

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

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

## C63<sup>®</sup> SC6 - Laboratory Accreditation/Conformity Assessment DRAFT MINUTES of the May 6, 2016 meeting

**Piscataway, NJ**

**Chairman: Randy Long 260-637-2705, [rlong@anab.org](mailto:rlong@anab.org)**

**Vice-Chair: Brad Moore 301-975-5740 [bradley.moore@nist.gov](mailto:bradley.moore@nist.gov)**

**Secretary: Dave Zimmerman 651-327-8362, [dzimmerman@spectrumemc.com](mailto:dzimmerman@spectrumemc.com)**

**Attendance:**

Member's Last Name	Member's First Name	Present	Absent
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
Hoolihan	Dan	X	
Howard	Mike		X
Hurst	Bill		X
Kiemel	Greg		X
Koster	Steve		X
Kuczynski	Victor		X
Long	Randy--- Chair	X	
McConnell	Megan	X	
Moongilan	Dheena		X
Moore	Brad--- Vice Chair	X	
Potts	Nate	X	
Schaefer	David		X
Schaefer	Werner		X
Sigouin	Dan		X
Violette	Mike		X
Zimmerman	David --- Secretary	X	
<b>Last Name</b>	<b>First Name --- Guests below this line.</b>		

1. **Call to Order:** Chair, Randy Long called the meeting to order at 3:10 pm EDT.
  - 1.1 **Announcements:** Randy Long.
  - 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 Don Heirman, seconded by Brad Moore 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:** Secretary, David Zimmerman 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 2015. There was a second by Don Heirman, and a vote was taken. The minutes of the previous meeting were approved.
6. **Scope –**

Current 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.

Proposed Scope:  
Subcommittee 6 provides 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 reports on the status of EMC testing and calibration activities.

A motion was made by Don Heirman, seconded by Brad Moore to approve the scope as amended. A vote was taken, and the amended scope was approved as presented.
7. **Review of Subcommittee Membership and duties:**

A motion was made by Don Heirman, and seconded by Dan Hoolihan to approve the current membership was presented by Randy Long, with the provision to review the history of attendance at the next meeting, a vote was taken and the amended membership roster was approved. The membership roster and duties are to be presented to the main committee meeting.
8. **Working Group reports:**
  - 8.1 **WG4 report:** Victor Kuczynski is still working on the draft version of C63.8. Victor Kuczynski recently broke his leg and was not able to attend today’s meeting. There was some discussion related to the content of the draft standard. Randy Long presented some material for consideration in the draft standard. Don Heirman asked to be added to WG4, and David Zimmerman added him to the list of working group members. Don Heirman made a motion, and Dan Hoolihan seconded the motion to have the chair of SC6 (Randy Long) to take the lead for this project and to send a copy of the draft standard to the working group for review. After some discussion, a vote was taken, and the motion passed.

[More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).
9. **CAB/TCB/MRA status report:** Don Heirman gave a presentation from the ACIL conference dated 26 April 2016. A copy of the presentation can be found on the web page. [http://www.c63.org/pw/sc\\_6](http://www.c63.org/pw/sc_6)

**10. Accreditation Body reports**

10.1 **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 at [http://www.c63.org/pw/sc\\_6](http://www.c63.org/pw/sc_6).

10.2 **Status report from NVLAP:** Brad Moore gave a NVLAP status presentation to the committee. A copy of the NVLAP report can be found at [http://www.c63.org/pw/sc\\_6](http://www.c63.org/pw/sc_6).

10.3 **Status report from ANAB** – Randy Long gave a PowerPoint presentation showing a brief overview of ANAB and L-A-B activities. A copy of the report can be found at [http://www.c63.org/pw/sc\\_6](http://www.c63.org/pw/sc_6).

**11. Other Old Business:** There was no other old business.

**11.1 Status of WG web meetings – Not applicable.**

**12. Review of the action items from previous meetings:**

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-3:	Victor K. to e-mail an outline of the draft C63.8 to the Subcommittee within seven days for comment	Victor Kuczynski	Closed	18NOV2015	Open AI-3 Revised
AI-6:	Correct Mr. Hodes affiliation on website.	Randy Long	Closed	11NOV15	Via email
AI-7:	Mr. Long to ask Steve Jones if he could become a member of SC6	Randy Long	Open		
AI-8:	Mr. Long to request that Mr. Zimmerman be added to WG4 roster.	Randy Long	Closed	11NOV15	Via email
AI-9:	Mr. Long to notify the working group members of the decision to suspend C63.11	Randy Long	Closed	11NOV15	Via email

Previous action items were reviewed and updated. New action items will be added to the list.

**13. New Business:** Nate Potts brought up the topic of calibration certificate content requests that the certificate contain test standards vs. calibration standards. He wanted to know why this was the case. There was some discussion of the topic.

**14. Summary of current action items: Secretary**

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Spreadsheet to track attendance	David Zimmerman	Open	30 June 2016	
AI-2	Randy Long to e-mail an outline of the draft C63.8 to WG4.	Randy Long	Open	30 June 2016	
AI-3	Don Heirman to give a copy of the presentation from the ACIL conference dated 26 April 2016 to Randy Long, which he will post on the SC6 members area.	Don Heirman	Open	11 May 2016	
AI-7:	Mr. Long to ask Steve Jones if he could become a member of SC6	Randy Long	Open	30 June 2016	

**15. Time and place of next meeting:** The proposed date of the next SC6 meeting is week of November 7, 2016. The next meeting will be held in Costa Mesa, CA.

**16. Closing remarks and Adjournment:** Chair, Randy Long adjourned the meeting at 4:20 pm EDT.

## Current SC6 Membership

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

Note: High-lighted members may be at risk.