

# Accredited Standards Committee C63<sup>®</sup> Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

## C63<sup>®</sup> SC6 - Laboratory Accreditation/Conformity Assessment DRAFT MINUTES of the October 2, 2012 meeting

**Hilton Orange County/Costa Mesa, CA**

**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 651 327 8362, [dzimmerman@spectrumemc.com](mailto:dzimmerman@spectrumemc.com)**

### Attendance:

Member's Last Name	Member's First Name	Present	Absent	Guest
Attayi	Masud		X	
Berger	Stephen		X	
Camell	Dennis	X		
Brench	Colin		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	David	X		
Schaefer	Werner	X		
Showers	Ralph		X	
Sigouin	Dan	X		
Stumpf	Bill		X	
Violette	Mike		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Elliot	Mac	X		X
Mills	Jim	X		X

1. **Call to Order:** Chair, Victor Kuczynski called the meeting to order at 10 am PDT.
2. **Approval of the Agenda:** The agenda was modified to add the election of officers. A motion was made, seconded and approved by majority vote.
3. **Logistics:** The logistics were given by the Chair.
4. **Introductions:** Secretary asked for introductions. Everyone around the table announced themselves and their affiliation.
5. **Presentation of [patent slides](#):** David Zimmerman, Secretary, showed the slides regarding IEEE patent policy (slides #1 through #4). Opportunity was given to the subcommittee members to identify/disclose patents. David Zimmerman made clear that members should not remain silent if they have knowledge of any potential patent issues. 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 as presented.
7. **Fees:** Chair, Victor Kuczynski discussed the payment of fees, and there were no instances of outstanding payment by members.
8. **Review of [Subcommittee Membership](#):** Chair, Victor Kuczynski announced the existing list, and announced the request by Jeff Klinger of Compatible Electronics for membership. Dan Hoolihan made a motion to accept Jeff Klinger into the membership, and it was seconded by Don Heirman. A vote was taken and the motion passed. A table of the current membership can be found below in this document.
9. **Working Group 4 report:** Victor Kuczynski discussed the draft version of C63.8, which does exist, but is in the early stages of development. The “Calibration of EMC Test Equipment (guide)” and the PINS was reviewed. The many aspects of the document are still being discussed. Don Heirman suggested that a table of contents be formed. The working group roster will be updated to include the names Randy Long and Harry Hodes.
10. **Working Group 3 report:** Victor Kuczynski introduced Harry Hodes to give a presentation related to C63.11: Inter-lab comparison of EMC testing.
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:** No report was presented.
13. **Status report from ACLASS:** Per the Chair, Victor Kuczynski, no presentation was submitted to the committee.
14. **Status report from A2LA:** Victor Kuczynski introduced Adam Gouker of A2LA and he gave a status presentation to the committee.
15. **Status report from LAB:** Victor Kuczynski introduced Randy Long of LAB and he gave a status presentation to the committee.
16. **Status report from NVLAP:** Brad Moore gave a NVLAP status presentation to the committee.
17. **NACLA Presentations:** Don Heirman gave an updated on NACLA activities.
18. **Other Old Business:** Victor Kuczynski announced that there was none.
19. **New Business:** Officer Elections - Victor Kuczynski entertained nominations for the officer positions. A motion was made by Dan Hoolihan, and seconded by Brad Moore to nominate Adam Gouker for Chair of SC-6. Motions were made to close the nominations and to recommend his approval by the main committee. All motions were passed. A motion was by Dan Hoolihan, and seconded to nominate Randy Long as the Vice Chair of SC-6 there was one no vote, and one abstention. Motions were made to close the nominations and to recommend his approval by the main committee. The motions were all passed.
20. **[C63.org](#) website use and updates:** Web Content Manager ([Ed Hare](#))
21. **Review of the action items from previous meetings:** The review of the action items from previous meetings were postponed until the next meeting. A table showing the open action items from the previous meeting can be found at the bottom of this document.
22. **Time and place of next meeting:** TBD
23. **Closing remarks and Adjournment:** Chair, Victor Kuczynski closed the meeting 11:56 am PDT.

<b>Member's Last Name</b>	<b>Member's First Name</b>	<b>Member 2012</b>
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	David	X
Schaefer	Werner	X
Sigouin	Dan	X
Showers	Ralph	X
Stumpf	Bill	X
Zimmerman	David --- Secretary	X

## Action Items:

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
<b>AI-1:</b>	Mr. Kuczynski to provide web content update to Mr. Hare for posting.	Victor Kuczynski	Closed	12/30/11	
<b>AI-2:</b>	Mr. Kuczynski will approach the four major accreditation bodies for assistance with C63.8.	Victor Kuczynski	Closed	6/30/11	We have participation
<b>AI-3:</b>	SC-6 Chair to submit their definitions to Mr. Shellman in SC2 for review.	Victor Kuczynski	Closed	11/30/11	
<b>AI-4:</b>	The Chair will send a note to Mr. Hurst to indicate which "measurement guidance" items have come to conclusion.	Victor Kuczynski	Closed	6/30/11	
<b>AI-5</b>	Mr. Kuczynski would like to send an e-mail to look for people interested in working on ANSI C63.11.	Victor Kuczynski	Closed		
<b>AI-6</b>	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. Laboratories need to be identified to help with this effort.	Victor Kuczynski	Closed		
<b>AI-7</b>	Changes will need to be made to the PINS to change from a standard to a guide.	Harry Hodes	Closed		
<b>AI-8</b>	Victor will review LAB39 to see if there is relevance to SC-6.	Victor Kuczynski	Closed		
<b>AI-9</b>	Victor will call a meeting to discuss changes to the scope on the web page.	Victor Kuczynski	Closed		