



\*52 +; 6C2?@6AF <3 ) <BA52?; #t@t@t==6 . ==%2@ A52 =<%0F <3 A52 #t@t@t==6 B<. ?1 <3 \*?B@A22@ <3 )A. A2  
I; @A6ABA6<; @ <3 H6452? "2. ?; 6; 4 (IH") 6; A52 12L; 6A6<; <3 . @A. ; 1. ?1 O?216A 5<B?;

IH"

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: 6; 6: B:

K ". /<?. A<?F, )AB16<, <? AOA6C6AF C<B?@2 O<; A. OA : 6; BA2@ . ?2 . A 92. @A AD602 A5<@2 %@A21 . /<C2 =? O?216A 5<B?

K A99 ; 2D O<B?@2 =?<=@. 9@ . ; 1 O<B?@2 : <16LO. A6<; =?<=@. 9@ @B/: 6AA21 A< A52 +; 12?4?. 1B. A2 . ; 1 G?. 1B. A2 C<B; O69@ : B@A 7B@A63F A52 ?2>B2@A21 O?216A 5<B?@ 3<? A52 =?<=@21 O<B?@2.

K C<B?@2@ A5. A 1< ; <A BA69G2 A?. 16A6<; . 9 920AB?2 O9. @@?<<: 3<?: . A@, @B05 . @ 16@@2?A. A6<; , A52@6@, 6; A2?: @56=, O96; 60. 9, <? =?. OA6OB: AF=2 O<B?@2@, : B@A 7B@A63F A526? O?216A 5<B? ?2>B6?2: 2; A@ / . @21 <; . ?2. @<; . /92 . ==?<E6: . A6<; <3 A52 O<; A. OA 5<B? : 6; 6: B: 2E=20A. A6<; @ %@A21 . /<C2.

\*52 +; 6C2?@6AF <3 )<BA52?; #6@@6@6==6 BA69G2@ . O<B?@2 ; B: /2?6; 4 @F@A2: @B05 A5. A A52 L?@A 1646A <3 A52 ; B: /2? 2@A. /%@52@ A52 O<B?@2 92C29. A99 ?2: . 6; 6; 4 1646A@ ?2=?2@2; A O<B?@2 =9. O25<912?@ . ; 1 1< ; <A 6; 160. A2 92C29. \*52 3<99<D6; 4 92C29 12L; 6A6<; @ . ==9F (2E. : =92: CHE 101 D<B91 6; 160. A2 . F?2@5: . ; -92C29 O52: 6@A?F O<B?@2)

F6?@A D646A <3 C<B?@2 \$B: /2?	"2C29 D2L; 6A6<;
0	9 O<B?@2D<?8. &?<C612@ ; < >B. %AF =<6; A@ 6; G&A O. 90B9. A6<; . ; 1 O. ; ; <A /2 . ==%21 A< B; 6C2?@6AF <? =?<4?. : 5<B? ?2>B6?2: 2; A@. C<B?@2@ . A A56@ 92C29 3<OB@ <; =?2=. 76; 4 @AB12; A@ 3<? @B002@@ 6; O<99242 <? ?2: 216. A6; 4 @AB12; A 12LO62; O62@ 6; O<99242 ?2. 16; 2@@.
1	O<B?@2D<?8 (9<D2?-16C6@6<; ). _____ 5. C2 ; < O<B?@2 =?2?2>B6@A2 ?2>B6?2: 2; A@ 3<? ; <; -@2>B2; O21 O<B?@2@. C<B?@2@ . A A56@ 92C29 . ?2 O<; @612?21 2; A?F=-<6; A O<B?@2@. &9. O2: 2; A ?2>B6?2: 2; A@, @B05 . @ @A. ; 1. ?16G21 A2@A @O<?2@, . . F /2 =?2@2; A. C<B?@2@ . A A56@ 92C29 . ?2 AF=60. 99F @B?C2F-AF=2 O<B?@2@.
2	O<B?@2D<?8 (9<D2?-16C6@6<; ). C<B?@2@ . A A56@ 92C29 . ?2 6; A2?: 216. A2 O<B?@2@ A5. A : . F 5. C2 O<B?@2 =?2?2>B6@A2@. C<B?@2@ . A A56@ 92C29 . ?2 AF=60. 99F 12C<A21 A< @B?C2F@ <3 . =. ?A6OB9. ? . ?2. <3 . 16@O6=%; 2.
3	O<B?@2D<?8 (B==2?-16C6@6<; ). C<B?@2@ . A A56@ 92C29 . ?2 . 1C. ; O21 O<B?@2@ A5. A : . F 5. C2 O<B?@2 =?2?2>B6@A2@ <? : . 7<?-@A. ; 16; 4 ?2>B6?2: 2; A@. *52@2 . ?2 <3A2; O<; @612?21 O<B?@2@ A5. A . ?2 : . 7<?-@=206LO.
4	O<B?@2D<?8 (B==2?-16C6@6<; ). C<B?@2@ . A A56@ 92C29 . ?2 AF=60. 99F . 1C. ; O21 : . 7<?-@=206LO O<B?@2@ . ; 1 : . F 5. C2 O<B?@2 =?2?2>B6@A2@ <? : . 7<?-@A. ; 16; 4 ?2>B6?2: 2; A@.
5	O<B?@2D<?8 (4?. 1B. A2). C<B?@2@ . A A56@ 92C29 AF=60. 99F ?2>B6?2 . 1: 6@@6<; A< . 4?. 1B. A2 =?<4?. : . ; 1 . ?2 6; A?<1BOA<?F @B?C2F-AF=2 O<B?@2@. C<B?@2@ . A A56@ 92C29 O. ; /2 . ==%21 A< : . @A2?H@ . ; 1 1<OA<?. 9 124?22@ . ; 1 : . F 5. C2 . ?2@2. ?05 . ; 1/<? . ==?<=@. A2 =?<32@@6<; . 9 =?. OA602 . ; 1 A?. 6; 6; 4 O<: =<; 2; A.
6	9 O<B?@2D<?8 (4?. 1B. A2). C<B?@2@ . A A56@ 92C29 ?2>B6?2 . 1: 6@@6<; A< . 4?. 1B. A2 =?<4?. : . ; 1 . ?2 6; A2?: 216. A2 4?. 1B. A2 O<B?@2@. C<B?@2@ . A A56@ 92C29 : . F 5. C2 O<B?@2 =?2?2>B6@A2@ . ; 1 O. ; /2 . ==%21 A<

F6?@A D646A <3 C<B?@2 \$B: /2?	"2C29 D2L; 6A6<;
	: . @A2?H@ . ; 1 1<OA<?. 9 124?22@. C<B?@2@ . A A56@ 92C29 : . F 2E=20A @AB12; A@ A< 5. C2 . @64; 6LO. ; A 92C29 <3 6; 12=2; 12; 02 . ; 1 : . F 5. C2 . ?2@2. ?05 . ; 1/<? . ==?<=?6. A2 =?<32@@6<; . 9 =?. OA602 . ; 1 A?. 6; 6; 4 0<: =<; 2; A.
7	O<B?@2D<?8 (4?. 1B. A2). C<B?@2@ . A A56@ 92C29 AF=60. 99F ?2>B6?2 . 1: 6@@6<; A< . 1<OA<?. 9 =?<4?. : . ; 1 . ?2 . 1C. ; 021 4?. 1B. A2 O<B?@2@. C<B?@2@ . A A56@ 92C29 : . F 5. C2 O<B?@2 =?2?2>B6@6A2@ <? : . 7<?-@=206LO @A. ; 16; 4. C<B?@2@ . A A56@ 92C29 : . F 2E=20A @AB12; A@ A< 5. C2 . @64; 6LO. ; A 92C29 <3 6; 12=2; 12; 02 . ; 1 : . F 5. C2 . ?2@2. ?05 . ; 1/<? . ==?<=?6. A2 =?<32@@6<; . 9 =?. OA602 . ; 1 A?. 6; 6; 4 0<: =<; 2; A.
8	O<B?@2D<?8 (4?. 1B. A2). C<B?@2@ . A A56@ 92C29 AF=60. 99F ?2>B6?2 . 1: 6@@6<; A< . 1<OA<?. 9 =?<4?. : . ; 1 . ?2 56459F . 1C. ; 021 . ; 1 @=206. %G21 4?. 1B. A2 O<B?@2@. C<B?@2@ . A A56@ 92C29 : . F 5. C2 O<B?@2 =?2?2>B6@6A2@ <? : . 7<?-@=206LO @A. ; 16; 4. C<B?@2@ . A A56@ 92C29 2E=20A @AB12; A@ A< 5. C2 . @64; 6LO. ; A 92C29 <3 6; 12=2; 12; 02 . ; 1 : . F 5. C2 . ?2@2. ?05 . ; 1/<? . ==?<=?6. A2 =?<32@@6<; . 9 =?. OA602 . ; 1 A?. 6; 6; 4 0<: =<; 2; A.

A99 ; 2D O<B?@2 =?<=<@. 9@ . ; 1 O<B?@2 : <16LO. A6<; =?<=<@. 9@ @B/: 6AA21 A< A52 +; 12?4?. 1B. A2 . ; 1 G?. 1B. A2 C<B; 069@ : B@A 7B@A63F A52 ?2>B2@A21 0?216A 92C29 3<? A52 =?<=<@21 O<B?@2. \*52 +; 6C2?@6AF <3 )<BA52?; #6@@6@@6=6 ?2>B6?2@ . ; . ==?<=?6. A2 92C29 <3 ?64<? A5. A 42; 2?. 99F . %4; @ D6A5 A52 92C29 12L; 6A6<; @ <BA9%; 21 . /<C2. C<B?@2 =?<=<@. 9@ . ?2 A< 6; 09B12 . 1?. 3A @F99. /B@. \*52 ?292C. ; A O<B; 069 D699 B@2 A52 1?. 3A @F99. /B@ A< 12A2?: 6; 2 A52 . ==?<=?6. A2; 2@@ <3 A52 92C29 ?2>B2@A21.

\*52 D6?20A<? <3 I; @A6ABA6<; . 9 E3320A6C2; 2@@ 6@ ?2@=<; @6/92 3<? ?2C62D6; 4 A56@ =<%0F 2C2?F 3<B? F2. ?@ (<? D52; 2C2? 06?0B: @A. ; 02@ ?2>B6?2 6: : 216. A2 ?2C62D).

\$/A

\$/A

#) IH" &<%062@ . ; 1 BF9. D@

)AC)C%C &?6; 06=92@ <3 A00?216A. A6<;

A99 (2C6@6<; D. A2@  
07/2024

A==?<C. 9 )64; . AB?2@

Step Description	Approver	Date
G2; 2?. 9 C<B; @29	<; , 2. A52?@: G2; 2?. 9 C<B; @29	07/2024
D6?20A<? <3 C<: =%. ; 02 . ; 1 EA560@	&. B9 , . 9A2?@: D6? C<: =9 & EA560@/A@0 G2; C<9	07/2024
) 2; 6<? A@@<06. A2 &?<C<@A 3<? I; @A6ABA6<; . 9 E3320A6C2; 2@@	D<B49. @ #. @A2?@<; : )? A@0 &?C I; @A'9 )B002 & &?<3	07/2024
A@@6@A. ; A &?<C<@A 3<? AO. 12: 60 A33. 6?@	! 299F "2@A2?: A@0 &?<C<@A F. 0 )B002@@ & &?<3	07/2024
A@@<06. A2 D6?20A<? <3 C<: =%. ; 02 . ; 1 EA560@	2; ; 632? "2D6@: A@0 D6? C<: =9 & EA560@	07/2024

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