



Accredited Standards Committee C63[®]

Electromagnetic Compatibility Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Randy Long

Vice Chair: Megan McConnell
May 18th, 2022; 9:00 AM – 10:30 AM - EDT

Secretary: Allen Crumm

Spring Meeting ETS Lindgren (WebEx Hybrid)

Meeting Minutes

1. **Call to Order: Chair** The Meeting was called to order at 10:15 am EDT.
 - 1.1 **Announcements: Chair's remarks – Randy welcomed everyone and thanked them for attending.**
 - 1.2 **Meeting logistics announcements: Host – Thanked Lindgren for hosting us.**
 - 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)

Present in Cedar Park: Bob Delisi, Craig Fanning, Pao Thao, Ken Gjerde, Doug Kramer, Janet O’Neil, Megan McConnell, Davis Schaefer, Harry Hodes, John Norgard, Joe Kanter, Steve Frierson, Dan Hoolihan Present on line: Randy Long, Allen Crumm, Amanda McConnell, Greg Keimel, Janneth Marcelo, Jason Nixon, Megan McConnell, Nate Potts, Victor Kuczynski

Subcommittee 6 Membership Roster

| Name | Role within SC | Affiliation |
|-----------------------------------|----------------|---|
| DeLisi, Bob | Member | UL, LLC |
| Hodes, Harry | Member | Consultant |
| Hoolihan, Dan | Member | Hoolihan EMC Consulting |
| Kramer, Doug | Member | ETS-Lindgren |
| Kiemel, Greg | Member | Apple, Inc. (Primary Rep) |
| Klinger, Jeff | Member | Cetecom, Inc. |
| Kuczynski, Victor | Member | Vican Electronics |
| Long, Randy | Chair | ANSI National Accreditation Board (ANAB) |
| Marcelo, Janneth | Member | NIST (NVLAP) Technical Expert |
| McConnell, Megan | Vice Chair | A2LA |
| Moore, Bradley | Member | NIST (NVLAP) Technical Expert |
| Nixon, Jason | Member | Innovation, Science and Economic Development Canada |
| Potts, Nate | Member | Keysight Technologies |
| Schaefer, David | Member | Element Materials Technology |
| Sigouin, Dan | Member | TIMCO ENGINEERING, INC. (Primary) |
| 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/No)** 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 Dan Hoolihan motioned, Victor Kuczynski 2nd approved.**

A/I Allen to send out attendance log for correction. Completed by Friday 5/20/22.

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#) Approved with corrected attendance logs.

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 | 12/14/20 | 3/1/21 | 6/8/21 | 9/28/21 | 9/28/21 | 12/14/21 | 1/18/22 | 5/18/22 |
|-----------------------------------|----------|--------|--------|---------|---------|----------|---------|---------|
| DeLisi, Bob | X | X | X | X | X | X | X | X |
| Hodes, Harry | | | | | | | | X |
| Hoolihan, Dan | A | A | X | X | X | X | A | X |
| Kiemel, Greg | A | A | A | E | E | E | X | X |
| Klinger, Jeff | A | X | A | X | X | X | A | A |
| Kramer, Doug | A | X | A | X | X | X | X | X |
| Kuczynski, Victor | A | A | X | A | A | A | A | X |
| Long, Randy | X | X | X | X | X | X | X | X |
| Marcelo, Janneth | - | - | - | - | - | | X | X |
| McConnell, Megan | X | X | X | X | X | X | A | X |
| Moore, Bradley | A | X | X | X | X | X | X | A |

| Name | 12/14/20 | 3/1/21 | 6/8/21 | 9/28/21 | 9/28/21 | 12/14/21 | 1/18/22 | 5/18/22 |
|---------------------------------|----------|--------|--------|---------|---------|----------|---------|---------|
| Nixon, Jason | X | E | X | X | X | E | X | X |
| Potts, Nate | X | X | A | E | E | A | A | X |
| Schaefer, David | A | A | A | X | X | X | X | X |
| Sigouin, Dan | A | A | A | X | X | X | A | A |
| Zimmerman, Dave | A | X | X | A | A | A | A | A |
| | | | | | | | | |

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 Harry Hodes application to SC6.

3.3 Approval of Membership (Spring meeting only) Megan McConnell motioned, Bob Delisi 2nd, approved.

Dan Hoolihan motioned, Victor Kuczynski 2nd, membership approved.

4. Approval of [Scope and Duties](#) (Spring meeting only) (Report approval or any changes to the Main Committee) Update to scope and duties.

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.

Victor motioned, Doug Kramer 2nd, updated Scope approved.

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.

Megan McConnell moved, Victor Kuczynski 2nd, Doug Kramer to be chair, Megan McConnell to stay Vice Chair, Randy Long to secretary. Approved.

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. This is going back to the working group for comment resolution.

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 (as needed or available)

6.3 FCC (as needed or available)

6.4 FDA (as needed or available)

6.5 ISED (as needed or available)

6.6 NIST (as needed or available)

6.7 ACE-PT – summary of PT results

[Harry's presentation.0](#)

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)

Consolidated Action Items from previous Meeting of SC6 5/18/2022

| Action Item # | Subject | Responsible Person(s) | Status | Delivery Date | Comments |
|---------------|--|-----------------------|--------|---------------|----------|
| A/I - 22 | 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) | Allen Crumm | Open | 10/31/21 | |
| A/I - 22 | 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) | Allen Crumm | Open | 10/31/21 | |

| Action Item # | Subject | Responsible Person(s) | Status | Delivery Date | Comments |
|---------------|---|-----------------------|--------|---------------|----------|
| | Stacy Cho) | | | | |
| A/I 26 | Add CB's to the ANAB report. | Randy Long | Open | | |
| A/I 27 | Randy to reach out to CTIA regarding participation. | Randy Long | Open | | |
| | | | | | |

11. Time and place of next meeting: Chair

12. Closing remarks and Adjournment: Chair 10:50am adjourned.

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

Consolidated Action Items from today's Meeting of SC6

| Action Item # | Subject | Responsible Person(s) | Status | Delivery Date | Comments |
|---------------|---|-----------------------|--------|---------------|------------|
| A/I 28 | Allen to send out attendance log for correction. Completed by Friday 5/20/22. | Allen Crumm | Open | 6/1/22 | Completed. |
| | | | | | |