

# Accredited Standards Committee C63® Electromagnetic Compatibility

Accredited by the American National Standards Institute, Inc.  
Secretariat: Institute of Electrical and Electronic Engineers, Inc.

**C63 SC6 - Laboratory Accreditation/Conformity Assessment  
April 20 2010 MINUTES of the meeting  
IEEE Headquarters - Piscataway, NJ**

**Chairman: Victor Kuczynski 416-412-2111, [vican@on.aibn.com](mailto:vican@on.aibn.com)  
Vice-Chair Adam Gouker 301 644 3217, [agouker@a2la.org](mailto:agouker@a2la.org)  
Secretary: Dave Zimmerman 651-638-0244, [dzimmerman@tuvam.com](mailto:dzimmerman@tuvam.com)**

Member's Last Name	Member's First Name	Present	Absent	Guest
Berger	Stephen	X		
Brench	Colin	X		
Camell	Dennis	X		
Chen	Zhong		X	
DeLisi	Bob	X		
Ghizzone	Dean		X	
Gouker	Adam --- Vice Chair	X		
Hackett	Beth	X		
Hare	Ed	X		
Heirman	Don	X		
Hofmann	Bob	X		
Hoolihan	Dan	X		
Hurst	Bill	X		
Kuczynski	Victor --- Chair and Webmaster	X		
Long	Randy	X		
Mertel	Herb		X	
Moongilan	Dheena		X	
Moore	Brad	X		
Schaefer	Werner		X	
Showers	Ralph		X	
Stumpf	Bill		X	
Violette	Mike		X	
Windler	Mike		X	
Zimmerman	David --- Secretary	X		
<b>Last Name</b>	<b>First Name --- Guests below this line.</b>			
Schaefer	David			X
Koster	Steve			X
Attayi	Masud			X
Hodes	Harry			X
Ramie	Jerry			X
Whitesell	Steve			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 Bob Hofmann to adopt the Draft Agenda; the motion was 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 Bob Hofmann and unanimously approved.
- 5 Membership Review (Chair/Secretary) – New members that were added to the membership list, and the new members await approval by the main committee on Thursday, April 22<sup>nd</sup>, 2010.
- 6 CAB/TCB/MRA status report by Bill Hurst of FCC – Bill Hurst gave a Power-Point Presentation on the status of CAB/TCB/MRA. This report is attached to the minutes.
- 7 NACLA Presentations by Don H - Don Heirman gave a Power-Point Presentation on the latest NACLA information. This report is attached to the minutes.
- 8 Working Group Reports
  - a) WG #1 Checklists for Lab Assessors – This group no longer exists due to issues with the cost of the document developed.
  - 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 Ghizzone is going to work on this further.
  - c) WG #3 Proficiency Testing - IEC 17043 is a general standard for proficiency testing. We will develop a document oriented only around EMC artifacts for conducted and radiated measurements. The first draft of the guide will be attached to the minutes.
  - d) WG #4 Guidance how to calibrate EMC test equipment - Victor Kuczynski produced a PINS-C for a guidance document on how to specify calibration requirements for EMC test instrumentation.
- 9 Status Report from:
  - a) 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 presented a written report. This report is attached to the minutes.
  - c) Randy Long of Laboratory Accreditation Bureau – presented a verbal report.
- 10 Membership List: A motion was made by Dan Hoolihan to approve the membership list. A copy of this list is attached to the minutes.
- 11 Old Business: – None.
- 12 New Business
  - a) New wording of the scope for the website was reviewed, a motion was made by Don Heirman, seconded by Bob DeLisi, a vote was taken, and the motion passed unanimously.
- 13 Closing remarks (Chair/Secretary) – Next Meeting will be on the week of October 25<sup>th</sup> at SAE Headquarters in Troy, MI.
- 14 Meeting was adjourned at 1510.