Accredited Standards Committee C63®

Electromagnetic Compatibility
[Subcommittee 6](#) - Accreditation/Conformity Assessment

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

September 14th, 2020; 1:00 PM – 3:00 PM - EST
Summer Meeting On Line
Meeting 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**

    1.3 **Introductions: Secretary roll call** (record attending members with their affiliations and guests separately below) **Report any roster errors to the ASC-C63® Secretary**   (insert [SC6 membership roster](#) from the website as shown below) Bob Delisi, Randy Long, Megan Riebau, Allen Crumm, Brad Moore, Dan Hoolihan, David Chamberlain, David Zimmermanm, Jason Nixon, Doug Kramer Guests: Amanda McDonald, Janneth Marcelo

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)**
Moore, Bradley	**Member**	**NIST**
Nixon, Jason	**Member**	**Innovation, Science and 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) Amanda McDonald, Janneth Marcelo

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 – Doug Kramer motioned, Dave Zimmerman 2nd, Approved.

2.1   Approval of the previous Minutes - Minutes of the previous meeting – Approved Already by Email ballot.

2.2   Review of the patent slides – No issues.

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

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	6/7/2017	11/9/17	5/18/18	11/29/18	05/02/19	11/19/19	6/15/20	9/14/20
Berger, Stephen	x	X		A	A	A	A	A
DeLisi, Bob	x	X		X	X	X	X	X
Hare, Ed		A		X	X	A		
Heirman, Don	x	X		X	X	A	A	A
Hoolihan, Dan	a	X		X	X	A		X
Kiemel, Greg	x	X		A	A	X	X	
Klinger, Jeff	Web-Ex	X		X	X	X	X	
Kramer, Doug	-			X	X	X	X	X
Kuczynski, Victor	X	A		X	X	X	X	
Long, Randy	1	X		X	X	A		X
Moore, Bradley				X	X	X		X
Nixon, Jason	-	-		X	X	X	X	X
Potts, Nate	X	X		A	X	X	X	
Riebau, Megan	1	Web		X	X	A	X	X
Schaefer, David	X	A		A	X	A		
Sigouin, Dan	X	X		X	A	A		
Zimmerman, Dave	Web-Ex	X		X	A		X	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)

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)

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.

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 will be sent to SC6 for SC comment and balloting.

A/I – Allen to locate most recent draft in pdf with line numbers and circulate to SC6 with a comment sheet by the end of the week.

  5.2 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? (Yes)** (repeat this verification for all Standards covered by this Subcommittee)

6. **External Reports**

  6.1 CAB/TCB/MRA (FCC)

  6.2 ISED

  6.3 Accreditation Bodies (5 minute summaries)

- **A2LA**
- **ANAB**
- **NVLAP**

  6.4 FDA (1/2 hour)

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**

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)

A/I – Randy to submit C63.8 to SC2 and SC3.

A/I – Randy to contact the FCC regarding 3rd party NSA measurements.

Consolidated Action Items from previous Meeting of SC6 6/15/2020

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
AI-11	Randy to submit C63.8 to SC2 and SC3	Randy Long	Open		
AI-12	Randy to contact the FCC regarding 3rd party NSA measurements	Randy Long	Closed	9/14/20	
AI-13	Allen to locate most recent draft in pdf with line numbers and circulate to SC6 with a comment sheet by the end of the week.	Allen Crumm	Closed	9/18/20	

No current open action items.

11. Time and place of next meeting: Chair – Next meeting is Dec 7th 1pm EST.

12. Closing remarks and Adjournment: Chair - Meeting adjourned at 2pm EDT.

Dave Zimmerman motioned, Bob Delisi 2nd, Approved.

*** End of Meeting ***

Consolidated Action Items from today's Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments