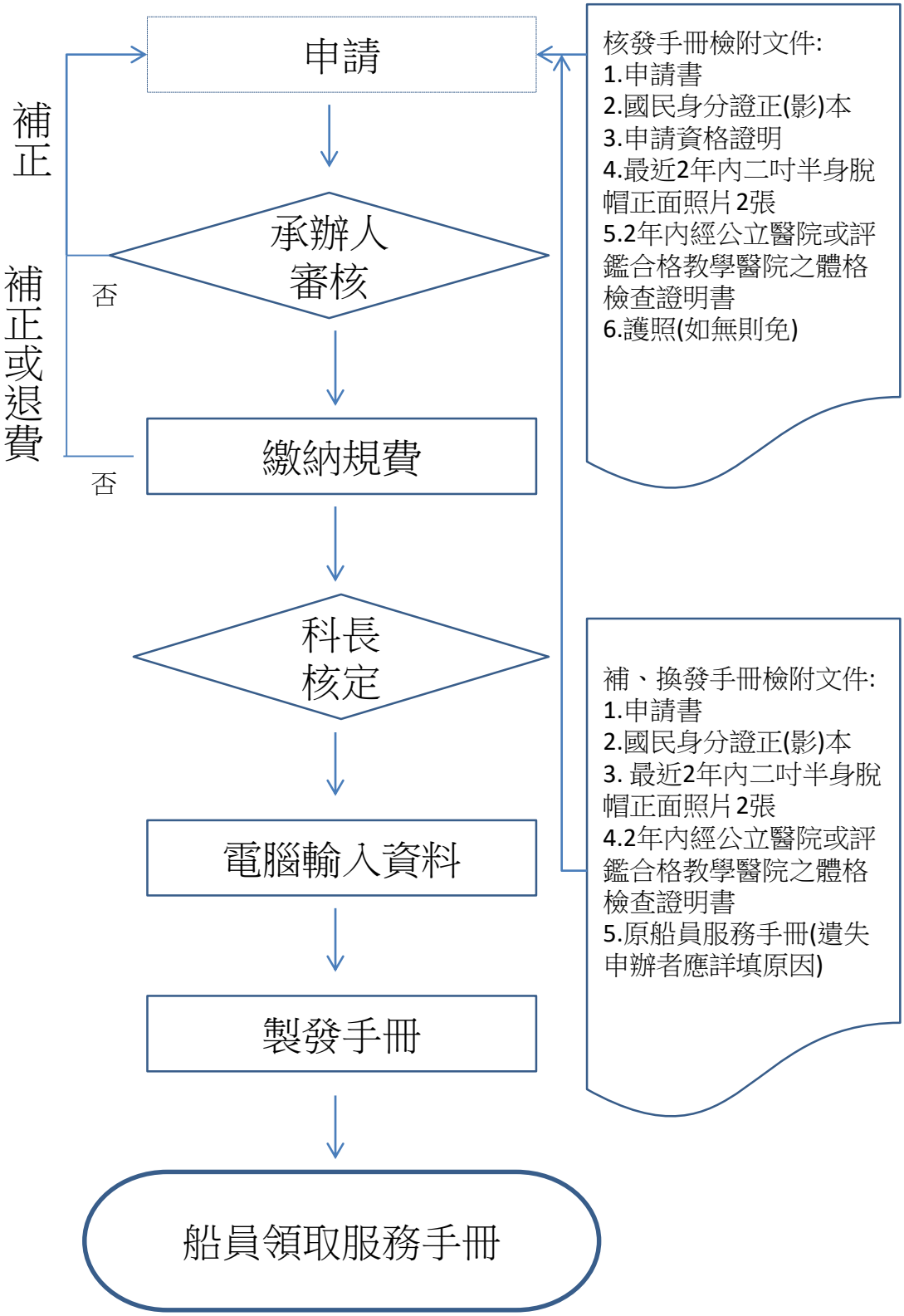船員服務手冊之核、補、換發申請作業