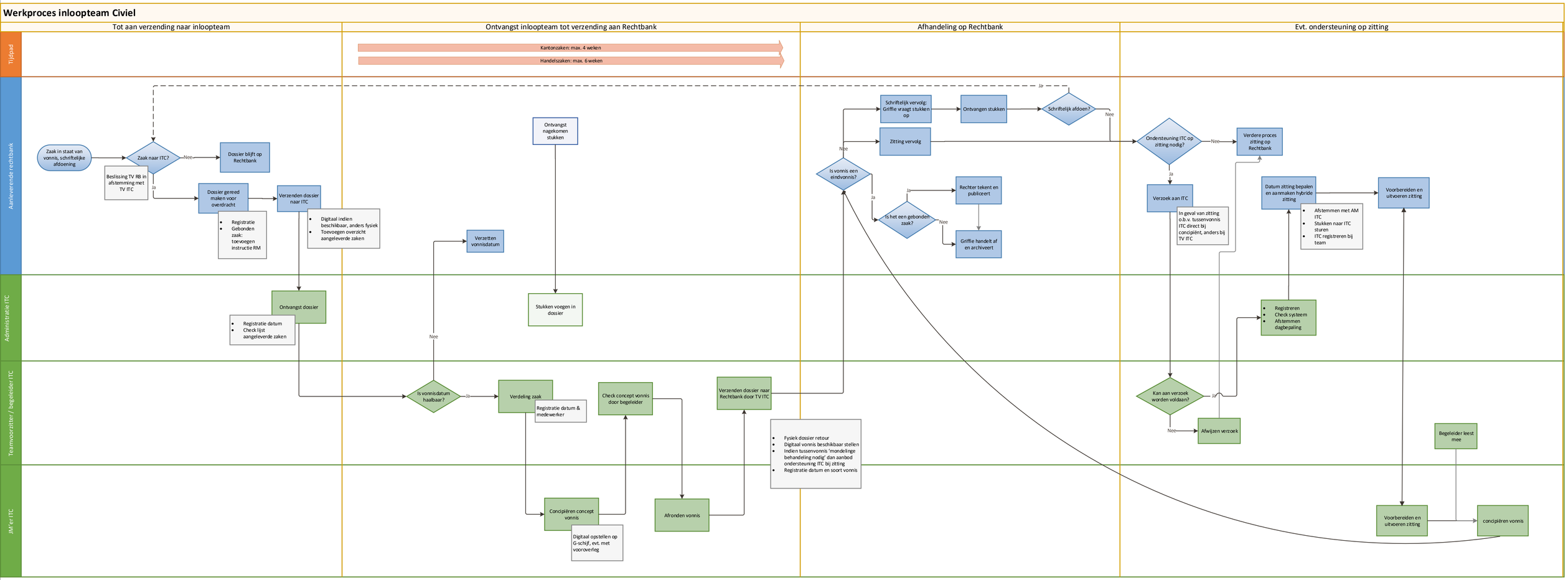Werkproces inloopteam Civiel