



Accredited Standards Committee C63[®]

Electromagnetic Compatibility Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long

Vice Chair: Megan Riebau
November 29, 2018; 10:00 AM – 12:00 AM - EDT

Secretary: Allen Crumm

NIST Communications Technology Laboratory
Boulder, CO

Generic Meeting Agenda

1. **Call to Order:** The meeting was called to order at 12:11pm EST.
 - 1.1 **Announcements: Chair's remarks** – Randy welcomed everyone and thanked them for attending.
 - 1.2 **Meeting logistics announcements:** NIST provided guest internet services and all audio / visual.
 - 1.3 **Introductions: Present:** Stephen Berger, Randy Long, Allen Crumm, Harry Hodes, Dan Hoolihan, Dan Sigouin, Dave Zimmerman, Ed Hare, Dheena Moongilan, Don Heirman, Jason Nixon, Brad Moore, Amanda McDonald, Doug Kramer, Victor Kuczynski
On Line: Bill Hurst, Jeff Klinger, Megan Riebau
Guests: Henry Benietez, Bill Graff, Marcus Shellman, Mike Duncanson, Andy Griffin, Sze Khian Ho, Mac Elliott, Deanna Zac, Jerry Ramie, David Chamberlain, Mike Antola, Ken Gjerde, Zhong Chen, Ross Carlton

2. Subcommittee 6 Membership Roster

Name	Role within SC	Affiliation
Berger, Stephen	Member	TEM Consulting
DeLisi, Bob	Member	UL, LLC
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 A	Member	Keysight Technologies
Hurst, Bill	Member	FCC
Kiemel, Greg A	Member	Element Materials Technology
Klinger, Jeff	Member	Compatible Electronics, Inc.
Kramer, Doug	Member	ETS Lindgren
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Chair	ANSI-ASQ National Accreditation Board (ANAB)
McDonald, Amanda	Member	NIST/NVLAP
Moongilan, Dheena	Member	Nokia
Moore, Bradley	Member	NIST/NVLAP
Nixon, Jason	Member	Innovation, Science and Economic Development Canada
Potts, Nate A	Member	Keysight Technologies
Riebau, Megan	Vice Chair	A2LA
Schaefer, David A	Member	TUV-SUD-America
Schaefer, Werner A	Member	Schaefer Associates

Sigouin, Dan	Member	DHS-EMC
Zimmerman, Dave	Member	Spectrum EMC, LLC

Brad Moore from NVLAP returning as member, adding Amanda McDonald from NVLAP. Duog Kramer should be on the membership list as voted last meeting.

1.4 Quorum: (50% of roster + 1) constitutes a quorum. Was a quorum of 11 achieved? (Yes: 18 of 23) 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 Harry moved Don H 2nd Approved

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#) Harry Hodes motioned, Dave Zimmerman 2nd, Approved.

2.2 Review of the [patent slides](#) – Presented, no issues were raised.

3. Review of [Subcommittee Membership](#): Secretary - Report any errors to the Secretary

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:

Name	2/14/2017	3/1/2017	3/15/2017	3/31/2017	4/21/2017	5/10/2017	6/7/2017	11/29/2017
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	X
Hoolihan, Dan						x	a	X
Howard, Mike	x	x	x	x				
Hurst, Bill						x		X
Kiemel, Greg		x	x				x	
Klinger, Jeff						Added	Web-Ex	X
Kramer, Doug								
Kuczynski, Victor	X	X	X	X	1	X	X	X

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

Any members at risk? These members are at risk: **Beth Hackett, Mike Howard** (send letter to each member at risk)

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.

4.1 Election of Officers (as required)

5. 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

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.
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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)
 Dan Sequin to become chair.
 Nate Potts is Vice Chair

6. CAB/TCB/MRA status reports

6.1 [Status report](#) from A2LA, Oct 1 2018

6.2 [Status report](#) from NVLAP starting Oct1 – all applications must be to new version of 17025.

6.3 [Status report](#) from ANAB

6.4 Verbal Report from FCC

6.5 Verbal Report from ISED

6.6 There were brief discussions on the transition to ISO/IEC 17025, each Accreditation Body has published their plan on their respective website. It is estimated that between 5-12% of laboratories overall have transitioned with an ILAC imposed deadline of November 2020.

7. Other Old Business: Chair

7.1 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](#).

7.2 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.

7.3 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.

8. New Business: Chair

Presentation by Harry Hodes on recent PT/ILC development

9. [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.

10. Review of the Action Items: Secretary

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

10.2 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
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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	

11. Time and place of next meeting: In May at UL – RTP.

12. Closing remarks and Adjournment: The meeting was adjourned at 1:52PM EST.

***** End of Meeting *****

Consolidated Action Items from 20181130 Meeting of SC6

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