Accredited Standards Committee C63®
Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63 SC6 - Laboratory Accreditation/Conformity Assessment
October 25 2010 MINUTES of the meeting
SAE Automotive Headquarters –Troy, MI
Chairman: Victor Kuczynski 416-412-2111, vican@on.aibn.com
Vice-Chair Adam Gouker 301 644 3217, agouker@a2la.org
Secretary: Dave Zimmerman 651-638-0244, dzimmerman@tuvam.com

Member's Last Name	Member's First Name	Present	Absent	Guest
Attayi	Masud	X		
Berger	Stephen	X		
Brench	Colin	Call in		
Camell	Dennis	X		
Chen	Zhong	X		
DeLisi	Bob	X		
Ghizzone	Dean	X		
Gouker	Adam --- Vice Chair	X		
Hackett	Beth		X	
Hare	Ed	X		
Hodes	Harry	In call		
Heirman	Don	X		
Hofmann	Bob	X		
Hoolihan	Dan	X		
Hurst	Bill	X		
Koster	Steve		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	
Last Name	**First Name --- Guests below this line.**			
Anderson	Poul			X
Repella	John			X
Silverberg	Jeffrey			X
Johnson	Joel			X
Elliot	Mac			X
O'Neil	Janet			X
Ramie	Jerry			X
Whitesell	Steve			X

1. **Call to Order: Chair -** Victor Kuczynski called the meeting to order at 1:11. An attendance list was circulated.

    1.1 **Announcements: Chair -** held WG3 and WG4 working group meetings prior to lunch.
    1.2 **Meeting logistics announcements: Host (Poul Andersen) -** Poul Anderson welcomed all to SAE headquarters. He provided emergency evacuation details and other information for various facilities in the office.
    1.3 **Introductions: Secretary -** Secretary – Dave Zimmerman could not attend this meeting. Victor Kuczynski, as SC6 Chair, filled in for him.

2. **Approval of the Agenda: Secretary –** There were no comments. Agenda approved

3. **Presentation of patent slides: Secretary –** Victor Kuczynski showed the slides regarding IEEE patent policy ("slide #1 and #2"). Opportunity was given to the subcommittee members to identify/disclose patents. Don Heirman and Victor Kuczynski asked if there were any patents to be discussed… no one in attendance had any topics to discuss.

4. **Presentation of meeting attendance fee slides: Secretary –** Victor Kuczynski showed the membership list of SC6 which was approved during the April meeting at IEEE headquarters, by the C63 main committee. Dan Hoolihan commented that all on the list were paid in full. Observers present were asked to see Dan after the meeting for associated fees.

5. **Approval of minutes of previous meeting: Secretary -** Victor Kuczynski presented the committee with the draft minutes from the April meeting in Piscataway, NJ. Bob Hofmann commented that his name in sections 3 and 4 was spelled incorrectly, and Victor updated the final minutes. Don Heirman moved to approve the amended minutes. Seconded by Ed Hare…. Victor to send the final minutes to Ed Hare for posting to the C63 website.

6. **Review of Subcommittee Membership: Chair**
    6.1 **Review of membership – members at risk –** Victor Kuczynski presented a list of the subcommittee membership and said he didn't think anyone was at risk.
    6.2 **Consideration of new members –** Steve Berger identified himself has representing ACLASS accreditation body. Don Heirman and Victor Kuczynski asked Steve to give a brief report on the ACLASS status later in the meeting. The next SC6 meeting agenda needs to be modified to include a spot for an ACLASS report.

7. **Working Group reports**
    WG#2 – (Chair Dean Ghizzone) – group to develop a method to allow AB's to drop the dates from the scope of accreditations. This is mainly focused on the way AB's handles their scopes. Victor explained that the long ago was not so many test method and now that there are so many new revisions and amendments of the methods the scopes are getting very long and cumbersome. Brad Moore explained that the dates on the standards are not necessarily the problem as all AB's need to deal with identification of the dates when they are accrediting to outdated standards… This particular issue was with large database due to the system of codes they must use to maintain the scopes. Brad explained that there is an action item to address the issues in this database. Dean was asked to provide a PINS to Victor for WG2, to then be forwarded to Ed Hare.

    WG#4 - C63.8: Calibration of EMC Test Equipment (guide)
      Working Group Chair: Victor Kuczynski
       Status: New Standard. Draft being written. – Victor gave a brief update on the WG's status. The WG met earlier in the day.

WG#3 - C63.11: Inter-lab comparison of EMC testing
Working Group Chair: <u>Victor Kuczynski</u>
Status: New Standard. Draft being written. - Victor mentioned that he would like to start teleconferences for the working groups so more time could be allotted during our face to face meetings for other WG's. Victor said he will approach C63 parent committee to request paying for WG teleconference. He also explained that he would be placing C63.11 into the C63 template. Harry Hodes (via telephone) requested a new WG on PT analysis. Dan Hoolihan replied and said this was one of the intents of the WG3 document, and they would gladly accept Harry's input on the document. Harry said he had a 45 minute presentation to the ACIL CAS that he would like to discuss with Dan and Don Heirman, and he would be calling in to SC3 meeting at 11:00 am EST time on 10/27/10 to follow up. Harry lastly mentioned that ISO 13528 would be an excellent tool for doing the statistics on the final results…. (A copy of Harry's presentation is attached). Dan and Harry also discussed combination of C63 and ACIL PT programs in the future. It sounds like the merger is near certain at this point.

Ed Hare and Victor also confirmed that the status of the document had not changed since the last meeting. Don Heirman requested that Victor provide an estimated draft completion date during the April 2011 meeting. Regarding the teleconference, Ed said that ARRL would offer their teleconference bridge to SC6.

Randy Long asked Victor to pull up the PINS on WG4 to clarify the intent of the document. Victor showed the description of the contents of the standard and explained its rationale. It was clarified that the guidance document will be on HOW to request (purchase) calibration services, and not on how to actually calibrate the equipment. Don Heirman also mentioned that IEC/CISPR is also working on a similar guidance document for requesting calibration services.

8. **CAB/TCB/MRA status report: <u>Bill Hurst</u> (FCC) -** Bill Hurst from the FCC presented an oral report. He discussed recent KDB publications relating to the FCC technical checklist and the Test Firm Roles and Responsibilities. Bill reported on accredited labs – 283 accredited – 104 in the United States. Bill said he will share more slides during the parent committee meeting. Don Heirman asked Bill if the AB's were using the new technical checklist yet? Bill said they ask the AB's to submit a copy of the checklist when they submit the test firm designations to the FCC. AB's present at the meeting were asked whether or not they were using the checklist during their assessment. A2LA, ACLASS and NVLAP confirmed they were using it for labs who wished to be designated to the FCC as "accredited", and L-A-B indicated that their program is still under development but they are looking into the use of the checklist.

9. **NACLA Presentations: <u>Don Heirman</u> –** Don reviewed the most recent NACLA newsletter and gave details on the articles therein. (newsletter available at <u>www.nacla.net</u>)

10. **Status report from ACLASS –** Steve Berger gave an oral report on behalf of ACLASS. ACLASS recently started accreditation of labs in the EMC area. Already have accredited two labs for testing, and just completed first combined assessment with ANSI for TCB and test lab.

11. **Status report from A2LA –** Adam Gouker presented a written report. A copy of the report is attached.

12. **Status report from LAB –** Randy Long presented a written report. A copy of the report is attached.

13. **Status report from NVLAP –** Brad Moore presented a written report. A copy of the report is attached.

14. **Other Old Business: Chair –** No other old business was brought up.

15. **New Business: Chair -** Victor asked if anyone had any items for discussion. He mentioned that they are going to try to set up a teleconference and webinar for the working groups. Don Heirman brought up the topic of the smart grid. He asked for feedback on where others thought we could get involved in the Smart Grid. Steve Berger said there is a document out of the NRC about risk-concerned decision making, which the expertise in this committee could offer guidance on. Jerry Ramie said there is a need for immunity on smart meters from what he has seen, and Steve Whitesell mentioned there is a need for immunity to lightening strikes as well. Don asked all to email him for any suggestions that committee members had on tackling the smart grid.

16. **[C63.org](C63.org) website use and updates: Web Content Manager (Ed Hare) -** – Ed Hare said SC6 on the website looks to be in good shape. The WG4 membership list of names needs to be provided to Ed by Victor.

17. **Review of the action items from previous meetings: Secretary. –** Victor mentioned that this topic had already been covered earlier in the meeting.

18. **Time and place of next meeting: Chair** – The next meeting is tentatively scheduled for May 2011 at ETS Lindgren in Cedar Park, TX.

15. **Closing remarks and Adjournment: Chair –** The meeting was concluded at 3:03 pm EST.