



Accredited Standards Committee C63[®] Electromagnetic Compatibility

Accredited by the American National Standards Institute, Inc.
Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63[®] SC6 - Laboratory Accreditation/Conformity Assessment MINUTES of the November 13, 2013 meeting

Northbrook, IL

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

Vice-Chair Randy Long 260 637-2705, rlong@i-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	X		
Long	Randy--- Vice Chair	X		
Moongilan	Dheena	X		
Moore	Brad	X		
Potts	Nate		X	
Schaefer	David	X		
Schaefer	Werner		X	
Sigouin	Dan		X	
Stumpf	Bill		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Elliot	Mac	X		X
Young	William	X		X
Southworth	Dave	X		X
Knipple	Tom	X		X
Ramie	Jerry	X		X
Whitesell	Stephen	X		X

1. **Call to Order:** Chair, Adam Gouker called the meeting to order at 8:02 am CDT.
 - 1.1 **Announcements:** The Chair had no announcements to make.
 - 1.2 **Logistics:** The logistics were given by the Chair.
 - 1.3 **Introductions:** Chair, Adam Gouker asked for introductions. Everyone around the table announced themselves and their affiliation.
 2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Harry Hodes, second by Bob Hoffmann and approved by majority vote.
 3. **Presentation of [patent slides](#):** Secretary, David Zimmerman, showed the slides regarding IEEE patent policy (“slides #1 through #4”). Opportunity was given to the subcommittee members to identify/disclose patents. There was no objection to the content in the policy.
 4. **Presentation of [meeting attendance fee slides](#):** Chair, Adam Gouker discussed the payment of fees. Dan Hoolihan is working to get the payments up to date and stated that no actions from SC6 were required.
 5. **Approval of minutes of previous meeting:** A motion was made by Don Heirman to approve the meeting minutes from May 2013, with a second by Victor Kuczynski. A vote was taken, and the minutes of the previous meeting were approved as presented.
 6. **Review of Subcommittee Membership:** It was noted that Andrew Griffin needed to be added to the roster on the SC6 website, and that Greg Kiemel’s association should be Northwest EMC.
 7. **Working Group reports:**
 - 7.1 **WG4 report:** Victor Kuczynski discussed the draft version of C63.8, and suggested a reminder every month to check on progress. Adam Gouker, chair, pointed out that there has not been much headway made in the working groups, and suggested that there should be some progress made before the next meeting, with a goal to present a draft standard for sub-committee review at that time. The WG4 membership list was revised and confirmed to include: Victor Kuczynski (chair), Bob Delisi, Dean Ghizzone, Harry Hodes, Greg Kiemel, Randy Long, and Brad Moore. Adam Gouker said that he would follow up with the working group on a monthly basis to check on the status of development of the draft standard.
 - 7.2 **WG3 report:** Harry Hodes indicated that there were no developments on C63.11. It was decided to keep the document focused on “inter-laboratory comparison” and focus on “intra-laboratory comparison” in the future. The SC6 working group on C63.11 is to be updated on the website to show Harry Hodes as Chair, and to include Victor Kuczynski, Werner Schaefer, and Randy Long. Adam Gouker also mentioned that he would like to make a goal for WG3 to have a draft standard available for SC6 review at the next meeting. He will follow up the WG3 Chair on a monthly basis to keep up to date on the development of the standard.
- [More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
8. **CAB/TCB/MRA status report:** Adam Gouker gave the FCC status report submitted by William Hurst. A copy of the report is attached.
 9. **NACLA Presentations:** Don Heirman gave an update on NACLA activities and reviewed the web site <http://www.nacla.net>. Don Heirman made the recommendation that those involved in accreditation keep abreast of accreditation related activities.
 10. **Status report from L-A-B:** Randy Long gave a presentation on L-A-B activities. A copy of the report is attached.
 11. **Status report from ACLASS:** Per the Secretary, David Zimmerman, no presentation was submitted to the committee.
 12. **Status report from A2LA:** Adam Gouker gave a status presentation to the committee. A copy of the report is attached.
 13. **Status report from NVLAP:** Brad Moore gave a NVLAP status presentation to the committee. A copy of the report is attached.
 14. **Other Old Business:** There was no other old business.

- 15. New Business:** Harry Hodes made a request that the Accreditation Bodies work to develop a list of the top 10 technical and administrative deficiencies to present to SC6 at the next meeting. Randy Long had a similar presentation in hand already and shared his report detailing some of the most common non-conformities written by L-A-B assessors. A copy of the report is attached. Don Heirman also made the suggestion that feedback gathered by the Accreditation Bodies regarding C63[®] standards, be given to the working groups for those standards. Greg Kiemel reminded everyone that the Korean radiated emission measurements are required to be made at a 10 meter distance.
- 16. C63.org website use and updates:** Secretary, David Zimmerman, took an action item to send updates for the website to Web Content Manager ([Jerry Ramie](#)).
- 17. Review of the action items from previous meetings:** Action items from previous meetings were all shown to have a status of “Closed”. A table showing open action items can be found at the end of this document.
- 18. Time and place of next meeting:** The next meeting will be located at ETS Lindgren in Cedar Park, TX. The dates of the next meeting are April 28-30 and May 1, 2014.
- 19. Closing remarks and Adjournment:** Chair, Adam Gouker closed the meeting at 9:45 am CDT.

Current SC6 Membership

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	X
Long	Randy --- Vice Chair	X
Moongilan	Dheena	X
Moore	Brad	X
Potts	Nate	X
Schaefer	David	X
Schaefer	Werner	X
Sigouin	Dan	X
Stumpf	Bill	X
Zimmerman	David --- Secretary	X

Action Items:

Action Item#	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1:	Send updates to the website to Jerry Ramie with the most current membership and make necessary corrections to member information.	David Zimmerman	Open	11-30-2013	
AI-2:	Chair to follow up once per month with WG-3 and WG-4 to request updates on status of draft standards development	Adam Gouker	Open	5/1/14	