

Accredited Standards Committee C63™ Electromagnetic Compatibility

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Secretariat: Institute of Electrical and Electronic Engineers, Inc.

C63 SC6 - Laboratory Accreditation/Conformity Assessment Meeting Minutes

Oct. 24, 2007

**Washington Laboratories LTD
7560 Lindberg Drive
Gaithersburg, MD 20879**

**Chairman: Kurt Fischer at 301-975-6061, kurt.fischer@nist.gov
Acting Chairman: Dan Hoolihan danhoolihanemc@aol.com**

Secretary: Victor Kuczynski vican@on.aibn.com

The meeting was called to order at 15:00 on October 24, 2007 by Dan Hoolihan, acting Chair. Kurt Fischer was on business-travel and was unable to make the meeting.

Victor Kuczynski and David Zimmerman were taking meeting minutes.

List of members:	Present	Absent
Brench, Colin	√	
Camell, Dennis	√	
Crickenberger, Jon		√
DeLisi, Bob		√
Ghizzone, Dean		√
Heirman, Donald	√	
Hirvela, John		√
Hofmann, Bob		√
Hoolihan, Daniel	√	
Hurst, Bill	√	
Kuczynski, Victor	√	
Mertel, Herb		√
Moongilan, Dheena	√	
Morrissey, Joe	√	
Schaefer, Werner		√
Showers, Ralph	√	
Stumpf, Bill	√	
Windler, Michael	√	
Zimmerman, Dave	√	

The following guests attended this meeting:

Andersen, Poul
Attayi, Masud
Berger, Stephen
Chen, Zhong
Hare, Ed

Jenkins Bob
Lichtig, John
McCarver, Randall
Silberberg, Jeff

1 Opening and Self Introductions

The acting chair opened the meeting and led a round of self introductions. The attendees of the meeting are shown above.

2 Review of Patent Policy for IEEE WG meeting

The acting chair reviewed the Patent Policy for IEEE. There were no questions about the patent policy.

3 Review and adoption of Agenda

The proposed Agenda was reviewed and approved unanimously.

4 CAB/TCB/MRA status report by Bill Hurst of FCC

A power-point presentation was given by Bill Hurst of the FCC. See Attachment A of these meeting minutes.

5 NACLA Presentations

A status report on NACLA(www.nacla.net) was given by Don Heirman. See Attachment B of these meeting minutes.

6 Review and approval of Minutes of the previous meeting.

Previous meeting minutes were approved.

7 Membership Review (Acting Chair/Secretary)

Some modifications to the Membership list were discussed; it was decided to wait until the next meeting to clarify the changes.

8 Working Group Reports

a) WG #1 Checklists for Lab Assessors

Dan Hoolihan reported on this project. The Checklists are known as C63.11. A Motion was made by Bill Stumpf to move the Checklists to the Main Committee. The Motion was seconded, discussed and approved unanimously. A Motion was made by Ed Hare to form a balloting group;; it was seconded, discussed, and unanimously approved by a voice vote.

b) WG #3 Proficiency Testing

Dan Hoolihan reported that the proficiency testing using the York Source is underway. A second York Generator is being donated to the project by NIST.

9 **Status Report from A2LA**

No report received. Details on A2LA accredited test/calibration labs can be found at <http://www.a2la.org/dirsearch/search9.cfm>.

10 **NVLAP Lab Accreditation Status Report**

No NVLAP lab status report was received. See www.nist.gov for more details on NIST/NVLAP Lab Accreditation..

11 **Old Business Action Item Review**

C63SC6-AP 1/2007-10 Action item for Don Heirman to send acceptance of York Comb Generator letter to NIST. Action item still open.

C63SC6-AP 2/2007-10 Action item for Dan Hoolihan to get data from HP lab on York Noise Source. Action item closed; Ken Hall's death has closed this item.

C63SC6-AP3/2007-10 Action Item: Dan Hoolihan to find PINS C. Closed.
(The PINS for C63.11 was published in the ANSI Standards Action on April 13, 2007; check issue 3815 on Page 13.)

C63SC6-AP4/2007-10 Action Item: Victor Kuczynski to provide copy of attendance list to Mike Windler . Closed - this was done after this meeting.

12 **New business - None**

13 **Closing remarks (Acting Chair)**

Next Meeting: April of 2008 at IEEE Headquarters, Piscataway, NJ

The meeting closed at 15:45.