



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 6, 2015 meeting
Embassy Suites Hotel in Brooklyn Center, MN
Chairman: Randy Long 260-637-2705, rlong@j-a-b.com

Vice-Chair: Vacant

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		
Chen	Zhong		X	
DeLisi	Bob	X		
Ghizzone	Dean	X		
Griffin	Andy		X	
Hackett	Beth	X		
Hare	Ed		X	
Heirman	Don	X		
Hodes	Harry	X		
Hofmann	Bob		X	
Hoolihan	Dan	X		
Howard	Mike		X	
Hurst	Bill		X	
Kiemel	Greg	X		
Klinger	Jeff		X	
Koster	Steve		X	
Kuczynski	Victor	X		
Long	Randy--- Chair	X		
McConnell	Megan	X		
Moongilan	Dheena	X		
Moore	Brad	X		
Potts	Nate		X	
Schaefer	David	X		
Schaefer	Werner	X		
Sigouin	Dan		X	
Violette	Mike		X	
Zimmerman	David --- Secretary	X		
Last Name	First Name --- Guests below this line.			
Kramer	Doug	X		X
Norgard	John	X		X
Pettit	Ghery	X		X
Ramie	Jerry	X		X

1. **Call to Order:** Chair, Randy Long called the meeting to order at 8:09 am CDT.
 - 1.1 **Announcements:** Randy Long indicated that we had an open position for Vice-Chair.
 - 1.2 **Meeting logistics:** These were not required.
 - 1.3 **Introductions:** Secretary, David Zimmerman asked for introductions. Everyone around the table introduced themselves and their affiliation. A sign-in sheet was passed around the room.
2. **Approval of the Agenda:** The agenda was reviewed. A motion was made by Harry Hodes, seconded by Dan Hoolihan and approved by majority vote.
3. **Presentation of patent slides:** 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:** Chair, Randy Long indicated that there was no need to present these during meetings any longer.
5. **Approval of minutes of previous meeting:** A motion was made by Dan Hoolihan to approve the meeting minutes of November of 2014 with amendments. There was a second by Don Heirman, and a vote was taken. The minutes of the previous meeting were approved as amended.
6. **Scope – 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.** A motion was made by Dan Hoolihan to approve the scope, the motion was seconded by Harry Hodes, a vote was taken, and the scope was approved as presented following some punctuation debate.
7. **Review of Subcommittee Membership and duties:**

A motion was made by Dan Hoolihan, and seconded by Harry Hodes to approve duties as presented by Randy Long a vote was taken, and the duties were approved. The current membership was presented by Randy Long, and it was agreed to remove Bob Hoffman's name. Dan Hoolihan moved to approve the membership as amended, there was a second by Bob DeLisi to approve, and hearing no discussion, a vote was taken and the amended membership roster was approved. The membership roster and duties are to be presented to the main committee at tomorrow's meeting.
8. **Working Group reports:**
 - 8.1 **WG4 report:** Victor Kuczynski is still working on the draft version of C63.8. Victor Kuczynski asked for a volunteer to take on the Vice Chair to provide assistance. Randy Long had asked that a copy of the draft be sent to the working group by Victor Kuczynski during the meeting.
 - 8.2 **WG3 report:** Harry Hodes had made no progress on C63.11 since the last meeting in November of 2014 due to limited time. There is a working group in place, and Harry Hodes asked for a volunteer to take on the Vice Chair position to provide assistance.

More information about each standard is available on the Standards Status section of the [C63® web page](#).
9. **CAB/TCB/MRA status report:**
10. **NACLA Presentations:** Don Heirman said that he had nothing worthy of reporting.
11. **Status report from ACLASS (Now ANAB) –** Steve Berger gave a verbal report from ACLASS, now named "ANSI-ASQ National Accreditation Board" (ANAB). Steve Berger has a commitment to provided written report from ANAB next week.
12. **Status report from A2LA:** A PowerPoint report was submitted by A2LA and presented by Megan McConnell. A copy of the A2LA report can be found on the web page. http://www.c63.org/pw/sc_6
13. **Status report from L-A-B:** Randy Long gave a PowerPoint presentation showing a brief overview of L-A-B activities. A copy of the L-A-B report can be found on the web page. http://www.c63.org/pw/sc_6
14. **Status report from NVLAP:** Beth Hackett gave a NVLAP status presentation to the committee. A copy of the NVLAP report can be found on the web page. http://www.c63.org/pw/sc_6

- 15. Other Old Business:** Randy Long was confirmed as Chair of SC6 and Megan McConnell was confirmed as a member by email vote prior to and then confirmed in the Main Committee meeting in November 2014. There was no other old business.
- 16. Review of the action items from previous meetings:** Previous action items were reviewed and updated. New action items will be added to the list.
- 17. 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. FCC Presentation** – There was an FCC status report presented by Steve Jones, but due to the constraints of time, the presentation was cut short. Randy Long announced that the presentation will be added to the SC6 web page. http://www.c63.org/pw/sc_6
- 19. New Business:** There is currently an open Vice-Chair position.
- 20. ACIL EMC Program** – Harry Hodes gave a verbal update on ACIL’s proficiency testing program.
- 21. Time and place of next meeting:** The proposed date of the next SC6 meeting is 11 November 2015. The next meeting will be held at the UL facility at 12 Laboratory Drive, Research Triangle Park, NC.
- 22. Closing remarks and Adjournment:** Chair, Randy Long adjourned the meeting at 10:00 am CDT.

Current SC6 Membership

Name	Role within Subcommittee 6	Affiliation
Attayi, Masud	Member	Blackberry Corporation
Berger, Stephen	Member	TEM Consulting
Chen, Zhong	Member	ETS-Lindgren
DeLisi, Bob	Member	Underwriters Laboratories
Ghizzone, Dean	Member	Northwest EMC
Griffin, Andy	Member	CISCO Systems
Hackett, Beth	Member	NIST
Hare, Ed	Member	ARRL
Heirman, Don	Member	Don HEIRMAN Consultants
Hodes, Harry	Member	ACIL
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Howard, Mike	Member	Liberty Labs
Hurst, Bill	Member	FCC
Kiemel, Greg	Member	Northwest EMC
Koster, Steve	Member	Washington Laboratories / ACIL
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Chair	Laboratory Accreditation Bureau
McConnell, Megan	Member	A2LA
Moongilan, Dheena	Member	Alcatel-Lucent
Moore, Brad	Member	NIST
Potts, Nate	Member	Liberty Labs
Schaefer, David	Member	TUV-SUD-America
Schaefer, Werner	Member	Schaefer Associates
Sigouin, Dan	Member	Industry Canada
Violette, Mike	Member	Washington Laboratories
Zimmerman, Dave	Secretary	Spectrum EMC Consulting

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	5/6/2015	Updated. Draft content to be delivered during this meeting and uploaded to the FTP site. A draft outline due in 30 days and a draft document due by the November 2015 meeting.
AI-2:	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, Don Heirman, and Ghery Pettit	Open	11-11-2015	Ghery Pettit agreed to assist in this effort. A plan will be delivered at the next meeting.
AI-3:	Victor Kuczynski to provide a draft to the working group.	Victor Kuczynski	Open	5/6/2015	Updated sample material will be submitted to working group by the end of the May meeting.
AI-4:	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	Closed	Next meeting	
AI-5:	David Zimmerman took an action item to send the updates for the SC6 website to Web Content Manager (Jerry Ramie).	David Zimmerman	Open	5/7/2015	E-mail to be sent to Jerry Ramie to update the website.
AI-6:					
AI-7:					