



**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 |  |
|  |  |  |  |  |  |  |
|  | XXXXXXXXDirector (a) de XXXXXX |  |  |  | XXXXXXXSecretario de XXXXXXXXX.  |  |
|  |  |  |  |  |  |  |
|  |  |  | Autorizó |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | XXXXXXXXXXXXXDirector General del Tecnológico Nacional de México |  |  |  |

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