

Accredited Standards Committee C63[®] Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment DRAFT MINUTES of the May 8, 2013 meeting

Piscataway, NJ

Chairman: Adam Gouker 301 644 3217, agouker@a2la.org

Vice-Chair Randy Long 260 637-2705, rlong@l-a-b.com

Secretary: Dave Zimmerman 651 327 8362, 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 --- 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 | | |
| Klinger | Jeff | X | | |
| Koster | Steve | | X | |
| Kuczynski | Victor --- Webmaster | X | | |
| Long | Randy--- Vice Chair | | 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 | |
| Zimmerman | David --- Secretary | X | | |
| Last Name | First Name --- Guests below this line. | | | |
| Elliot | Mac | | | X |
| Jones | Steven | | | X |
| Moser | Jeff | | | X |
| O'Neil | Janet | | | X |
| Pettit | Ghery | | | X |
| Ramie | Jerry | | | X |
| Roder | Pat | | | X |

1. **Call to Order:** Chair, Adam Gouker called the meeting to order at 8:02 am EDT.
2. **Logistics:** The logistics were given by the Chair.
3. **Introductions:** Chair, Adam Gouker asked for introductions. Everyone around the table announced themselves and their affiliation.
4. **Approval of the Agenda:** The agenda was reviewed Harry Hodes added as vice chair to working group. Motion made by Ed Hare, second by Dennis Camel and approved by majority vote.
5. **Review of Subcommittee Membership:** Chair, Adam Gouker announced the existing list, and we removed Colin Brench from the membership.
6. **Approval of minutes of previous meeting:** A motion was by Dan Hoolihan, with a second by Don Heirman. The minutes of the previous meeting were approved as presented.
7. **Presentation of patent slides:** Chair, Adam Gouker, showed the slides regarding IEEE patent policy. Opportunity was given to the subcommittee members to identify/disclose patents. There was no objection to the content in the policy.
8. **Presentation of meeting attendance fee slides:** Chair, Adam Gouker discussed the payment of fees, and there were no instances of outstanding payment by members noted.
9. **Working Group 3 report:** Victor Kuczynski indicated that there were no developments on C63.11. Harry Hodes suggested that a draft version of the standard may be ready by the end of 2013. Harry Hodes suggested a follow up in 60 days to check on progress.
10. **Working Group 4 report:** Victor Kuczynski discussed the draft version of C63.8, and suggested a follow up in 60 days to check on progress. Victor Kuczynski suggested that a draft version of the standard may be ready by the end of 2013. The PINS was reviewed and the purpose of the standard was clarified.
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. FCC NPRM 13-44 was published on 3 May 2013.
13. **NACLA Presentations:** Don Heirman gave an update on NACLA activities and reviewed the web site <http://www.nacla.net> and the Smart Grid Interoperability Panel recognition document at http://www.nacla.net/images/NACLA_Specifier_SmartGrid_PressR_2012.pdf.
14. **Status report from ACLASS:** Per the Secretary, David Zimmerman, no presentation was submitted to the committee. Steve Berger gave a brief explanation there was not much new to report.
15. **Status report from A2LA:** Adam Gouker gave a status presentation to the committee.
16. **Status report from L-A-B:** Randy Long was not present, but did send in a presentation from L-A-B, which Adam Gouker presented to the committee.
17. **Status report from NVLAP:** Brad Moore gave a NVLAP status presentation to the committee.
18. **Other Old Business:** The scope that was voted on and approved via e-mail November of 2012 was reviewed. Werner Schaefer, made a motion to approve the scope as presented, a second was made by Ed Hare, and the motion was approved by a majority vote.
19. **New Business:** The title for C63.11 was changed to incorporate the word “guide” and to make the title grammatically correct. The title was changed to “American National Standard Guide for Inter-laboratory Comparison for EMC Testing”, a motion was made by Harry Hodes, a second was made by Ed Hare, a vote was taken, and the motion passed by a majority vote. The title for C63.8 already has the term “guide” in its title.
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:** The meeting will be located at UL in Northbrook IL, the time and date is TBD.
23. **Closing remarks and Adjournment:** Chair, Adam Gouker closed the meeting at 9:38 am EDT.

| Member's Last Name | Member's First Name | Member 2013 |
|---------------------------|----------------------------|--------------------|
| Attayi | Masud | X |
| Berger | Stephen | X |
| Camell | Dennis | X |
| Chen | Zhong | X |
| DeLisi | Bob | X |
| Ghizzone | Dean | X |
| Gouker | Adam --- Chair | X |
| Griffin | Andrew | X |
| Hackett | Beth | X |
| Hare | Ed | X |
| Heirman | Don | X |
| Hodes | Harry | X |
| Hofmann | Bob | X |
| Hoolihan | Dan | X |
| Hurst | Bill | X |
| Kiemel | Greg | X |
| Klinger | Jeff | X |
| Koster | Steve | X |
| Kuczynski | Victor --- Webmaster | X |
| Long | Randy --- Vice Chair | 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 |
|---------------|---|--------------------|--------|------------------|-----------------------|
| AI-1: | <u>Mr. Kuczynski</u> to provide web content update to Mr. Hare for posting. | Victor Kuczynski | Closed | 12/30/11 | |
| AI-2: | Mr. Kuczynski will approach the four major accreditation bodies for assistance with C63.8. | Victor Kuczynski | Closed | 6/30/11 | We have participation |
| AI-3: | SC-6 Chair to submit their definitions to Mr. Shellman in SC2 for review. | Victor Kuczynski | Closed | 11/30/11 | |
| AI-4: | 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 | |
| AI-5 | <u>Mr. Kuczynski</u> would like to send an e-mail to look for people interested in working on ANSI C63.11. | Victor Kuczynski | Closed | | |
| AI-6 | 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 | | |
| AI-7 | Changes will need to be made to the PINS to change from a standard to a guide. | Harry Hodes | Closed | | |
| AI-8 | Victor will review LAB39 to see if there is relevance to SC-6. | Victor Kuczynski | Closed | | |
| AI-9 | Victor will call a meeting to discuss changes to the scope on the web page. | Victor Kuczynski | Closed | | |