



Accredited Standards Committee C63®

Electromagnetic Compatibility Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long

Vice Chair: Megan Riebau
May 2nd, 2019; 10:00 AM – 12:00 PM - EST

Secretary: Allen Crumm

UL, LLC, Research Triangle Park, NC

Approved Minutes

1. **Call to Order: Chair** – The meeting was called to order at 10:10 AM EST
 - 1.1 **Announcements: Chair's remarks** – Randy welcomed everyone and thanked them for attending.
 - 1.2 **Meeting logistics announcements:** Host Bob Delisi briefed us on the facilities.
 - 1.3 **Introductions: Secretary** – Bob Delisi, Ed Hare, Don Heirman, Dan Hoolihan, Doug Kramer, Jeff Klinger, Victor Kuczynski, Randy Long, Dheena Moongilan, Bradley Moore, Amanda McDonald, Jason Nixon, Nate Potts, Megan Riebau, David Schaefer

Subcommittee 6 Membership Roster

Name	Role within SC	Affiliation
<u>Berger, Stephen</u>	Member	TEM Consulting
<u>DeLisi, Bob</u>	Member	UL, LLC
<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>Hurst, Bill</u>	Member	FCC Remove
<u>Kramer, Doug</u>	Member	ETS-Lindgren
<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	ANAB (ANSI National Accreditation Board)
<u>Moongilan, Dheena</u>	Member	Nokia
<u>Moore, Bradley</u>	Member	NIST/NVLAP

McDonald, Amanda	Member	NIST/NVLAP
<u>Nixon, Jason</u>	Member	Innovation, Science and Economic Development Canada
<u>Potts, Nate</u>	Member	Keysight Technologies
<u>Riebau, Megan</u>	Vice Chair	A2LA
<u>Schaefer, David</u>	Member	Element Materials Technology
<u>Schaefer, Werner</u>	Member	Schaefer Associates Remove
<u>Sigouin, Dan</u>	Member	DHS-EMC
<u>Zimmerman, Dave</u>	Member	Spectrum EMC, LLC

Guests and Observers: (non-voting)

Janet O’Neil, Steve Jones, David Chamberlain, Chris Harvey, Marcus Shellman, Michael Duncanson, Chris Dilay, Deanna Zakharia, Henry Benitez, Bruce Fagley, Andy Griffin, Ross Carlton, Michael O’Dwyer, Bill Graff, Jeffery Silberberg, Ross Quan, Yufei Xiong, John Norgard

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)16 OF 22

2. **Approval of the Agenda: Secretary** Don Heirman-motioned, Ed Hare-2nd, Approved

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#) Victor motioned, Bob D. 2nd, Approved

2.2 Review of the [patent slides](#) – No issues

3. **Review of Subcommittee Membership: Secretary** Don Heirman-motion, Dan Hoolihan-2nd, Approved

3.1 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	5/10/2017	6/7/2017	11/9/17	5/18	11/29/18	05/02/19
Berger, Stephen	x	x	X		A	A
DeLisi, Bob	x	x	X		X	X
Hare, Ed	x		A		X	X
Heirman, Don		x	X		X	X
Hodes, Harry	a	a	A		X	A
Hoolihan, Dan	x	a	X		X	X
Hurst, Bill	x		A		X	A
Kiemel, Greg		x	X		A	A
Klinger, Jeff	Added	Web-Ex	X		X	X
Kramer, Doug	-	-			X	X
Kuczynski, Victor	X	X	A		X	X
Long, Randy	X	1	X		X	X
Moore, Brad					X	X
McDonald, Amanda					X	X
Moongilan, Dheena	WEB	X	X		X	X
Nixon, Jason	-	-	-		X	X
Potts, Nate	X	X	X		A	X
Riebau, Megan	X	1	Web		X	X
Schaefer, David	1	X	A		A	X
Schaefer, Werner	1	1	A		A	A
Sigouin, Dan	X	X	X		X	A
Zimmerman, Dave	Added	Web-Ex	X		X	A

Any members at risk? The attendance log is missing information and needs to reflect attendance with consistent symbology, see action items

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

3.3 Approval of Membership (Spring meeting only) Approved.

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. **No Changes**

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) - (insert link to [WG report](#))

5.11 Status Matrix Review (Spring meeting only). Is this information correct? (Yes)

- Current status: approximately 60 % complete, WG chair resigned, SC chair assumed WG chair position temporarily. SC secretary to continue hosting WG Web meetings.
- Ross Carlton is considering volunteering for the WG

6. External Reports

6.1 CAB/TCB/MRA (FCC)

- No record of formal requests for reports, see action items
- FCC approval software under development.
- Nothing from TCB

6.2 ISED

- 257 test labs 87 SAR certified
- Extended date for accepting testing from March to June to accept testing done prior to March 15th.
- Discussed remote assessment acceptability, no decision yet.

6.3 Accreditation Bodies

- **A2LA** – Presented
- **ANAB** - Presented
- **NVLAP** - Presented
- **PJLA** no presentation, not in attendance

7. 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 – pending draft of C63.8

7.3 Coordination with SC3 for harmonization – pending draft of C63.8

8. New Business: Chair –

- Steve Jones of the FCC said a public notice, DA-19-152 was released on April 2, 2019 to seek public comment on C63.4a and ISO/IEC 17025:2017 which should be posted in about 2 weeks and open for 30 days after posting.
- SC2 looking for support on their draft standard C63.28

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
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	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	Closed	31 Mar 2018	Replaced by 201905-5

11. Time and place of next meeting: Chair – November 18 - 22, 2019 at Keysight Technologies in Santa Rosa.

12. Closing remarks and Adjournment: Chair – Meeting Adjourned at 11:20 am EST

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

Consolidated Action Items from today's Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
201911-1	Correct the attendance log	Allen Crumm	Open	05/31/19	
201905-2	Review public notice, DA-19-152 was released on April 2, 2019 to seek public comment on C63.4a and ISO/IEC 17025:2017	Randy Long	Open	06/30/19	
201905-3	Resend information for the "lab accreditation" section of C63.28 to SC2	Randy Long	Open	05/31/19	

201905-4	Send information on C63.8 to SC2 for C63.28	Randy Long	Open	08/31/19	
201905-5	Formally request status reports / participation from several regulators and industry groups and PJLA.	Randy Long	Closed	05/31/19	Invites sent on 5/2/19