



# Accredited Standards Committee C63<sup>®</sup>

## Electromagnetic Compatibility

### Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long

Vice Chair: Megan McConnell  
September 28th, 2021; 1:00 PM – 3:00 PM - EST

Secretary: Allen Crumm

### 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 – none.**
  - 1.3 **Introductions: Secretary roll call** (record attending members with their affiliations and guests separately below) **Report any roster errors to the ASC-C63<sup>®</sup> Secretary** (insert [SC6 membership roster](#) from the website as shown below) Randy Long, Megan McConnell, Allen Crumm, Bob Delisi, Dan Hoolihan, Doug Kramer, Jeff Klinger, Bradley Moore, Nate Potts, David Schaefer, Dave Zimmermann Guest(s): Janneth Marcelo, Amanda McDonnell Absent: Jason Nixon Absent: Greg Kiemel

## Subcommittee 6 Membership Roster

Name	Role within SC	Affiliation
<a href="#">DeLisi, Bob</a>	Member	UL, LLC
<a href="#">Hoolihan, Dan</a>	Member	Hoolihan EMC Consulting
<a href="#">Kramer, Doug</a>	Member	ETS-Lindgren
<a href="#">Kiemel, Greg</a>	Member	Apple, Inc.
<a href="#">Klinger, Jeff</a>	Member	Compatible Electronics, Inc.
<a href="#">Kuczynski, Victor</a>	Member	Vican Electronics
<a href="#">Long, Randy</a>	Chair	ANSI National Accreditation Board (ANAB)
<a href="#">Marcelo, Janneth</a>	Member	NVLAP
<a href="#">Moore, Bradley</a>	Member	NIST
<a href="#">Nixon, Jason</a>	Member	Innovation, Science and Economic Development Canada
<a href="#">Potts, Nate</a>	Member	Keysight Technologies

<a href="#"><u>McConnell, Megan</u></a>	Vice Chair	A2LA
<a href="#"><u>Schaefer, David</u></a>	Member	Element Materials Technology
<a href="#"><u>Sigouin, Dan</u></a>	Member	TIMCO ENGINEERING, INC.
<a href="#"><u>Zimmerman, Dave</u></a>	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/)** 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 McConnell moved, Dave Zimmermann 2<sup>nd</sup>, Approved.**

**2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#)** Bob Delisi moved, Dave Zimmermann 2<sup>nd</sup>, ( I will send out copies again.) Approved.

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

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

**Welcome Janneth Marcello.**

**A/I Add Janneth to the roster on the website, Agenda and Minutes.**

**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	05/02/19	11/19/19	6/15/20	9/14/20	12/14/20	3/1/21	6/8/21	9/28/21
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<a href="#">DeLisi, Bob</a>	X	X	X	X	X	X	X	X
<a href="#">Hoolihan, Dan</a>	X	A		X	A	A	X	X
<a href="#">Kiemel, Greg</a>	A	X	X	A	A	A	A	E
<a href="#">Klinger, Jeff</a>	X	X	X	A	A	X	A	X
<a href="#">Kramer, Doug</a>	X	X	X	X	A	X	A	X
<a href="#">Kuczynski, Victor</a>	X	X	X	A	A	A	X	A
<a href="#">Long, Randy</a>	X	A		X	X	X	X	X
<a href="#">Marcelo, Janneth</a>								X
<a href="#">Moore, Bradley</a>	X	X		X	A	X	X	X
<a href="#">Nixon, Jason</a>	X	X	X	X	X	E	X	E
<a href="#">Potts, Nate</a>	X	X	X	A	X	X	A	X
<a href="#">McConnell, Megan</a>	X	A	X	X	X	X	X	X
<a href="#">Schaefer, David</a>	X	A		A	A	A	A	X
<a href="#">Sigouin, Dan</a>	A	A		A	A	A	A	A
<a href="#">Zimmerman, Dave</a>	A		X	X	A	X	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 C63.34: Calibration of EMC Test Equipment (guide)** - (insert link to [WG report](#))

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

**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 Accreditation Bodies (5 minute summaries)**

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

**6.2 CAB/TCB/MRA (as needed or available)**

A/I - send standing invites to TCB Council (Chris Harvey), NIST MRA Office (Ramona Saar), FCC (reach out for contacts (Jihad Hermes)), FDA (Jeff Silberberg or Eric Franca / Stacy Cho)

**6.3 FCC (as needed or available)**

**6.4 FDA (as needed or available)**

**6.5 ISED (as needed or available)**

**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 – Feedback from CAB's for AB's.**

A/I Feedback from CAB's as a standing new business item.

**Decision rules.** – Noted that many of our current standards using a simple acceptance without taking uncertainty into account. Deemed unacceptable by UKAS. Rob Knake from A2LA gave his take on decision rules. Simple acceptance must account for uncertainty. Doug – if we say that our standards include risk, (Doug will supply verbiage)

**Measurement uncertainty (risk terminology) – We should supply clear guidance on how measurement uncertainty fits into the C63 standards.**

**17025 interpretations. It would be nice if this was applied uniformly across all CAB’s.**

<https://www.iso.org/resources-for-conformity-assessment.html>

**Link to interpretation request.**

**A/I – Dave Zimmermann to request an interpretation for clause 6.6.3 of ISO/IEC 17025 from ANSI U.S. National committee.**

**Examples of conflicting interpretation – from anyone.**

**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 9/28/2021**

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I - 16	Allen to update the C63.8 PINs to reflect the new number. (34)	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 - 21	<b>Add Janneth to the roster on the website, Agenda and Minutes.</b>	Allen Crumm	Open	10/31/21	
A/I - 22	<b>Send standing invites to TCB Council (Chris Harvey), NIST MRA Office (Ramona Saar), FCC ( reach out for contacts (Jihad Hermes)), FDA ( Jeff Silberberg or Eric franca/ Stacy Cho)</b>	Allen Crumm	Open	10/31/21	
A/I - 23	<b>Feedback from CAB’s as a</b>	Allen Crumm	Open	10/31/21	

	<b>standing new business item.</b>				
<b>A/I - 24</b>	<b>Dave Zimmermann to request an interpretation for clause 6.6.3 of ISO/IEC 17025 from ANSI U.S. National committee.</b>	Dave Zimmermann	<b>Open</b>	10/31/21	
<b>A/I - 25</b>	<b>Minutes and Agenda to go out one week prior to meeting.</b>	Allen Crumm	<b>Open</b>	10/31/21	

**11. Time and place of next meeting: Chair – Dec 14<sup>th</sup> 2021, 1pm**

**A/I Minutes and Agenda to go out one week prior to meeting.**

**12. Closing remarks and Adjournment: Chair – Great discussions today. Thank you everyone. Megan McConnell motioned, Dave Zimmermann 2<sup>nd</sup>, adjourned at 2:50pm EDT.**

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

**Consolidated Action Items from today's Meeting of SC6**

<b>Action Item #</b>	<b>Subject</b>	<b>Responsible Person(s)</b>	<b>Status</b>	<b>Delivery Date</b>	<b>Comments</b>
<b>A/I - 21</b>	<b>Add Janneth to the roster on the website, Agenda and Minutes.</b>	Allen Crumm	<b>Open</b>	10/31/21	
<b>A/I - 22</b>	<b>Send standing invites to TCB Council (Chris Harvey), NIST MRA Office (Ramona Saar), FCC ( reach out for contacts (Jihad Hermes)), FDA ( Jeff Silberberg or Eric franca/ Stacy Cho)</b>	Allen Crumm	<b>Open</b>	10/31/21	
<b>A/I - 23</b>	<b>Feedback from CAB's as a standing new business item.</b>	Allen Crumm	<b>Open</b>	10/31/21	
<b>A/I - 24</b>	<b>Dave Zimmermann to request an interpretation for clause 6.6.3 of ISO/IEC 17025 from ANSI U.S. National committee.</b>	Dave Zimmermann	<b>Open</b>	10/31/21	

A/I - 25	<b>Minutes and Agenda to go out one week prior to meeting.</b>	Allen Crumm	Open	10/31/21	