

Accredited Standards Committee C63[®] Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment MINUTES of the October 4, 2011 meeting Thompson Park - Lincroft, NJ

Chairman: Victor Kuczynski 416-412-2111, vican@on.aibn.com

Vice-Chair Adam Gouker 301 644 3217, agouker@a2la.org

Secretary: Dave Zimmerman 651-688-0634, dzimmerman@spectrumemc.com

Member's Last Name	Member's First Name	Present	Absent	Guest
Attayi	Masud	X		
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	Call in		
Hare	Ed	X		
Hodes	Harry	X		
Heirman	Don	X		
Hofmann	Bob		X	
Hoolihan	Dan	X		
Hurst	Bill		X	
Kiemel	Greg		X	
Koster	Steve		X	
Kuczynski	Victor --- Chair and Webmaster	X		
Long	Randy	X		
Moongilan	Dheena	X		
Moore	Brad	Call in		
Potts	Nate		X	
Schaefer	Werner		X	
Showers	Ralph		X	
Stumpf	Bill	X		
Violette	Mike		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Elliot	Mac			X
Griffin	Andy			X
Hooper	Nick			X
Keebler	Philip			X
Moser	Jeff			X
O'Neil	Janet			X
Ramie	Jerry			X
Refai	Hazem			X
Sigouin	Dan			X
Whitesell	Steve			X

1. **Call to Order:** Chair, Victor Kuczynski called the meeting to order at 12:28 pm EDT, and turned the floor over to Jerry Ramie for a presentation on WebEx.
2. **Approval of the Agenda:** Chair added a presentation by Harry Hodes. Don Heirman made a motion to approve the agenda, and Ed Hare second. Agenda approved.
3. **Introductions:** Chair asked for introductions. Everyone around the table announced themselves and their affiliation.
4. **Presentation of [patent slides](#):** Victor Kuczynski, Chair, showed the slides regarding IEEE patent policy (“slide #1 and #2”). Opportunity was given to the subcommittee members to identify/disclose patents. Don Heirman asked if everyone was in agreement with the requirements. There was no objection to the content in the policy.
5. **Fees:** Dan Hoolihan discussed the payment of fees, and there were only two notes of outstanding members.
6. **Approval of minutes of previous meeting:** The minutes of the previous meeting were approved.
7. **Review of [Subcommittee Membership](#):** Chair, Victor Kuczynski announced the existing list, and announced the request by Andy Griffin of Cisco for membership. Don then made a motion to accept Nate’s membership to SC6, Dan Hoolihan second. Nate Potts of Liberty Labs is now a member of SC6.
8. **Working Group 2 report:** Working Group 2 was dissolved at the previous meeting. There are no plans to assign the WG2 designation to another working group.
9. **Working Group 4 report:** Calibration of EMC Test Equipment (guide). Draft standard ANSI C63.8 to provide some guidance so that calibrations are performed as required. Don Heirman suggested that an annex be added to show an example of a purchase order with about 8 requirements.
10. **Working Group 3 report:** Dan Hoolihan gave a brief presentation on Inter-lab comparison of EMC testing. Dan Hoolihan and Victor Kuczynski are still interested in writing a standard similar to 17043. The draft standard is ANSI C63.11. Harry Hodes had a 45 minute presentation that he was able to deliver in roughly 15 minutes.
11. **Working Group reports:** [More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
12. **CAB/TCB/MRA status report:** [Bill Hurst](#) (FCC): Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
13. **NACLA Presentations:** Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
14. **Status report from A2LA:** Vice Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
15. **Status report from ACLASS:** Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
16. **Status report from LAB:** Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
17. **Status report from NVLAP:** Per the Chair, Victor Kuczynski, due to a lack of time, the presentation will be e-mailed to the committee.
18. **Time and place of next meeting:** Chair, Victor Kuczynski announced the location of the next meeting in Piscataway, NJ. The time is to be determined.
19. **Closing remarks and Adjournment:** Chair, Victor Kuczynski closed the meeting 2:56 pm EDT.

Member's Last Name	Member's First Name	Member 2011
Attayi	Masud	X
Berger	Stephen	X
Brench	Colin	X
Camell	Dennis	X
Chen	Zhong	X
DeLisi	Bob	X
Ghizzone	Dean	X
Gouker	Adam --- Vice Chair	X
Griffin	Andrew	Approved by C63, Oct. 6, 2011
Hackett	Beth	X
Hare	Ed	X
Hodes	Harry	X
Heirman	Don	X
Hofmann	Bob	X
Hoolihan	Dan	X
Hurst	Bill	X
Kiemel	Greg	X
Koster	Steve	X
Kuczynski	Victor --- Chair and Webmaster	X
Long	Randy	X
Moongilan	Dheena	X
Moore	Brad	X
Potts	Nate	X
Schaefer	Werner	X
Sigouin	Dan	Approved by C63, Oct. 6, 2011
Showers	Ralph	X
Stumpf	Bill	X
Violette	Mike	X
Zimmerman	David --- Secretary	X