

Accredited Standards Committee C63™ Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63 SC6 - Laboratory Accreditation/Conformity Assessment Oct. 20 2009 MINUTES of the meeting NIST – Boulder, CO

**Chairman: Kurt Fischer at 301-975-6061, kurt.fischer@nist.gov
Vice-Chair Victor Kuczynski 416-412-2111, vican@on.aibn.com
Secretary: Dave Zimmerman 651-638-0244, dzimmerman@tuvam.com**

Member's Last Name	Member's First Name	Present	Absent	Guest
Brench	Colin	X		
Camell	Dennis	X		
Chen	Zhong	X		
DeLisi	Bob	X		
Fischer	Kurt --- Chair		X	
Gizzzone	Dean	X		
Gouker	Adam	X		
Hackett	Beth		X	
Hare	Ed	X		
Heirman	Don	X		
Hofmann	Bob		X	
Hoolihan	Dan	X		
Hurst	Bill	X		
Kuczynski	Victor --- Vice Chair and Webmaster	X		
Mertel	Herb		X	
Moongilan	Dheena	X		
Moore	Brad		X	
Morrissey	Joe		X	
Schaefer	Werner	X		
Showers	Ralph		X	
Stumpf	Bill		X	
Windler	Mike		X	
Zimmerman	Dave --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Long	Randy			X
Anderson	Poul			X
Silberberg	Jeff			X
Potts	Nate			X
Parker	Doug			X
Ramie	Jerry			X

1 Opening and Self Introductions

Opening was lead by Victor Kuczynski. Self introductions were held and an attendance list was circulated to the attendees.

- 2 Review of Patent Policy for IEEE WG Meeting** - Victor presented the Patent Policy slides and everyone understood the slides. No questions were raised and no one announced any patents.
- 3 Review and adoption of Agenda** - It was moved by Hoolihan and seconded by Don Heirman to adopt the Draft Agenda; the motion was seconded and unanimously approved.
- 4 Review and approval of Minutes of the previous meeting.** - Minutes were reviewed. Dan Hoolihan moved to accept the minutes; the motion was seconded by Don Heirman and unanimously approved. Attendance list from the last meeting will be posted on the website.
- 5 Membership Review (Chair/Secretary)** – Randy Long was nominated to be added to the subcommittee, but Randy would like to hold his decision to join until a later date. Action item for Victor Kuczynski to review attendance from the last 3 meetings to see who has not been in attendance.
- 6 CAB/TCB/MRA status report by Bill Hurst of FCC** - Bill Hurst gave a report on the MRA Status (Phase I and Phase II) and the TCB. **Mutual acceptance of test data (phase 1) is operational with the following:** Australia, Canada, Chinese Taipei, European Union, Hong Kong, Korea, Japan, Singapore, and Vietnam. There are a total of 280 FCC Recognized Accredited Testing Laboratories. TCBs – 34 Total (19 in the USA, 12 in Europe, 2 in Canada, and 1 in Singapore). The OET is seeking public comments on Qualifying Information for Recognizing Laboratory Accreditation Bodies and ACLASS. The comment due date is October 14, 2009, and the reply comment due date is October 29, 2009. Applications for intentional radiator certifications continue to rise.
- 7 NACLA Presentations by Don H** - Don Heirman gave a Power-Point Presentation on the President's Report for 2009, NACLA. The presentation can be found at the following link <http://www.nacla.net/2009%20Forum%20Papers/1%20-%20NACLA%20Presidents%20Report%202009%20>. The organizations International Accreditation Service, American Industrial Hygiene Association, Laboratory Accreditation Bureau, and Performance Review Institute are currently recognized by NACLA. There are 24 members of NACLA, and they represent specifiers, regulators, accreditation bodies, and laboratories. In 2008 NACLA held three board meetings and eleven Executive Committee Meetings. They have closed 93 action items in 2008 while 42 remain open from the December Board Meeting. Don suggested that SC-6 have representation at NACLA. Don Heirman volunteered to draft something to describe what the NACLA liaison position would be.

8 Working Group Reports

- a) **WG #1 Checklists for Lab Assessors** – Dan Hoolihan made a motion to recommend to the main committee to cancel the PINS for the C63.11 checklist. Don Heirman seconded the motion. There was discussion about making the checklist available. The ANSI would have a charge for this checklist, which makes this document cost prohibitive. The motion was passed unanimously.
- b) **WG #2 Method that would allow the accrediting bodies to drop the dates from the scope of accreditations** – Victor Kuczynski said that NVLAP was not prepared to accept this change at this time. Dean Gizzone is going to work on this further.
- c) **WG #3 Proficiency Testing** - IEC 17043 draft is a general standard for proficiency testing. We will develop a document oriented only around EMC artifacts for conducted and radiated measurements. The PINS was modified to include MU and acceptance criteria.

Note: Feb1 2010 the ISO/IEC 17043 standard was published.

- d) **WG #4 Guidance how to calibrate EMC test equipment** - Victor Kuczynski suggested that we produce a PINS-C for a guidance document on how to calibrate EMC test equipment and to what parameter. Title to be changed to better describe what is attempting to be accomplished. A suggested title is “Guidance on parameters for the calibration of EMC test equipment”. An action item was assigned to Victor to develop a title and PINS-C for this concept.

9 Status Report from:

- a) **A2LA – Status Reports from:** A2LA - Adam Gouker presented a written report of A2LA activities. This report is attached to the minutes.
- b) NVLAP Lab Accreditation Status Report – Brad Moore sent a written report. This report is attached to the minutes.
- c) Randy Long of Laboratory Accreditation Bureau – No report presented. Randy gave some background on his company Laboratory Accreditation Bureau.

10 Old Business Action Item Review – None.

11 New Business

- a) Kurt Fischer term as a subcommittee chair will expire at the end of December of 2009. SC6 is looking for nomination for new chair. Kurt’s employer is no longer interested in supporting his involvement in SC6.

12 Closing remarks (Chair/Secretary) – Next Meeting will be on April 20, 2010 at IEEE headquarters in Piscataway, NJ.