

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

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

**C63<sup>®</sup> SC6 - Laboratory Accreditation/Conformity Assessment  
DRAFT MINUTES of the November 12, 2014 meeting**

**Compliance Testing, LLC, 1724 S. Nevada Way, Mesa, AZ**

**Chairman: Adam Gouker 301 644 3217, [agouker@a2la.org](mailto:agouker@a2la.org)**

**Vice-Chair Randy Long 260 637-2705, [rlong@l-a-b.com](mailto:rlong@l-a-b.com)**

**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	
Chen	Zhong		X	
DeLisi	Bob	Web-Ex		
Ghizzone	Dean		X	
Gouker	Adam --- Chair		X	
Griffin	Andy		X	
Hackett	Beth	X		
Hare	Ed		X	
Heirman	Don	X		
Hodes	Harry	X		
Hofmann	Bob	Web-Ex		
Hoolihan	Dan	X		
Howard	Mike	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	Web-Ex		
Potts	Nate	X		
Schaefer	David	X		
Schaefer	Werner	X		
Sigouin	Dan		X	
Stumpf	Bill		X	
Zimmerman	David --- Secretary	X		
<b>Last Name</b>	<b>First Name --- Guests below this line.</b>			
McConnell	Megan	X		X
Ramie	Jerry	X		X
Samoto	Mits	X		X
Whitesell	Stephen	X		X

1. **Call to Order:** Vice-Chair, Randy Long called the meeting to order at 8:07 am MST.
  - 1.1 **Announcements:** Vice-Chair indicated there were none.
  - 1.2 **Meeting logistics:** These were not required.
  - 1.3 **Introductions:** Secretary, David Zimmerman asked for introductions. Everyone around the table announced themselves and their affiliation. A sign-in sheet was also passed around the room.
2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Harry Hodes, second by Don Heirman and approved by majority vote.
3. **Presentation of [patent slides](#):** Vice-Chair, Randy Long, 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:** Vice-Chair, Randy Long discussed the payment of fees. Dan Hoolihan indicated that the current membership should be sure to update their contact information. It was also communicated by Dan Hoolihan that we no longer need to bring up the fee slides at the subcommittee level. The fee slides will be removed from the agenda template for SC6.
5. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Dan Hoolihan, second by Don Heirman and approved by majority vote.
6. **Approval of minutes of previous meeting:** A motion was made by Don Heirman to approve the meeting minutes from April 2014, with a second by Dan Hoolihan. A vote was taken, and the minutes of the previous meeting were approved as presented.
7. **Review of Subcommittee Membership:**
  - 7.1 An action item was taken by David Zimmerman to contact Bill Stumpf to confirm that he intends to continue his SC6 membership, and to verify his affiliation. The current membership and subcommittee rosters on the web page needed the following updates:
    - a. Add Werner Schaefer to the SC6 membership roster.
    - b. Delete Werner Schaefer from the C63.11 working group roster.
    - c. Correct Dheena Moongilan’s last name.
    - d. Delete Dennis Camell from the SC6 membership roster.
    - e. Delete Adam Gouker from the SC6 membership roster.
    - f. Add Mike Howard to the C63.8 working group roster.
    - g. A membership request was received from Megan McConnell and the ballot was sent out after the meeting with her paperwork by e-mail for her approval to SC6.
8. **Working Group reports:**
  - 8.1 **WG4 report:** Victor Kuczynski is still working on the draft version of C63.8. Randy Long asked Victor Kuczynski to provide a draft version to the working group by the end of November 2014. An action item was assigned to Victor Kuczynski to have a draft version of C63.8 by the next meeting in 2015.
  - 8.2 **WG3 report:** Harry Hodes had made no progress on C63.11 since the last meeting in April of 2014. Randy Long asked that an action item be assigned to Harry Hodes to provide an updated version of the draft version of C63.11 to the working group by the end of the first week in January 2015. An action item was assigned to Harry Hodes to have a draft version of C63.11 by the next meeting in 2015.

[More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
9. **Annual Review and Approval of SC6 Scope** – The scope of SC6 was revised to read as follows:  
*Subcommittee 6 is responsible for providing a resource for laboratory assessment activities. It works on many aspects related to laboratories, regulators and accreditation bodies. Representatives of the accreditation bodies, laboratories, and regulators are invited to give a report on the status of EMC testing and calibration activities.*  
Harry Hodes made a motion to approve the scope as modified above and present it to the main committee for approval. Don Heirman seconded the motion, the vote was taken and the motion was approved.

- 10. CAB/TCB/MRA status report:** There was no FCC status report submitted. Randy Long took an action item to contact the FCC and Industry Canada contacts to ask them to provide a report for the next meeting.
- 11. NACLA Presentations:** Don Heirman gave a report for related activities found at the following web address [http://www.nacla.net/images/FCC\\_2013\\_NACLA\\_Comments\\_13-44.pdf](http://www.nacla.net/images/FCC_2013_NACLA_Comments_13-44.pdf).
- 12. Status report from ACLASS** – Steve Berger gave a verbal report from ACLASS, and has an action item to provide a written report by the end of November 2014.
- 13. Status report from A2LA:** A PowerPoint report was submitted by A2LA and presented by Megan McConnell. A copy of the A2LA report is attached.
- 14. Status report from NVLAP:** Beth Hackett gave a NVLAP status presentation to the committee. A copy of the NVLAP report is attached.
- 15. Status report from L-A-B:** Randy Long gave a brief overview of L-A-B activities, and provided a PowerPoint presentation. A copy of the L-A-B report is attached. There was some general discussion regarding the fact that accreditation of a laboratory does not guarantee that all test methods are performed with technical perfection. There was also some discussion regarding the idea that all accreditation bodies produce a consensus document similar to the one that the A2LA “EMAC” generates to aid in the uniform application of standard interpretations.
- 16. Other Old Business:** There was no other old business.
- 17. New Business:** A motion was made by Steve Berger and seconded by Don Heirman to nominate Randy Long as the Chairman of SC6 to fill the position vacated by Adam Gouker.
  - 17.1 **C63.org website use and updates:** Secretary, David Zimmerman, took an action item to send the updates for the SC6 website to Web Content Manager ([Jerry Ramie](#)).
- 18. Review of the action items from previous meetings:** Previous action items were not reviewed.
- 19. Time and place of next meeting:** The proposed dates of the next meeting of ASC C63<sup>®</sup> are yet to be determined. The specific date and time of the next SC6 meeting will be announced at a future date.
- 20. Closing remarks and Adjournment:** Vice-Chair, Randy Long closed the meeting at 10:10 am MST with a motion made by Harry Hodes, and a second by Dan Hoolihan to adjourn the meeting.

## Current SC6 Membership

Member's Last Name	Member's First Name	Member 2014
Attayi	Masud	X
Berger	Stephen	X
Chen	Zhong	X
DeLisi	Bob	X
Ghizzone	Dean	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
Howard	Michael	X
Kiemel	Greg	X
Klinger	Jeff	X
Koster	Steve	X
Kuczynski	Victor	X
Long	Randy --- 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
<b>AI-1:</b>	Harry Hodes to provide a draft to the working group	Harry Hodes	Open	1-9-2015	Updated. Draft standard due by the next meeting.
<b>AI-2:</b>	Chair to follow up once per month with WG-3 and WG-4 to request updates on status of draft standards development.	Adam Gouker	Closed	11-12-2014	Adam did follow up, but there was no progress to report.
<b>AI-3:</b>	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	Tabled until the next meeting.
<b>AI-4:</b>	Victor Kuczynski to provide a draft to the working group.	Victor Kuczynski	Open	11-30-2014	Updated. Draft standard due by the next meeting.
<b>AI-5:</b>	David Zimmerman took an action item to send the updates for the SC6 website to Web Content Manager (Jerry Ramie).	David Zimmerman	Closed	11-12-2014	E-mail sent to Jerry Ramie to update the website.
<b>AI-6:</b>	Randy Long took an action item to contact the FCC and Industry Canada contacts to ask them to provide a report for the next meeting.	Randy Long	Open	Next meeting	
<b>AI-7:</b>	David Zimmerman took an action item to contact Bill Stumpf to confirm that he intends to continue his SC6 membership, and to verify his affiliation.	David Zimmerman	Closed	11-12-2014	E-mail sent to Bill Stumpf.