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

**SERVICIO COMPLEMENTARIO**

**XXXXXXXXXXXXXXXX**

**M00- SC-XX**

**DIRECCIÓN DE XXXXXXXXXXXXXXXXX**

**2019**

VALIDACIÓN DEL SERVICIO COMPLEMENTARIO

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

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

PRESENTACIÓN DEL SERVICIO COMPLEMENTARIO

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

**Objetivo(s):**

**Glosario:**

**Marco Normativo:**

**Leyes**

**Reglamentos**

**Acuerdos**

**Referencias:**

**Alcance:**

**Responsabilidades:**

DIAGRAMA DE BLOQUES

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

DESCRIPCIÓN DE ACTIVIDADES

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

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| ETAPA  | ACTIVIDAD | PUESTO DE RESPONSABLE |

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| Tiempo aproximado de ejecución:  |  |

HISTORIAL DE CAMBIOS

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

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

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

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

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| NOMBRE DEL DOCUMENTO | PROPÓSITO | CÓDIGO DEL DOCUMENTO |

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