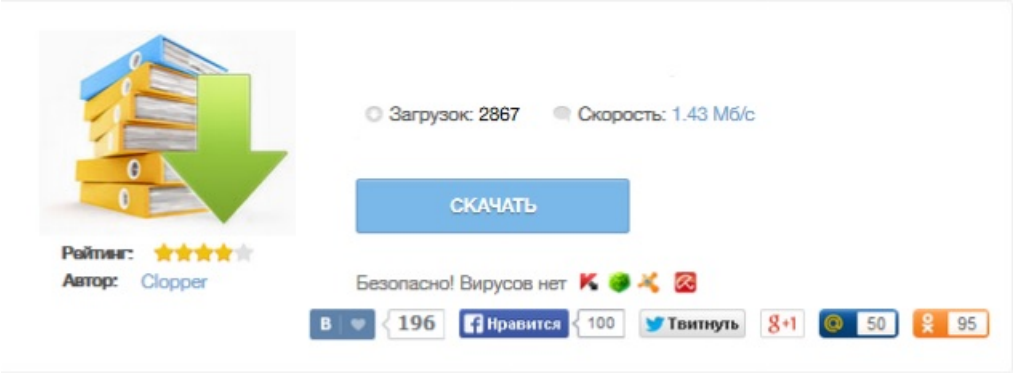акт о пожаре образец заполнения