



Visual Management Handbook

Focuslight Group Level

Released Version: 1.0

Scope and general description

- Scope

Focuslight Manufacturing, Office and Infrastructure.

- General description

1. The contents mentioned in the Handbook will be continuously improved and updated according to the best practices and actual situation and will be updated and printed once a year in December in principle.
2. The standards mentioned in the Handbook can be used as reference standards for implementation, and special areas should not violate the reference standards in principle, including, color value requirements, size requirements, style requirements, etc.
3. All best practices mentioned in the Handbook should come from the field practice, led by OpEx, with the participation of the executive department to identify the best practices in the factory, and continuously update this Handbook before extending it to the whole factory.
4. Changes to the revised content of the new version will be documented on the "Update Page" of this Handbook to explain what has been updated and why.
5. OpEx reserves the right to interpret this Handbook.

Goal - Visualization Management

- VM is a best salesman

The best site management is a reflection of the operation level and makes customers trust us more;

- VM is a cost-saving experts

Ensure efficient and punctual internal operations , reduce non-essential waste in order to reduce lead times and improve the company's core competencies ;

- VM is the security guard.

Creating a comfortable, bright, and safety workplace for us, can make us happier at work!

- VM is a standards driver.

Achieved a standardized working environment , anyone who enters the site is can be ready to work, reducing variables → stabilizing the process → ensuring quality;

- VM is a problem solver.

Enable anyone to quickly identify and detect abnormal to drive complete problem resolution.

Eliminate product and process anomalies and
waste completely

- The goal of visual management!

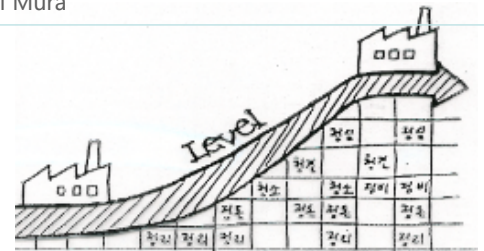


Core tools - Visualisation Management

Pillars	Method	Key Activities
Safety Management	Identify and manage daily unsafety conditions and unsafety behaviors, roll out UC best practice to new projects and digitalize ECPL	◆ Security foreknowledge and best practice delivery in the new project phase ◆ Safety evaluation and continuous degradation in mass production phase ◆ Visualization and continuous elimination of UC&UA in daily management
Equipment Maintenance	Promote the standardization and visualization of cleaning, inspection, lubrication and fastening activities for predictive maintenance and rapid response.	◆ Visualization of frequency, routes and methods of cleaning and inspection ◆ Visualization of lubrication and fastening standards, methods and routes ◆ Visualization of abnormalities and establishment of rapid response for problem solving.
Internal Logistics	Improvement of internal logistics leads to optimization of external logistics and realization of just-in-time distribution and front feeding, realization of digital logistics.	◆ Researching MIFA, Muri and driving Lean Layout implementation ◆ Implemented address code management and push-button batch pull – JIS ◆ Implementation of consumption RFID for anti-defective and single piece pull - JIT
Quality Insurance	Improve the sensitivity of anomaly detection systems and drive the evolution of product and process anomalies from error proofing to fault proofing for low-cost automation.	◆ Product and process abnormality visualization and QRQC management ◆ Application of Q-matrix and improvement of product and process abnormality capability. ◆ Upgrading of product and process abnormalities from error prevention to fool-proofing
Production Execution	Establishment of workstation standards, implementation of standard workstations, cultivation of work habits of respecting, complying with and enforcing standards, and promotion of digital exception management	◆ Identification and management of pollution sources, hazardous sources and fall sources ◆ One-page standard output and promotion of standard workstations ◆ Implementation of red-card management and continuous improvement of Mura

Clear and full exposure of anomalies and waste

- A core tool for visual management!



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Chapter 1

Color & Line Management Specification

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1.1 Colors standard

● Specification Requirements

Item	Color	RGB
Factory Barrier	FOCUSLIGHT blue	RGB:0,67,148
Building surface	White	RGB:245,245,245
Office ground	Grey	RGB:175,175,175
Workshop ground	Green	RGB:0,176,80
Skirting board	Yellow	RGB:246,188,37

A

Color & Line Management Specification

Purpose

Managing plant colors to standardize the use of colors in the factory

Object

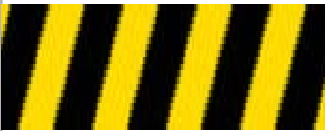
Whole factory

Applicate

1. Painting or taping in different colors as required by the management.

1.2 Line color width specification

● Specification Requirements

Item	standard(mm)	基准Color	备注
Main dividing line	100	RGB: 246,188,37	
In production line dividing line	55		
Office desk position	30	RGB: 0,71,126	
OK products area	55		
Waiting test products area	55	RGB: 228,101,41	
NOK products area	55	RGB: 255,0,0	
Dangerous and fire-fighting equipment areas	55		
Distribution cabinet	100		
Zebra crossing	100	RGB 255,255,255	
Others Non-defined	55	RGB: 246,188,37	

A

Color & Line Management Specification

Purpose

Managing plant colors to standardize the use of colors in the factory

Object

All the production area

Applicate

1. Painting or taping in different colors as required by the management.

Chapter 2

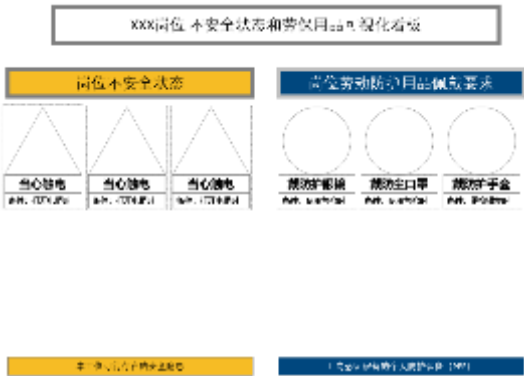
Safety management standards

Visual Management Handbook

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2.1 UC&UA VM board

Standard



Title Font: Microsoft Black, 24pound, Black
Text Title Border: 6pound, Black, Text Light 50%
Print standard: A4 landscape, color

Item	RGB
Yellow	246,188,37
Background	0,67,148

Best Practice



B Safety management standard

Purpose

Visualization of unsafety conditions and behaviors at the workplace, informing operators to pay attention to safety and to wear PPE

Object

Operation workstations

Applicate

1. UC & UA need to describe the condition and PPE requirement

2.2.1 UC signage

● Specification Requirements



标识Size: 三角形长42mm*宽37mm
TextStandard: 微软雅黑 18 加粗 居中
Text边框: 长42mm*宽12mm 0.25磅;
White 背景1 深色50%

Item	RGB
Background-color	255,240,0
Pattern	0,0,0

B

Safety management standard

Purpose

Remind the staff working in the relevant area what unsafe conditions exist in the station to improve the staff's awareness of prevention

Object

Workstations where safety tips are necessary for personnel

Applicate

1. Paste the signage on the unsafety condition area and put the pictures into the safety board

2.2.2 UC signage

● Specification Requirements



当心绊倒



当心砸脚



当心电缆



当心滑倒



噪声有害

B Safety management standard

Purpose

Remind the staff working in the relevant area what unsafe conditions exist in the station to improve the staff's awareness of prevention

Object

Workstations where safety tips are necessary for personnel

Applicate

1. Paste the signage on the unsafety condition area and put the pictures into the safety board

2.3.1 UA signage

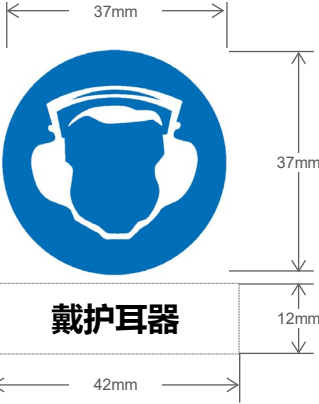
● Specification Requirements



戴安全帽



戴防护手套



戴护耳器



戴防护眼镜



戴防护口罩



必须加锁



穿防护鞋

标识Size: 长37mm*宽37mm
TextStandard: 微软雅黑 18 加粗 居中
Text边框: 长42mm*宽12mm 0.25磅;
White 背景1 深色50%

Item	RGB
Background-color	22,135,203
Pattern	255,255,255

B Safety management standard

- Purpose

Remind the personnel working at the relevant station what kind of PPE should be carried out in the area to ensure the safety
- Object

Workstations where it is necessary to remind personnel of safety
- Applicate

1. Paste the signage on the unsafety condition area and put the pictures into the safety board

2.3.2 UA signage

● Specification Requirements



系安全带

B Safety management standard

Purpose

Remind the personnel working at the relevant station what kind of PPE should be carried out in the area to ensure the safety

Object

Work stations where it is necessary to remind personnel of safety

Applicate

1. Paste the signage on the unsafety condition area and put the pictures into the safety board

2.4.1 Forbidden signage

● Specification Requirements



标识Size: 长315*宽250mm,
标识牌材料: PVC不干胶纸

Item	RGB
Red	255,0,0
Background-color	255,255,255
Contents	0,0,0

B

Safety management standard

Purpose

Alert the relevant area to unsafety conditions at the workstation to avoid safety incidents.

Object

All the hazardous area

Applicate

1. Hanging method: hanging at about 2m above the ground

2.4.2 Forbidden signage

- Specification Requirements



B

Safety management standard

Purpose

Alert the relevant area to unsafety conditions at the workstation to avoid safety incidents.

Object

All the hazardous area

Applicate

1. Hanging method: hanging at about 2m above the ground

2.4.3 Forbidden signage

● Standard



Size: 400*500mm
Material: PVC塑料板 PP背胶贴纸
特质: 防水防晒

Item	RGB
Yellow	253,209,0
Red	230,33,42
Black	39,30,31

● Best Practice



B Safety management standard

Purpose

Warnings taking photos when entering the corresponding places to prevent the leakage of the corresponding information

Object

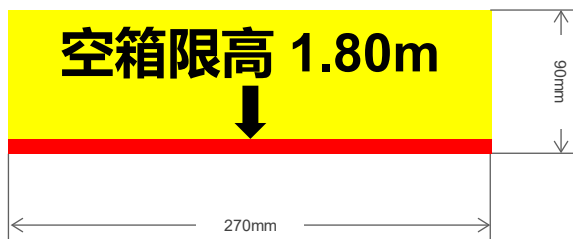
Forbidden area

Applicate

1. Paste in the forbidden area

2.5 Production line empty boxes height limit

● Standard



Size: 90*270mm

Text: 微软雅黑 92 加粗 White 背景1

Arrow: 高度30mm, 宽度20mm 居中

Material: 纸质彩印 过塑

Item	RGB
Yellow	255,255,0
Red	255,0,0
Text	0,0,0

● Best Practice



B Safety management standard

Purpose

Standardize the height of empty boxes placed on the pallet to avoid too high cause the potential safety risk.

Object

Height of the empty boxes

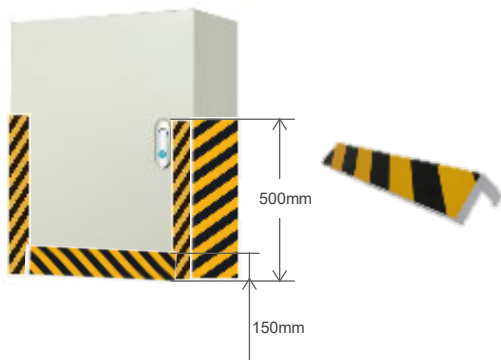
Applicate

1. Empty box height limit of 1.80m:

7 large plastic boxes (535*415*235) or 11 medium plastic boxes (400*300*145)

2.6 Distribution box anti-collision specification

● Standard



Item	RGB
Yellow	255,255,0
黑底	0,0,0

● Best Practice

B Safety management standard

Purpose

Standardize the way of the distribution box is protected against collision

Object

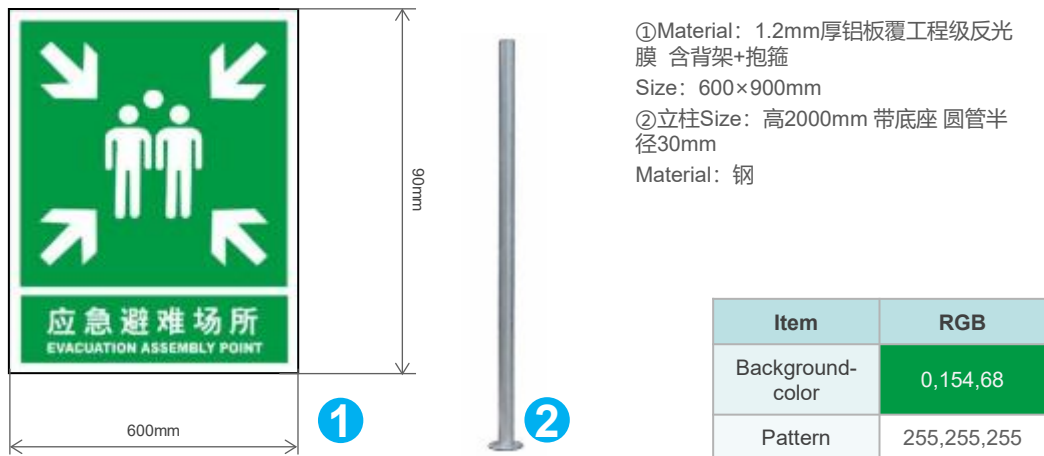
The distribution box near the passageway

Applicate

1. Paste anti-collision sponges on the distribution box

2.7 Evacuation site signage

● Standard



● Best Practice



B Safety management standard

Purpose

Inform staff that the safety direction of escape or that the area is a safety area

Object

Evacuation site

Applicate

1. Placement of signs at the company's evacuation site

2.8 Traffic signage

● Standard



标识Standard如图所示
Material: UV反光膜铝板

Item	RGB
Background-color	255,240,0
Pattern	0,0,0

● Best Practice

B Safety management standard

Purpose

Reminding the personal this area will have the forklift through and need to take care

Object

Crossing or turning area

Applicate

1. Paste the signage in the crossing or turning area that will have the forklift cross

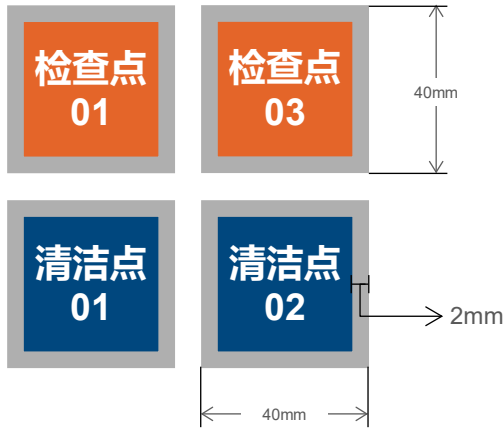
Chapter 3
Equipment
maintenance
standards

Visual Management
Handbook

Focuslight Group Level

3.1 Cleaning & Inspection signage

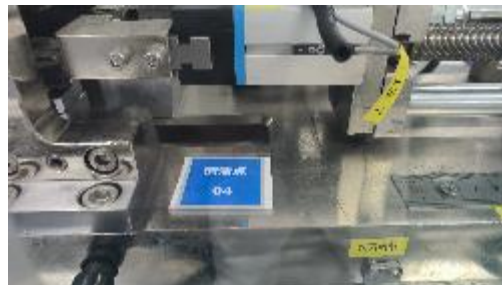
● Standard



Text: 微软雅黑 22号 加粗 White 背景1
Size: 40*40mm
Frame: 6磅 White 背景1 深色25%

Item	RGB
橙色	228,101,41
Blue	0,67,148
灰色	175,175,175

● Best Practice



C Equipment maintenance standards

Purpose

1. Cleaning and inspection position need to visual management
2. To be simply for operator operational and control

Object

- The machine that need to AM

Applicate

1. Paste in the cleaning and inspection area
2. Cannot change the color of label

3.2 Air Vent visual standard

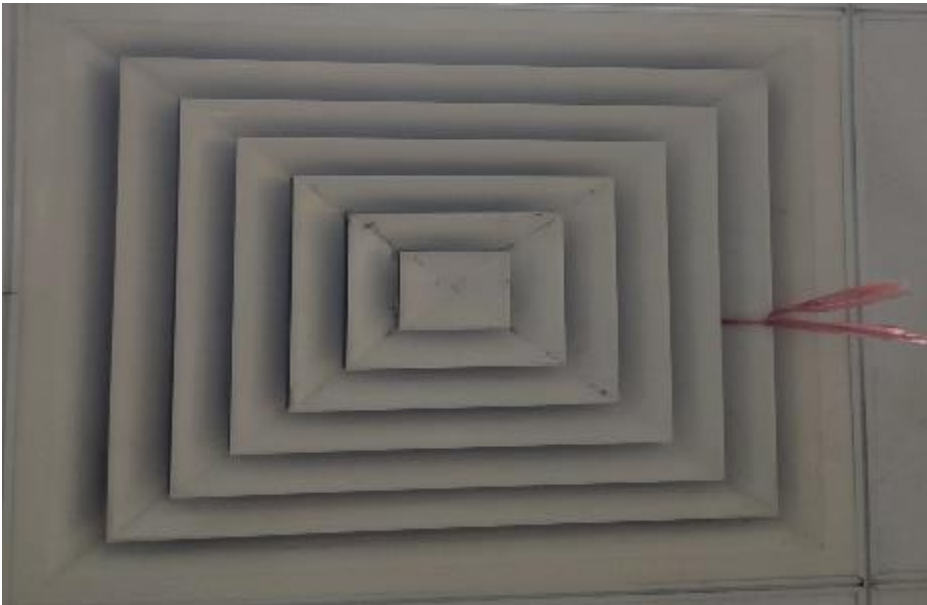
● Standard



Quantity: 2
Length: 100mm

Item	RGB
布条	255,0,0

● Best Practice



C Equipment maintenance standards

Purpose

To be sure visual control the equipment status and easy detect the abnormal

Object

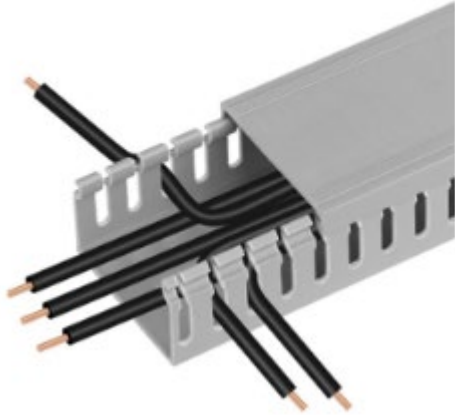
The equipment or somewhere need to know the air flow status

Applicate

1. Red ribbon
2. Length 100mm
3. Fixed in the are vent area

3.3 Cabling management

● Standard



Type: 开口型PVC线槽
Material: PVC料
Function: 绝缘阻燃 耐温灭弧
Size: 根据电线实际情况采用适宜
Standard

Item	RGB
Trunking	175,175,175

● Best Practice



C Equipment maintenance standards

Purpose

Standardize the cabling management and easy to maintain

Object

The equipment

Applicate

1. Production line equipment that need to tidy the cable

3.4 Equipment status management

● Standard



Size: 225*150mm
Material: 亚克力
特质: 360°旋转、背面带胶+4粒磁铁
分区: 运行/停机/维修/保养

Item	RGB
Operation	0,176,80
Stop	255,255,0
Repair	255,0,0
Maintenance	186,186,186
Logo	255,255,255

● Best Practice



C Equipment maintenance standards

Purpose

Visualization of the status of machines and equipment , to be easy management

Object

Equipment

Applicate

1. Paste on the main operation surface of the equipment

3.5 Equipment labelling standards

● Standard

主操作面：

安全合格证

关键工位标识

设备状态管理标识

UC&UA

安全提示

侧面：

固定资产管理标签

免校正标签

Met 条形码

1.设备状态管理标识应粘贴在设备主操作面的左上方或中间位置

● Best Practice



C

Equipment maintenance standards

Purpose

Standardize the equipment labels are need to paste

Object

Equipment

Applicate

1. Paste on the main operation surface of the equipment(upper left corner)

Chapter 4

Internal logistics standards

Visual Management Handbook

Focuslight Group Level

4.2 Infrastructure pillars standard

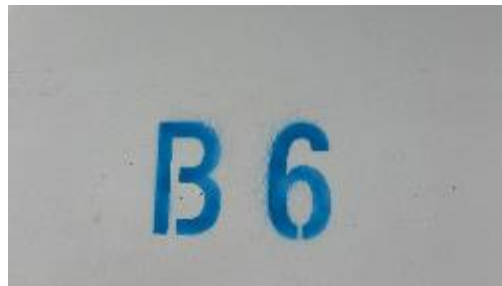
● Standard

Standard: 字高150mm 字宽90mm
Text: 楷体

D7

Item	RGB
Color	0,67,148

● Best Practice



D Internal logistics standards

Purpose

Quickly and accurately describe shop floor locations

Object

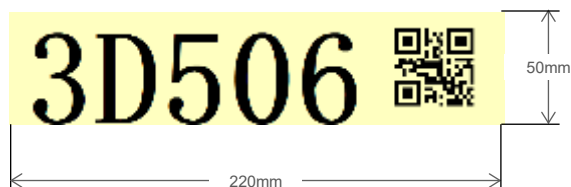
Infrastructure pillars

Applicate

1. Painting height: 2m

4.3 Feeding address code

● Standard



投料地址码含义:

3: 3楼

D5: 车间柱子编号

06: 区域编号

Text: 微软雅黑 130 加粗 Black 文字1

Item	RGB
Background-color	255,255,192

● Best Practice



D Internal logistics standards

Purpose

Define material location for fast delivery

Object

Production line

Applicate

1. Marking beside the material

4.4 Material shelf signage

● Standard

3C601物料架		
第一层	3C601-01-01 20A 1A1182C	3C601-01-02 20A 1A1182C
第二层	3C601-02-01 16A 1A1181C	3C601-02-02 16A 1A1181C
第三层	3C601-03-01 10A 1A1179C	3C601-03-02 10A 1A1179C
注意：在放料和拿取物料时，请注意确认安培信息！		

标题Text：微软雅黑 50 加粗 Black 文字1
层数Text：微软雅黑 24 加粗 Black 文字1
ContentsText：微软雅黑 30 加粗
旁注Text：微软雅黑 36 加粗
行高：标题&旁注70 Contents 170
打印标准：横向A4彩印

Item	RGB
Contents	0,0,255
旁注	255,0,0

● Best Practice



D Internal logistics standards

Purpose Define material location for quickly transfer

Object Production line shelf

Applicate 1. Hang on the list of the shelf

Chapter 5

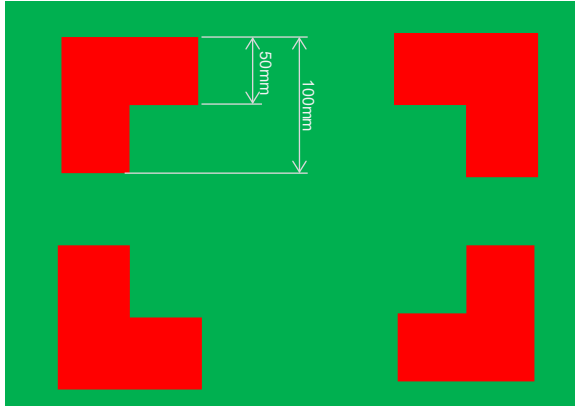
Quality Assurance Standards

Visual Management Handbook

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5.1 Red area standard

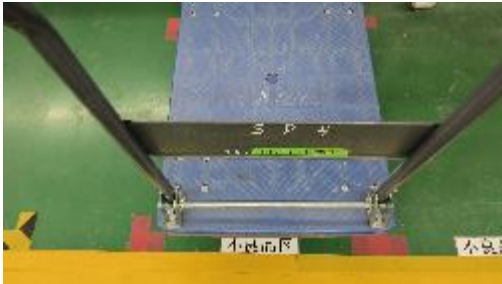
● Standard



Material: 反光地胶贴
Function: 防水耐磨 带背胶
Size: 100*50mm

Item	RGB
底色	255,0,0

● Best Practice



E

Quality Assurance Standards

Purpose

Define the red area and to separate the products status

Object

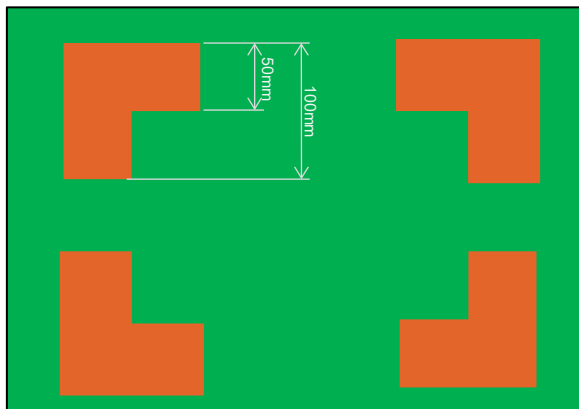
Red area

Applicate

1. NOK products or components

5.2 Waiting test area standard

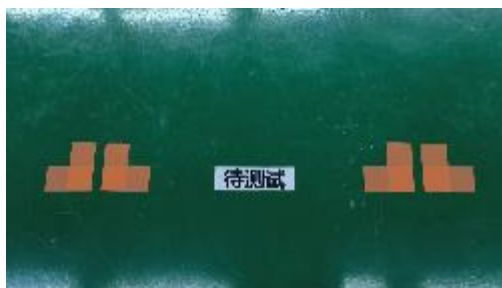
● Standard



Material: 反光地胶贴
Function: 防水耐磨 带背胶
Size: 100*50mm

Item	RGB
底色	228,101,41

● Best Practice



E

Quality Assurance Standards

Purpose

Define the product to be tested for quick identification

Object

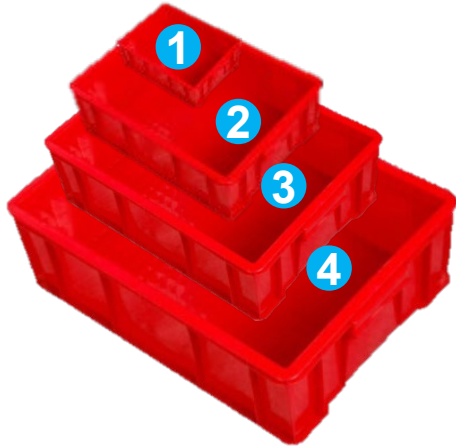
Waiting test area

Applicate

1. All the waiting test stations

5.3 Red boxed standard

● Standard



Size:

①长145*宽95*高55mm

②长300*宽205*高85mm

③长400*宽300*高145mm

④长535*宽415*高235mm

Material: HDPE高密度聚乙烯

Item	RGB
Color	255,0,0

● Best Practice



E

Quality Assurance Standards

Purpose

Define the red boxes size to easy management

Object

Red box

Applicate

1. According the workstation to selection the red box

5.4 Red boxes identification

● Standard

**NOK
box**

**Scrap
box**

Size:

①类箱: 长40*宽35mm

②类箱: 长65*宽45mm

③类箱: 长85*宽65mm

④类箱: 长95*宽75mm

相应Text: 微软雅黑 22 36 44 50

Black 文字1

● Best Practice



E

Quality Assurance Standards

Purpose

Define the label for red box

Object

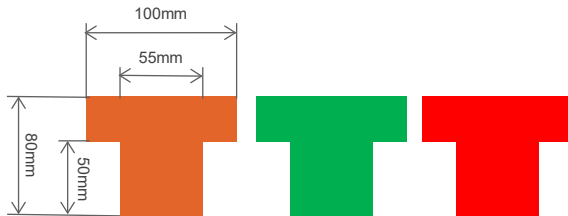
Red box

Applicate

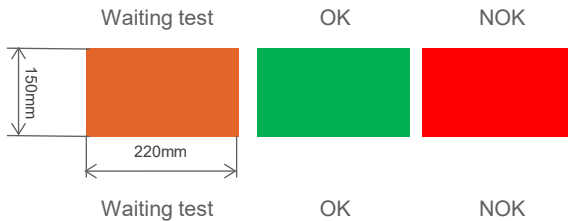
1. According the box side printing label

5.5 Process inspection signboard

● Standard



Material: 塑胶卡
Size: 见左图所示
Type: T型卡/长方形卡



Item	RGB
Waiting test	228,101,41
OK	0,176,80
NOK	255,0,0

● Best Practice



E Quality Assurance Standards

Purpose

Define the color for products status to be sure visual control

Object

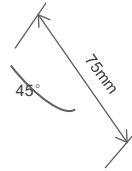
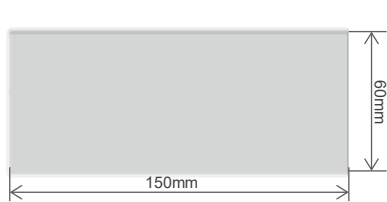
Production line process

Applicate

1. According the products status put the card into the transfer box

5.6 Finish products signboard

● Standard



Material: 钢板或亚克力板
Size: 相应Size如左图



Item	RGB
Waiting test	228,101,41
OK	0,176,80
NOK	255,0,0

● Best Practice



E

Quality Assurance Standards

Purpose

Define the color for finish products status to be sure visual control

Object

Finish products

Applicate

1. Put the card on the finish products packaging box

5.7 rework workstations signage

● Standard

需涵盖以下标识、文件、特定区域等

修理工位标识牌	特定维修工具
修理作业指导书WIS	不良品区域
不良分析和修理手册 QIS	待维修区域
不良分析和修理手册 QIS	已维修区域 (维修后待检)
工位5S一页纸标准	待装配区域 (维修后检测OK)
不良维修记录表	维修试件 (部分维修工位)

- 1.修理工位应涵盖Standard要求中的Contents
- 2.相应标识、区域应该使用特定Color标示
- 3.Red不良品盒

Item	RGB
Red	255,0,0
待检	288,101,41
待装配	246,188,37

● Best Practice



E Quality Assurance Standards

Purpose Standardize the rework station labeling

Object Rework stations

Applicate 1. Paste the label for rework station and with the defined color

Chapter 6

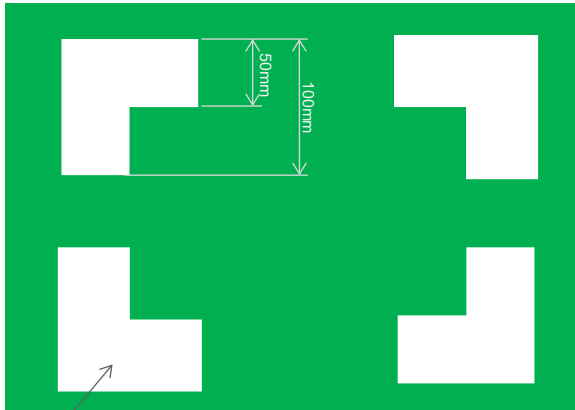
Production Execution Standard

Visual Management Handbook

Focuslight Group Level

6.1 Four corner positioning

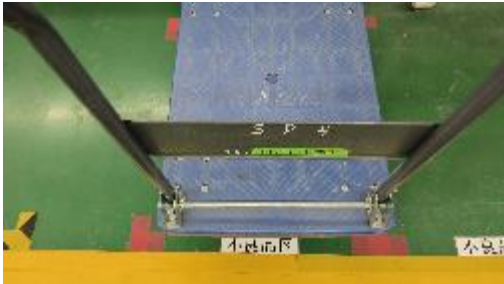
● Standard



Material: 反光地胶贴
Function: 防水耐磨 带背胶
Size: 100*50mm

Item	RGB
NOK	255,0,0
Testing	288,101,41
Finish goods	0,67,148
Others	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Classify and locate items in the production site for easy management.

Object

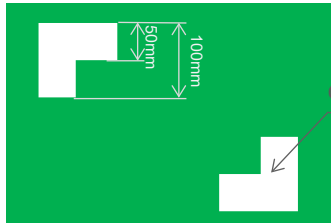
All the production area

Applicate

1. Depend on the properties of the item choose the colors

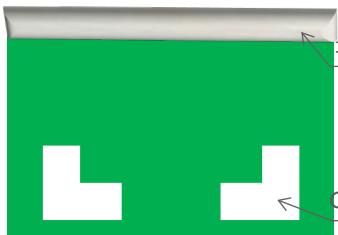
6.2 Two corner positioning

● Standard



Color依据相应属性

Material: 反光地胶贴
Function: 防水耐磨 带背胶
Size: 100*50mm



墙壁等固定类实体

Color依据相应属性

Item	RGB
NOK	255,0,0
Testing	288,101,41
Finish goods	0,67,148
Others	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Classify and locate items in the production site for easy management.

Object

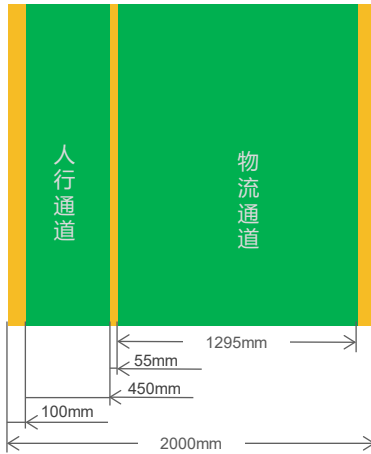
All the production area

Applicate

1. Depend on the properties of the item choose the colors

6.3 Main road standards

● Standard



主干道宽1800mm
人行道宽450mm
主干道两侧边缘线宽100mm
人行道分割线宽55mm

Item	RGB
Road colors	0,176,80
Border	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Visual separate the logistics and person way, to decrease the safety risk and improve the logistic efficiency

Object

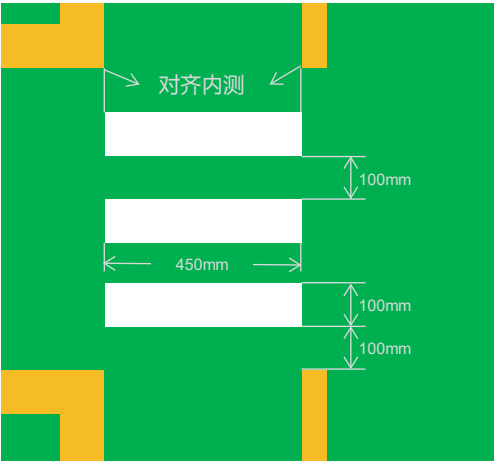
Production logistics road

Applicate

1. New layout need to according this standard deployment

6.4 Cross road standard

Standard



斑马线Standard: 450mm*100mm
首条斑马线距离分割线100mm
斑马线与斑马线间隔100mm
斑马线与边缘线内侧对齐

Item	RGB
斑马线	255,255,255
border	246,188,37

Best Practice



F

Production
Execution
Standard

Purpose

Standardize the workshop
presentation painting

Object

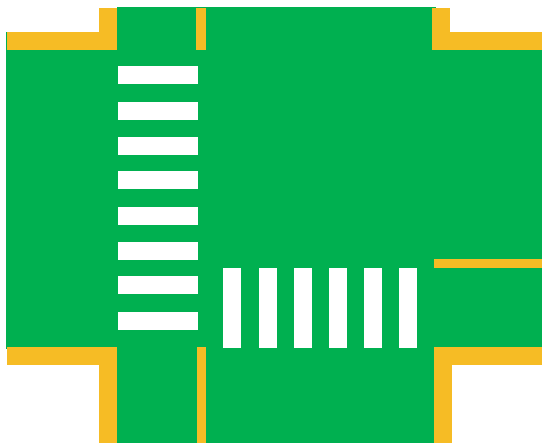
Cross road area

Applicate

The forklift and worker
crossing road

6.5 Cross road standard

● Standard



相应Standard如前所述

Item	RGB
斑马线	255,255,255
border	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Standardize the workshop presentation painting

Object

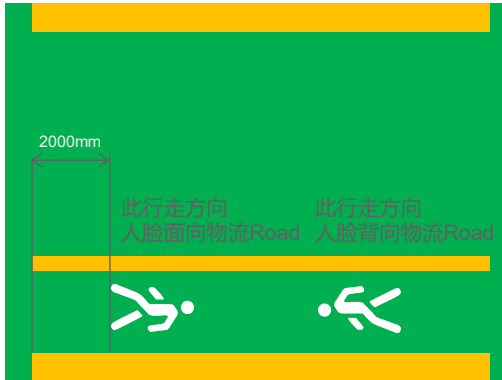
Cross road area

Apply

1. 依据斑马线Standard将斑马线使用于车间存在人行Road的交叉路口处
2. 按照相应Standard粘贴标识

6.6 Pedestrian road standards

● Standard



人行标识White喷漆
人行Road两端各喷一个
距离始端2000mm喷一个

Item	RGB
Road	0,176,80
Border	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Standardize the workshop pedestrian channel signs painting standards

Object

Workshop pedestrian channel

Apply

All the workshop pedestrian need painting the signs

6.7 Safety Exit Signboard standard

● Standard



Standard: 293*144mm

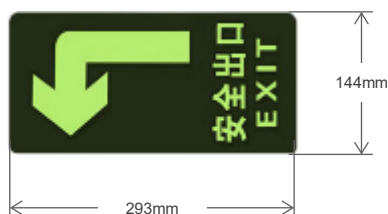
Text: 微软雅黑

Material: 耐磨PVC/不干胶

Process: 印刷荧光Material/覆哑光膜

Function: 防滑耐磨 吸光自发光

企数采物料号: AA4357728



Item	RGB
底色	35,44,23
文案	182,236,112

● Best Practice



F

Production Execution Standard

Purpose

Standardize the safety exit label

Object

Production line all the road

Applicate

1. According the emergency evacuation map to paste the signs on the ground

6.8 Safety Exit Signboard paste standard

● Standard

相邻安全出口标识间隔5000mm
安全出口标识距离外侧边缘线650mm



Item	RGB
Road	0,176,80
border	246,188,37

● Best Practice

F

Production Execution Standard

Purpose

Standardize the safety exit label paste requirement to be sure clear for understanding

Object

Emergency evacuation way

Applicate

1. According the emergency evacuation map to paste the signs on the ground

6.9 Labeling standard

● Standard



Text: 微软雅黑 130 Black 文字1 加粗 居中

Size: 宽50mm, 长度依据名称自定义



● Best Practice



F

Production Execution Standard

Purpose

Standardize the label size on the ground

Object

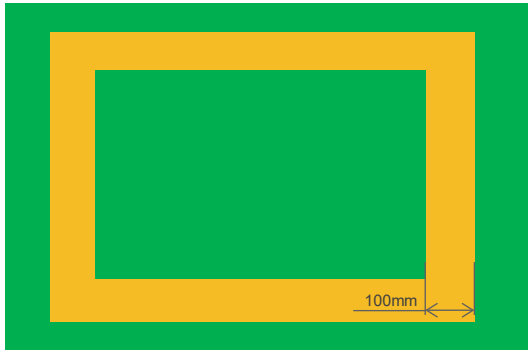
Production line ground label

Applicate

1. Production line ground label

6.10 Area positioning

● Standard



Item	RGB
Road	0,176,80
border	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Regularization of production areas for easy of management

Object

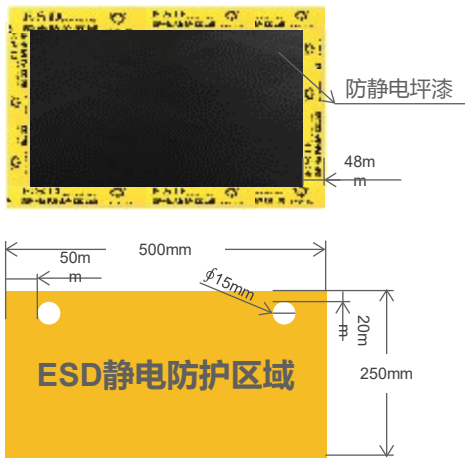
Welding area、 subset assembly area、 assembly area、 rest area etc.

Applicate

1. According the production layout define the area

6.11 ESD area standard

● Standard



- 1.地面：
ESD静电防护标识宽48mm，长度依据载体Standard自定义
静电防护区域地面需喷涂防静电坪漆
- 2.挂牌：
挂牌Size: 500*250mm
挂牌Text: 微软雅黑 42 Black 文字1
距两侧50mm 距顶边20mm开直径15mm圆孔
Material: 塑胶壳

Item	RGB
挂牌 Background -color	246,188,37

● Best Practice



F

Production Execution Standard

Purpose

Standardize ESD material area requirement

Object

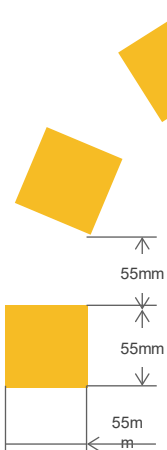
ESD required material

Applicate

1. For areas of the workshop where static protection is required

6.12 Door rotation track marking

● Standard



标识Size: 55*55mm
标识间隔: 55mm
标识弧度: 依据门开闭弧度
标识Material: PVC磨砂 带背胶

Item	RGB
Background-color	246,188,37

● Best Practice



F Production Execution Standard

Purpose

Visual identification of door track to reduce safety risk

Object

All the production line doors

Applicate

1. According the door tracking to marking

6.13 Calling area standard-ground

● Standard



外圆半径400mm
内圆半径340mm
Text: 微软雅黑 96 White 背景1

Item	RGB
边框	246,188,37
Background-color	0,176,80
文案	255,255,255

● Best Practice



F

Production Execution Standard

Purpose

Standardization the calling area to visual management operator

Object

Workshop calling position

Applicate

1. Production line define the calling area to prevent the potential safety and quality risk
2. In the cage should have the light to be sure can be easily found in the night

6.14 Calling area standard-roof

● Standard



标识Size: 230 *230mm
灯笼Size: 230*230*230mm
灯笼箱内置灯泡
外壳Material需防火透光

Item	RGB
Background-color	0,176,80
文案	255,255,255

● Best Practice



F

Production Execution Standard

Purpose

Standardization the calling area to visual management operator

Object

Workshop calling position

Applicate

1. Production line define the calling area to prevent the potential safety and quality risk
2. In the cage should have the light to be sure can be easily found in the night

6.15 First aid area standard

● Standard



标识Size: 230 *230mm
灯笼Size: 230*230*230mm
灯笼箱内置灯泡
外壳Material需防火透光

Item	RGB
Background-color	0,176,80
文案	255,255,255

● Best Practice



F

Production Execution Standard

Purpose

Standardization the first aid area to quickly deal with the emergency safety incident

Object

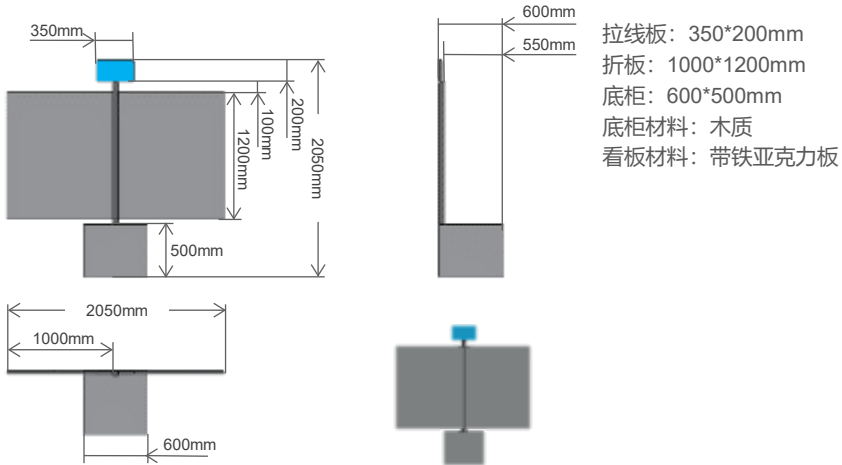
Production first aid

Applicate

1. Height Distance : 2.3m
2. In the cage should have the light to be sure can be easily found in the night

6.16 Meeting board standard

● Standard



● Best Practice



F

Production Execution Standard

Purpose

Standardization the Meeting board

Object

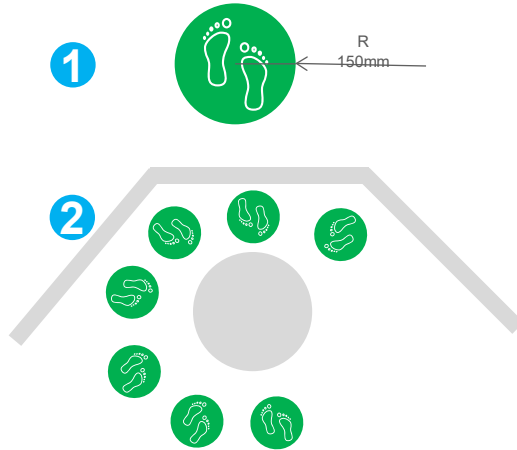
Meeting board

Applicate

1. Production line setting the meeting area and define the meeting time
2. TOP5 meeting daily done before the board
3. Team technical meeting can be follow up on the board

6.17 Meeting board stand standard

Standard



Item	RGB
Background-color	0,176,80
Pattern	255,255,255

Best Practice



F

Production Execution Standard

Purpose

Standardise regular meeting board standard position to achieved efficiency

Object

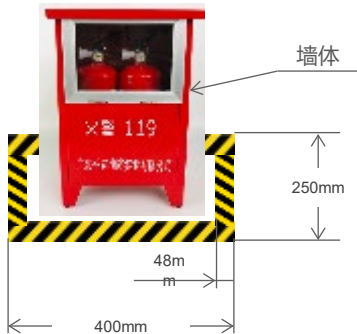
Meeting board

Applicate

1. According the meeting requirement to define the position

6.18 Distinguisher positioning standard

● Standard



灭火器消防器材定位:
定位线宽度55mm
定位区域Standard400*250mm

● Best Practice



F

Production Execution Standard

Purpose

Standardize the positioning of fire extinguishers to prevent other things blocked or unable to be used normally

Object

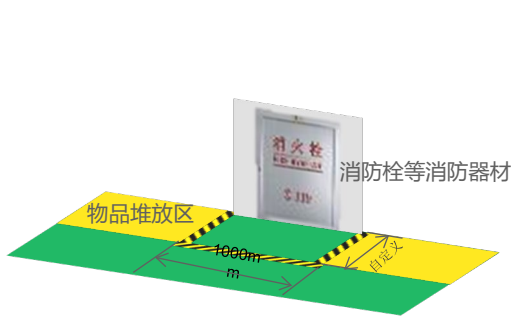
Fire extinguishers

Applicate

1. All the fire extinguishers have the enough space and labeling

6.19 Distinguisher positioning standard

● Standard



● Best Practice



F

Production Execution Standard

Purpose

Standardize the positioning of fire extinguishers to prevent other things blocked or unable to be used normally

Object

Fire extinguishers

Apply

1. All the fire extinguishers have the enough space and labeling

6.20 Material shelf label standard

● Standard



①纸质彩印过塑

Standard: 宽度34mm, 长度自定义

Text: 等线 36 加粗

Contents: 相应物料编号

Material: 纸质彩印 过塑

②色带打印

Standard: 宽度24mm, 长度自定义

Item	RGB
Background-color	121,143,201

● Best Practice



F

Production Execution Standard

Purpose

Standardization the label of material shelf

Object

Production line material shelf

Applicate

1. All the material shelf have the same printing label

6.21 Infrastructure pillars protection standard

● Standard

SizeStandard: 长1200*宽100*厚10mm
Material: 橡胶+反光膜
样式: 圆角



● Best Practice



F

Production Execution Standard

Purpose

Protection the Infrastructure pillars and avoid collision

Object

The pillars near the road

Apply

1. Logistics through road to be protect the pillars

6.22 Workstations label standard

● Standard

1

彈簧OR0012C

12mm
m
▽

电磁组件

2

不良品

自定义

①工位正常物料标识

②工位异常物料标识

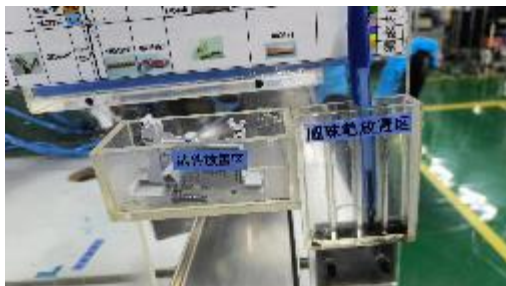
Size: 宽12mm, 长度依据名称自定义

打印: 采用专用色带打印

Text: 微软雅黑 18 加粗 Black 文字1

Item	RGB
正常物料	121,143,201
异常物料	255,0,0

● Best Practice



F

Production Execution Standard

Purpose

Standardization the label size, to optimize the purchase category

Object

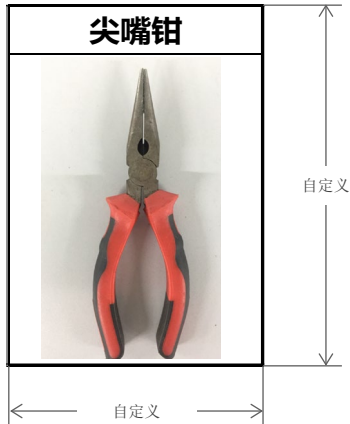
Workstation label

Applicate

1. All the workstations use the same label size, just the color different

6.23 Workstation tools label standard

● Standard



Size: 依据产线自身情况自定义
Text: 微软雅黑 加粗 大小自定义

● Best Practice



F

Production Execution Standard

Purpose

Standardization the tools
printing method and size to
be visual control

Object

Workstation used tools

Applicate

1. According the tools to
printing the label

6.24 Equipment function label standard

● Standard

1

启动

门禁锁

10mm

①设备一般提示标识

②设备紧急提示标识

Size: 宽10mm, 长度依据名称自定义

打印: 采用专用色带打印

Text: 微软雅黑 18 加粗 Black 文字1

2

急停开关

自定义

Item	RGB
一般标识	246,188,37
紧急标识	255,0,0

● Best Practice



F

Production Execution Standard

Purpose

Standardization the label size, to optimize the purchase category

Object

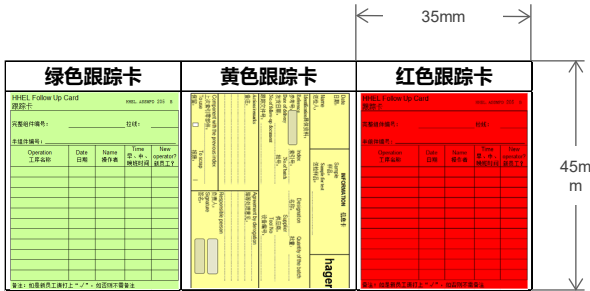
equipment label

Applicate

1. All the workstations use the same label size, just the color different

6.25 Subset follow card standard

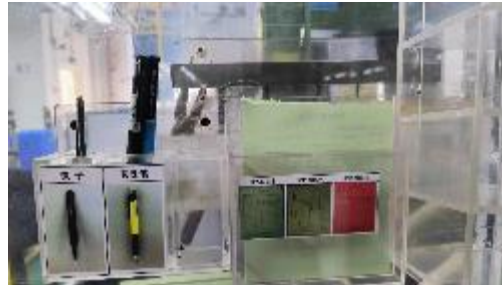
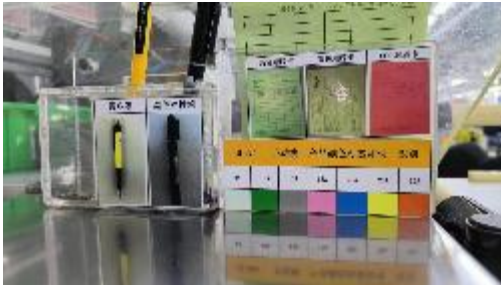
● Standard



Size: 45*35mm
Text: 微软雅黑 12 加粗 Black 文字1

Item	RGB
绿色跟踪卡	204,255,153
Yellow跟踪卡	255,255,153
Red跟踪卡	255,0,0

● Best Practice



F Production Execution Standard

Purpose

Standardization the follow up card to be sure all the production card have the same ruler easy to management

Object

Workstation follow card

Applicate

1. All the subset workstations use the same follow card labeling

6.27 One-page standard

● Standard

工位5S—一页纸标准					日期:	
工位名称					文件序号	
工位标准图片			序号	关键点	标准	工具
						实施方法
			1			
			2			
			3			
			4			
			5			
请通过红牌系统内已编制“图”内可以印刷!						
编制/ 日期:		参与数:		实施/ 日期:	DMS	
				文件版本:		
				修订原因:		

↓
A4Size

Size: A4大小
打印: 彩色打印
Contents: 各ItemContents参考 附件二 07 案例

Item	RGB
Blue	0,67,148

● Best Practice



F Production Execution Standard

Purpose

Standardized one-page template, unified management of station requirements

Object

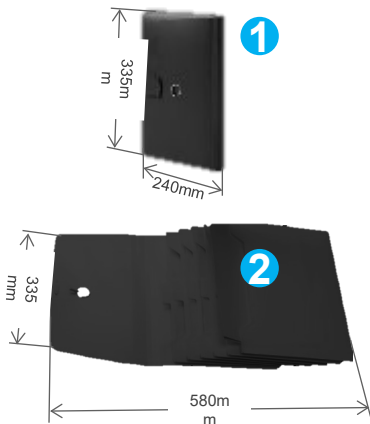
Workstation requirement

Applicate

1. All the workstation requirement can be clear define in the one-page standard format

6.28 Workstations file package

● Standard



文件Material: 塑胶防水

①单页Standard: 335mm*240mm

②展开Standard: 580mm*335mm

文件格数: 6格

标签Color	RGB
WIS	1,138,93
QIS,参数表, 记录表	228,204,45
MIS	121,143,201

● Best Practice



F

Production Execution Standard

Purpose

Unified and standardized management of documents

Object

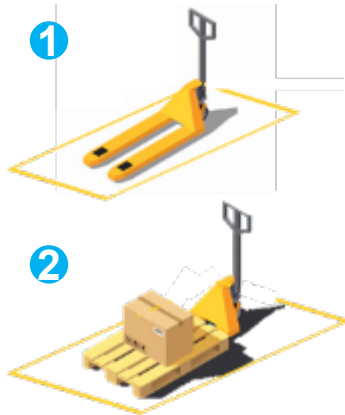
Workstation file management

Applicate

1. Use the same document file to management the document
2. Visual label to definition files: form down to up , one-page standard、WIS、QIS、MIS etc.

6.29 Forklift positioning

● Standard

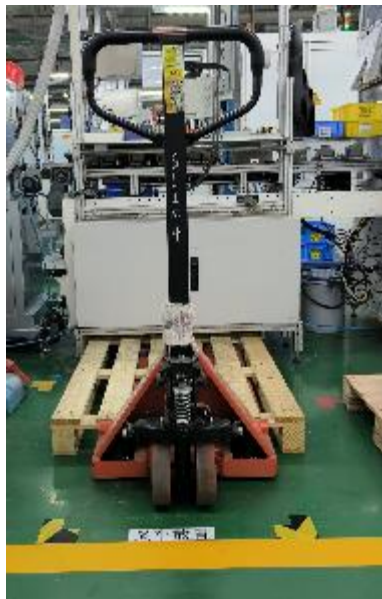


叉车放置方式分两种

- ①放置于专有叉车位置并不得超出设置线
- ②放置于托盘下但不得超出设置线

Item	RGB
①专有位置	246,188,37
②放置于托盘	区域线Color 依据托盘物 品属性决定

● Best Practice



F

Production Execution Standard

Purpose

To carry out unified and standardized management of forklift placement, easy to manage

Object

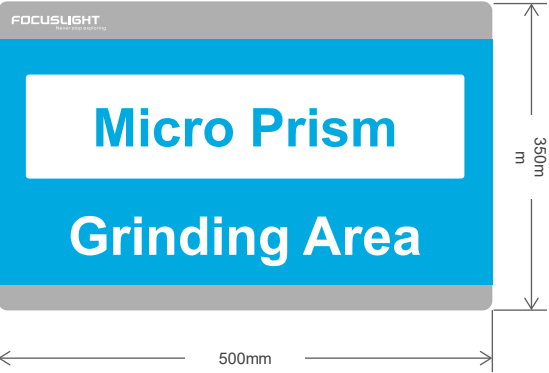
Forklift placement

Applicate

1. The forklift can be prevented under the pallet, but not beyond the border line
2. Set a special forklift anchor point for easy use

6.30 Production area signage

● Standard



Size: 500*350mm
Material: 3mm透明合资亚克力
面数: 双面

Item	RGB
FOCUSLIGHT T blue	0,170,225
FOCUSLIGHT T grey	175,175,175
White	255,255,255

● Best Practice



F

Production
Execution
Standard

Purpose

Visualize the production
area signage

Object

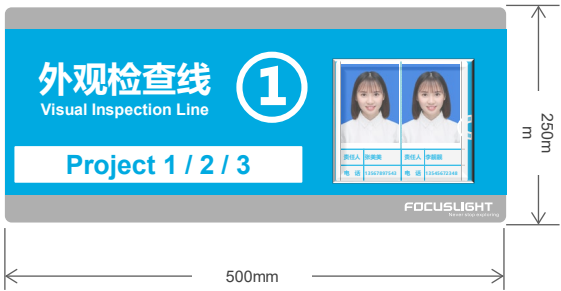
Production area signage

Applicate

1. Hang on the line
starting area

6.31 Production line signage

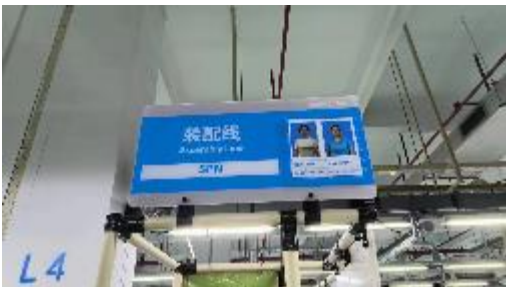
● Standard



整体Size: 500*250mm
Material: 3mm透明合资亚克力
面数: 单面
相框Size: 115*115mm
相片底色: Blue

Item	RGB
FOCUSLIGHT blue	0,170,225
FOCUSLIGHT grey	175,175,175
White	255,255,255
相片底色	0,112,192

● Best Practice



F Production Execution Standard

Purpose

Visualize the production line signage

Object

Production line

Applicate

1. Fixed on the line starting and ending area

6.32 Workstation signage

● Standard



Size: 200*150mm
Material: 5mm透明合资亚克力
面数: 单面

Item	RGB
FOCUSLIGH T blue	0,170,225
FOCUSLIGH T grey	175,175,175
White	255,255,255

● Best Practice

F Production Execution Standard

Purpose

Visualize the production workstation signage

Object

Workstation

Applicate

1. Visualize the production workstation to be easy management

6.33 Repair & rework workstation signage

● Standard



Size: 200*150mm
Material: 5mm透明合资亚克力
面数: 单面

Item	RGB
Red	255,0,0
FOCUSLIGHT T grey	175,175,175
White	255,255,255

● Best Practice



F

Production Execution Standard

Purpose

Visualize the rework
workstation signage

Object

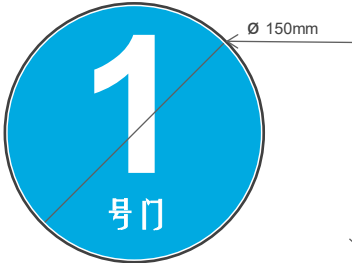
rework workstation

Applicate

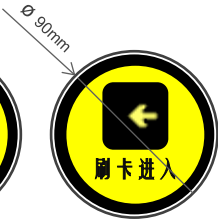
1. Fix the sings on the
workstation

6.34 Material gate signage

Standard

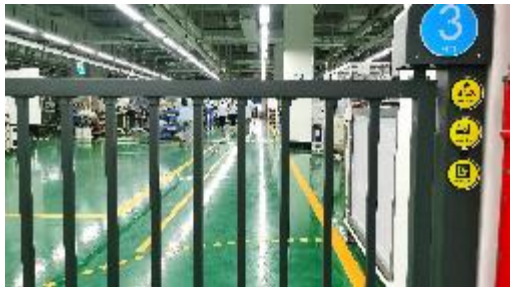


门号Standard: 直径150mm
Material: 5mm透明合资亚克力 带背胶



Item	RGB
FOCUSLIGHT T blue	0,170,225
Yellow	255,255,0
Black	0,0,0
White	255,255,255

Best Practice



F Production Execution Standard

Purpose

The corresponding information of workshop logistics channel can be visualized to facilitate standardized management

Object

Production line logistics channel

Apply

1. Visual identification and management of logistics channels

6.35 ESD Control Entrance

● Standard



整体Size: 500*250mm
Material: 3mm透明合资亚克力
面数: 双面

Item	RGB
FOCUSLIGHT blue	0,170,225
FOCUSLIGHT grey	175,175,175
White	255,255,255

● Best Practice



F

Production Execution Standard

Purpose

Unified standardization of the whole factory electrostatic test access control signs, easy to unified management

Object

Electrostatic test access channel

Applicate

1. Hanging at the electrostatic test entrance

6.36 ESD area wearing standard

● Standard



整体Size: 500*700mm
Material: 5mm透明合资亚克力

Item	RGB
FOCUSLIGH T blue1	0,170,225
FOCUSLIGH T blue2	0,133,195
FOCUSLIGH T blue3	0,67,148

● Best Practice



F Production Execution Standard

Purpose Uniform electrostatic protection area dress code

Object Electrostatic protection area

Applicate 1. Employee dress area

Chapter 7

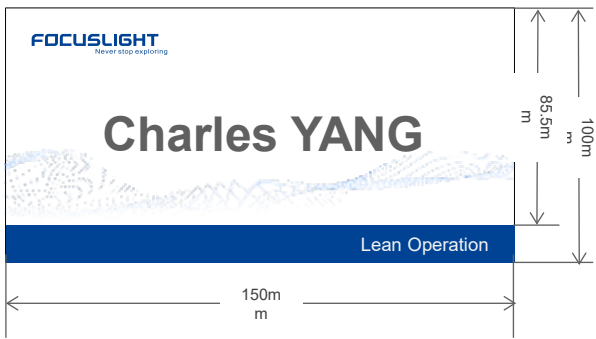
Office area standards

Visual Management Handbook

Focuslight Group Level

7.1 Office name card content

● Standard



SizeStandard: 150*100mm
Name: Arial 45
Department: Arial 18

Item	RGB
Blue	0,67,148

● Best Practice



G Office area standards

Purpose

Standardize the placement of employee seat plate, and make the information of employee seat visible

Object

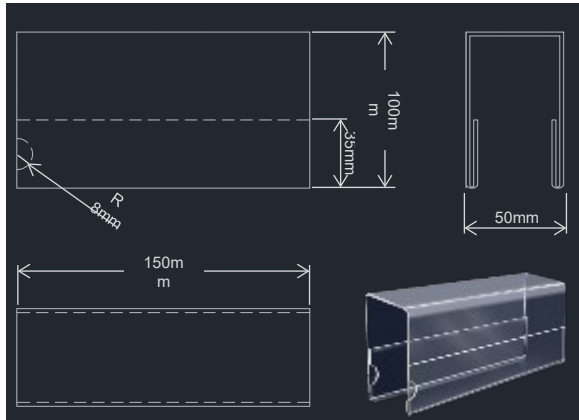
Employee seat

Applicate

1. Factory office

7.2 Office name card format

● Standard



Material: 透明亚克力板
Size: 150*100*50mm
厚度: 2mm
两边向内侧折弯35mm
预留2mm缝隙

● Best Practice



G Office area standards

Purpose

Standardize the placement of employee seat plate, and make the information of employee seat visible

Object

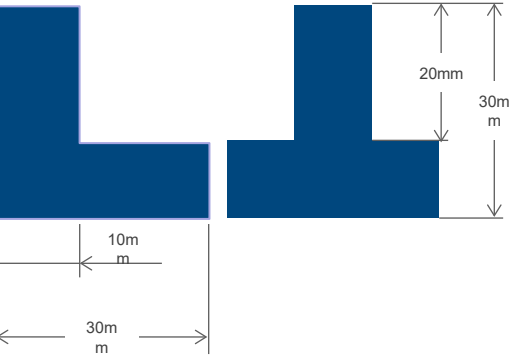
Employee seat

Applicate

1. Factory office

7.3 Office desk positioning method

● Standard



桌面标识Standard: 30*30*10mm
T型标贴Standard: 30*20*10mm
Material: 胶带

Item	RGB
Background-color	0,71,126

● Best Practice

G Office area standards

Purpose

Standardization the desk positioning method

Object

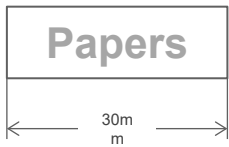
The office desk

Applicate

1. Use the label to define the position

7.4 Desk labeling

● Standard



Material: White不干胶
Standard: 30mm*12mm
中文Text: 微软雅黑 18 加粗 Black 文字1
文本框: 1磅 Black 文字1

● Best Practice

G

Office area standards

Purpose

Standardization the printing label size

Object

Office file

Applicate

1. Use the same standard to easy printing and management

7.5 Office ground labeling

● Standard



Material: White不干胶
Standard: 宽50mm, 长度依据名称自定义
Text: 微软雅黑 145 Black 文字1 加粗 居中



● Best Practice

G

Office area standards

Purpose

Standardization the printing label size

Object

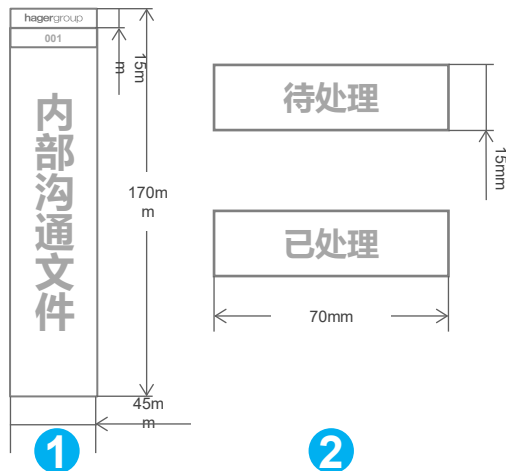
Ground label

Applicate

1. Use the same standard to easy printing and management

7.6 Document file label

● Standard



①柜内文件架标签

Size: 170*45mm

Text: 微软雅黑 48 加粗 Black 文字1

Material: 打印纸

②文件盘标签

Size: 70*15mm

Text: 微软雅黑 22 加粗 Black 文字1

● Best Practice

G

Office area standards

Purpose

Standardization the printing label size

Object

文件盘或文件架

Applicate

1. Use the same standard to easy printing and management

Chapter 8

Infrastructure standards

Visual Management Handbook

Focuslight Group Level

8.1 Logo - Building

● Standard

FOCUSLIGHT
Never stop exploring

Size: Based on Design
Type: Light inside
Requirement: Rain & Sunshine
protection

Item	RGB
Blue	0,67,148
Other	Based on Design

● Best Practice



H Infrastructure standards

Purpose

The company logo setting for main building

Object

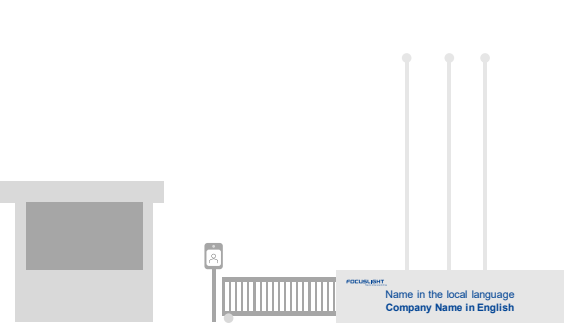
Factory main building

Apply

1. Recommended to install it on the front of the building;
2. Choose Light-Box that are rainproof & UV-resistant.

8.2 Logo - Gate

● Standard



Size: Based on Design
Type: Light inside
Requirement: Rain & Sunshine protection

Item	RGB
Blue	0,67,148
Other	Based on Design

● Best Practice



H Infrastructure standards

Purpose

Setting Gate & Company name for infrastructure

Object

Factory gate

Applicate

1. Color-accurate acrylic crystal letters.

8.3 Road marker

● Standard



Size: Based on Design
Type: Light inside
Requirement: Rain & Sunshine protection

Item	RGB
Blue	0,67,148
White	255,255,255

● Best Practice



H Infrastructure standards

Purpose

Setting the roadmarks for infrastructure

Object

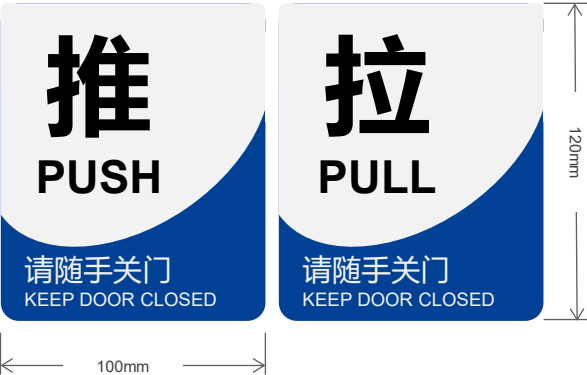
Factory routes

Applicate

1. Directions guide & Road marker inside of factory.

8.4 Doors signage

● Standard



Size: 100*120mm
Material: 亚克力
性能: 防水防晒
款式: 自带背胶

Item	RGB
Blue	0,67,148
White	255,255,255

● Best Practice



H Infrastructure standards

Purpose

Remind how to push/pull the door to avoid safety risks

Object

Factory doors

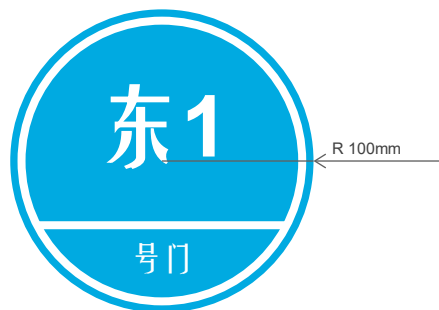
Applicate

1. Stick it near the door handle

8.5 Doors positioning signage

● Standard

Size: 半径100mm



Item	RGB
Blue	0,170,225
White	255,255,255

● Best Practice



H

Infrastructure standards

Purpose

Number the fire doors in the workshop for easy management

Object

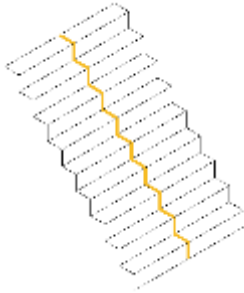
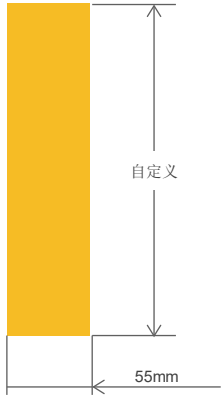
Factory doors

Applicate

1. Stick on the top of the door

8.6 Stair up/down standard

● Standard

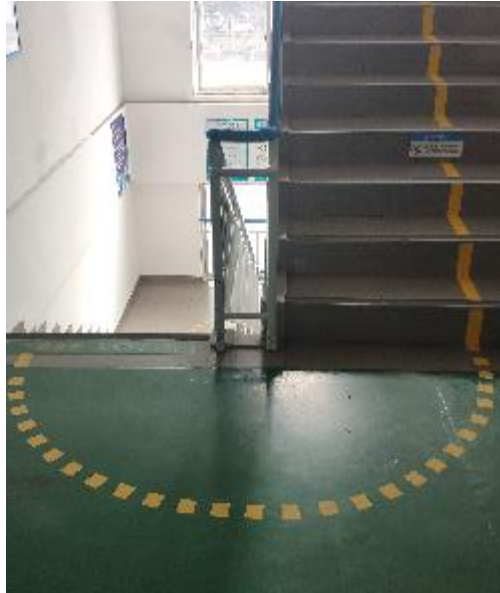


示例

分割线Size: 宽55mm, 长 自定义

Item	RGB
Background-color	246,188,37

● Best Practice



H Infrastructure standards

Purpose

Regulate the upstream and downstream directions to avoid collision

Object

Stairs

Apply

1. Divide in the middle and paste the up and down signs

8.7 Stair area up/down signage

● Standard



Size: 300*200mm
Material: PVC塑料板或钢板
标识粘贴在每层楼道靠墙侧边

Item	RGB
Blue	0,67,148
White	255,255,255
Black	0,0,0

● Best Practice



H Infrastructure standards

Purpose

Remind the requirement of going up and down stairs to avoid safety risks

Object

Stairs

Applicate

1. Stick the label on the wall of stairs

8.8 Stair area safety alert signage

● Standard

NOTICE

上下楼梯，禁止奔跑，禁止玩手机
No running, no playing with mobile phones

150mm

110mm

300mm

R 25mm

SizeStandard: 300*150mm

PatternSize: 外圆半径25mm，内圆半径20mm

Material: PVC塑料板或钢板

Item	RGB
Blue	0,67,148
乳白	242,242,242

● Best Practice

H Infrastructure standards

Purpose

Remind the requirement of going up and down stairs to avoid safety risks

Object

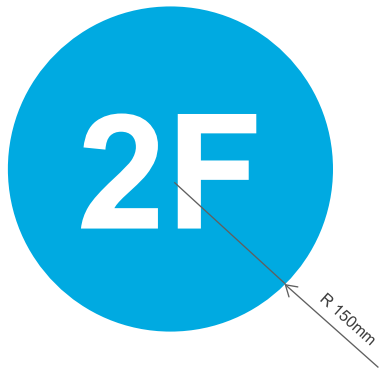
Stairs

Applicate

1. Stick the label on the stairs

8.9 Building floors signage

● Standard



Size: 半径150mm
Material: PVC板
款式: 自带背胶

Item	RGB
Blue	0,170,225
Text	255,255,255

● Best Practice

H Infrastructure standards

Purpose

Reminding the floor

Object

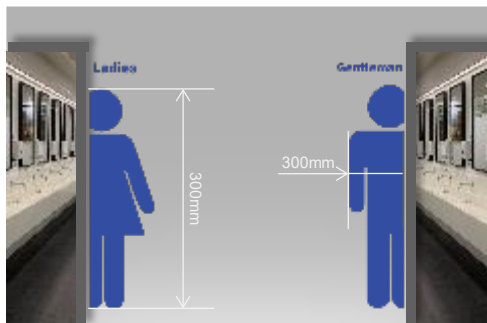
Stair area

Applicate

1. Stick on the wall

8.10 Washing room signage

● Standard



建议材料:
0.6cm厚亚克力
建议Size:
1.2m X 0.3m
施工要求:
距门套留白 1cm

Item	RGB
Background-color	0,65,150

● Best Practice



H Infrastructure standards

Purpose

Quickly identify different washing room

Object

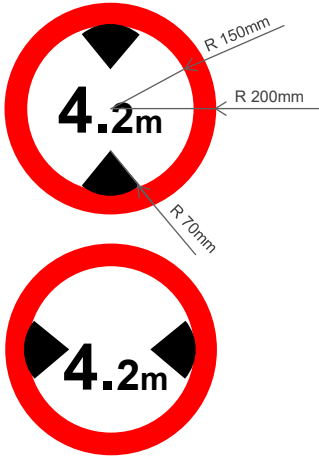
Factory washing room

Applicate

1. Stick on the wall and beside the door

8.11 Building height limit

● Standard



Size: 内圆半径150mm; 外圆半径200mm; Black分隔标识半径70mm 弧度35°

Material: 铝合金板 反光膜
Text: 微软雅黑 Black 文字1

Item	RGB
Red	255,0,0
White	255,255,255
Black	0,0,0

● Best Practice

H Infrastructure standards

Purpose

Remind height requirements to avoid safety accidents

Object

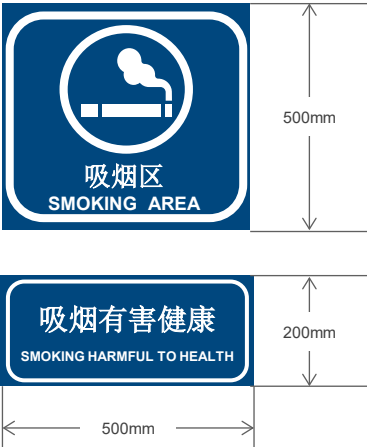
Special area of height or width

Applicate

1. According the site to stick the label to reminding

8.12 Smoking aera signage

● Standard



吸烟区标识Size: 500*500mm
提示标识Size: 500*200mm
材料: PVC材料 防水

Item	RGB
Background-color	0,65,150
Pattern	255,255,255

● Best Practice



H Infrastructure standards

Purpose Define the smoking area and suggestion someone less smoking

Object Smoking area

Applicate 1. Stick on the smoking area to be easy find

8.13 Garbage Separation signage

● Standard



Size: 小型垃圾桶 150*200mm
大型垃圾桶 300*400mm
Material: 防雨防晒PP背胶贴纸
分类: 可回收物, 厨余垃圾, 有害垃圾, 其他垃圾



Item	RGB
可回收物	0,84,150
厨余垃圾	0,128,62
有害垃圾	238,28,37
其他垃圾	12,12,12

● Best Practice

H Infrastructure standards

Purpose

The classification and identification of the garbage can meet the national standard and facilitate unified management

Object

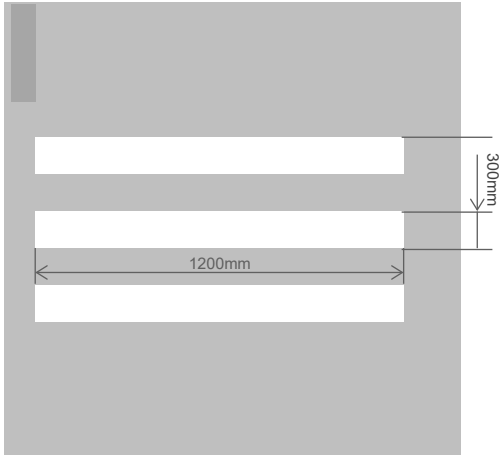
Garbage box label

Applicate

1. Paste the label in the defined location as required

8.14 Factory Pedestrian standard

● Standard



斑马线Size: 1200*300mm
斑马线间隔: 300mm
边缘线Size: 200mm宽
斑马线距离边缘线300mm

Item	RGB
White	255,255,255

● Best Practice



H

Infrastructure standards

Purpose

The road separated to avoid the people and vehicles mixed together, decreasing the safety risk

Object

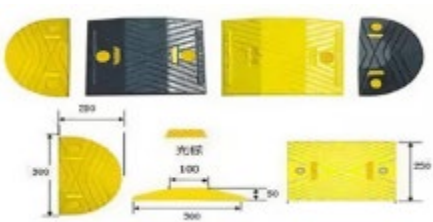
Factory road

Applicate

1. According the layout painting

8.15 factory road speed bump

● Standard



Material: 橡胶
宽度为300mm，其他Size标准见左
黄黑二色间隔设置

Item	RGB
Yellow	255,255,0
Black	0,0,0

● Best Practice



H Infrastructure standards

Purpose

speed bump to reminding driver and avoid safety risk

Object

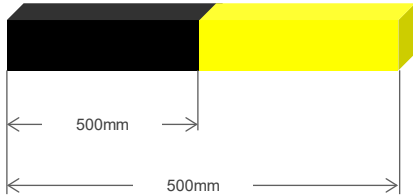
Cross road

Applicate

1. Setting the speed bump on the cross road

8.16 Road verge color

● Standard



黑漆黄漆每隔500mm刷色

Item	RGB
黑漆	0,0,0
黄漆	255,255,0

● Best Practice



H

Infrastructure standards

Purpose

Indicate road widths to prevent vehicles from approaching damaged curbs

Object

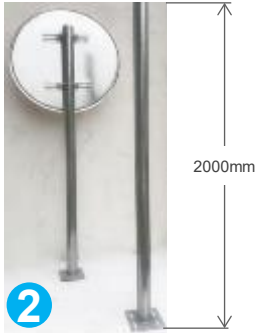
Factory road

Applicate

1. Painting the color on the curb

8.17 Factory speed limit

● Standard



①标识牌Size: 内圆半径250mm; 外圆半径300mm

Text: 微软雅黑 Black 文字1

Material: 反光膜压边铝牌

②立柱Size: 高2000mm 带底座 圆管半径30mm

Material: 钢

Item	RGB
Red	255,0,0
White	255,255,255
Black	0,0,0

● Best Practice



H Infrastructure standards

Purpose

Speed limit and forbidden whistle

Object

Factory

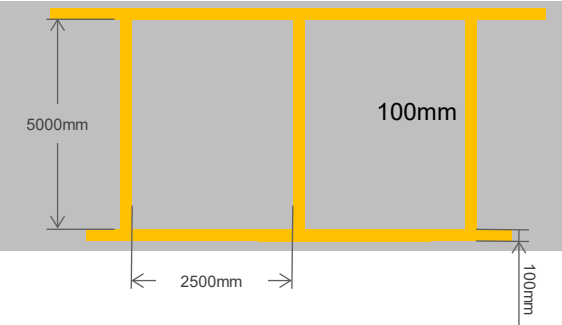
Applicate

1. According the requirement setting the signage

8.18 Parking position standard

● Standard

分界线Size: 5000*2500mm, 线宽
100mm



Item	RGB
Background-color	246,188,37

● Best Practice

H Infrastructure standards

Purpose

Clarify the parking position of vehicles and standardize parking

Object

The planning area of the company

Applicate

1. Painting the parking position according to the factory layout

8.19 Rooms signage

● Standard



整体Size: 150*250mm

Material: 5mm透明合资亚克力 带背胶

Item	RGB
FOCUSLIGHT T blue	0,170,225
FOCUSLIGHT T grey	175,175,175
White	255,255,255

● Best Practice



H

Production Execution Standard

Purpose

Unified standard all types of door name identification, easy to manage

Object

Rooms

Applicate

1. Stick the signage on the entrance area

Chapter 9

Handbook standard

Visual Management Handbook

Focuslight Group Level

9.1 VM Handbook Text standards

● Specification Requirements

1.Title：微软雅黑 12 加粗，灰色 背景2 深色50%； 例：			
2.Contents：微软雅黑 12,灰色 背景2 深色25%； 例：			
3.Label with white background：Arial 6，灰色 背景2 深色50%； 例：			
4. Label with green background：Arial 6，White 背景1 深色5%； 例：			
5.Text：微软雅黑 8，灰色 背景2 深色25%； 例：			
6.RGB text：微软雅黑8 加粗，Black 文字1 淡色25% 例：			
7.RGB contents：微软雅黑8，Black 文字1 淡色25% 例：			
8.Remark text：微软雅黑8，Black 文字1 淡色35% 例：			

Item	Color	标准颜色
厂房围墙		视建筑设计

900mm

100mm

长1200*宽100*厚10mm	物流 Road
------------------	---------

Item	RGB
Background-color1	255,255,0
Background-color2	555,112,192

文件Material：塑胶防水
①单页Standard：
335mm*240mm
②展开Standard：
580mm*3350mm
文件格数：6格

9.2 VM Handbook dim-style standards

● Specification Requirements

- 1.Arrow and line：开放型Arrow 0.5磅,灰色 背景2 深色25%；

例：


- 2.Main border line：高度0.23 宽度自定义,RGB:246,188,37；

例：


- 3.Sub border line：高度0.12 宽度自定义,RGB:246,188,37；

例：



Updated logs

[illegible]

FOCUSLIGHT
Never stop exploring

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