

Accredited Standards Committee C63[®] Electromagnetic Compatibility

Accredited by the American National Standards Institute, Inc.
Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment APPROVED MINUTES of the May 9, 2017 meeting

A2LA Headquarters, Frederick, MD

Chairman: Randy Long 260-637-2705, rlong@anab.org

Vice-Chair: Megan Riebau 240-575-7492, mriebau@A2LA.org

Secretary: Dave Zimmerman 651-327-8362, dzimmerman@spectrumemc.com

Attendance:

Member's Name	Present	Absent
Attayi, Masud		X
Berger, Stephen	X	
DeLisi, Bob		X
Ghizzone, Dean		X
Hackett, Beth	X	
Guerrero, Mario	X	
Hare, Ed		X
Heirman, Don		X
Hodes, Harry	X	
Hoolihan, Dan	X	
Howard, Mike		X
Hurst, Bill		X
Kiemel, Greg		X
Klinger, Jeff	WEB	
Kuczynski, Victor	X	
Long, Randy		X
Moongilan, Dheena	X	
Potts, Nate	X	
Riebau, Megan	X	
Schaefer, David		X
Schaefer, Werner	X	
Sigouin, Dan		X
Zimmerman, Dave	X	
Name --- Guests below this line.		
Doug Kramer	X	
John Norgard	X	

1. **Call to Order:** Vice Chair, Megan Riebau called the meeting to order at 3:05 pm EDT.
 - 1.1 **Announcements:** Megan Riebau - None
 - 1.2 **Meeting logistics:** Megan Riebau – gave the housekeeping details.
 - 1.3 **Introductions:** Secretary, David Zimmerman asked for introductions. Everyone around the table introduced themselves and their affiliation. A sign-in sheet was passed around the room.
2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Harry Hodes, seconded by Nate Potts and approved by majority vote.
3. **Presentation of patent slides:** Secretary, David Zimmerman, showed the slides regarding IEEE patent policy. Opportunity was given to the subcommittee members to identify/disclose patents. There was no objection to the content in the policy.
4. **Presentation of meeting attendance:** Secretary, David Zimmerman took an action item to remove Dean Ghizzone and Masud Attayi from the membership roster.
5. **Approval of minutes of previous meeting:** A motion was made by Harry Hodes to approve the meeting minutes of November 2016 with some minor editorial changes. There was a second by Victor Kuczynski, and a vote was taken. The minutes of the previous meeting were approved.
6. **Scope –**

Current Scope:
Subcommittee 6 provides a resource for laboratory assessment activities. It works on many aspects related to laboratories, regulators and accreditation bodies. Representatives of the accreditation bodies, laboratories, and regulators are invited to give reports on the status of EMC testing and calibration activities.

Amended Scope:
Subcommittee 6 provides guidance for laboratory assessment activities. It works on topics related to laboratory accreditation. Representatives of accreditation bodies, laboratories, and regulators report on the status of EMC testing and calibration activities.

A motion was made by Harry Hodes to approve the revised scope, the motion was seconded by Victor Kuczynski and approved by majority vote.
7. **Review of Subcommittee Membership and duties:**

WG3 to draft a guide for Inter-lab comparison of EMC testing - Suspended
WG4 to draft a guide Calibration of EMC Test Equipment

A motion was made by Harry Hodes to approve the membership as modified, and the duties that were not modified, the motion was seconded by Victor Kuczynski. There was discussion, and Werner Schaefer suggested that WG3 be removed. Harry Hodes called the question the motion was seconded by Dan Hoolihan, and a vote was taken. The motion passed by at least a 2/3 vote, and a vote was then taken to approve the membership as modified, and the duties that were not modified. The motion was approved by majority vote, and Werner Schaefer cast a negative vote and asked for this to be noted in the minutes. So noted.
8. **Working Group reports:**
 - 8.1 **WG4 report:** There was discussion circulated 5 October 2016. A meeting did not take place since the last SC6 meeting. Some input was received from Nate Potts of Liberty Labs, but the content needs to be added to the draft standard. Harry Hodes said that he had some content to contribute. [More information about each standard](#) is available on the Standards Status section of the [C63[®] web page](#).
9. **CAB/TCB/MRA status report:** Vice Chair, Megan Riebau gave a presentation from George Tannahill that was dated 20 April 2017.

A copy of the presentation can be found on the web page. http://www.c63.org/pw/sc_6

10. Presentation entitled “Recent History, Current Status, and Latest PT Results of ACE-PT Inc. EMC Proficiency Testing (PT) Programs” given by Harry Hodes. A copy of the presentation can be found at http://www.c63.org/pw/sc_6.

11. Accreditation Body reports:

11.1 Status report from A2LA: A PowerPoint report was submitted by A2LA and presented by Megan Riebau. A copy of the A2LA report can be found at http://www.c63.org/pw/sc_6.

11.2 Status report from NVLAP: Beth Hackett gave a NVLAP status presentation to the committee. A copy of the NVLAP report can be found at http://www.c63.org/pw/sc_6.

11.3 Status report from ANAB – Randy Long sent a copy of his report, and Vice Chair, Megan Riebau gave a PowerPoint presentation showing a brief overview of ANAB activities. A copy of the report can be found at http://www.c63.org/pw/sc_6.

11.4 Status of NACLA – There was no presentation from the NACLA given, but there may be material available on the NACLA web site. The web site can be found at <http://www.nacla.net/>.

12. Other Old Business: None.

13. Review of the action items from previous meetings:

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Send an e-mail to members that were removed during this meeting	David Zimmerman	Closed	31 Dec 2016	Done.
AI-2	Add Beth Hackett, Rich Reitz and Nate Potts to the C63.8 working group roster.	David Zimmerman	Closed	31 Dec 2016	Done.
AI-3	Randy Long to assign members of the C63.8 working group to each equipment group via e-mail.	Randy Long	Closed	31 Dec 2016	Done.
AI-4:	Send an e-mail to the accreditation bodies that are members of SC6 regarding the adoption of C63.4a and scope presentation. Responses to be sent to the Chair, Secretary, and Don Heirman.	David Zimmerman (Don Heirman to provide the text for this request)	Open	30 Nov 2016	Still open. David received an email from Don stating that “it is what the FCC agrees to accept.”
AI-5:	Provide Jerry Ramie updated affiliation area for Randy Long	Randy Long	Closed	30 Nov 2016	Done.

Previous action items were reviewed and updated. New action items will be added to the list.

14. New Business: There was no new business.

15. Summary of current action items: Secretary

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Send an e-mail to members that were removed during this meeting	David Zimmerman	Open	June 1, 2017	
AI-2	Send link to the presentation and minutes to the members with the login credentials	David Zimmerman	Open	June 1, 2017	
AI-3	Randy Long to have a teleconference with WG4 members of the C63.8 working group.	Randy Long	Open	June 30, 2017	
AI-4:	Send an e-mail to the accreditation bodies that are members of SC6 regarding the adoption of C63.4a and scope presentation. Responses to be sent to the Chair, Secretary, and Don Heirman.	David Zimmerman (Don Heirman to provide the text for this request)	Open	November 1, 2017	

16. Time and place of next meeting: The proposed date of the next SC6 meeting is during the dates of November 6-8, 2017 prior to the main committee meeting. The next meeting will be held in Cedar Park, TX, at ETS Lindgren headquarters.

17. Closing remarks and Adjournment: Vice Chair, Megan Riebau adjourned the meeting at 4:57 pm EDT.

Current SC6 Membership

Name	Role within Subcommittee 6	Affiliation
<u>Berger, Stephen</u>	Member	TEM Consulting
<u>DeLisi, Bob</u>	Member	UL LLC
<u>Guerrero, Mario</u>	Member	NVLAP
<u>Hackett, Beth</u>	Member	NVLAP
<u>Hare, Ed</u>	Member	ARRL
<u>Heirman, Don</u>	Member	Don HEIRMAN Consultants
<u>Hodes, Harry</u>	Member	Bay Area Compliance Laboratories Corp.
<u>Hoolihan, Dan</u>	Member	Hoolihan EMC Consulting
<u>Howard, Mike</u>	Member	Liberty Labs
<u>Hurst, Bill</u>	Member	FCC
<u>Kiemel, Greg</u>	Member	Element Materials Technology
<u>Klinger, Jeff</u>	Member	Compatible Electronics, Inc.
<u>Kuczynski, Victor</u>	Member	Vican Electronics
<u>Long, Randy</u>	Chair	ANSI-ASQ National Accreditation Board, dba L-A-B
<u>Moongilan, Dheena</u>	Member	Nokia
<u>Potts, Nate</u>	Member	Liberty Labs
<u>Riebau, Megan</u>	Vice Chair	A2LA
<u>Schaefer, David</u>	Member	TUV-SUD-America
<u>Schaefer, Werner</u>	Member	Schaefer Associates
<u>Sigouin, Dan</u>	Member	DHS-EMC
<u>Zimmerman, Dave</u>	Secretary	Spectrum EMC, LLC

Note: High-lighted members may be at risk.