



American National Standards Committee C63

Electromagnetic Compatibility

Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Doug Kramer

Vice Chair: Megan McConnell

Secretary: Randy Long

October 04, 2023; 8:30 AM – 10:00 AM - PDT
Google - Mountain View, CA

Meeting Agenda

1. **Call to Order: Chair** – 840am PDT
 - 1.1 **Announcements: Chair's remarks** -
 - 1.2 **Meeting logistics announcements: Host**
 - 1.3 **Introductions: Secretary** roll call (record attending members with their affiliations and guests separately below) **Report any roster errors to the ASC-C63[®] Secretary** (insert [SC6 membership roster](#) from the website as shown below)

Subcommittee 6 Membership Roster (highlighted members in attendance)

Name	Role in SC	Affiliation
DeLisi, Bob	Member	UL LLC
Hodes, Harry	Member	Consultant
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Kiemel, Greg	Member	Apple, Inc. (Primary Rep)
Klinger, Jeff	Member	Cetecom, Inc.
Kramer, Doug	Chair	Apple Inc. (Technical Expert)
Kuczynski, Victor	Member	Vican Electronics
Long, Randy	Secretary	ANSI National Accreditation Board (ANAB)
Marcelo, Janneth	Member	NIST (NVLAP) Technical Expert
McConnell, Megan	Vice Chair	A2LA
Moore, Bradley	Member	NIST (NVLAP) Technical Expert
Nixon, Jason	Member	Innovation, Science and Economic Development Canada
Potts, Nate	Member	Keysight Technologies
Schaefer, David	Member	Element Materials Technology
Sigouin, Dan	Member	TIMCO Engineering Inc., and IIA Company (Expert)
Zimmerman, Dave	Member	Spectrum EMC, LLC

Guests and Observers: (non-voting)

Name	Affiliation
David Chamberlain	ISED
Janet O'Neil	ETS Lindgren
Zhong Chen	ETS Lindgren
Amanda McDonald	NVLAP
George He	Google
Ken Gjerde	Hearing Industries Association / Starkey
Bill Graff	TCBC

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Warwick Wong	Google
Nicholas Abbondante	Intertek
Henry Benitez	IEEE EMCS
Allen Crumm	C63 secretary
Javier Cardenas	ACIL
Gerry Smith	NIST (MRA Office)
Nathalie Rioux	NIST (MRA Office)
Ramona Saar	NIST (MRA Office)

1.4 Quorum: 50% of roster (rounding up) constitutes a quorum. (Example: 9 roster members / 2 = 4.5 >> 5 (therefore 5 people are required for a quorum) Was quorum achieved? (Yes) If not, any actions taken are subject to confirmation by electronic ballot or at a future meeting. (Quorum is not required for Working Group meetings)

2. Approval of the Agenda: Secretary – motion to approve by Dan H, seconded by Bob D., motion carried, and agenda is adopted

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#) – motion to approve by Dan H, seconded by Bob D., motion carried, and draft minutes are approved.

2.2 Review of the [patent slides](#) – read patent slides, no issues presented.

3. Review of [Subcommittee Membership](#): Secretary - Report any errors to the Secretary

3.1 Review of Membership Guidelines –

Subcommittees:

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a “yes” or “no” vote regarding the requirement to respond to email votes.

Working Groups:

For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or via web conference (when used)) their membership in that Working Group may be at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement. (insert Member Attendance Log as below)

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Member Attendance Log:

Y (Yes, present, or online), N (No, Absent, not in attendance) N* (Excused absence)							
Name	9/28/21	12/14/21	1/18/22	5/18/22	11/09/22	5/11/23	10/4/23
DeLisi, Bob	Y	Y	Y	Y	Y	Y	Y
Hodes, Harry				Y	N	N	N
Hoolihan, Dan	Y	Y	N	Y	Y	Y	Y
Kiemel, Greg	N*	N*	Y	Y	Y	N	Y
Klinger, Jeff	Y	Y	N	Y	Y	N	Y
Kramer, Doug	Y	Y	Y	Y	Y	Y	Y
Kuczynski, Victor	N	N	N	Y	Y	Y	Y
Long, Randy	Y	Y	Y	Y	Y	Y	Y
Marcelo, Janneth			Y	Y	Y	Y	Y
McConnell, Megan	Y	Y	N	Y	Y	Y	Y
Moore, Bradley	Y	Y	Y	Y	Y	N	N
Nixon, Jason	Y	N*	Y	Y	Y	Y	Y
Potts, Nate	N*	N	Y	Y	Y	N	Y
Schaefer, David	Y	Y	Y	Y	Y	N	Y
Sigouin, Dan	Y	Y	N	N	N	N	N
Zimmerman, Dave	N	N	N	Y	Y	Y	Y

Any members at risk? These members are at risk: **Member #4, Member #9** (send letter to each member at risk)

- Secretary emailed Dan S on 10/3 to inquire if he was interested in remaining a member of SC6.

3.2 Consideration of new members? [Application for C63[®] Subcommittee Membership](#) –

- no applications received for membership.

3.3 Approval of Membership (Spring meeting only) –

- no action taken.

4. Approval of [Scope and Duties](#) (Spring meeting only) (Report approval or any changes to the Main Committee)

No action taken.

Scope

Subcommittee 6 provides guidance for C63 related conformity assessment activities. It works on topics related to accreditation. Representatives of accreditation bodies, certification bodies, laboratories, and regulators report on the status of C63 related conformity assessment activities.

4.1 Election of Officers (as required)

- No action taken.

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5. Working Group reports - Chair - [More information about each standard](#) is available on the Standards Status Matrix page of the [C63® web site](#). This information will be reviewed for accuracy at each Subcommittee meeting. Report templates are available as the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). (no password required)

5.1 C63.11: Inter-lab comparison of EMC testing - Chair - (insert link to [WG report](#))

5.1.1 Status Matrix Review (Spring meeting only) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63[®] Secretary. **Is this information correct? (Yes)**

C63.11-draft Learn more	Inter-lab Comparison of EMC Testing	SC 6		No active PINS	Work was suspended 11/12/15.
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5.2 C63.34: EMC Equipment Calibration - Chair - (insert link to [WG report](#))





5.2.1 Status Matrix Review (Spring meeting only) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63[®] Secretary. **Is this information correct? (Yes)**

C63.34-draft Learn more	Calibration of EMC Test Equipment – Guide	SC 6	Long, Randy	C63.34 PINS	New standard. Draft is being written.
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- WG Chair reported that no meetings were scheduled as none could be arranged with a sufficient number able to attend.
- Bob D suggested that the working group membership may need revision to find interested parties willing to participate more or perhaps SC6 chair may need to consider suspending the group if adequate participation cannot be obtained.
- AI: Doug K. to work with Randy L. to schedule meetings

6. External Reports (see appendix 1)

6.1 Accreditation Bodies (5 minute summaries)

- **A2LA**
 -  A2LA C63 Update Fall 2023.pdf
 -  C63 - Deficiencies.xlsx
- **ANAB**
 -  20231004 ANAB Presentation to ANSC
- **NVLAP**
 -  NVLAP_presentation_ Oct 2023-SC6.pdf

PJLA has been invited in the past, several times by the previous chair.

AI: Chair will reach out to Tracy Szerszen to gauge interest in participation.

AI: Secretary to add PJLA back to the agenda template

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Bob D suggested that ABs might look at nonconformities related to unclear language in C63 standards. AB personnel agreed that this was a worthwhile venture.

- **AI:** ABs to formulate a method to gain assessor feedback on nonconformities appearing to be related to confusing or unclear language in standards so the information related to C63 standards can be brought to SC6 for dissemination to other Subcommittees.
- **AI:** SC6 chair to relay to SC1 to review wording around LISN usage and calibration due to AB feedback.

6.2 Regulators

- **FDA (as needed or available)** – no report submitted
- **FCC (as needed or available)** – no report submitted



SC6 - ISED slides.pptx



SC6 - ISED slides.pdf

- **ISED (as needed or available)**
- **NIST (MRA and other issues)** – verbal report provided via WebEx by Ramona Saar.

6.3 Stakeholders / Interested Parties

- **ACIL** – no report submitted
- **CABs (Laboratories, Product Certifiers, etc.)** – no report submitted
 - **AI:** Secretary to send invite to C63 members for future meetings
- **TCB Council** – no report submitted

7. Old Business: Chair

7.1 Written reports - Written reports of this Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using either the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). Prior to the Main Committee meeting, the [SC report](#) and [approved previous SC meeting minutes](#) shall be provided to the projectionist for showing on the screen at the Main meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63[®] [Newsletter editor](#).

7.2 Coordination with SC2 for definitions - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.

- nothing to provide at this point

7.3 Coordination with SC3 for harmonization - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.

- nothing to provide at this point

8. New Business: Chair – no new business presented

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9. C63.org website use and updates: Secretary - We normally post documents to the [SC6 protected area](#). If any SC or WG needs help with this posting, a Technical Secretary is available to assist.

10. Review of the Action Items: Secretary

10.1 Review of Action Items from this meeting: (read Action Items to Members, who must agree that they understand their meaning)

Consolidated Action Items from this meeting of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
2023-10-01	Doug K. to work with Randy L. to schedule meetings for C63.34	Doug K.	Open		This planning meeting is scheduled for Oct 31.
202310-02	ABs to formulate a method to gain assessor feedback on nonconformities appearing to be related to confusing or unclear language in standards so the information related to C63 standards can be brought to SC6 for dissemination to other Subcommittees.	Randy L.	Open		
202310-03	SC6 chair to relay to SC1 to review wording around LISN usage and calibration due to AB feedback.	Doug K.	Open		
202310-04	Chair will reach out to Tracy Szerszen to gauge interest in participation and reporting to SC6.	Doug K.	Open		
202310-05	Secretary to add PJLA back to the agenda template	Randy L.	Open		
202310-06	Secretary to send invite to C63 members (CABS / Interested Parties) for potential future meeting reports	Randy L.	Open		

10.2 Review of Action Items from previous meeting: (insert consolidated Action Item table from the previous meeting Minutes as shown below)

Consolidated Action Items from previous meetings of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
202211-01	Set up meeting in December to review and resolve comments on C63.34 draft	Randy L.	Closed		
2023-05-01	email Dan S. about his participation	Randy L.	Closed		



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Consolidated Action Items from previous meetings of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
2023-05-02	set up more frequent meetings to move C63.34 forward	Randy L.	Open		Pending output of meeting for AI 2023-10-01
2023-05-03	Include Bill G. and Nicholas A. in email to Chris Harvey for TCB Council	Randy L.	Open		
2023-05-04	Send invites for reports 2 months prior to scheduled meetings	Randy L.	Closed		
2023-05-05	Search for definition of the term "characterization".	David Z.	Open		

11. Time and place of next meeting: Chair

- Next meetings week of May 12 (Tue-Fri to avoid travel on Mother's Day)

12. Closing remarks and Adjournment: Chair

- Adjourned at 955am PDT

***** End of Meeting *****

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Appendix 1**Accreditation Bodies**

Member ABs will prepare a short presentation to report on the following topics

- Number of organizations accredited to C63 standards
- Top nonconforming issues to C63 standards
- Top nonconforming issues to accreditation standards and AB requirements
- Summary of AB Accreditation Schemes using C63 standards (i.e., 17025, 17065, etc.) and associated programs (FDA, FCC, ISED, etc.)

Please provide a copy of your presentation prior to the meeting. Five to ten minutes will be allotted unless otherwise requested. A copy will be included in the SC6 report to the main committee.

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Appendix 2**Regulators**

Member and guest regulators are asked to prepare a short presentation to report or discuss the following topics:

- Challenges observed with accredited organizations in fulfilling your requirements
- Essential areas needing to be addressed more thoroughly either by organizations or Accreditation Bodies
- Trending issues (positive or negative)
- Announcement of new or upcoming requirements

Please inform the subcommittee secretary that you wish to present and the approximate time you believe will be needed to cover your presentation.

Please also provide a copy of your presentation so that it can be included in our SC6 report to the main committee.

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Appendix 3**Stakeholders**

Member and guest stakeholder are invited to prepare a short presentation to report or discuss the following topics

- Describe how you use C63 standards
- Describe any challenges with C63 standards and accreditation

Please inform the subcommittee secretary that you wish to present and the approximate time you believe will be needed to cover your presentation.

Please also provide a copy of your presentation so that it can be included in the SC6 report to the main committee.