

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 April 30, 2014 meeting

ETS Lindgren in Cedar Park, TX

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	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-Web		
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Roder	Pat	X		X
Darden	Jeremiah	X		X
Southworth	Dave	X		X
Howard	Mike	X		X
Ramie	Jerry	X		X
Maser	Jeff	X		X
O'Neil	Janet	X		X
Anderson	Poul	X		X

1. **Call to Order:** Secretary, **David Zimmerman** called the meeting to order at 8:07 am CDT.
2. **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.
 - 2.1 **Introductions:** Secretary, **David Zimmerman** asked for introductions. Everyone around the table announced themselves and their affiliation.
 - 2.2 **Announcements:** The Vice-Chair had no announcements.
 - 2.3 **Logistics:** The logistics were given by the Vice-Chair.
3. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Dan Hoolihan, second by Don Heirman and approved by majority vote.
4. **Presentation of [meeting attendance fee slides](#):** Vice-Chair, Randy Long discussed the payment of fees. Dan Hoolihan indicated that the current membership was up to date on payments.
5. **Approval of minutes of previous meeting:** A motion was made by Dan Hoolihan to approve the meeting minutes from November 2013, with a second by Ed Hare. A vote was taken, and the minutes of the previous meeting were approved as presented.
6. **Review of Subcommittee Membership:** The current membership list on the web page is current, and there were no requests for membership.
7. **Working Group reports:**
 - 7.1 **WG4 report:** Victor Kuczynski discussed the draft version of C63.8. He is working on a draft purchase order checklist for equipment that requires a calibration to a specific standard. Dan Hoolihan suggested that it would be useful to have a reminder for accredited test labs to make sure that after repair to use accredited calibration laboratories for their calibrations. Randy Long asked that an action item be assigned to Victor Kuczynski to provide an update to the working group on the status of the guide.
 - 7.2 **WG3 report:** Harry Hodes had no updates on C63.11. Randy Long asked that an action item be assigned to Harry Hodes to provide an update to the working group on the status of the guide. [More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
8. **Annual Review and Approval of SC6 Scope** – Don Heirman made a motion to present the current scope to the main committee. Ed Hare seconded the motion, the vote was taken and the motion was approved.
9. **CAB/TCB/MRA status report:** There was no FCC status report submitted.
10. **NACLA Presentations:** Don Heirman had no news for related activities.
11. **Status report from ACLASS** – Steve Berger had nothing new to report from ACLASS.
12. **Status report from A2LA:** No report was submitted by A2LA.
13. **Status report from L-A-B:** Randy Long gave a brief overview of L-A-B activities. L-A-B plans to have a booth at this year’s IEEE EMC Symposium in Raleigh, NC in August.
14. **Status report from NVLAP:** Beth Hackett gave a NVLAP status presentation to the committee. A copy of the NVLAP report is attached. There was some general discussion of the FCC’s KDBs.
15. **Other Old Business:** There was no other old business.
16. **New Business:** No new business.
17. **[C63.org](#) website use and updates:** Secretary, David Zimmerman, sent the updates for the website to Web Content Manager ([Jerry Ramie](#)), and the website has been updated to include the current membership. There are no further updates at this time.
18. **Review of the action items from previous meetings:** An action item assigned to Adam Gouker remains open from previous meeting. The action item assigned to David Zimmerman regarding the web site was closed. A table showing current open action items can be found at the end of this document.
19. **Membership** - A motion was made by Dan Hoolihan, second by Ed Hare to present the current membership as shown to the main committee. A vote was taken, and the motion approved by majority vote.

- 20. Time and place of next meeting:** The proposed dates of the next meeting of ASC C63[®] are November 10-13, 2014. The specific date and time of the next SC6 meeting will be announced at a future date.
- 21. Closing remarks and Adjournment:** Vice-Chair, Randy Long closed the meeting at 9:45 am CDT with a motion made by Dan Hoolihan, and a second by Ed Hare to adjourn the meeting.

Current SC6 Membership

Member's Last Name	Member's First Name	Member 2014
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:	Harry Hodes to provide a draft to the working group	Harry Hodes	Open	6-1-2014	
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	11-10-2014	Adam not present at the April meeting for an update.
AI-3:	Prepare a plan for the development of a dialogue with regulators regarding the current degree of correlation between laboratory assessment and the regulator's conformity assessment system objectives. The purpose of the dialogue is to understand the current correlation between these activities and seek insight to how further improvement might be achieved.	Steve Berger and Don Heirman	Open	11-10-2014	
AI-4:	Victor Kuczynski to provide an draft to the working group.	Victor Kuczynski	Open	6-1-2014	