



American National Standards Committee C63

Electromagnetic Compatibility

Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Doug Kramer

Vice Chair: Megan McConnell

Secretary: Randy Long

October 2, 2024; 1 PM – 2:30 AM - CDT

Rohde and Schwarz USA
410 Freeport Pkwy Suit 160
Coppell, TX 75109

Meeting Minutes

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
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	Individual
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
Nixon, Jason	Member	Innovation, Science and Economic Development Canada
Potts, Nate	Member	Keysight Technologies
Schaefer, David	Member	Element Materials Technology
Zimmerman, Dave	Member	Spectrum EMC, LLC

Guests and Observers: (non-voting)

Name	Affiliation
Chad Beattie	
Ken Gjerde	
Ernesto Mendoza	
Janet O'Neil	
Steve Anderson	
Tom Braxton	
Jason Coder	

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Bill Graff	
Henry Benitez	
John Norgard	
Steve Koster	
Richard Reitz	
Nick Abbondante	
Vignesh Rajamani	
David Chamberlain	
Denys Shumakov	
Mac Elliot	
Ho Sze Khiah	

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/No) 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**2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#)**

Consent agenda and minutes approved unanimously

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)

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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	5/7/25
DeLisi, Bob	Y	Y	Y	Y	Y	Y	Y	
Hodes, Harry			Y	N	N	N	Y	
Hoolihan, Dan	Y	N	Y	Y	Y	Y	Y	
Kiemel, Greg	N*	Y	Y	Y	N	Y	Y	
Klinger, Jeff	Y	N	Y	Y	N	Y	Y	
Kramer, Doug	Y	Y	Y	Y	Y	Y	Y	
Kuczynski, Victor	N	N	Y	Y	Y	Y	Y	
Long, Randy	Y	Y	Y	Y	Y	Y	Y	
Marcelo, Janneth		Y	Y	Y	Y	Y	Y	
McConnell, Megan	Y	N	Y	Y	Y	Y	Y	
Nixon, Jason	N*	Y	Y	Y	Y	Y	Y	
Potts, Nate	N	Y	Y	Y	N	Y	Y	
Schaefer, David	Y	Y	Y	Y	N	Y	Y	
Zimmerman, Dave	N	N	Y	Y	Y	Y	Y	

Any members at risk? These members are at risk: (send letter to each member at risk) **None**

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

- Amanda McDonald (NVLAP)

Motion to approve by Dan H., seconded by Victor K. approved unanimously.

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) **N/A**

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

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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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Harry Hodes is developing a new PINS to restart this effort with a focus on Inter- and Intra- laboratory comparisons rather than Proficiency Testing.

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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6. External Reports (see appendix 1)**6.1 Accreditation Bodies (5 minute summaries)**

- **A2LA** ([A2LA C63 Update Fall 2024.pptx](#))
- **ANAB** ([20241002 ANAB Presentation to ANSC](#))
- **NVLAP** ([NVLAP presentation Oct 2 2024-SC6.pptx](#))

6.2 Regulators

- **FDA** (as needed or available) not present
- **FCC** (as needed or available) no report at this time
- **ISED** (as needed or available) Jason Nixon provided a verbal report and answered some question brought up in AB presentations. ISED has questioned capability to the full frequency range listed in RSS methods where FCC scopes have maximum frequencies listed which are too low for the RSS frequency range. Discussed complaints (pass-backs) and how they are addressed. Discussed competency questions related to equipment selection.
- **NIST** (MRA and other issues) not present

6.3 Stakeholders / Interested Parties

- **ACIL** Harry presented on ACE-PT findings ([Hodes PT Program Status Presentation](#))
- **CABs** (Laboratories, Product Certifiers, etc.) nothing received

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- TCB Council nothing received

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.

- Characterization

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.

8. New Business: Chair

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
	None captured				

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
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.	Closed		
202310-03	SC6 chair to relay to SC1 to	Doug K.	Closed		



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	review wording around LISN usage and calibration due to AB feedback.				
202405-01	Find the old PINS for C63.11 and forward to Harry H. as a reference	Randy L.	Closed	June	Emailed 9/26/24
202405-02	Investigate how many CABs SCC accredits to our standards in consideration of inviting them to participate	Doug K.	Closed	June	
202405-03	Send the new C63.34 definition for "characterization" to SC2 for their review.	Randy L.	Closed	June	Emailed 9/26/24

11. Time and place of next meeting: May 5-9, 2025 at TUV Rheinland in Boxborough, MA

12. Closing remarks and Adjournment: Chair

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

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.

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.