



Accredited Standards Committee C63®

Electromagnetic Compatibility Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long

Vice Chair: Megan Riebau
June 15th, 2020; 1:00 PM – 3:00 PM - EST

Secretary: Allen Crumm

Spring Meeting June 2020 On Line

Approved Minutes

1. **Call to Order: Chair – The meeting was called to order at 1:05pm EDT.**
 - 1.1 **Announcements: Chair’s remarks –** Randy welcomed everyone and thanked them for attending.
 - 1.2 **Meeting logistics announcements: Host –** The spring 2020 meeting is being held online, the fall meeting is currently at risk.
 - 1.3 **Introductions: Secretary –** Randy Long, Allen Crumm, Bob DeLisi, Dave Zimmerman, Victor Kuczynski, Dan Hoolihan, Doug Kramer Jason Nixon, Jeff Klinger, Megan Riebau, Nate Potts
Absent: Stephen Berger, Don Heirman Guests: Amanda McDonald

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
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Kramer, Doug	Member	ETS-Lindgren
Kiemel, Greg	Member	Apple, Inc.
Klinger, Jeff	Member	Compatible Electronics, Inc.
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Chair	ANSI National Accreditation Board (ANAB)
McDonald, Amanda	Member	NIST
Moore, Bradley	Member	NIST
Nixon, Jason	Member	Innovation, Science & Economic Development Canada
Potts, Nate	Member	Keysight Technologies
Riebau, Megan	Vice Chair	A2LA
Schaefer, David	Member	Element Materials Technology
Sigouin, Dan	Member	TIMCO ENGINEERING, INC.
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 (10))** 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 – Megan Riebau motioned, Dave Zimmerman 2nd, Approved

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#), Bob DeLisi. Motioned, Jeff Klinger 2nd, Approved.

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

3. Review of [Subcommittee Membership](#): Secretary - Report any errors to the Secretary Greg Kiemel - ask about participation.

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	5/10/17	6/7/2017	11/9/17	5/18/18	11/29/18	05/02/19	11/19/19	6/15/20
Berger, Stephen	x	x	X		A	A	A	A
DeLisi, Bob	x	x	X		X	X	X	X
Hare, Ed	x		A		X	X	A	
Heirman, Don		x	X		X	X	A	A
Hoolihan, Dan	x	a	X		X	X	A	X
Kiemel, Greg		x	X		A	A	X	
Klinger, Jeff	Added	Web-Ex	X		X	X	X	X
Kramer, Doug	-	-			X	X	X	X
Kuczynski, Victor	X	X	A		X	X	X	X
Long, Randy	X	1	X		X	X	A	X
McDonald, Amanda								
Moore, Brad					X	X	X	
Nixon, Jason	-	-	-		X	X	X	X
Potts, Nate	X	X	X		A	X	X	X
Riebau, Megan	X	1	Web		X	X	A	X
Schaefer, David	1	X	A		A	X	A	
Sigouin, Dan	X	X	X		X	A	A	
Zimmerman, Dave	Added	Web-Ex	X		X	A		X

Any members at risk? These members are at risk: (send letter to each member at risk)

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. Motion to approve the scope and duties – Victor Motioned, Megan 2nd, **Approved** (10 yes)

4.1 Election of Officers (as required)

The chair is approaching the permissible limit of consecutive terms and the vice chair has expressed a desire to remain in that position rather than move up. The chair would suggest that a Laboratory representative would be a better choice than a representative from an Accreditation Body. No election of officers. Randy noted he needs a replacement.

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](#))

The document has been sent to SC6 for SC comments before voting.

No comments were received.

A/I – Allen to send C63.8 up to SC6 for review and voting. (pdf) Dan to advise a review period. Make sure versions match. 2 week period.

5.11 Status Matrix Review (Spring meeting only) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary. **Is this information correct? (No)** (repeat this verification for all Standards covered by this Subcommittee)

Allen to update the chair information and status. Randy to review. Send to Secretary for correcting Status Matrix.

6. External Reports

6.1 CAB/TCB/MRA (FCC) TCB – Chris Harvey:

A/I – Randy to provide Allen a list of individuals that should be sending reports to SC6.

6.2 ISED

6.3 Accreditation Bodies (5 minute summaries)

- **A2LA – Report to follow.**
- **ANAB – Report to follow.**
- **NVLAP**

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 Bob Delisi suggested sending this in ASAP.

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

8. New Business: Chair – F2F in fall at IEEE. Currently at risk.

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-2	Send link to the presentation and minutes to the members with the login credentials	David Zimmerman	Closed	11/27/17	
AI-3	Randy Long to have a teleconference with WG4 members of the C63.8 working group.	Randy Long	Closed	01/31/18	
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	01/31/18	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	Closed	03/03/18	
AI-6	Correct the attendance log	Allen Crumm	Closed	05/31/19	
AI-7	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	Closed	06/30/19	
AI-8	Resend information for the "lab accreditation" section of C63.28 to SC2	Randy Long	Closed	05/31/19	
AI-9	Send information on C63.8 to SC2 for C63.28	Randy Long	Closed	08/31/19	
AI-10	Formally request status reports / participation from several regulators and industry groups and	Randy Long	Closed	05/31/19	Invites sent on 5/2/19

	PJLA.				
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A/I Allen to contact Jennifer S to see if there is a way to may files available to apple users as well as Office users.

11. Time and place of next meeting: Chair – Dan Hoolihan asked us to meet in 3qtr 2020.

Sept 14th 1pm EDT for 2 hours.

12. Closing remarks and Adjournment: Chair – Adjourned at 2:30pm EDT.

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

Consolidated Action Items from today's Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
AI-11	Allen to send C63.8 up to SC6 for review and voting. (pdf) Dan to advise a review period. Make sure versions match. 2 week period.	Allen Crumm	OPEN	7/30/202	
AI-12	Randy to provide Allen a list of individuals that should be sending reports to SC6.	Randy Long	OPEN	7/30/202	
AI-13	Allen to contact Jennifer S to see if there is a way to may files available to apple users as well as Office users.	Allen Crumm	OPEN	7/30/202	