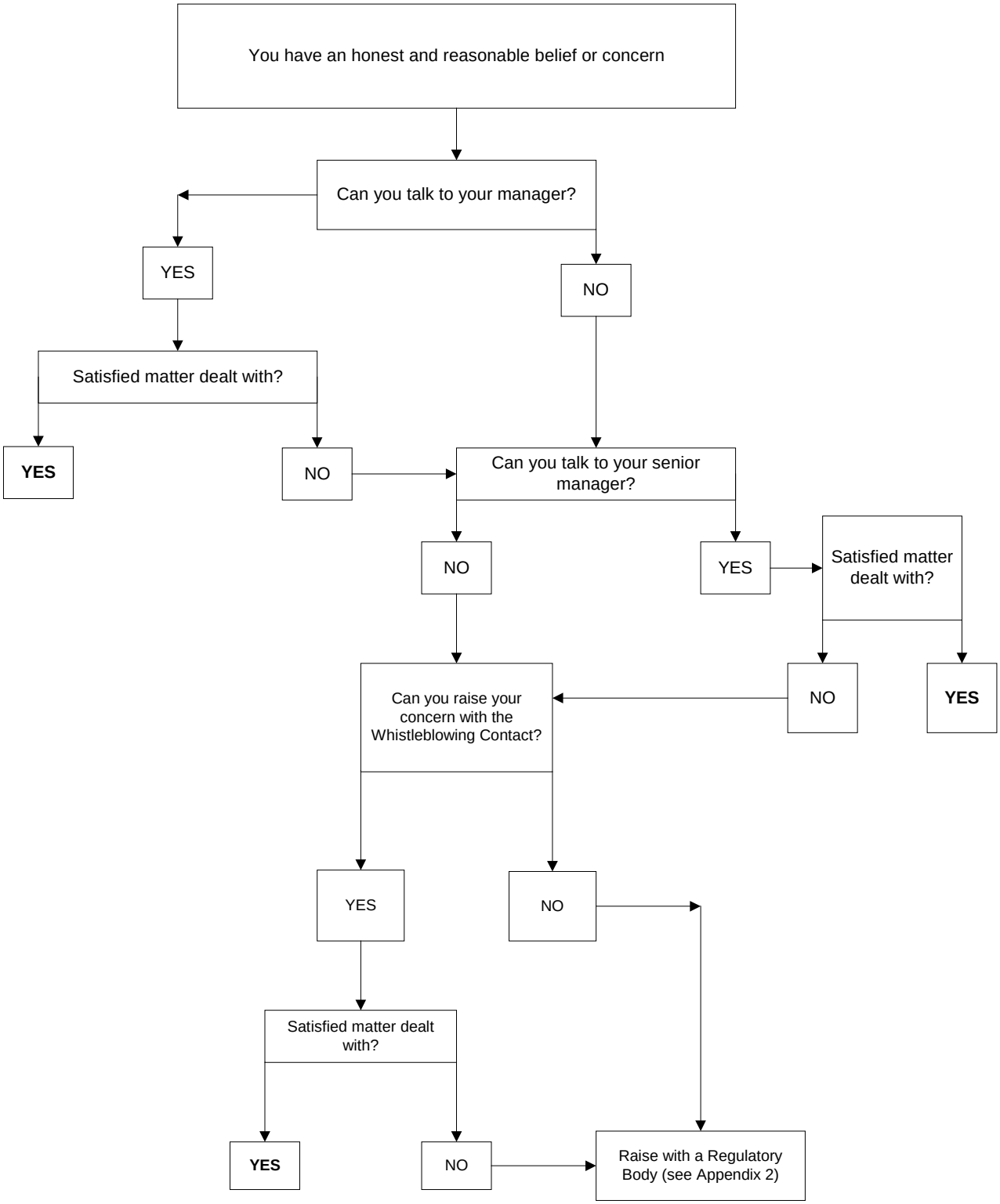APPENDIX 4 – Procedural Flowchart