

**Chair: Randy Long**  
**Vice Chair: Vacant**  
**Secretary: David Zimmerman (Jerry Ramie, acting)**

**November 11, 2015**  
**8:00 AM to 10:00 AM**  
**Research Triangle Park, NC**

When Working Group meeting times are finalized, they will be announced here. Not all Subcommittees are holding Working Group meetings. [A full schedule](#) of all Working Group meetings is available on the C63.org website.

- 1. Call to Order:** Chair called the meeting to order at 8:02AM-EST
  - 1.1 Announcements: Chair** - facility locations were given.
  - 1.2 Meeting logistics announcements: Host** - tours at lunch
  - 1.3 Introductions: Secretary** - Randy Long, Jerry Ramie, Bob DeLisi, Dan Hoolihan, Masud Attayi, Werner Schaefer, Megan McConnell, Ed Hare, Greg Kiemel, Dean Ghizzone, Dan Sigouin, Victor Kuczynski, Beth Hackett, Brad Moore, Stephen Berger, Nate Potts, Mike Howard, Victor Bhazanov, Don Heirman, John Norgard, David Zimmerman, Bob Hofmann, Marcus Shellman, Dheena Moongilan
- 2. Approval of the Agenda: Secretary** - Don H moved, seconded by Dan H. to approve the agenda. It was approved by acclamation.
- 3. Presentation of [patent slides](#): Secretary** - The patent slides were shown, no patent issues were raised.
- 4. Presentation of meeting attendance fee slides: Secretary** - not applicable
- 5. Approval of minutes of previous meeting: Secretary** - Dan H moved, seconded by DeLisi to accept the draft 5/6 Minutes. The Minutes were approved by voice vote.
- 6. Annual Review and Approval of SC6 Scope**

SC6

Accreditation/Conformity Assessment

Scope

Subcommittee 6 is responsible for providing 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 a report on the status of EMC testing and calibration activities.

Links

- [Subcommittee 6 and Working Group Membership List](#)
- [Standards Developed by Subcommittee 6](#)
- [Approved Meeting Minutes](#)
- [Meeting Schedule](#)
- [Generic Agenda](#)

Last Updated 01/22/2015

7. Review of [Subcommittee Membership](#): Chair

7.1 Review of membership – members at risk

Harry Hodes changed companies, now Bay Area Compliance Laboratory

**Subcommittee 6 Membership Roster**

Name	Role within Subcommittee 6	Affiliation
<a href="#">Attayl, Masud</a>	Member	Blackberry Corporation
<a href="#">Berger, Stephen</a>	Member	TEM Consulting
<a href="#">Chen, Zhong</a>	Member	ETS-Lindgren
<a href="#">DeLisi, Bob</a>	Member	Underwriters Laboratories
<a href="#">Ghizzone, Dean</a>	Member	Northwest EMC
<a href="#">Griffin, Andy</a>	Member	CISCO Systems
<a href="#">Hackett, Beth</a>	Member	NIST
<a href="#">Hare, Ed</a>	Member	ARRL
<a href="#">Heirman, Don</a>	Member	Don HEIRMAN Consultants
<a href="#">Hodes, Harry</a>	Member	ACIL
<a href="#">Hoolihan, Dan</a>	Member	Hoolihan EMC Consulting
<a href="#">Howard, Mike</a>	Member	Liberty Labs
<a href="#">Hurst, Bill</a>	Member	FCC
<a href="#">Kiemel, Greg</a>	Member	Northwest EMC
<a href="#">Koster, Steve</a>	Member	Washington Laboratories / ACIL
<a href="#">Kuczynski, Victor</a>	Member	Vican Electronics
<a href="#">Long, Randy</a>	Chair	Laboratory Accreditation Bureau
<a href="#">McConnell, Megan</a>	Member	A2LA
<a href="#">Moongilan, Dheena</a>	Member	Alcatel-Lucent
<a href="#">Moore, Brad</a>	Member	NIST
<a href="#">Potts, Nate</a>	Member	Liberty Labs
<a href="#">Schaefer, David</a>	Member	TUV-SUD-America

AI: Mr. Long to ask Steve Jones if he could become a member of SC6

**7.2 Election of new officers / Consideration of new members** - Dan Hoolihan noted the Mr. Long's term will expire at the end of this year. The floor was opened for nominations. Mr. Berger moved, seconded by Mr. Heirman, to nominate Mr. Long for another term. Mr. Long was approved by voice vote.

There is still an opening for Vice Chair. Mr. Berger nominated Brad Moore, seconded by Mr. Sigouin. Mr. Moore accepted the position.

8. Working Group reports

**WG#4**

**C63.8: Calibration of EMC Test Equipment (guide)**

Working Group Chair: [Victor Kuczynski](#)

Status: New Standard, PINS active since 2010

Contractual agreements with testing labs and accreditation bodies was discussed. The

plan is to submit new document in the next 30 days. (12/31/15) They plan on monthly conference calls. Mr. DeLisi thought there was little sense of urgency and does not see interest in the work. Mr. K felt the work was not high-profile and not attractive to the members. Mr. Berger felt we could attract more attention with newer topics, like Software Defined Instruments. Jason Coder has a collection of these devices at NIST. Mr. Hoolihan wanted to widen the discussion as more labs are doing internal calibrations. We may want to change the PINS or start a PINS-C for this kind of work.

Mr. Schaefer asked if the title reflected the scope. He felt the purpose was to guide labs in asking for correct calibrations from existing metrology labs. CISPR-A has such content for EMI receivers. Mr. K. noted the test lab needs to know what equipment to send in for calibration and what to expect in return. Mr. S. noted that some equipment calibrations, such as signal generators, can only be specified by the manufacturer.

Mr. Berger agreed that labs need guidance on calibrations and uncertainty. The role of the document could be to help with uncertainty. Don H. wanted to see an outline of the document and have it circulated to the group. **AI:** Victor K. to e-mail an outline of the draft C63.8 to the Subcommittee within seven days for comment. Mr. Long noted we won't supply guidance for all kinds of equipment, only what was required for a purchase order.

Mr. Berger felt that software defined instruments could be used for EMC testing. Mr. K noted that the Standard is always behind the state of the art in equipment. Mr. Berger pointed out that National Instruments is already selling these kinds of instruments. He felt the technology is already here and is implemented "under the hood." Mr. Schaefer thought that defining which function to calibrate was not a good path. Labs know their equipment needs to be calibrated. How do they instruct the cal lab to do this work?

Mr. Howard wanted guidance on how to specify the requirements that test labs want. How does their desire interact with 17025? How shall the lab write a proper purchase order? The quality needs to be maintained. Mr. Long noted that a flow chart would also be valuable. **AI:** Mr. Long to request that Mr. Zimmerman be added to WG4 roster.

### **WG#3**

#### **C63.11: Inter-lab comparison of EMC testing**

**Working Group Chair: Harry Hodes**

**Status: New Standard, PINS active since 2010**

Mr. DeLisi thought there was no work in process on C63.11 and wanted to kill the effort. Dean Ghizzone agreed. Mr. Long spoke with Harry to recommend someone to take over. Mr. Long noted that presentations from ACIL are available on the SC6 private area. Mr. Schaefer asked what impact would result if there were no document in the next five years? No response indicates no interest, he pointed out. Mr. Heirman supported suspending the working group. There are only three people on the working group. Werner moved, seconded by DeLisi to suspend the work. The motion carried. **AI:** Mr. Long to notify the working group members of the decision to suspend C63.11. **AI:** Correct Mr. Hodes affiliation on website.

**[More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).**

9. CAB/TCB/MRA status report: [Bill Hurst \(FCC\)](#) Mr. Jones' presentation was shown. (they will be posted to the private SC6 area of our site)




Mr. Berger asked what the common issues were that are faced by TCBs? What are the common issues?

10. NACLA Presentations: [Don Heirman](#) - National Cooperation for Laboratory Accreditation. <http://www.nacla.net/> Don pointed out that they are now involved in smart grid. Multiple disciplines are supported.



## 11. Accreditation Body reports

- **Status report from ANAB (formerly ACLASS) – Stephen Berger**



**Location of ANAB Offices**

- Lab-related Group (formerly ACLASS)
  - 500 Montgomery St., Suite 625  
Alexandria, VA 22314
- Forensics-related Group (formerly FQS)
  - 5300 W Cypress Street, Suite 180  
Tampa, FL
- Management Systems Group
  - 600 N. Plankinton Ave., Suite 300  
Milwaukee, WI 53203

- **Status report from A2LA – Megan McConnell**



**A2LA News**

- First Clark County, NV Special Inspection Agency Accredited
- Exhibited at IEEE EMC Symposium
- Exhibited at IEEE IMS Symposium
- Participated in NIST RED Assessor Trainings



- **Status report from LAB – Randy Long**




### L-A-B accreditation programs

- 17025 related
  - Nearing 500 laboratories
  - 90+ laboratories with electrical disciplines
- Coast Guard SOLAS Testing
- Construction Materials Testing
- Consumer Product Safety Program
- DoD ELAP
- Energy Star
- Field Sampling & Measurement
- UL Test Data
- Z540.3






- **Status report from NVLAP – Bethany Hackett / Brad Moore**



C63 SC6  
RTP, NC  
November 11, 2015

**National Voluntary Laboratory Accreditation Program**

**12. Other Old Business: Chair - none**

**12.1 Status of WG web meetings**

**13. Review of the action items from previous meetings: Secretary.**

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1:	Harry Hodes to provide a draft to the working group	Harry Hodes	Open	5/6/2015	CLOSED
AI-2:	Prepare a plan for the development of a dialogue with regulators regarding the current degree of correlation between laboratory assessment and the regulator's conformity assessment system objectives.	Steve Berger, Don Heirman, and Ghery Pettit	Open	11-11-2015	Ghery Pettit agreed to assist in this effort. A plan will be delivered at the next meeting. OPEN

	The purpose of the dialogue is to understand the current correlation between these activities and seek insight to how further improvement might be achieved.				
<b>AI-3:</b>	Victor Kuczynski to provide a draft to the working group.	Victor Kuczynski	Open	5/6/2015	Updated sample material will be submitted to working group by the end of the May meeting. OPEN
<b>AI-4:</b>	Randy Long took an action item to contact the FCC and Industry Canada contacts to ask them to provide a report for the next meeting.	Randy Long	Closed	Next meeting	CLOSED
<b>AI-5:</b>	David Zimmerman took an action item to send the updates for the SC6 website to Web Content Manager (Jerry Ramie).	David Zimmerman	Closed	5/7/2015	E-mail to be sent to Jerry Ramie to update the website. CLOSED
<b>AI-6:</b>					

**14. New Business: Chair - none**

**14.1 Open Vice-Chair position filled**

**15. Summary of current action items: Secretary - action items were reviewed**

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
<b>AI-3:</b>	Victor K. to e-mail an outline of the draft C63.8 to the Subcommittee within seven days for comment	Victor Kuczynski	Open	18NOV2015	Open AI-3 Revised
<b>AI-6:</b>	Correct Mr. Hodes affiliation on website.	Randy Long	Closed	11NOV15	Via email
<b>AI-7:</b>	Mr. Long to ask Steve Jones if he could become a member of SC6	Randy Long	Open		
<b>AI-8:</b>	Mr. Long to request that Mr. Zimmerman be added to WG4 roster.	Randy Long	Closed	11NOV15	Via email
<b>AI-9:</b>	Mr. Long to notify the working group members of the decision to suspend C63.11	Randy Long	Closed	11NOV15	Via email

**16. [C63.org](http://C63.org) website use and updates: Web Content Manager ([Ed Hare](#))**

**17. Time and place of next meeting: Chair - May 9-12, 2016 at IEEE Headquarters in Piscataway, NJ.**

**18. Closing remarks and Adjournment: Chair - the meeting was adjourned at 10:09AM-EST**

**Written reports of the Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using PowerPoint**

slide(s). Prior to the Main Committee meeting, the reports shall be provided to the Web Content Manager ([Ed Hare](#)) for showing on the projector screen at the meeting. The reports shall be added as an attachment to the meeting minutes. The presentation and any written reports shall also be sent by the Subcommittee Chair to the C63<sup>®</sup> [Newsletter](#) editor, [Dave Zimmerman](#).