



**Manual de Procedimientos del**

**Tecnológico Nacional de México**

**Procedimiento Regular**

**xxxxxxxxxxxxxxxx**

**M00- PR -xx**

**Dirección de xxxxxxxxxxxxxxxxx**

VALIDACIÓN DEL PROCEDIMIENTO

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|  | Procedimiento: **xxxxxxxxxxxx.** | |  |
|  |  | Código: **M00-PR-XX** |  |

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|  |  |  |  |  |  |  |
|  | Elaboró |  |  |  | Revisó |  |
|  |  |  |  |  |  |  |
|  | XXXXXXXX  Director (a) de XXXXXX |  |  |  | XXXXXXX  Secretario de XXXXXXXXX. |  |
|  |  |  |  |  |  |  |
|  |  |  | Autorizó |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | XXXXXXXXXXXXX  Director General del Tecnológico Nacional de México |  |  |  |

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

PRESENTACIÓN DEL PROCEDIMIENTO

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|  | Procedimiento: **XXXXXXXXXXXXXXX** | |  |
|  |  | Código: **M00-PR-0XXX** |  |

**Objetivo(s):**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**Glosario:**

* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**

**Marco Normativo:**

* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**

**Referencias:**

* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**
* **XXXXXXXXXXXXXXXXXXXXXXXXX**

**Alcance:**

* **XXXXXXXXXXXXXXXXXXXXXXXXX**

**Responsabilidades:**

**XXXXXXXXXXXXXXXXXXXXXXXXXXXXX**

DIAGRAMA DE BLOQUES

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|  | Procedimiento: **XXXXXXXXXXXXXXXXXXX.** | | | | | |  |
|  |  | | | Código: **M00-PR-0X** | | |  |
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DESCRIPCIÓN DE ACTIVIDADES

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|  | Procedimiento: **XXXXXXXXXXXXXXXXXXXXXXX.** | | | | |  |
|  |  | | | Código: **M00-PR-0X** | |  |
| ETAPA | | ACTIVIDAD | | | PUESTO DE ESTRUCTURA RESPONSABLE | |
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| Tiempo aproximado de ejecución**:** | | | XXXXXXXXXXXXXXXXXXXXXXXX | | | |

HISTORIAL DE CAMBIOS

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|  | Procedimiento: **XXXXXXXXXXXXXX.** | |  |
|  |  | Código: **M00-PR-0X** |  |
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| REVISIÓN N° | FECHA DE APROBACIÓN | DESCRIPCIÓN DEL CAMBIO | MOTIVO(S) |
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REGISTROS

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|  | Procedimiento: **XXXXXXXXXXXXX.** | |  |
|  |  | Código: **M00-PR-0X** |  |

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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: **XXXXXXXXXXXXXXXXX.** | |  |
|  |  | Código: **M00-PR-0X** |  |

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| NOMBRE DEL DOCUMENTO | PROPÓSITO | CÓDIGO DEL DOCUMENTO |