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**MANUAL DE PROCEDIMIENTOS DEL**

**TECNOLÓGICO NACIONAL DE MÉXICO**

**PROCEDIMIENTO**

**xxxxxxxxxxxxxxxx**

**M00- PR -xx**

**Dirección de xxxxxxxxxxxxxxxxx**

**2019**

VALIDACIÓN DEL PROCEDIMIENTO

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|  | Procedimiento: **3.1 …** | |  |
|  |  | Código: **M00-PR-XX** |  |

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|  | Elabora |  |  |  | Revisa |  |
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|  | Fecha de Documentación: |  |  |
|  | Número de Revisión: |  |  |

PRESENTACIÓN DEL PROCEDIMIENTO

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|  | Procedimiento: **3.1 …** | |  |
|  |  | Código: **M00-PR-XX** |  |

**Objetivo(s):**

**Glosario:**

**Marco Normativo:**

**Leyes**

**Reglamentos**

**Acuerdos**

**Referencias:**

**Alcance:**

**Responsabilidades:**

DIAGRAMA DE BLOQUES

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|  | Procedimiento: **3.1 …** | |  |
|  |  | Código: **M00-PR-XX** |  |

DESCRIPCIÓN DE ACTIVIDADES

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|  | Procedimiento: **3.1 …** | |  |
|  |  | Código: **M00-PR-XX** |  |

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| ETAPA | ACTIVIDAD | PUESTO DE RESPONSABLE |

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| Tiempo aproximado de ejecución: |  |

HISTORIAL DE CAMBIOS

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|  | Procedimiento: **3.1** **…** | |  |
|  |  | Código: **M00-PR-XX** |  |

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| REVISIÓN N° | | FECHA DE APROBACIÓN | | DESCRIPCIÓN DEL CAMBIO | | MOTIVO(S) |
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REGISTROS

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|  | Procedimiento: **3.1** **…** | |  |
|  |  | Código: **M00-PR-XX** |  |

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| DOCUMENTOS DE TRABAJO | TIEMPO DE CONSERVACIÓN | RESPONSABLE DE CONSERVAR | CÓDIGO DE REGISTRO |
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ANEXOS

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|  | Procedimiento: **3.1** **…** | |  |
|  |  | Código: **M00-PR-XX** |  |

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| NOMBRE DEL DOCUMENTO | PROPÓSITO | CÓDIGO DEL DOCUMENTO |

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**(si existen, incluir los anexos del procedimiento)**