

# 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**

**April 15 2008**

**445, Hoes Line**

**Piscataway, NJ, 08854-4141**

**Chairman: Kurt Fischer at 301-975-6061, [kurt.fischer@nist.gov](mailto:kurt.fischer@nist.gov)**

**Secretary: Victor Kuczynski [vican@on.aibn.com](mailto:vican@on.aibn.com)**

The meeting was called to order at 15:05 on April 15, 2008 by Chair Kurt Fischer.

Victor Kuczynski was taking meeting minutes.

<b>List of members:</b>	<b>Present</b>	<b>Absent</b>
Brench, Colin	√	
Camell, Dennis		√
DeLisi, Bob	√	
Ghizzone, Dean		
Fischer Kurt B	√	
Heirman, Donald	√	
Hirvela, John		√
Hofmann, Bob		√
Hoolihan, Daniel	√	
Hurst, Bill		√
Kuczynski, Victor	√	
Moongilan, Dheena		
Moore Brad	√	
Morrissey, Joe		√
Schaefer, Werner	√	
Showers, Ralph	√	
Stumpf, Bill	√	
Windler, Michael	√	
Zimmerman, Dave	√	

The following guests attended this meeting:

Andersen, Poul  
Berger. Stephen  
Chen, Zhong  
Hare, Ed  
Harrington Tim  
Kiemel Greg  
Silberberg, Jeff  
Whitesell Steve

**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 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 prepared by Bill Hurst of FCC**

A power-point presentation was given by Tim Harrington of FCC. See Attachment A of these meeting minutes.

**5 NACLA Presentations**

A status report on NACLA([www.nacla.net](http://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 (Chair/Secretary)**

Some modifications to the Membership list were done.  
See attachment C

**8 Working Group Reports**

a) WG #1 Checklists for Lab Assessors

Dan Hoolihan reported on this project. The Checklists are known as C63.11.

Checklists was moved to the Main Committee.

C63SC6-AP 1/2008-1 Action item for Don Heirman to check if creations of the checklist will not infringe into Copyright of the standard.

b) WG #3 Proficiency Testing

Dan Hoolihan reported that the proficiency testing using the NIST York Source is underway.

**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>.

C63SC6-AP 2/2008-2 Action item for Kurt Fischer to invite ANSI and A2LA to actively participate in SC6.

## **10 NVLAP Lab Accreditation Status Report**

NVLAP lab status report was presented by Kurt Fischer.  
See attachment D

## **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 closed, letter received from Ralph Showers.

## **12 New business**

Discussion as requested by Norwest EMC to drop dates from scope of accreditations list to minimize amount of entries.

Working Group 2 was created headed by Dean Ghizzone including Dan Hoolighan, Bob DeLisi , Brad Moore, Victor Kuczynski to explore this idea.

Working Group 4 was created including Werner S, Kurt F, Brad M, Dean G, Greg K, Bob D and Victor K to work on proposal for guidance documents how to calibrate EMC test equipment, what parameters, what calibration lab scope require.

## **13 Closing remarks (Chair)**

Next Meeting: October 6-9 2008 at UL Headquarters, Chicago, IL

The meeting closed at 16:45.