

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 April 17, 2012 meeting

IEEE Headquarters - Piscataway, 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

Attendance:

Member's Last Name	Member's First Name	Present	Absent	Guest
Attayi	Masud		X	
Berger	Stephen		X	
Camell	Dennis	X		
Chen	Zhong	X		
DeLisi	Bob	X		
Ghizzone	Dean	X		
Gouker	Adam --- Vice Chair	X		
Griffin	Andy	X		
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		
Showers	Ralph		X	
Sigouin	Dan	X		
Stumpf	Bill		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Elliot	Mac			X
Mills	Jim			X
Parker	Doug			X
Whitesell	Steve			X

1. **Call to Order:** Chair, Victor Kuczynski called the meeting to order at 13:02 pm EDT. Jerry Ramie was contacted to connect WebEx.
2. **Approval of the Agenda:** Chair added a presentation by Don Heirman on CISPR activities to the agenda. Don Heirman made a motion to approve the agenda, and Randy Long second. Agenda approved.
3. **Logistics:** The logistics were given by the Chair.
4. **Introductions:** Chair asked for introductions. Everyone around the table announced themselves and their affiliation.
5. **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 made clear the reason for the requirements. There was no objection to the content in the policy.
6. **Approval of minutes of previous meeting:** The minutes of the previous meeting were approved.
7. **Fees:** Dan Hoolihan discussed the payment of fees, and there were only two notes of outstanding members.
8. **Review of [Subcommittee Membership](#):** Chair, Victor Kuczynski announced the existing list, and announced the request by Jim Mills of TUV SUD America and Doug Parker of Liberty Labs for membership.
9. **Working Group 3 report:** Victor Kuczynski is still interested in writing a guide similar to 17043. The guide is currently listed as ANSI C63.11. Harry Hodes gave an explanation of what the document would contain. Victor is looking for someone to take over the chairmanship of this committee from Dan Hoolihan, and is also looking for others that may want to join this committee. Changes will need to be made to the PINS to change from a standard to a guide. Some verbiage was crafted to modify the existing PINS. A motion was made by Harry Hodes to approve the suggested verbiage, David Zimmerman second. The motion passed unanimously.
10. **CISPR Report:** Don Heirman gave a presentation of a CISPR report.
11. **TC77 Report:** Don Heirman gave a presentation of a TC77 report.
12. **Industry Canada Report:** Dan Sigouin gave a presentation of standards activity within Industry Canada.
13. **Working Group 4 report:** Calibration of EMC Test Equipment (guide). Draft standard ANSI C63.8 to provide guidance so that calibrations are performed as required. A2LA has committed to help with this effort, as well as NVLAP and LAB. Victor Kuczynski is currently chairing this working group.
14. **Working Group reports:** [More information about each standard is available on the Standards Status section of the C63® web page.](#)
15. **CAB/TCB/MRA status report:** [Bill Hurst](#) (FCC): Per the Chair, Victor Kuczynski, no presentation was submitted to the committee.
16. **NACLA Presentations:** Victor Kuczynski said that Don Heirman indicated we would have to visit the NACLA website for details.
17. **Status report from ACLASS:** Per the Chair, Victor Kuczynski, no presentation was submitted to the committee.
18. **Status report from A2LA:** Victor Kuczynski introduced Adam Gouker of A2LA and he gave a status presentation to the committee.
19. **Status report from LAB:** Victor Kuczynski introduced Randy Long of LAB and he gave a status presentation to the committee.
20. **Status report from NVLAP:** Brad Moore gave a NVLAP status presentation to the committee.
21. **ACIL Status Report:** Harry Hodes gave a status update from ACIL.
22. **Regular meetings:** Chair, Victor Kuczynski suggested WebEx meetings monthly. One half hour meetings in the middle of the week were suggested.
23. **LAB39 and Web Page:** Victor will review this document and would like others to review similar documents for relevance to SC-6. Victor would like input on the improvement of the scope of SC-6.
24. **Time and place of next meeting:** Victor Kuczynski announced Orange County, CA. Time is TBD.
25. **Closing remarks and Adjournment:** Chair, Victor Kuczynski closed the meeting 5:10 pm EDT.

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Attayi	Masud	X
Berger	Stephen	X
Camell	Dennis	X
Chen	Zhong	X
DeLisi	Bob	X
Ghizzone	Dean	X
Gouker	Adam --- Vice Chair	X
Griffin	Andrew	X
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	X
Showers	Ralph	X
Stumpf	Bill	X
Zimmerman	David --- Secretary	X

