# BUSINESS CONTINUITY PLANNING CONSTRUCTION INDUSTRY

### **Download Complete File**

What is BCP in construction? A business continuity plan is a deliberate strategy for resuming and maintaining your normal business functions in the midst of a major disruption. The plan provides detailed instructions, procedures and tasks that your employees need to deploy in the event of a disaster or other interruption.

#### What are the 5 steps of a business continuity plan?

What are the 4 P's of business continuity? The four P's of business continuity are people, processes, premises, and providers: People - This covers your staff, customers and clients. Processes - This includes the technology and strategies your business uses to keep everything running. Premises - Covers the buildings and spaces from which your business operates.

What are the 4 pillars of business continuity? The Prevention, Preparedness, Response and Recovery or PPRR framework can be used to prepare your plan under the four main pillars. Prevention – Risk Management Planning – Incorporates the Prevention element that identifies and manages the likelihood and/or effects of risk associated with an incident.

What are the four elements of BCP? In How Do I Implement the Four Pillars of a Business Continuity Program?, the four main elements or "pillars" of a business continuity program (BCP) and how they are implemented are discussed. The four pillars of a BCP are assessment, preparedness, response, and recovery.

What are the three phases of a BCP? Don't think about business continuity planning as one overwhelming activity. Think of it as three phased activities -

resolve, respond and rebuild.

What are the 6 pillars of business continuity?

How do I write a BCP plan?

What is the BCP lifecycle? Business Continuity Lifecycle is then a key framework that guides the development of your business continuity plan to ensure your business operations can withstand even the most disruptive events.

What does a BCP include? A BCP covers risks including cyber attacks, pandemics, natural disasters and human error. The array of possible risks makes it vital for an organization to have a business continuity plan to preserve its health and reputation. A proper BCP decreases the chance of a costly power outage or IT outage.

How long should a business continuity plan be? "How long should a business continuity plan be?" This is a question we often hear from our customers. My answer usually is: "As short as possible!" The truth is that the perfect business continuity plan (if such a thing exists) should be three - sometimes contradictory - things at once: Comprehensive. Short.

Who is responsible for having BCP in place? But generally speaking, the following people or groups are usually involved: Executive management: In the end, it is the senior leadership's responsibility to guarantee that the organization has a BCP in place and that it is implemented successfully.

What are the 4 phases of the business continuity plan? Conduct a business impact analysis. Identify the people, places, providers, processes and programs that would be most impacted by these threats or risks. Consider what is necessary to restore critical operations, and the need to restore each item after the event. Adopt controls for prevention and mitigation.

What is business continuity plan framework? A business continuity plan (BCP) is a system of prevention and recovery from potential threats to a company. The plan ensures that personnel and assets are protected and are able to function quickly in the event of a disaster.

What are the 4 C's in business plan? If you haven't addressed questions like these, then you haven't really created a plan you know you can tackle with confidence. That's where the Four C's – Capabilities, Capacity, Constraints and Culture – come into play.

What is a BCP checklist? With a thorough business continuity plan checklist, you can keep your people safe and stay operational through whatever crisis you're hit with. Business Continuity Checklist. Use this checklist to develop a comprehensive business continuity plan that supports your organization's objectives.

What makes a good BCP plan? The 5 components of business continuity planning are; Risk and Impact Assessment, Recovery Planning, Team Roles and Responsibilities, Communication Protocols, Ongoing Testing, and Training.

What should a BCM plan include? A BCM plan is the base for most BCM processes and consists of three distinct sections: an emergency response plan, a crisis management plan and an operational recovery plan. Each part of a three-pronged business continuity plan must be strong to have a high-functioning BCM program.

What are the 3 R's of business continuity strategy? Having a business continuity strategy is essential for the adaptation of your workforce. These set of procedures, or the 3rs of a business continuity strategy are: Respond, Restart, Reimagine.

#### What are the key elements of a BCP?

What is the first step in a BCP? 1. Assess Your Risks. Regardless of your company's size or structure, you must understand where your risks lie to reduce or eliminate them. You'll want to list every potential threat to your business operations so you can consider how to mitigate those risks most effectively.

What is the BCM lifecycle? According to the standard, BCM is the process of identifying potential threats to an organization and the impacts to business operations those threats, if realized, might cause as well as providing a framework for building organizational resilience with the capability of an effective response that safeguards the ...

What is the structure of a business continuity plan? Common Structure of a Business Continuity Plan Date: The day the BCP is completed and signed off. Purpose and Scope: This section describes the reason for and span of the plan. Business Impact Analysis: Add the results of the BIA to your plan. Risk Assessment: Consider adding the risk assessment matrix to your plan.

What are the fundamentals of a business continuity plan?

What does BCP stand for? Business Continuity Planning (BCP)

What does BCP mean in work? A business continuity plan (BCP) is a document that consists of the critical information an organization needs to continue operating during an unplanned event. The BCP states the essential functions of the business, identifies which systems and processes must be sustained, and details how to maintain them.

What is BCP in project management? Business continuity plans (BCPs) are prevention and recovery systems for potential threats, such as natural disasters or cyber-attacks. BCP is designed to protect personnel and assets and make sure they can function quickly when disaster strikes.

What does BCP stand for in engineering? Business continuity planning (BCP) is a broad disaster recovery approach whereby enterprises plan for recovery of the entire business process. This includes a plan for workspaces, telephones, workstations, servers, applications, network connections and any other resources required in the business process.

Who is responsible for writing a business continuity plan? Business unit leaders (i.e. payroll, corporate travel, physical security, information security, HR) are responsible for creating their respective unit's business continuity plan under the guidance of the program manager.

What should a business continuity plan include?

Who approves a business continuity plan? Once the BCP team has carried out the design phase, the BCP document should be submitted to the organization's senior management, including the chief executive officer (CEO), chairman, and

board of Directors, for approval (unless senior management was involved throughout the development stages of the plan).

What is BCP in full in construction? A business continuity plan is a document that details how a construction company will continue to operate during and after a disruptive event. Weather emergencies and natural disasters often come to mind as having the potential to affect a construction company's operations.

What is a BCP checklist? With a thorough business continuity plan checklist, you can keep your people safe and stay operational through whatever crisis you're hit with. Business Continuity Checklist. Use this checklist to develop a comprehensive business continuity plan that supports your organization's objectives.

What is a BCP in building? When looking at site layouts watch out for bin collection points (BCP). Many new homebuyers find out that an area adjacent to their home or worse, part of their property is allocated as a BCP.

What are the 5 components of a business continuity plan?

How to write a business continuity plan?

What are the three main areas of business continuity management? A BCM plan is the base for most BCM processes and consists of three distinct sections: an emergency response plan, a crisis management plan and an operational recovery plan. Each part of a three-pronged business continuity plan must be strong to have a high-functioning BCM program.

How long should a business continuity plan be? "How long should a business continuity plan be?" This is a question we often hear from our customers. My answer usually is: "As short as possible!" The truth is that the perfect business continuity plan (if such a thing exists) should be three - sometimes contradictory - things at once: Comprehensive. Short.

What is the meaning of BCP in management? A Business Continuity Plan (BCP) is a document that outlines how a business will continue operating during an unplanned disruption in service.

What is the primary goal of business continuity planning? The main goal of business continuity planning is to support key company activities during a crisis. Planning ensures a company can run with limited resources or restricted access to buildings. Continuity planning also aims to minimize revenue or reputation losses.

What was John Steinbeck's book The Pearl about? It is a parable about a Mexican Indian pearl diver named Kino who finds a valuable pearl and is transformed by the evil it attracts. Kino sees the pearl as his opportunity for a better life. When the townsfolk of La Paz learn of Kino's find, he is immediately set upon by a greedy priest, a doctor, and businessmen.

What does The Pearl symbolize in the novel? While the pearl in the novel written by John Steinbeck was initially a symbol of wealth, it turns into a symbol of greed and violence.

What happens in chapter 4 of The Pearl? Protesting that he has been cheated, Kino announces a plan to sell his pearl in the capital city. His outburst raises the bid to fifteen hundred pesos, but Kino will have none of it. He fiercely pushes his way out of the crowd and starts the long walk home as Juana trails after him.

How many pages are in the book The Pearl? At only ninety pages long, The Pearl is barely a novella – the blurb of my copy labels it a short story, but I think it is most fitting to call it a fable. That is certainly reflective of its tone and atmosphere. It tells of Kino, his wife Juana, and their baby Coyotito.

What is the moral of the pearl? The Pearl is a parable, a moral lesson, about gratitude and the dangers of greed. Because parables offer a moral lesson, being grateful for the things one already has serves as the theme.

Is the pearl a true story? Overview of the Book Filled with a remarkable cast of characters and set against the backdrop of imperial Russia, this tale of forbidden romance could be the stuff of a great historical novel. But in fact The Pearl tells a true tale, reconstructed in part from archival documents that have lain untouched for centuries.

What is the message behind pearl? Historically, pearls have been seen as symbols of purity, wisdom, wealth, and status. Cultured pearls, created when a BUSINESS CONTINUITY PLANNING CONSTRUCTION INDUSTRY

mollusk forms a pearl as a response to an irritant, can be seen as a metaphor for turning adversity into a prized aspect of life.

What is the main point of the pearl? Published in 1947, The Pearl by John Steinbeck is a parable, warning the danger of greed and exploring themes of greed, family, and colonial oppression. The story follows a family, Kino, his wife Juana, and their son, Coyotito.

What happens to pearl at the end of the novel? At the end of the book, Pearl releases her father through a symbolic kiss in the forest. When Roger Chillingworth dies, he leaves his inheritance to Pearl. She later leaves the Massachusetts Bay Colony.

What happened to the baby at the end of the pearl? While there, the trackers hear Coyotito crying and mistake him for a coyote when they shoot into a cave. Unfortunately, this kills the infant, the pearl of his family's life. In the end, knowing that the pearl will bring them nothing but hardship, Kino and Juana throw the pearl back to the sea.

Who is Kino's wife in the pearl? Juana is the wife of Kino and the mother of Coyotito in "The Pearl" by John Steinbeck. She is a main character and is actively involved with each of the chapters in the novella. She is a traditional housewife, but she is self-sufficient, taking care of the household and her family by herself.

**How does the pearl end?** Kino kills all three men, then discovers that the shot has killed Coyotito. Kino and Juana return to La Paz with their son's body. After looking at the pearl one last time and seeing its surface reflect images of all the disasters that have befallen him and his family, Kino throws it into the ocean.

What grade level is the pearl? This book's Lexile measure is 1010L and is frequently taught in the 9th and 10th grade. Students in these grades should be reading texts that have reading demand of 1050L through 1335L to be college and career ready by the end of Grade 12.

How old is Coyotito in the pearl? Answer and Explanation: Coyotito's age is not given, but we know that he is very young. He is a baby, definitely under two years old and likely under one. He does not speak in the novel, but cries several times.

How old is Pearl at the end of the book? Pearl is not meant to be a realistic character. Rather, she is a complicated symbol of an act of love and passion, an act which was also adultery. She appears as an infant in the first scaffold scene, then at the age of three, and finally at the age of seven.

How was Coyotito killed in the pearl? The trackers, thinking it's a coyote, shoot at the dark cave where Juana and Coyotito are hiding. As the shot is fired, Kino springs on the trackers and kills them all. Unfortunately, Coyotito was killed by the first gunshot, and Kino's journey with the pearl ends in tragedy.

What is the evil in the pearl? While the scorpion's evil takes the form of lethal poison, man's evil throughout the novel takes the form of overriding greed. The doctor, for instance, is evil because he acts upon greed over human care and professional responsibility.

What is the main problem in the pearl? Lesson Summary The external conflicts pit Kino against the doctor, the pearl dealers, the trackers, and even the elements. The internal conflicts include Kino's struggle between his pride and his conscience and Juana's concern over her loyalty to her husband and her fears for her family.

What did pearl suffer from? Pearl aspires to be a chorus girl or a film star, which Ruth disapproves of, and chafes under the isolation. Pearl also shows signs of psychopathy. She abuses her father in secret and kills animals, which she feeds to an alligator she nicknamed Theda.

Who is the killer in pearl? Pearl quickly catches his disgust and murders him in a fit of rage, feeding Theda, the nearby alligator, his corpse. Before she heads off to the audition, she decides to smother her father to death, now feeling positive that she will get the happy ending she so desires.

Why did John Steinbeck write the pearl? What inspired John Steinbeck to write The Pearl? John Steinbeck was inspired to write his novella The Pearl after visiting the La Paz, Baja California Sur, with his good friend and marine biologist Ed Ricketts on their Sea of Cortez expedition.

What do pearls say about a woman? Throughout history, pearls have symbolized purity and innocence – qualities that society has valued in women. Their shiny BUSINESS CONTINUITY PLANNING CONSTRUCTION INDUSTRY

surfaces and perfect forms make people think of flawless beauty and untouched perfection – exactly what people have traditionally wanted in females.

What does the Bible say about pearls? Matthew 13:45-46 New American Standard Bible - NASB 1995 (NASB1995) "Again, the kingdom of heaven is like a merchant seeking fine pearls, and upon finding one pearl of great value, he went and sold all that he had and bought it.

What does pig wearing pearl necklace mean? Cultural Context 2 "A pearl necklace for pig's neck" is a Korean proverb Similar to 'Pearls before swine' It means make a valuable thing useless by giving it to a person who is not interested in. He linked the "dog & pig" and the proverb.

What is the main idea of the book the pearl? Published in 1947, The Pearl by John Steinbeck is a parable, warning the danger of greed and exploring themes of greed, family, and colonial oppression. The story follows a family, Kino, his wife Juana, and their son, Coyotito.

#### What is Pearl about summary?

What is Steinbeck's message? The messages that Steinbeck conveys through his novel are how impossible it truly is to achieve the American Dream, and how it is the nature of man to prey on the weak; this message adding to the impossibility of the American dream, men making it impossible for their fellow man to succeed.

What is the point of view of the pearl by John Steinbeck? The point of view in The Pearl is that of a third-person omniscient narrator. The third-person perspective occurs when the narrator is not one of the characters of the story.

What is the message behind pearl? Historically, pearls have been seen as symbols of purity, wisdom, wealth, and status. Cultured pearls, created when a mollusk forms a pearl as a response to an irritant, can be seen as a metaphor for turning adversity into a prized aspect of life.

What is the main problem in the pearl? Lesson Summary The external conflicts pit Kino against the doctor, the pearl dealers, the trackers, and even the elements. The internal conflicts include Kino's struggle between his pride and his conscience and Juana's concern over her loyalty to her husband and her fears for her family.

What happens to the pearl at the end of the book? John Steinbeck's The Pearl ends with an unfortunate denouement. After Coyotito is shot by a watchman, Juana and Kino realize that "The Pearl of the World" has brought them misfortune instead of fortune. As a result, Kino ends up tossing the pearl back into the ocean, and it sinks to the bottom.

**How disturbing is Pearl?** Parents Need to Know. Parents need to know that Pearl is the horror prequel to Ti West's X (2022). It's set decades earlier, in 1918, and tells the story of how the creepy elderly woman in the first movie became a homicidal maniac (Mia Goth plays the character at both ages). It's extremely bloody and gory but well made ...

What mental illness does Pearl from Pearl have? The evaluation also indicated that Pearl had a low IQ and no education beyond the 8th grade. In addition, she had been diagnosed with a litany of mental health disorders, including depression, eating disorders, developmental disability, PTSD, and possible personality disorder.

What does Pearl do to her dad? Pearl dresses herself in one of Ruth's Belle Époque gowns and dresses up her father before smothering him to death using a pillow cover. Pearl arrives at the church to attend the audition. She thinks her dance performance will impress the talent scouts, but is rejected for not being young, blonde, or "all-American".

What was Steinbeck's overall purpose? The Grapes of Wrath also did much to earn the author the Nobel Prize for Literature in 1962. Steinbeck plainly stated his purpose in writing the novel: "I want to put a tag of shame on the greedy bastards who are responsible for this [the Depression and the plight of the worker]."

What is Steinbeck's main idea? The main idea of Steinbeck's work is a statement of humanity as he investigates the meaning of humanity during the times of the Great Depression.

What was John Steinbeck's beliefs? Steinbeck was affiliated to the St. Paul's Episcopal Church and he stayed attached throughout his life to Episcopalianism although Steinbeck later became agnostic. Especially in his works of fiction, Steinbeck was highly conscious of religion and incorporated it into his style and

themes.

What is Steinbeck's message in the pearl? Steinbeck implicitly accuses the doctor's entire colonial society of such destructive arrogance, greed, and ambition. The European colonizers that govern Kino and the native people are shown to bring about the destruction of the native society's innocence, piety, and purity.

What is the moral lesson of the pearl? The moral of The Pearl by John Steinbeck is that greed brings out the evil in men. From the time Kino finds the pearl, he wants to use it to change his family's circumstances for the better.

What is the main theme of pearl? The Pearl is a parable that demonstrates the evils of greed and ambition. Kino, Juana, and Coyotito are a happy, but poor family until the discovery of the pearl throws them into the sudden possibility of wealth.

Answers to Common Questions on SMACNA HVAC Duct Construction Standards Metal Flexible 2005 3rd Edition

#### 1. What are the key features of this SMACNA duct construction standard?

This standard provides specifications for the fabrication, installation, and testing of metal flexible ducts used in HVAC systems. It covers materials, construction methods, performance requirements, and inspections.

## 2. What are the different classes of metal flexible ducts defined in this standard?

The standard classifies metal flexible ducts into three classes based on their construction and performance: Class 1 (low-pressure, non-fire-rated), Class 2 (high-pressure, non-fire-rated), and Class 3 (high-pressure, fire-rated).

#### 3. What are the minimum performance requirements for metal flexible ducts?

The ducts must meet specific requirements for airflow resistance, leakage, burst pressure, and temperature rating. The standard also includes tests for durability, flame spread, and smoke generation.

#### 4. What are the recommended installation practices for metal flexible ducts?

The standard provides guidance on proper installation techniques, including duct layout, support spacing, and connection methods. It also includes requirements for sealing and testing the installed ducts.

## 5. What are the common inspection and testing procedures for metal flexible ducts?

The standard recommends a thorough inspection of the ducts before installation to ensure they meet specifications. After installation, the ducts should be tested for leakage and airflow resistance to verify proper performance.

What is the introduction of stochastic process? A stochastic process means that one has a system for which there are observations at certain times, and that the outcome, that is, the observed value at each time is a random variable. This comprises essentially everything we speak about.

**How difficult is stochastic processes?** Discrete-time stochastic processes are considered easier to study because continuous-time processes require more advanced mathematical techniques and knowledge, particularly due to the index set being uncountable.

What are the four types of stochastic processes? It has four main types – non-stationary stochastic processes, stationary stochastic processes, discrete-time stochastic processes, and continuous-time stochastic processes.

What is a stochastic event? Stochastic can be thought of as a random event, whereas probabilistic is derived from probability.

What is an example of a stochastic process? Examples include the growth of some population, the emission of radioactive particles, or the movements of financial markets. There are many types of stochastic processes with applications in various fields outside of mathematics, including the physical sciences, social sciences, finance, and engineering.

What is the simplest stochastic process? Probability: Formal The simplest nontrivial stochastic process is the 'Markov chain,' which is used to model random phenomena where Xn+1 depends on Xn, but, given Xn, the value of Xn+1 does not

depend on the rest of the past Xn?1, Xn?2, ..., X1.

**Is quantum mechanics a stochastic process?** The stochastic interpretation interprets the paths in the path integral formulation of quantum mechanics as the sample paths of a stochastic process. It posits that quantum particles are localized on one of these paths, but observers cannot predict with certainty where the particle is localized.

What are the disadvantages of stochastic process? One potential disadvantage is the need for accurate simulation models to ensure the validity of the results . Another disadvantage is the complexity of implementing stochastic intervention methods, such as the customized genetic algorithm for stochastic intervention effect (Ge-SIO) .

**Do actuaries use stochastic processes?** Stochastic models are particularly useful in forecasting, in which the actuary produces estimates of results in future years, not just a current year valuation.

What is stochastic in simple terms? But its meaning is surprisingly simple; "stochasticity" means randomness. When it comes to randomness, it leads to a core topic — probability. Consider the following random game: you are given a fair coin, and you are asked to toss it.

**Is a Markov chain a stochastic process?** A Markov Chain is a type of stochastic processes. A stochastic process  $\{Xt:t?0\}$   $\{Xt:t.0\}$   $\{Xt:t.$ 

Is the stock market a stochastic process? Stock prices are stochastic processes in discrete time which take only discrete values due to the limited measurement scale.

What is another word for stochastic? Definitions of stochasticity. noun. the quality of lacking any predictable order or plan. synonyms: haphazardness, noise, randomness.

What are the real life applications of stochastic processes? Stochastic processes are used everywhere - queuing theory (applied to communication networks among other things), statistical signal processing (adaptive filtering, BUSINESS CONTINUITY PLANNING CONSTRUCTION INDUSTRY

estimation problems, RADAR, etc.), operations research, finance (see Shreve's Mathematical Finance text), etc.

What is a simple example of stochastic? Simply put, a stochastic process is any mathematical process that can be modeled with a family of random variables. A coin toss is a great example because of its simplicity.

What is the introduction of stochastic computing? Stochastic Computing (SC) essentially represents numbers as streams of random bits and reconstructs numbers by calculating frequencies. It employs random bits to calculate via simpler circuits and with greater tolerance for errors.

What is a brief introduction to stochastic calculus? Stochastic calculus is the area of mathematics that deals with processes containing a stochastic component and thus allows the modeling of random systems. Many stochastic processes are based on functions which are continuous, but nowhere differentiable.

What is the concept of stochastic? Stochastic (/st??kæst?k/; from Ancient Greek ?????? (stókhos) 'aim, guess') is the property of being well-described by a random probability distribution.

What is the general theory of stochastic processes? Any collection of random variables  $X = \{Xt : t ? T\}$  defined on (?,F,P) is called a stochastic process with index set T. So, to every t ? T corresponds some random variable Xt : ? ? R, ? ? Xt(?). Note that in the above definition we require that all random variables Xt are defined on the same probability space.

the pearl novel by john steinbeck in urdu peyek, smacna hvac duct construction standards metal flexible 2005 3rd edition, introduction to stochastic processes second edition

tvee 20 manual aprillia scarabeo 250 workshop repair manual all 2005 onwards models covered hatz diesel engine 2m41 service manual the impact of bilski on business method patents 2011 ed leading lawyers on navigating changes in patent eligibility counseling clients recent uspto guidelines inside the minds ariens 824 snowblower owners manual section 1 guided reading review answering the three BUSINESS CONTINUITY PLANNING CONSTRUCTION INDUSTRY

modern physics chapter 1 homework solutions concise guide to evidence based psychiatry concise guides section 1 meiosis study guide answers answers konica minolta bizhub c452 spare part manual asm study manual exam p 16th edition eqshop audi a8 1997 service and repair manual coloring pages on isaiah 65 the gosnold discoveries in the north part of virginia 1602 now cape cod and the islands massachusetts according to the relations by gabriel in parallel for convenient comparison bmw 320i owners manual mining investment middle east central asia j k rowlings wizarding world movie magic volume three amazing artifacts one bite at a time 52 projects for making life simpler kindle edition tsh oxenreider overcoming evil genocide violent conflict and terrorism health program management from development through evaluation jossey bass public health 2005 yamaha f250turd outboard service repair maintenance manual factory physics principles and problems chapter assessment answer 60 recipes for protein snacks for weightlifters speed up muscle growth without pills creatine supplements or anabolic steroids staar ready test practice key btls manual medication technician study guide medication aide training manual charger srt8 manual transmission theatlas of natural cures by dr rothfeld history theatlantics lave trade 1770 1807 national 4 5describing chemicalreactions sectionreviewghost townsof kansasa travelersguide fordvsg 411partsmanual advancedtutorialssas philipsdishwasher usermanualessentials of software engineering thirdedition recommended trade regulationrule forthe saleofused motorvehicles memorandumto the commission polarisatv 2009ranger500 efi4x4service repairmanual9921880 sapbpcend userguide evolutionlooseleafthird editionbydouglas jfutuyma 2013paperback coachesbus trainingmanual ontariomillwright studyguide victor31420 manualintroduction tointernational lawrobertbeckman andanswerto vistassupersite forgottenpeople forgottendiseases theneglectedtropical diseasesandtheir impactonglobal healthand developmentstihl hlkmparts manualthe internationallaw of disasterrelief the end of ethicsina technologicalsocietydra assessmentkindergartensample testengineeringeconomy sixtheditiontraining manualfororacle 11gservsafe studyguide forcalifornia 2015isuzu c240enginerepair manual2005kia optimaownersmanual nec3engineeringand constructioncontract june2005 2009civic ownersmanual labmanulof socialsciencetsp publication of class 10 ciscosecurity instructorlab manualthe challengeof transitiontradeunions inrussiachina andvietnam nongovernmentalpublic actionmercedesvito w639service manual