



Accredited Standards Committee C63[®] Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment DRAFT MINUTES of the November 9, 2016 meeting

**Hilton Hotel
3050 Bristol St.**

Costa Mesa, CA 92626

Chairman: Randy Long 260-637-2705, rlong@anab.org

Vice-Chair: Vacant

Secretary: Dave Zimmerman 651-327-8362, dzimmerman@spectrumemc.com

Attendance:

Member's Last Name	Member's First Name	Present	Absent
Attayi	Masud		X
Berger	Stephen	X	
Chen	Zhong		X
DeLisi	Bob		X
Ghizzone	Dean	X	
Griffin	Andy		X
Hackett	Beth	X	
Hare	Ed		X
Heirman	Don	X	
Hodes	Harry		X
Hoolihan	Dan	X	
Howard	Mike	X	
Hurst	Bill	X	
Kiemel	Greg		X
Koster	Steve		X
Klinger	Jeff	X	
Kuczynski	Victor	X	
Long	Randy--- Chair	X	
McConnell	Megan	WEB	
Moongilan	Dheena		X
Potts	Nate	X	
Schaefer	David	X	
Schaefer	Werner		X
Sigouin	Dan		X
Violette	Mike		X
Zimmerman	David --- Secretary	X	
Last Name	First Name --- Guests below this line.		
Guerrero	Mario	X	
Reitz	Richard	X	
Darden	Jeremiah	X	
Norgard	John	X	
Benitez	Henry	X	
Acton	Jordan	X	

1. **Call to Order:** Chair, Randy Long called the meeting to order at 8:35 am PST.
 - 1.1 **Announcements:** Randy Long - None
 - 1.2 **Meeting logistics:** These were not required.
 - 1.3 **Introductions:** Secretary, David Zimmerman asked for introductions. Everyone around the table introduced themselves and their affiliation. A sign-in sheet was passed around the room.
2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Don Heirman, seconded by David Schaefer and approved by majority vote.
3. **Presentation of patent slides:** Chair, Randy Long, showed the slides regarding IEEE patent policy. Opportunity was given to the subcommittee members to identify/disclose patents. There was no objection to the content in the policy.
4. **Presentation of meeting attendance:** Secretary, David Zimmerman indicated that there 4 individuals that would be removed from the membership. Those members are Zhong Chen, Andy Griffin, Steve Koster, and Mike Violette. Brad Moore also requested to be removed from the membership roster.
5. **Approval of minutes of previous meeting:** A motion was made by Don Heirman to approve the meeting minutes of May 2016. There was a second by Dean Ghizzone, and a vote was taken. The minutes of the previous meeting were approved.
6. **Scope –**
Current Scope:
Subcommittee 6 provides a resource for laboratory assessment activities. It works on many aspects related to laboratories, regulators and accreditation bodies. Representatives of the accreditation bodies, laboratories, and regulators are invited to give reports on the status of EMC testing and calibration activities.
The scope was reviewed and no action was taken to change the scope.
7. **Review of Subcommittee Membership and duties:**
A motion was made by Don Heirman, and seconded by David Schaefer to add Mario Guerrero to the membership. A vote was taken and Mario Guerrero is now a member of SC6.
8. **Working Group reports:**
 - 8.1 **WG4 report:** There was discussion regarding the draft version of C63.8 surrounding what instruments might be included. It was determined that this is a guidance document and not a standard. There was discussion regarding the lack of calibration methods needed for the equipment used by the test laboratories. A flow chart to determine what calibration method should be used to calibrate various pieces of test equipment. The list of equipment should at least include Receivers/Spectrum Analyzers (including flicker/harmonics measurement devices), coaxial devices, antennas (including pattern measurements), transient/ESD generators, and field probes. [More information about each standard](#) is available on the Standards Status section of the [C63[®] web page](#).
9. **CAB/TCB/MRA status report:** William Hurst gave a presentation from the TCB Workshop in October of 2016.
A copy of the presentation can be found on the web page. http://www.c63.org/pw/sc_6

10. Accreditation Body reports

10.1 **Status report from A2LA:** A PowerPoint report was submitted by A2LA and presented by Megan McConnell. A copy of the A2LA report can be found at http://www.c63.org/pw/sc_6.

10.2 **Status report from NVLAP:** Beth Hackett gave a NVLAP status presentation to the committee. A copy of the NVLAP report can be found at http://www.c63.org/pw/sc_6.

10.3 **Status report from ANAB** – Randy Long gave a PowerPoint presentation showing a brief overview of ANAB activities. A copy of the report can be found at http://www.c63.org/pw/sc_6.

10.4 **Status of NACLA** – Don Heirman gave a brief presentation from the NACLA web site. The web site can be found at <http://www.nacla.net/>.

11. Other Old Business:

11.1 Randy was looking for volunteers for the Vice Chair position vacated by Brad Moore. Megan McConnell of A2LA volunteered and a vote was taken. Megan McConnell is now the Vice Chair of SC6.

11.2 Don Heirman discussed the possible implementation of C63.4a for accreditation bodies.

11.3 **Status of WG web meetings – Not applicable.**

12. Review of the action items from previous meetings:

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Spreadsheet to track attendance	David Zimmerman	Closed	30 June 2016	Closed
AI-2	Randy Long to e-mail an outline of the draft C63.8 to WG4.	Randy Long	Closed	30 June 2016	Closed
AI-3	Don Heirman to give a copy of the presentation from the ACIL conference dated 26 April 2016 to Randy Long, which he will post on the SC6 members area.	Don Heirman	Closed	11 May 2016	Closed
AI-7:	Mr. Long to ask Steve Jones if he could become a member of SC6	Randy Long	Closed	30 June 2016	Closed

Previous action items were reviewed and updated. New action items will be added to the list.

13. **New Business:** There was no new business.

14. Summary of current action items: Secretary

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Send an e-mail to members that were removed during this meeting	David Zimmerman	Open	31 Dec 2016	
AI-2	Add Beth Hackett, Rich Reitz and Nate Potts to the C63.8 working group roster.	David Zimmerman	Open	31 Dec 2016	
AI-3	Randy Long to assign members of the C63.8 working group to each equipment group via e-mail.	Randy Long	Open	31 Dec 2016	
AI-4:	Send an e-mail to the accreditation bodies that are members of SC6 regarding the adoption of C63.4a and scope presentation. Responses to be sent to the Chair, Secretary, and Don Heirman.	David Zimmerman (Don Heirman to provide the text for this request)	Open	30 Nov 2016	
AI-5:	Provide Jerry Ramie updated affiliation area for Randy Long	Randy Long	Open	30 Nov 2016	

1. **Time and place of next meeting:** The proposed date of the next SC6 meeting is during the week in May 8-11, 2017 prior to the main committee meeting. The next meeting will be held in Fredrick, MD at A2LA Headquarters.

2. **Closing remarks and Adjournment:** Chair, Randy Long adjourned the meeting at 10:15 am PST.

Current SC6 Membership

Name	Role within Subcommittee 6	Affiliation
Attayi, Masud	Member	Blackberry Corporation
Berger, Stephen	Member	TEM Consulting
DeLisi, Bob	Member	Underwriters Laboratories
Ghizzone, Dean	Member	Northwest EMC
Guerrero, Mario	Member	NVLAP
Hackett, Beth	Member	NVLAP
Hare, Ed	Member	ARRL
Heirman, Don	Member	Don HEIRMAN Consultants
Hodes, Harry	Member	Bay Area Compliance Laboratories
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Howard, Mike	Member	Liberty Labs
Hurst, Bill	Member	FCC
Kiemel, Greg	Member	Northwest EMC
Klinger, Jeff	Member	Compatible Electronics, Inc.
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Chair	ANSI-ASQ National Accreditation Board, d.b.a L-A-B
McConnell, Megan	Vice-Chair	A2LA
Moongilan, Dheena	Member	Nokia
Potts, Nate	Member	Liberty Labs
Schaefer, David	Member	TUV-SUD-America
Schaefer, Werner	Member	Schaefer Associates
Sigouin, Dan	Member	DHS-EMC
Zimmerman, Dave	Secretary	Spectrum EMC Consulting, LLC

Note: High-lighted members may be at risk.