



# American National Standards Committee C63

## Electromagnetic Compatibility

### Subcommittee 6 - Accreditation/Conformity Assessment

**Chair:** Doug Kramer

**Vice Chair:** Megan McConnell

**Secretary:** Randy Long

May 11, 2023; 8:30 AM – 10:00 AM - EDT

A2LA  
Frederick, MD

### Meeting Minutes

1. **Call to Order:** Chair called to order at 8:31am
- 1.1 **Announcements:** Chair's remarks – Thanks to A2LA for hosting in person and remote meeting.
- 1.2 **Meeting logistics announcements:** Host N/A
- 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)

### Subcommittee 6 Membership Roster (highlighted members present)

Name	Role in SC	Affiliation
<a href="#">DeLisi, Bob</a>	Member	UL LLC
<a href="#">Hodes, Harry</a>	Member	Consultant
<a href="#">Hoolihan, Dan</a>	Member	Hoolihan EMC Consulting
<a href="#">Kiemel, Greg</a>	Member	Apple, Inc. (Primary Rep)
<a href="#">Klinger, Jeff</a>	Member	Cetecom, Inc.
<a href="#">Kramer, Doug</a>	Chair	Apple Inc. (Technical Expert)
<a href="#">Kuczynski, Victor</a>	Member	Vican Electronics
<a href="#">Long, Randy</a>	Secretary	ANSI National Accreditation Board (ANAB)
<a href="#">Marcelo, Janneth</a>	Member	NIST (NVLAP) Technical Expert
<a href="#">McConnell, Megan</a>	Vice Chair	A2LA
<a href="#">Moore, Bradley</a>	Member	NIST (NVLAP) Technical Expert
<a href="#">Nixon, Jason</a>	Member	Innovation, Science and Economic Development Canada
<a href="#">Potts, Nate</a>	Member	Keysight Technologies
<a href="#">Schaefer, David</a>	Member	Element Materials Technology
<a href="#">Sigouin, Dan</a>	Member	TIMCO Engineering Inc., and IIA Company (Expert)
<a href="#">Zimmerman, Dave</a>	Member	Spectrum EMC, LLC

#### Guests and Observers: (non-voting)

Name	Affiliation
David Chamberlain	Innovation, Science and Economic Development Canada
Elliott, William (Mac)	TÜV SÜD America, Inc.
Amanda McDonald	NIST (NVLAP) Technical Expert
Alain Abou-Zeid	Innovation, Science and Economic Development Canada

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Name	Affiliation
Henry Benitez	IEEE - EMC Society
Nathalie Rioux	NIST
Jihad Hermes	FCC
Steve Jones	FCC
Jeffrey Silberberg	FDA
Nicholas Abbondante	Intertek

**1.4 Quorum: 50% of roster (rounding up) constitutes a quorum. (Example: 9 roster members / 2 = 4.5 >> 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

##### 2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#)

New business to discuss calibration added to agenda, David Z. Motion to approve agenda and previous meeting minutes, Megan M. 2<sup>nd</sup>, no further discussion, approved by acclimation.

##### 2.2 Review of the [patent slides](#) -

#### 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:

Y (Yes, present, or online), N (No, Absent, not in attendance) N* (Excused absence)							
Name	6/8/21	9/28/21	12/14/21	1/18/22	5/18/22	11/09/22	5/11/23
<a href="#">DeLisi, Bob</a>	Y	Y	Y	Y	Y	Y	Y
<a href="#">Hodes, Harry</a>					Y	N	N
<a href="#">Hoolihan, Dan</a>	Y	Y	Y	N	Y	Y	Y
<a href="#">Kiemel, Greg</a>	N	N*	N*	Y	Y	Y	N
<a href="#">Klinger, Jeff</a>	N	Y	Y	N	Y	Y	N
<a href="#">Kramer, Doug</a>	N	Y	Y	Y	Y	Y	Y



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### Subcommittee 6 - Accreditation/Conformity Assessment

Y (Yes, present, or online), N (No, Absent, not in attendance) N* (Excused absence)							
Name	6/8/21	9/28/21	12/14/21	1/18/22	5/18/22	11/09/22	5/11/23
<a href="#">Kuczynski, Victor</a>	Y	N	N	N	Y	Y	Y
<a href="#">Long, Randy</a>	Y	Y	Y	Y	Y	Y	Y
<a href="#">Marcelo, Janneth</a>				Y	Y	Y	Y
<a href="#">McConnell, Megan</a>	Y	Y	Y	N	Y	Y	Y
<a href="#">Moore, Bradley</a>	Y	Y	Y	Y	Y	Y	Y
<a href="#">Nixon, Jason</a>	Y	Y	N*	Y	Y	Y	Y
<a href="#">Potts, Nate</a>	N	N*	N	Y	Y	Y	Y
<a href="#">Schaefer, David</a>	N	Y	Y	Y	Y	Y	N
<a href="#">Sigouin, Dan</a>	N	Y	Y	N	N	N	N
<a href="#">Zimmerman, Dave</a>	Y	N	N	N	Y	Y	Y

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

**AI** - Randy L. to email Dan S. about his participation.

**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 C63 related conformity assessment activities. It works on topics related to accreditation. Representatives of accreditation bodies, certification bodies, laboratories, and regulators report on the status of C63 related conformity assessment activities.

### Duties:

- C63.11 – Suspended
- C63.34 - EMC Equipment Calibration

Motion to approve scope, duties, and membership by Megan M., 2<sup>nd</sup> by Bob D., approved by acclamation.

**4.1 Election of Officers** (not required)

**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. Report templates are available as the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). (no password required)

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#### Subcommittee 6 - Accreditation/Conformity Assessment

**5.1 C63.11: Inter-lab comparison of EMC testing - [Chair](#)** - (insert link to [WG report](#))

**5.1.1 Status Matrix Review (Spring meeting only)** Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63<sup>®</sup> Secretary. **Is this information correct?**

**(Yes)**

C63.11-draft <a href="#">Learn more</a>	Inter-lab Comparison of EMC Testing	<a href="#">SC 6</a>		No active PINS	Work was suspended 11/12/15.
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**5.2 C63.34: EMC Equipment Calibration - [Chair](#)** - (insert link to [WG report](#))

**5.2.1 Status Matrix Review (Spring meeting only)** Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63<sup>®</sup> Secretary. **Is this information correct?**

**(Yes)**

C63.34-draft <a href="#">Learn more</a>	Calibration of EMC Test Equipment – Guide	<a href="#">SC 6</a>	<a href="#">Long, Randy</a>	<a href="#">C63.34 PINS</a>	New standard. Draft is being written.
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**Bob D. suggested we move quicker to publish C63.34 guide as he is seeing more need. AI – Randy to set up more frequent meetings to move this along.**

#### 6. External Reports (see appendix 1)

##### 6.1 Accreditation Bodies (5 minute summaries)

- A2LA (presentation received)
- ANAB (presentation received)
- NVLAP (presentation received)

##### 6.2 Regulators

- **FDA (verbal)** no issues of note
- **FCC (verbal)** Report and order out to incorporate 3 C63 standards incorporated by reference, not yet published on the Federal Register. No transition period for C63.25.1 or C63.4a. Some of the information is available in KDBs.
- **ISED (presentation received)**
- **NIST (verbal)** US Government Standards Strategy – NIST will manage this program. Administration desires more open and transparent use of standards.

##### 6.3 Stakeholders / Interested Parties

- **ACIL** no report
- **CABs (Laboratories, Product Certifiers, etc.)** – no report
- **TCB Council (no report) – AI** – Include Bill G. and Nicholas A. in email to Chris Harvey

**AI – Send invites for reports 2 months prior to scheduled meetings**



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#### 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 either the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). Prior to the Main Committee meeting, the [SC report](#) and [approved previous SC 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** - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.

**7.3 Coordination with SC3 for harmonization** - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.

#### 8. New Business: Chair

**Discussion on calibration** – requirements are “vague”, after repair, the term “characterization” is confusing and not in the VIM.

**AI** – David Z. to find a definition for characterization.

**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)

Consolidated Action Items from this meeting of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
2023-05-01	email Dan S. about his participation	Randy L.	Open		
2023-05-02	set up more frequent meetings to move C63.34 forward	Randy L.	Open		
2023-05-03	Include Bill G. and Nicholas A. in email to Chris Harvey for TCB Council	Randy L.	Open		
2023-05-04	Send invites for reports 2 months prior to scheduled meetings	Randy L.	Open		
2023-05-05	Search for definition of the term “characterization”.	David Z.	Open		

**10.2 Review of Action Items from previous meeting:** (insert consolidated Action Item table from the previous meeting Minutes as shown below)



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Consolidated Action Items from previous meetings of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
202211-01	Set up meeting in December to review and resolve comments on C63.34 draft	R. Long	Open		See AI 2023-05-02
202211-02	Draft template for AB reports to SC6	D. Kramer, M. McConnell, R. Long	Closed	January 2023	
202211-03	Draft template for stakeholders and regulators to present questions or issues to SC6	D. Kramer, M. McConnell, R. Long	Closed	January 2023	Incorporated in Agenda template

#### 11. Time and place of next meeting:

Week of October 2<sup>nd</sup>, 2023 at Google in Mountain View, CA

#### 12. Closing remarks and Adjournment: Adjourned at 10:00 am

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

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**Appendix 1****Accreditation Bodies****Member ABs will prepare a short presentation to report on the following topics**

- **Number of organizations accredited to C63 standards**
- **Top nonconforming issues to C63 standards**
- **Top nonconforming issues to accreditation standards and AB requirements**
- **Summary of AB Accreditation Schemes using C63 standards (i.e., 17025, 17065, etc.) and associated programs (FDA, FCC, ISED, etc.)**

**Please provide a copy of your presentation prior to the meeting. Five to ten minutes will be allotted unless otherwise requested. A copy will be included in the SC6 report to the main committee.**

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**Appendix 2****Regulators**

**Member and guest regulators are asked to prepare a short presentation to report or discuss the following topics:**

- **Challenges observed with accredited organizations in fulfilling your requirements**
- **Essential areas needing to be addressed more thoroughly either by organizations or Accreditation Bodies**
- **Trending issues (positive or negative)**
- **Announcement of new or upcoming requirements**

**Please inform the subcommittee secretary that you wish to present and the approximate time you believe will needed to cover your presentation.**

**Please also provide a copy of your presentation so that it can be included in our SC6 report to the main committee.**



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**Appendix 3****Stakeholders**

Member and guest stakeholder are invited to prepare a short presentation to report or discuss the following topics

- Describe how you use C63 standards
- Describe any challenges with C63 standards and accreditation

Please inform the subcommittee secretary that you wish to present and the approximate time you believe will be needed to cover your presentation.

Please also provide a copy of your presentation so that it can be included in the SC6 report to the main committee.