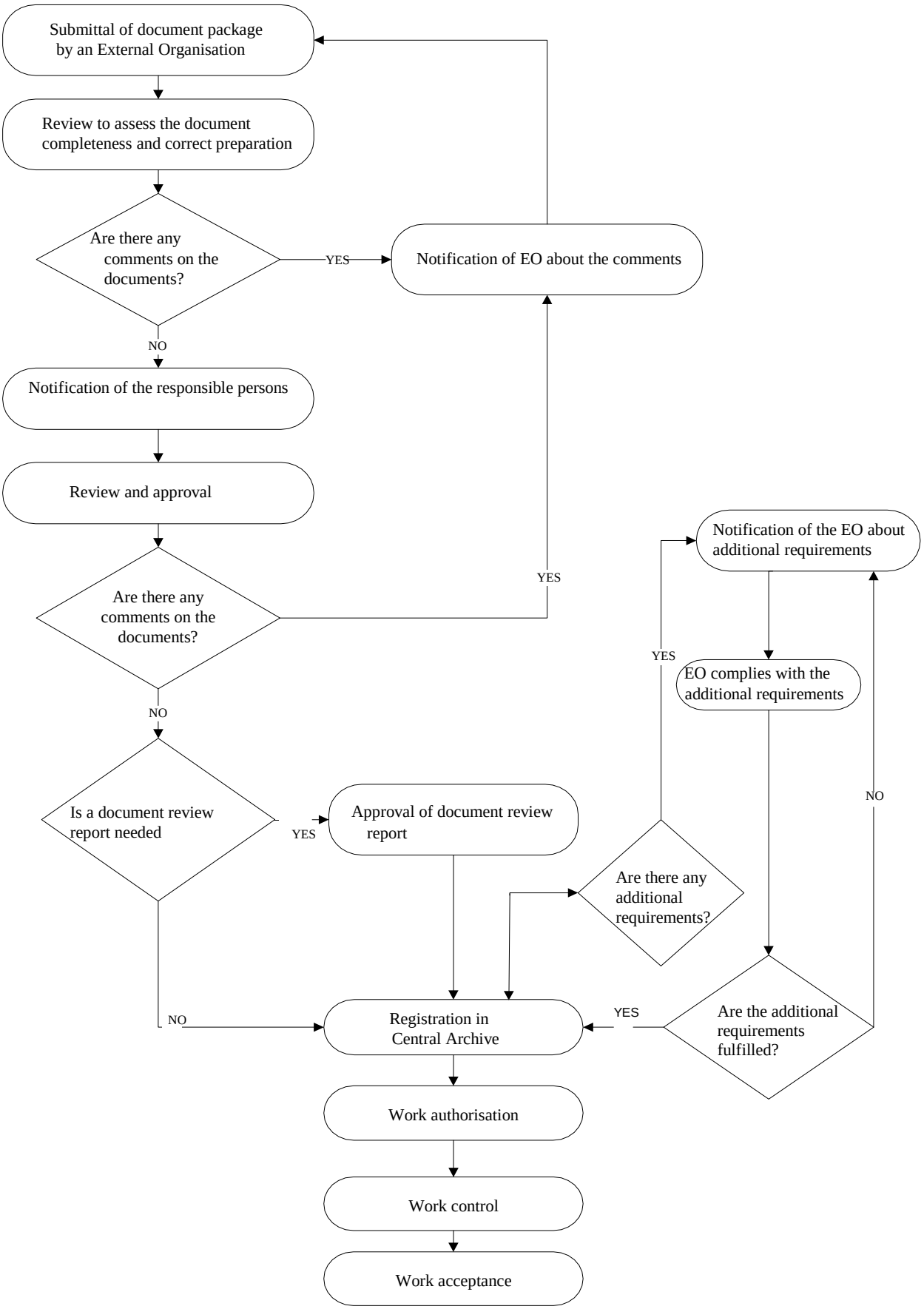Contractor Authorisation to Work Process