

GUÍA PARA LA ELABORACIÓN DEL MANUAL DE OPERACIONES

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1. OBJETIVO

Proveer un procedimiento que establezca el conjunto de actividades que proporcionan los lineamientos, criterios estandarizados y los elementos que permitirán al personal responsable por la elaboración del manual de operaciones, contar con las bases para estructurar y conformar el manual de una manera sistémica y eficiente.

2. ALCANCE

Comprende la ejecución de los lineamientos, tanto generales como específicos al momento de la conformación del manual de operaciones del proyecto. Este procedimiento es considerado como el instrumento que establece los mecanismos esenciales para la evaluación de la calidad del manual de operaciones, con base a que tanto se apega el manual a lo establecido en el mismo.

3. RESPONSABILIDADES

El Gerente Funcional de Comisionamiento y Arranque de la Empresa es el responsable de la documentación, implantación y mantenimiento de este procedimiento en el Sistema de Gestión de la Calidad de la empresa.

Manual De Operaciones Hotel

JS Bruner



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