Accredited Standards Committee C63®

Electromagnetic Compatibility
Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long   **Vice Chair: Megan Riebau**   **Secretary: Allen Crumm**

May 3, 2018; 10:00 AM – 12:00 AM - EDT

IEEE Headquarters
Piscataway, NJ
Approved Meeting Minutes

1. **Call to Order: Chair** The meeting was called to order at 10:10am EST
   1.1 **Announcements: Chair's remarks –** The chair welcomed everyone and thanked them for attending.
   1.2 **Meeting logistics announcements: Host**
   1.3 **Introductions: Secretary – Present:** Stephen Berger, Bob Delisi, Don Heirman, Harry Hodes, Dan Hoolihan, Greg Kiemel, Jeff Klinger, Victor Kuczynski, Randy Long, Nate Potts, Megan Riebau, David Schaefer , Dan Sigouin, Dave Zimmerman Quorum: 14 of 22

Subcommittee 6 Membership Roster

Name	Role within SC	Affiliation
Berger, Stephen	Member	TEM Consulting
DeLisi, Bob	Member	UL, LLC
Guerrero, Mario	Member	NIST/NVLAP
Hackett, Beth	Member	NIST/NVLAP
Hare, 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	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	Member	Spectrum EMC, LLC

Guests and Observers: (non-voting)

1.4   Quorum: (50% of roster + 1) constitutes a quorum. (rounding down) (**Example**: 9 roster members / 2 = 4.5 + 1 = 5.5 (therefore 5 people are required for a quorum) **Was quorum achieved? (Yes)**   If not, any actions taken are subject to confirmation by electronic ballot or at a future meeting. (Quorum is not required for Working Group meetings)

2. **Approval of the Agenda: Secretary** Motion to approve Passed 2nd by Dave Z
   1.4   **Approval of the previous Minutes -** Minutes of the previous meeting   Approved

   2.2   Review of the patent slides - The slides were shown and no issues were raised.

3. **Review of Subcommittee Membership: Secretary - Report any errors to the Secretary**

Brad Moore submitting new membership. Strike NVLAP Members. Change Mike Howard. Doug Kramer submitted an application. Vote for Kramer. Motion to Approve Dan Hoolihan, 2nd Harry Hodes. Approved.

a. Review of Membership Guidelines –

Subcommittees:
For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a "yes" or "no" vote regarding the requirement to respond to email votes.

Working Groups:
For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or via web conference (when used)) their membership in that Working Group may be at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement. (insert Member Attendance Log as below)

Member Attendance Log:

A/I Dave Z to provide updated attendance list.

Name	3/1/2017	3/15/2017	3/31/2017	4/21/2017	5/10/2017	6/7/2017	Nov-17	5/3/18
Berger, Stephen	x	x	x	x	x	x	X	X
DeLisi, Bob	x	x	x	x	x	x	X	X
Guerrero, Mario	x	x	x	x	x	x	X	
Hackett, Beth	x	x	x				X	
Hare, Ed	x	x	x	x	x		X	
Heirman, Don			x	x		x	X	X
Hodes, Harry	a	a	a	a	a	a	1	X
Hoolihan, Dan					x	a	X	X
Howard, Mike	x	x	x				1	
Hurst, Bill					x		1	
Kiemel, Greg	x	x				x	X	X
Klinger, Jeff					Added	Web-Ex	X	Web
Kuczynski, Victor	X	X	X	1	X	X	1	X

Long, Randy	X	X	X	X	X	1	X	X
Moongilan, Dheena	X	X	X	X	WEB	X	X	
Nixon, Jason	X	X	X	1	1	X	X	
Potts, Nate	X	1	X	X	X	X	X	X
Riebau, Megan	X	X	1	1	X	1	1	X
Schaefer, David	X	X	X	1	1	X	1	X
Schaefer, Werner	1	1	X	1	1	1	X	
Sigouin, Dan	X	X	X	X	X	X	X	X
Zimmerman, Dave					Added	Web-Ex	X	X

Any members at risk? None.

3.2 Consideration of new members? [Application for C63® Subcommittee Membership](#)

4. Approval of [Scope and Duties](#) (Spring meeting only) (Report approval or any changes to the Main Committee)

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.

Motion to approve Hodes 2nd Heirman. Approved.

4.1 Election of Officers (as required) no need

4. **Working Group reports - Chair -** [More information about each standard](#) is available on the Standards Status Matrix page of the [C63® web site](#). This information will be reviewed for accuracy at each Subcommittee meeting

Victor – Updated C63.8 Added Devices. Will email document to us

A/I Allen to schedule bi-weekly meetings for the working group and send out invitation.

5.1 C63.8: Calibration of EMC Test Equipment (guide) - [Victor Kuczynski](#) (insert link to [WG report](#)) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary.

C63.8-draft [Learn more](#)	Calibration of EMC Test Equipment – Guide	[SC 6](#)	[Kuczynski, Victor](#)	[C63.8 PINS](#)	New standard. Draft is being written.

C63.8-draft: American National Standard for Guidance on specifying requirements for the calibration and verification of EMC test equipment.
Contact: [Kuczynski, Victor](#) (Working Group Chair)
Scope: This Guide would offer guidance to testing laboratories requiring calibration of EMC equipment. It would include technical and reporting requirements of the test equipment to be calibrated. This guide will provide guidance for testing laboratories to appropriately draft purchasing documentation in accordance with ISO/IEC 17025 clause 4.6 "Purchasing services and supplies" and verification of those services upon return to the lab.
Status: New standard. Draft is being written.
Purchase: This standard is not yet complete and not available for purchase.

Is this information correct? (Yes) (repeat this verification for all Standards covered by this Subcommittee)   Yes

5.2 CAB/TCB/MRA status report: (FCC) Steve Jones No report. Hurst?? Bill Graff – nothing to present. NIST.

A/I – Randy to invite NIST to participate.
A/I Harry to ask TCB Council to provide update.
Greg is asking for regular updates from FCC, ISED, etc.
A/I – Randy to reach out to the regulators as to the expectations of this committee.

5.3 NACLA Presentation: Add Don's three links.
NACLA's uniqueness is identified in the second paragraph http://www.nacla.net/aboutus.html
http://www.nacla.net/becomingrecognized/recognitionprocedures.html
Those Abs recognized are on this link:
http://www.nacla.net/recognizedabs.html

A/I – Randy to look at the stake holders to see if this report should be dropped.

5.4 Status report from A2LA drop in presentation.
Harry requested a report on top ten technical deficiencies.

5.5 Status report from ANAB – Randy's presentation.

5.6 Status report from NVLAP – Brad Moore. Tim Razenski. Beth moved up.
After October 1st, all assessments will be to 2017.
Just had EMC Assessor training.

6. Other Old Business: Chair

6.1   Written reports - Written reports of this Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using the PowerPoint template. Prior to the Main Committee meeting, the SC report and approved previous meeting minutes shall be provided to the projectionist for showing on the screen at the Main meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63® Newsletter editor.

6.2   Coordination with SC2 for definitions - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.

6.3   Coordination with SC3 for harmonization - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.

7. New Business: Chair

7.1 Interpretation Requests
A/I – Coordination of how Interpretation, corrigenda, and amendments requests are treated by AB's.
7.2 Alteration of Procedures – Petition on corrigendum. – move to Steering Committee
7.3 Discussion of how AB's handle Amendments and Corrigendum.

8. C63.org website use and updates: Secretary - We normally post documents to the SC6 protected area. If any SC or WG needs help with this posting, a Technical Secretary is available to assist.

9. Review of the Action Items: Secretary

9.1 Review of Action Items from this meeting: (read Action Items to Members, who must agree that they understand their meaning)

9.2 Review of Action Items from previous meeting: (insert consolidated Action Item table from the previous meeting Minutes as shown below)

Consolidated Action Items from previous Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
AI-1	Send an e-mail to Ed Hare notifying him that his membership in SC6 is at risk.	David Zimmerman	Closed	21 Nov 2017	
AI-2	Send link to the presentation and minutes to the members with the login credentials	David Zimmerman	Closed	21 Nov 2017	
AI-3	Randy Long to have a teleconference with WG4 members of the C63.8 working group.	Randy Long	Closed	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)	Closed	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 to check with ISED.	Randy Long with text to be provided by Dan Sigouin	Open	31 Mar 2018	

10. Time and place of next meeting: Chair: NIST in Boulder. The week after Thanksgiving.

11. Closing remarks and Adjournment: Chair 12:06 PM EST.
*** End of Meeting ***

Consolidated Action Items from today's Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
AI-7	Allen to schedule bi-weekly meetings for the working group and send out invitation.	Allen Crumm	Open	5/15/18	
AI-8	Randy to invite NIST to participate.	Randy Long	Open	11/1/18	
AI-9	Harry to ask TCB Council to provide update.	Harry Hodes	Open	11/1/18	
AI-10	Randy to reach out to the regulators as to the expectations of this committee.	Randy Long	Open	11/1/18	
AI-11	Randy to look at the stake holders to see if the NACLA report should be dropped.	Randy Long	Open	11/1/18	
AI-12	Coordination of how Interpretation, corrigenda, and amendments requests are treated by AB's.	Randy Long	Open	11/1/18	