



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 November 9, 2017 meeting
ETS-Lindgren, 1301 Arrow Point Drive, Cedar Park, Texas 78613
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
Berger, Stephen	X	
DeLisi, Bob	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	X	
Kuczynski, Victor		X
Long, Randy	X	
Moongilan, Dheena	X	
Potts, Nate	X	
Riebau, Megan	Web	
Schaefer, David		X
Schaefer, Werner		X
Sigouin, Dan	X	
Zimmerman, Dave	X	
Name --- Guests below this line.		
Doug Kramer	X	
Jerry Ramie	X	
Vladimir Bazhanov	X	
Jeremiah Darden	X	
Allen Crumm	X	
Jason Nixon	X	
Janet O'Neil	X	
Deanna Zakharia	X	
Jeff Moser	X	
Rick Lombardi	X	
Henry Benitez	X	
William Young	X	
Mike Antola	X	
Mac Elliot	X	

1. **Call to Order:** Chair, Randy Long called the meeting to order at 10:10 am CST.
 - 1.1 **Announcements:** Randy Long - None
 - 1.2 **Meeting logistics:** Randy Long – gave the housekeeping details.
 - 1.3 **Introductions:** Secretary, David Zimmerman asked for introductions. Everyone around the table introduced themselves. A sign-in sheet was passed around the room.
2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by David Zimmerman, 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 send an e-mail to Ed Hare notifying him that his membership in SC6 is at risk.
5. **Approval of minutes of previous meeting:** A motion was made by Don Heirman to approve the meeting minutes of the May 2017. There was a second by Dan Hoolihan, and a vote was taken. The minutes of the previous meeting were approved.
6. **Election of officers / Consideration of new members:**

Randy Long received an application for membership to SC6 from Jason Nixon and asked for a motion to approve him as a member. A motion was made by Don Heirman and seconded by Bob DeLisi to accept Jason Nixon as a member of SC6. A vote was taken, and the motion passed.
7. **Working Group reports:**
 - 7.1 **WG4 report:** Randy Long gave a presentation of the current revision of the draft C63.8 “Calibration of EMC Test Equipment” guidance document. Discussion ensued regarding various clauses in the document. A task group was formed to support the working group that consists of the members Jeff Klinger, Nate Potts and Don Heirman. [More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
8. **CAB/TCB/MRA status report:** No FCC report was given or provided. Bob DeLisi gave a brief verbal TCB report and displayed a TCB report that was given by George Tannahill that was dated 1 Nov. 2017. A copy of the presentation can be found on the web page http://www.c63.org/pw/sc_6.
9. **Status of NACLA –** A presentation consisting of verbal content provided at the NACLA website was given by Don Heirman. There is information available on the NACLA web site <http://www.nacla.net/>.
10. **ACE – PT Presentation:** There was a plan for a presentation to be given by Harry Hodes, but he was unable to attend this SC6 meeting.
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 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.
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	01 Jun 2017	Done.
AI-2	Send link to the presentation and minutes to the members with the login credentials	David Zimmerman	Closed	01 Jun 2017	Done.
AI-3	Randy Long to have a teleconference with WG4 members of the C63.8 working group.	Randy Long	Open	30 Jun 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	01 Nov 2017	Still open. David received an email from Don stating that “it is what the FCC agrees to accept.”

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

14. New Business: Nate says ISED would like a spot on the agenda for the next meeting. In addition an invitation will be sent to Chris Harvey (Secretary of ISED) to attend the next meeting of SC6.

15. Summary of current action items: Secretary, David Zimmerman, reviewed the current action items.

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Send an e-mail to Ed Hare notifying him that his membership in SC6 is at risk.	David Zimmerman	Open	21 Nov 2017	
AI-2	Send link to the presentation and minutes to the members with the login credentials	David Zimmerman	Open	21 Nov 2017	
AI-3	Randy Long to have a teleconference with WG4 members of the C63.8 working group.	Randy Long	Open	31 Jan 2018	
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	31 Jan 2018	Still open. David received an email from Don stating that “it is what the FCC agrees to accept.”
AI-5	Meeting of Jeff Klinger, Nate Potts and Don Heirman to discuss C63.8 support.	Don Heirman	Open	31 Mar 2018	
AI-6	Send an invitation to Chris Harvey (Secretary of ISED) to attend the next meeting of SC6.	Randy Long with text to be provided by Dan Sigouin	Open	31 Mar 2018	

16. Time and place of next meeting: The proposed date of the next SC6 meeting is during the dates of April 30 to May 4, 2018 prior to the main committee meeting. The next meeting will be held at IEEE headquarters in Piscataway, NJ.

17. Closing remarks and Adjournment: Chair, Randy Long adjourned the meeting at 12:01 CST.

Current SC6 Membership

Name	Role within Subcommittee 6	Affiliation
Berger, Stephen	Member	TEM Consulting
DeLisi, Bob	Member	UL LLC
Guerrero, Mario	Member	NVLAP
Hackett, Beth	Member	NVLAP
Hart, Ed	Member	ARRL
Heirman, Don	Member	Don HEIRMAN Consultants
Hodes, Harry	Member	Bay Area Compliance Laboratories Corp.
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Howard, Mike	Member	Keysight Technologies
Hurst, Bill	Member	FCC
Kiemel, Greg	Member	Element Materials Technology
Klinger, Jeff	Member	Compatible Electronics, Inc.
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Chair	ANSI-ASQ National Accreditation Board (ANAB)
Moongilan, Dheena	Member	Nokia
Nixon, Jason	Member	Innovation, Science and Economic Development Canada
Potts, Nate	Member	Keysight Technologies
Riebau, Megan	Vice Chair	A2LA
Schaefer, David	Member	TUV-SUD-America
Schaefer, Werner	Member	Schaefer Associates
Sigouin, Dan	Member	DHS-EMC
Zimmerman, Dave	Secretary	Spectrum EMC, LLC

Note: High-lighted members may be at risk.

C63.8 (EMC-equipment calibration) Working Group Roster

Name	Role within WG	Affiliation
Long, Randy	Chair	ANSI-ASQ National Accreditation Board (ANAB)
Kuczynski, Victor	Vice Chair	Vican Electronics
Zimmerman, Dave	Secretary	Spectrum EMC, LLC
DeLisi, Bob	Member	UL LLC
Hackett, Beth	Member	NVLAP
Heirman, Don	Member	Don HEIRMAN Consultants
Hodes, Harry	Member	Bay Area Compliance Laboratories Corp.
Howard, Mike	Member	Keysight Technologies
Kiemel, Greg	Member	Element Materials Technology
Potts, Nate	Member	Keysight Technologies
Reitz, Richard	Member	ACIL
Riebau, Megan	Member	A2LA