****

****

**GUÍA TÉCNICA DE SERVICIOS COMPLEMENTARIOS DEL TECNOLÓGICO NACIONAL DE MÉXICO**

**SERVICIO COMPLEMENTARIO**

**XXXXXXXXXXXXXXXX**

**M00- SC-XX**

**DIRECCIÓN DE XXXXXXXXXXXXXXXXX**

**2019**

VALIDACIÓN DEL SERVICIO COMPLEMENTARIO

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1 …** | |  |
|  |  | Código: **XXX-SC-01** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | Elabora |  |  |  | Revisa |  |
|  |  |  |  |  | (4) |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | Autoriza |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Fecha de Documentación: |  |  |
|  | Número de Revisión: |  |  |

PRESENTACIÓN DEL SERVICIO COMPLEMENTARIO

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1 …** | |  |
|  |  | Código: **XXX-SC-01** |  |

**Objetivo(s):**

**Glosario:**

**Marco Normativo:**

**Leyes**

**Reglamentos**

**Acuerdos**

**Referencias:**

**Alcance:**

**Responsabilidades:**

DIAGRAMA DE BLOQUES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1 …** | |  |
|  |  | Código: **XXX-SC-01** |  |

DESCRIPCIÓN DE ACTIVIDADES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1 …** | |  |
|  |  | Código: **XXX-SC-01** |  |

|  |  |  |
| --- | --- | --- |
| ETAPA | ACTIVIDAD | PUESTO DE RESPONSABLE |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Tiempo aproximado de ejecución: |  |

HISTORIAL DE CAMBIOS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1** **…** | |  |
|  |  | Código: **XXX-SC-01** |  |

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

REGISTROS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1** **…** | |  |
|  |  | Código: **XXX-SC-01** |  |

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

ANEXOS

|  |  |  |  |
| --- | --- | --- | --- |
|  | Servicio Complementario: **3.1** **…** | |  |
|  |  | Código: **XXX-SC-01** |  |

|  |  |  |
| --- | --- | --- |
| NOMBRE DEL DOCUMENTO | PROPÓSITO | CÓDIGO DEL DOCUMENTO |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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