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| 1. **INFORMACIÓN DE LA ACTIVIDAD** |

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| **NOMBRE DEL EVENTO** |  | | |
| **TIPO DE ACTIVIDAD** |  | | **¿Cuál?** **­­­­­­­­­­** |
| **OBJETIVO DEL EVENTO** | |  | |

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| **FECHA REALIZACIÓN** | | |  | **HORA DE INICIO** | | |  | **HORA DE FIN** | | |  | **RESPONSABLE /FACILITADOR** |  |
| **DD** | **MM** | **AA** |  | **AM** | **PM** |  | **AM** | **PM** |
|  |  |  |  |  |  |  | **DEPENDENCIA** |  |

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| 1. **INFORMACIÓN DE LOS PARTICIPANTES** |

| **N°** | **NOMBRE Y APELLIDO** | **IDENTIFICACIÓN O CÓDIGO** | **DEPENDENCIA** | **TIPO VINCULACION** | **E-MAIL** | **FIRMA** |
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| **CONTROL DE CAMBIOS** | | | |
| **VERSIÓN** | **DESCRIPCIÓN DEL CAMBIO** | **FECHA** | **RESPONSABLES** |
| 03 | Versión Original ingresada al portal institucional. | 05/03/2019 | Líder de Calidad |
| 04 | Se actualiza el formato para dejarlo acorde a las condiciones actuales de trabajo, se realizan mejoras de diseño y se implementan controles de contenido para evitar modificaciones involuntarias en la estructura del documento. | 04/06/2021 | **Elaborado por:**   * Victor Johel Bustos (Líder Gestión de Talento Humano) * Daniela Andrea Villamizar Berdugo (Coordinador SST)     **Aprobado por:**  Nelson García (Líder de Calidad) |