



# American National Standards Committee C63

## Electromagnetic Compatibility

### Subcommittee 6 - Accreditation/Conformity Assessment

**Chair:** Doug Kramer

**Vice Chair:** Megan McConnell

**Secretary:** Randy Long

May 15, 2024; 3:15 PM – 5:00 PM - EDT

UL LLC  
12 Laboratory Drive  
Research Triangle Park, NC 27719

### Meeting Agenda

1. **Call to Order: Chair**
  - 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

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

### Guests and Observers: (non-voting)

Name	Affiliation
Amanda McDonald	NVLAP
Ken Gjerde	Starkey
David Chamberlain	ISED
Henry Benitez	IEEE EMCS
Janet O'Neil	ETS Lindgren
Bill Graff	TCBC
Jason Coder	NIST



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Phillip Millerr	RATLER
Ernesto Mendoza	Signify
Denys Shumakov	ISED
Horia Popovici	ISED
Vignesh Rajamani	R&S
Tom Braxton	ARRL
Steve Anderson	ARRL
Zhong Chen	ETS Lindgren

**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 Megan M, 2<sup>nd</sup> by Victor K, motion carried with no objections or abstentions

**2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#)** Motion to approve by Megan M, 2<sup>nd</sup> by David Z, motion carried with no objections or abstentions.

**2.2 Review of the [patent slides](#) -**

**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)

**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	5/15/24
<a href="#">DeLisi, Bob</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Hodes, Harry</a>				Y	N	N	N	Y
<a href="#">Hoolihan, Dan</a>	Y	Y	N	Y	Y	Y	Y	Y
<a href="#">Kiemel, Greg</a>	N*	N*	Y	Y	Y	N	Y	Y

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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	5/15/24
<a href="#">Klinger, Jeff</a>	Y	Y	N	Y	Y	N	Y	Y
<a href="#">Kramer, Doug</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Kuczynski, Victor</a>	N	N	N	Y	Y	Y	Y	Y
<a href="#">Long, Randy</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Marcelo, Janneth</a>			Y	Y	Y	Y	Y	Y
<a href="#">McConnell, Megan</a>	Y	Y	N	Y	Y	Y	Y	Y
<a href="#">Moore, Bradley</a>	Y	Y	Y	Y	Y	N	N	N
<a href="#">Nixon, Jason</a>	Y	N*	Y	Y	Y	Y	Y	Y
<a href="#">Potts, Nate</a>	N*	N	Y	Y	Y	N	Y	N
<a href="#">Schaefer, David</a>	Y	Y	Y	Y	Y	N	Y	Y
<a href="#">Sigouin, Dan</a>	Y	Y	N	N	N	N	N	N
<a href="#">Zimmerman, Dave</a>	N	N	N	Y	Y	Y	Y	Y

Brad Moore communicated via email on 4/23/24 that he wishes to be removed from SC6 and the C63.34 working group as NVLAP is well represented by Amanda and Janneth.

**Any members at risk?** These members are at risk: **Dan Sigouin** (send letter to each member at risk)

- Email sent to Dan Sigouin 12/12/2023, no response received.
- Harry Hodes responded to a C63.34 WG email to discuss a poll question and wishes to remain active although workload does not always allow him to do so.
- Brad Moore has indicated that he wishes to be removed from SC6 and the C63.34 working group as NVLAP is well represented by Amanda and Janneth.
- Discussed removing Dan S and Brad M from the SC6 roster.

**3.2 Consideration of new members?** [Application for C63<sup>®</sup> Subcommittee Membership](#) Not at this time.

**3.3 Approval of Membership (Spring meeting only)**

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

### 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) Not at this time.

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A single motion was made by Harry H and seconded by Bob D. to approve the membership roster removing Dan S and Brad M, to approve the scope, and to approve the duties. motion carried with no objections or abstentions.

**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<sup>®</sup> Secretary. **Is this information correct? (Yes)**

C63.11-draft <a href="#">Learn more</a>	Inter-lab Comparison of EMC Testing	<a href="#">SC 6</a>		No active PINS	Work was suspended 11/12/15.
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Harry H. discussed ongoing work at ACE-PT and expressed a desire to reactivate this effort. Doug K. indicated that a new PINS is required. Randy L took an **action** to find the old PINS for Harry H. as a reference. Harry H indicated that the first round of a scheme with a 1-18GHz artifact with about 20 participants was just completed and he will be beginning work on a report. He hopes to have a presentation for the Fall meeting for the subcommittee.

**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<sup>®</sup> Secretary. **Is this information correct? (Yes)**

C63.34-draft <a href="#">Learn more</a>	Calibration of EMC Test Equipment – Guide	<a href="#">SC 6</a>	<a href="#">Long, Randy</a>	<a href="#">C63.34 PINS</a>	New standard. Draft is being written.
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Randy L. reported that the WG has finalized its definition for “Characterization” and that Nate P. shared a presentation on Keysight’s service for the same. Randy L. will schedule a 3-4 hour meeting to resolve the remaining comments and send the draft to SC6 for review.

## 6. External Reports (see appendix 1)

### 6.1 Accreditation Bodies (5 minute summaries)

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 20240515 ANAB Presentation to ANSC      A2LA Deficiencies.xlsx
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 20240515 ANAB Presentation to ANSC

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NVLAP\_presentation\_

May 15 2024-SC6.ppt

- **NVLAP**
- **PJLA** None provided, Randy L. indicated that repeated invites have received no response. He did speak with Tracy Szerszen at the ACIL meeting in San Diego and they do not have a single person responsible for their program and that they didn't have much interest in participating at this time..

Harry H. suggested the subcommittee might consider inviting SCC in Canada to join. Doug K. took an **action** to investigate how many CABs they accredit for our standards.

## 6.2 Regulators

- **FDA (as needed or available)** None provided
- **FCC (as needed or available)** None provided



ISED Common Errors

-C63 SC6 presentation

- **ISED (as needed or available)**
- **NIST (MRA and other issues)** None provided

## 6.3 Stakeholders / Interested Parties

- **ACIL** None provided
- **CABs (Laboratories, Product Certifiers, etc.)** None provided
- **TCB Council** None provided

## 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<sup>®</sup> [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.

Randy L. took an **action** to send the new C63.34 definition for “characterization” to SC2 for their review.

**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.

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#### 8. New Business: Chair

9. [C63.org](http://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
202405-01	Find the old PINS for C63.11 and forward to Harry H. as a reference	Randy L.		June	
202405-02	Investigate how many CABs SCC accredits to our standards in consideration of inviting them to participate	Doug K.		June	
202405-03	Send the new C63.34 definition for "characterization" to SC2 for their review.	Randy L.		June	

**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
2023-10-01	Doug K. to work with Randy L. to schedule meetings for C63.34	Doug K.	Closed		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.	Megan M.	Open		
202310-03	SC6 chair to relay to SC1 to review wording around LISN usage and calibration due to AB feedback.	Doug K.	Open		



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Consolidated Action Items from previous meetings of SC6					
Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
202310-04	Chair will reach out to Tracy Szerszen to gauge interest in participation and reporting to SC6.	Doug K.	Closed		
202310-05	Secretary to add PJLA back to the agenda template	Randy L.	Closed		
202310-06	Secretary to send invite to C63 members (CABS / Interested Parties) for potential future meeting reports	Randy L.	Closed		
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		
2023-05-02	set up more frequent meetings to move C63.34 forward	Randy L.	Closed		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.	Closed		
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.	Closed		

**11. Time and place of next meeting:** Chair The Fall meetings will be held at R&S in Dallas the week of September 30th.

**12. Closing remarks and Adjournment:** Chair Meeting adjourned at 502pm EDT

\*\*\*\*\* 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.