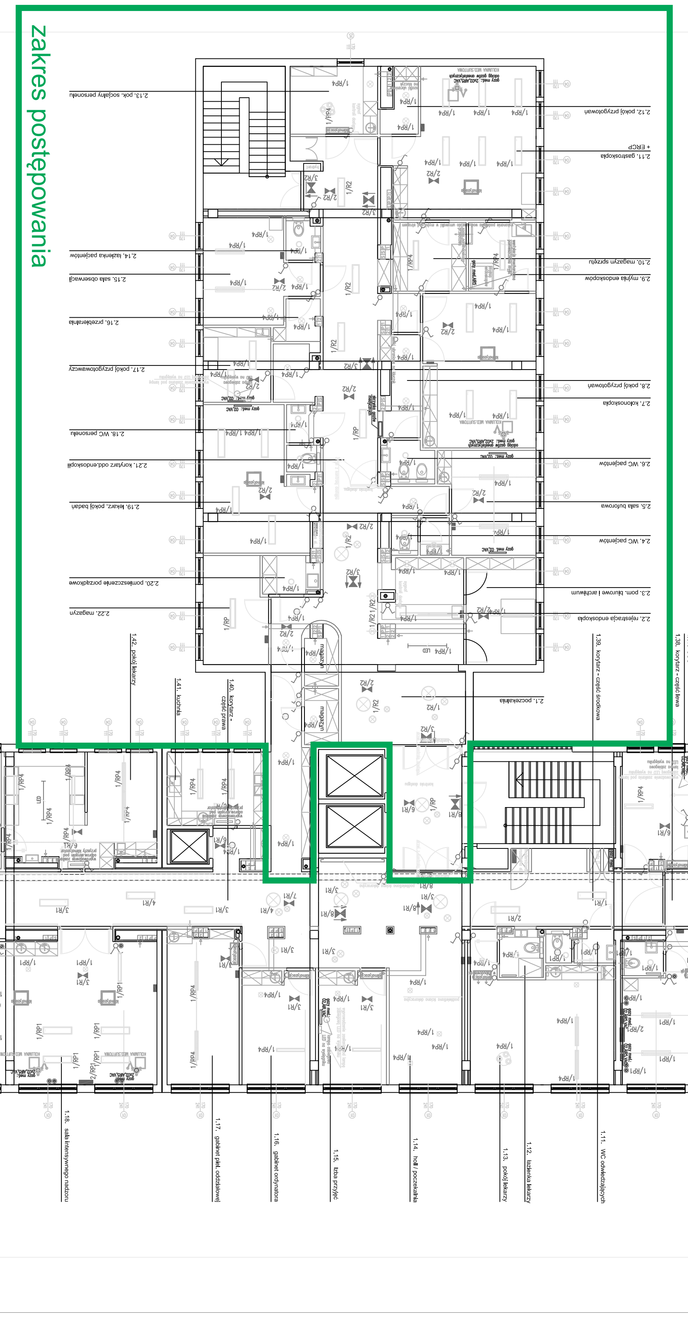zakres postępowania