|  |  |
| --- | --- |
| **CONTROL DE CAMBIOS** | |
| **Versión** | **Descripción de la modificación** |
| 1. *(DD/MM/AAAA)* | Adopción de la caracterización del proceso XXXXXXX, mediante la resolución Número *y fecha de resolución (DD/MM/AAAA)* |

|  |  |  |
| --- | --- | --- |
| **Elaboró** | **Revisó** | **Aprobó** |
| **NOMBRE:**  **CARGO:**  **FECHA:**  **FIRMA:** | **NOMBRE:**  **CARGO:**  **FECHA:**  **FIRMA** | **NOMBRE:**  **CARGO:**  **FECHA:**  **FIRMA:** |

|  |  |
| --- | --- |
| **RESPONSABLES LÍDERES** |  |

|  |  |  |
| --- | --- | --- |
| OBJETIVO | |  | | --- | |  | |

|  |  |
| --- | --- |
| **ALCANCE** |  |

|  |  |
| --- | --- |
| **BASE LEGAL** |  |
|  |
|  |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROVEEDOR** | | **ENTRADAS**  **(insumos)** | | | **ACTIVIDADES CLAVES**  **DEL PROCESO** | **RESPONSABLE** | | **SALIDAS**  **(productos o servicios)** | | | **CLIENTE – PROCESO** | | |
| **Interno (proceso)** | **Externo** | **Interno (proceso)** | | **Externo** |
| **PLANEAR** | | | | | | | | | | | | | |
|  |  |  | | |  |  | |  | | |  | |  |
|  | | |  | | |
| **HACER** | | | | | | | | | | | | | |
|  |  |  | | |  |  | |  | | |  | |  |
|  | | |  | | |
| **VERIFICAR** | | | | | | | | | | | | | |
|  |  |  | | |  |  | | |  | |  | |  |
| **ACTUAR** | | | | | | | | | | | | | |
|  |  | |  |  | | |  | | |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedimientos relacionados** | | | |
| **Nombre del Procedimiento** | | **Código del procedimiento** | |
|  | |  | |
|  | |  | |
| **Seguimiento y/o medición** | **Administración del Riesgo Acción Preventiva** | | **Planes de Mejoramiento Acción Correctiva** |
|  |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recursos** | | | | | |
| **Humanos:** | **Físicos:** | **Financieros:** | **Tecnológicos:** | **Técnicos:** | **Virtuales:** |
|  |  |  |  |  |  |