C63®

Accredited Standards Committee C63®

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

Chair: Randy Long	Vice Chair: Megan McConnell Crumm	Secretary: Allen

June 8th, 2021; 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 1:10pm EDT.

    1.1 **Announcements:** Chair's remarks – Randy welcomed everyone and thanked them for attending.

    1.2 **Meeting logistics announcements:** Host - none.

    1.3 **Introductions:**   Secretary – Randy Long, Megan McConnell, Allen Crumm, Bob Delisi, Dan Hoolihan, Victor Kuczynski, Bradley Moore, Jason Nixon, Dave Zimmerman

Subcommittee 6 Membership Roster

Name	Role within SC	Affiliation
DeLisi, Bob	**Member**	**UL, LLC**
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**
McConnell, Megan	**Vice Chair**	**A2LA**

Schaefer, David	Member	Element Materials Technology
Sigouin, Dan	Member	TIMCO ENGINEERING, INC.
Zimmerman, Dave	Member	Spectrum EMC, LLC

A/I Change Megan's last name and send to Jerry for Web Site. - Allen

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? (/No)** 8 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 – Members present approved.

    2.1   Approval of the previous Minutes - Minutes of the previous meeting

    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	11/29/18	05/02/19	11/19/19	6/15/20	9/14/20	12/14/20	3/1/21	6/8/21
Berger, Stephen	A	A	A	A	E	E	A	A
DeLisi, Bob	X	X	X	X	X	X	X	X
Hare, Ed	X	X	A		A	A	A	A

Hoolihan, Dan	X	X	A		X	A	A	X
Kiemel, Greg	A	A	X	X	A	A	A	A
Klinger, Jeff	X	X	X	X	A	A	X	A
Kramer, Doug	X	X	X	X	X	A	X	A
Kuczynski, Victor	X	X	X	X	A	A	A	X
Long, Randy	X	X	A		X	X	X	X
Moore, Bradley	X	X	X		X	A	X	X
Nixon, Jason	X	X	X	X	X	X	E	X
Potts, Nate	A	X	X	X	A	X	X	A
McConnell, Megan	X	X	A	X	X	X	X	X
Schaefer, David	A	X	A		A	A	A	A
Sigouin, Dan	X	A	A		A	A	A	A
Zimmerman, Dave	X	A		X	X	A	X	X

A/I – Allen to send notices out to Stephen Berger, Ed Hare, Greg Kiemel, Dave Schaefer, Dan Siqouin

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](#)

Application of Janneth Marcelo. Megan Motioned, Victor 2nd. No objects from those present.

A/I Will conduct an email ballot.

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 C63.34: Calibration of EMC Test Equipment (guide) - (insert link to [WG report](#))

The document has been sent to SC6 for SC comment before balloting.

Due to a steering committee decision, C63.8 was renumbered to C63.34.

A/I – Allen to update the PINs to reflect the new number.

SC6 reviewed the comment sheet, and in most cases, accepted the changes.

A/I Randy to edit the existing draft to reflect the accepted changes.

A/I Allen to schedule a C63.34 meeting next month.

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? (Yes/No)** (repeat this verification for all Standards covered by this Subcommittee)

6. External Reports

6.1 CAB/TCB/MRA (FCC)

6.2 ISED 1) ISED becoming more active in publishing notices.

A/I Jason to provide link to notices for Allen to add to these minutes.

2) Starting to see very poor performance for wireless devices reports.

6.3 Accreditation Bodies (5 minute summaries)

- **A2LA**
- **ANAB**
- **[NVLAP](#)**

6.4 FDA

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 C63.34

7.3 Coordination with SC3 for harmonization – pending draft of C63.34

8. New Business: Chair

9. [C63.org](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 3/1/2021

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I -11	Allen to summarize the comments on C63.8 and circulate	Allen Crumm	Open	3/1/2021	Done.
A/I-12	**Allen to send out comment summary for C63.8 along with the current word and PDF files by March 5th to Randy Long.**	Allen Crumm	Closed	3/5/21	
A/I -13	Allen to send out September and December's minutes and Agenda's for approval.	Allen Crumm	Open	6/8/21	Done.

No current open action items.

A/I Allen to send out Agenda and previous minutes for ballot approval.

11. Time and place of next meeting: Chair – September 28th, 2021 1 pm EDT.

12. Closing remarks and Adjournment: Chair 2:50pm EDT.

*** End of Meeting ***

Consolidated Action Items from today's Meeting of SC6

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I - 14	Change Megan's last name to McConnell and send to Jerry for Web Site.	Allen Crumm	Closed	8/1/21	Done.
A/I - 15	Allen will conduct an email ballot.	Allen Crumm	Open		Done.

A/I - 16	Allen to update the C63.8 PINs to reflect the new number. (34)	Allen Crumm	Open		Done.
A/I -17	Randy to edit the existing draft to reflect the accepted changes.	Randy Long	Open		
A/I - 18	Allen to schedule a C63.34 meeting next month.	Allen Crumm	Open		Done/
A/I -19	Jason Coder to provide link to notices for Allen to add to these minutes.	Jason Coder	Open		
A/I - 20	Allen to send out Agenda and previous minutes for ballot approval.	Allen Crumm	Open		Done.