

MANUAL DE PROCEDIMIENTOS

DENOMINACIÓN DEL
SEGUNDO
PROCEDIMIENTO

ANEXOS

GLOSARIO DE
TÉRMINOS

REGISTRO O
CODIFICACIÓN

DOCUMENTOS DE
REFERENCIA

DIAGRAMA DE FLUJO

DESCRIPCIÓN DEL
PROCEDIMIENTO

POLÍTICAS DE
OPERACIÓN, NORMAS Y
FINCA ARRIBA

PROPÓSITO

DENOMINACIÓN DEL
PRIMER
PROCEDIMIENTO

MARCO JURÍDICO

OBJETIVO DEL MANUAL

INTRODUCCIÓN

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PORTADA

La elaboración de un manual de procedimientos se logra mediante la recolección de datos relevantes en los diferentes departamentos, y siendo asesorados por recursos humanos quien nos proporciona de las técnicas necesarias para el logro.

Manual General De Procedimientos

C Cleary



Manual General De Procedimientos:

Manual general de políticas Ricardo de la Fuente,1982 **Manual general de organización** Universidad Juárez Autónoma de Tabasco,1995 **Diario oficial de la federación** Mexico,2005 **Manual general de procedimientos administrativos, III** Universidad Autónoma de Sinaloa,Arturo Gutiérrez Olvera,Oscar Aguilar Soto,1994 Bioquímica clínica y patología molecular. I X. Fuentes Arderiu,1997 Consultar comentario general de la obra completa **Manual de los consejos comunales** César Dorta,2007 Diccionario Ingles Técnico Aeronáutico Facundo Conforti, Augusto DeSantis, La industria aeroespacial es la segunda actividad mas normada luego de las actividades nucleares esta regida por infinidad de normas reglamentaciones directivas documentacion especifica y todo tipo de manuales de referencia obligatoria La gran mayoría llega a manos de usuarios operadores talleristas etc en idioma ingles el idioma de uso aeronautico por naturaleza A ello se suma el hecho de que la industria aeronautica no esta aislada de las actividades humanas sino que interactúa se nutre y hace su aporte a ellas creando la necesidad de un sólido vínculo interdisciplinario Ahora bien si bien conocemos la existencia de esta necesidad de creación de un fuerte vínculo interdisciplinario también sabemos que en esta tarea nos encontramos con una gran barrera en el mismo la comunicación A partir de esto es posible considerar varios impedimentos en esa barrera Uno de los mas importantes es el idioma como factor concurrente esta el uso de regionalismos y como consecuencia de ellos la aplicación de jergas especificas Desde los albores de la aviación hemos convivido con ese problema sucede que al incrementarse día a día el número de operaciones al crecer el parque aeronautico y convertirse la aviación en una necesidad para el resto de las actividades humanas las condiciones inseguras los incidentes y los accidentes continuamente produciéndose quedando de manifiesto las falencias de la industria en ese aspecto ii Las nuevas tecnologías en materiales los nuevos métodos de diseño y los planes de mantenimiento con técnicas de inspección no destructivas han reducido los riesgos latentes de fallas técnicas pero no todos los aspectos relacionados con la vida humana puede solucionarlos la tecnología por lo que en paralelo con los desarrollos tecnológicos se han creado conceptos de gestión del factor humano que han contribuido en gran medida a la seguridad operacional y desde el año 1978 su estudio y prevención se ha expandido considerablemente por lo que en todos los programas de estudio y mejoramiento de la interacción antropológica CRM MRM LOFT SHELL etc la comunicación es un vínculo importantísimo en la seguridad operacional Si trasladamos lo expuesto a las tareas diarias ya sea en la operación de una aeronave en el mantenimiento de la misma en el control del tránsito aéreo en la administración de las empresas operadoras o en cualquier otra actividad relacionada con la industria aeroespacial se presentara el problema del uso del idioma ingles los regionalismos y las jergas especificas factores tendientes a desencadenar una sucesión de eventos inseguros que podrían desembocar en un incidente o en un accidente de consecuencias catastróficas Cuando se analiza la comunicación oral y escrita es importante tener en cuenta que si bien manejamos un vocabulario técnico en común es inevitable tanto en ingles como en español el uso de

regionalismos y argot jargon en inglés Por ejemplo un técnico ecuatoriano hablara de la bita cora de la aeronave mien tras que uno argentino hablara de la libreta historial de la aeronave Esta divergencia puede justificarse como un caso de regionalismos de países diferentes ahora bien en el segundo ejemplo el mismo técnico argentino en la provincia de Buenos Aires hablara de chavetas para frenar un bulón mientras que otro técnico argentino en Córdoba hablara de cupillas para frenar un bulón En paralelo se puede ver también que los diferentes fabricantes tienen lexicos específicos con respecto a sus productos por ejemplo uno de los más conocidos fabricantes británicos de motores posee un sistema propio de códigos de denominación y aplicación de Boletines de Servicio no mandatorios muy distinto al que manejan sus competidores directos de Estados Unidos y Canada Por eso la intención de este manual iii es contemplar una cantidad importante de tales divergencias presentándolas en cada asiento específico para que el uso del término y el concepto se apliquen con la mayor propiedad posible La propuesta de este manual es constituirse en una obra de referencia pensada como apoyo idiomático para interpretar y utilizar con mayor exactitud todos los niveles en que se presenta la terminología aeronáutica y contribuir a la aclaración de las dudas que continuamente se dan en la traducción de ambas lenguas en los diferentes campos de la aviación

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