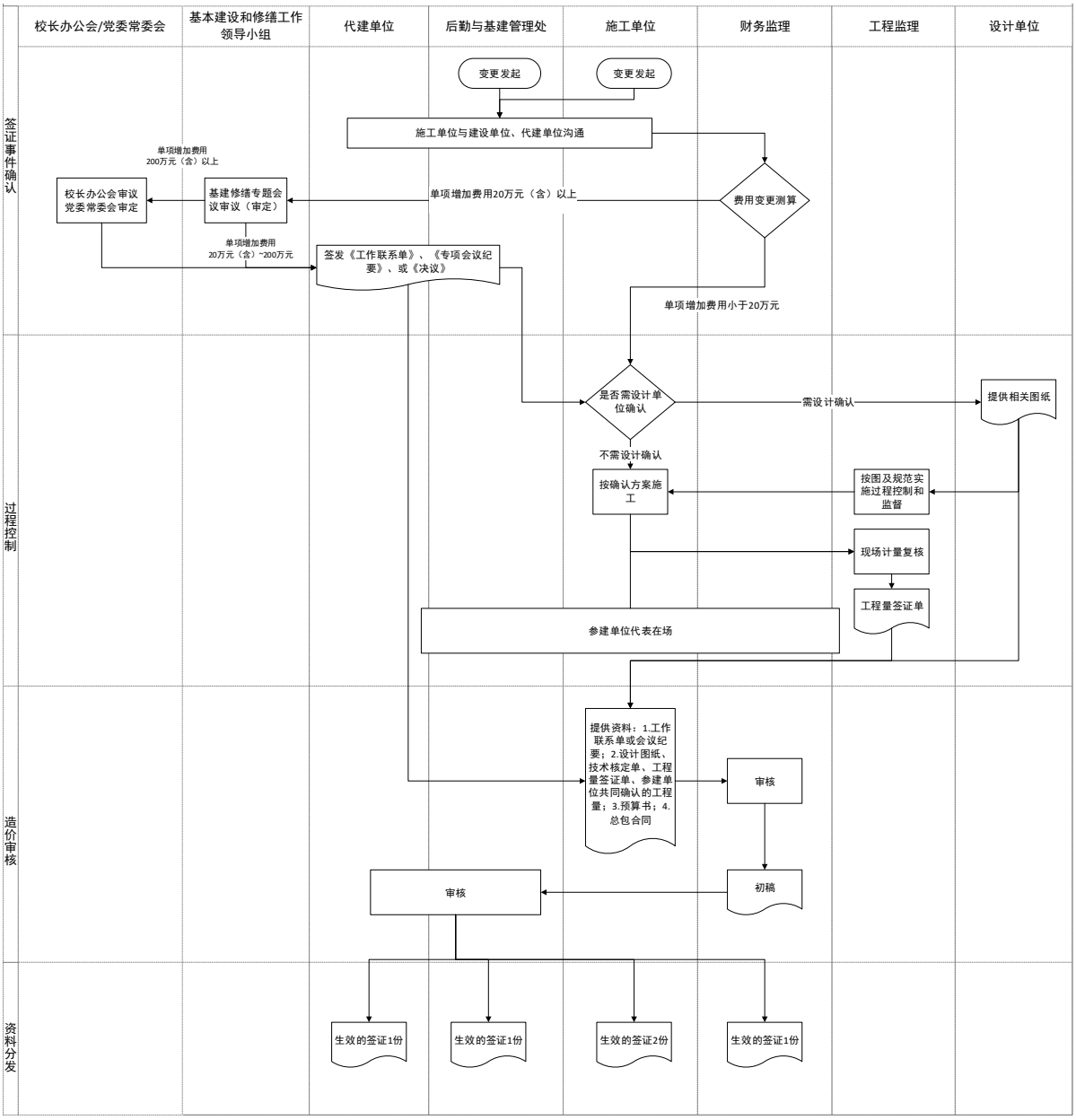基建工程现场签证管理流程