

# 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

October 8, 2008

Underwriters Laboratories

333 Pfingsten Rd

Northbrook, IL 60062

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 13:00 on October 8, 2008 by Secretary, Victor Kuczynski..

Dean Ghizzone was taking meeting minutes.

List of members:	Present	Absent
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	√	
Zhong Chen	√	

The following guests attended this meeting:

Andersen, Poul  
Janet O'Neil  
Whitesell Steve  
Randall Mc Carver  
Doug Parker  
Nate Potts

**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 Bill Hurst of the FCC.

Recognized accredited labs

111 North America

47 Europe

135 Asia

Total of 293

MRA status - Exchange of letters with Viet Nam

Japan MRA is progressing – expected training in Tokyo January 2009 tentatively

**5 NACLA Presentations**

No presentation submitted.

**6 Review and approval of Minutes of the previous meeting.**

Previous meeting minutes were reviewed and approved unanimously.

**7 Membership Review (Chair/Secretary)**

Review of Membership list were done.

See attachment

**8 Working Group Reports**

a) WG #1 Checklists for Lab Assessors - No update was submitted.

b) WG #2 Dean Ghizzone provided presentation of draft proposal. Was discussed and determined it is more of a NVLAP issue than A2LA.

c) WG #3 Proficiency Testing - No update was submitted.

d) WG #4 Victor Kuczynski provided update and led discussion. Werner Schaefer commented one must confirm with manufacturer any limitation of calibration. Werner added some detail to the discussion, it was originally brought up to assist in describing the equipment that a lab can calibrate (or verify) in-house. Can the calibration be replaced with verification? Victor proposed coming up with a date for a conference call, stated he would take the action item to organize a conference call.

**9 Status Report from A2LA**

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

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

**10 NVLAP Lab Accreditation Status Report**

NVLAP lab status report was not submitted.

Details on NVLAP accredited test/calibration labs can be found at <http://ts.nist.gov/standards/accreditation/index.cfm>

**11 Old Business Action Item Review**

None actions were reviewed at this time.

**12 New business**

Dennis Camell noted the member list on the C63 web site is from March 2006 – should be updated.

**13 Closing remarks (Secretary)**

Next Meeting: Piscataway, NJ in the week of April 20 2009.

The meeting closed at 14:35.