C63® American National Standards Committee C63

Electromagnetic Compatibility

Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Doug Kramer **Vice Chair: Megan McConnell** **Secretary: Randy Long**

October 8, 2025; 2:45 PM – 4:30 PM - PDT

Qualcomm, Building S
5535 Morehouse Drive., San Diego, CA 92121

DRAFT 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
Johnson, Nic	Member	Eurofins Product Service, GmbH
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
McDonald, Amanda	Member	NIST (NVLAP) Technical Expert
Nixon, Jason	Member	Innovation, Science and Economic Development Canada
Potts, Nate	Member	Keysight Technologies
Reitz, Richard	Member	Retlif Testing Laboratories
Schaefer, David	Member	Element Materials Technology
Zimmerman, Dave	Member	Spectrum EMC, LLC

Grey highlighted members not in attendance.

Guests and Observers: (non-voting)

Name	Affiliation
Ken Gjerde	Starkey
Conrad Troutman	ARRL
Tom Braxton	ARRL/EMCS

Vignesh Rajamni	Rhode & Schwartz
Hemish Panith	Qulcomm
Henry Benitez	IEEE EMCS
David Chamberlain	ISRD
Bill Graff	TCB Council
Janet O'Neil	ETS Lindgren
John Hirvela	Information Technology Industry Council

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, 10 of 17)** 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 – C63.org

Consent agenda and minutes approved, motion by B. Delisi, seconded by V. Kuczynski, approved by acclamation.

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	**1/18/22**	**5/18/22**	**11/09/22**	**5/11/23**	**10/4/23**	**5/7/25**	**10/8/25**
DeLisi, Bob	Y	Y	Y	Y	Y	Y	Y
Hodes, Harry			Y	N	N	N	N
Hoolihan, Dan	Y	N	Y	Y	Y	Y	N
Johnson, Nic	-	-	-	-	-	-	Y
Kiemel, Greg	N*	Y	Y	Y	N	Y	Y

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Electromagnetic Compatibility

Subcommittee 6 - Accreditation/Conformity Assessment

Y (Yes, present, or online), N (No, Absent, not in attendance) N* (Excused absence)							
Name	**1/18/22**	**5/18/22**	**11/09/22**	**5/11/23**	**10/4/23**	**5/7/25**	**10/8/25**
Klinger, Jeff	Y	N	Y	Y	N	Y	N
Kramer, Doug	Y	Y	Y	Y	Y	Y	N
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
McDonald, Amanda							Y
Nixon, Jason	N*	Y	Y	Y	Y	Y	Y
Potts, Nate	N	Y	Y	Y	N	Y	N
Reitz, Richard							Y
Schaefer, David	Y	Y	Y	Y	N	Y	N
Zimmerman, Dave	N	N	Y	Y	Y	Y	N

Brad Moore communicated visa 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: **Harry Hodes,** (send letter to each member at risk)

AI: Randy L. to reach out to H. Hodes to determine interest and availability to attend SC meetings.

3.2 Consideration of new members? Application for C63® Subcommittee Membership

No new members to consider

3.3 Approval of Membership (Spring meeting only)

N/A

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

N/A

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 (next scheduled for Fall 2025)

AI: BoB D. to reach out to D. Kramer to confirm interest in continuing s chair for a second term.

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.

AI: Randy L. to remove C63.11 from generic agenda until efforts begin to restart this project.

5.2 C63.34: EMC Equipment Calibration - Chair - (insert link to WG report)
Draft document consideration

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.

A cleaned up version in the proper format was sent out by M. McConnel, comments added by B. DeLisi and D. Zimmerman.

AI: Randy L. to resolve comments from this latest version, reach out to Andy G of SC1 for proposed input, and then send to SC6 for voting by the end of Nov 2025.

6. External Reports *(see appendix for suggested format)*

6.1 Accreditation Bodies (5 minute summaries)

- **A2LA** report presented
- **ANAB -** report presented
- **NVLAP –** report presented
- **IAS –** No response to invitation

6.2 Regulators

- **FDA (as needed or available) –** No response to invitation
- **FCC (as needed or available) –** unable to attend
- **ISED (as needed or available) –** J. Nixon provided a verbal report
    - No longer accepting C63.10-2013
    - Seeing issues with reports containing dielectric values not changing over time.
    - Seeing issues with “system checks” not changing over time.
    - **Seeing issues with report quality (missing items, etc.)**

- **NIST (MRA and other issues) –** unable to attend

6.3 Stakeholders / Interested Parties

- **ACIL/ACE-PT –** No response to invitation
- **CABs (Laboratories, Product Certifiers, etc.) –** No response to invitation
- **TCB Council –** Bill G provided a brief verbal report, 3 day program, govt involvement unknown, agenda should be available soon.

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.

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.

AI: fix link to previous minutes in agenda/minutes.

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**
202505-02	Reach out to Andy G of SC1 to discuss potential improvement to Annex C for Antennae and D for LISNs.	Randy L.	Open	31May25	
2025-10-01	Reach out to H. Hodes to determine interest and availability to attend SC meetings.	Randy L.	Open	EOY	
2025-10-02	Reach out to D. Kramer to confirm interest in continuing s chair for a second term.	BoB D.	Open	EOY	
2025-10-03	Remove C63.11 from generic agenda until efforts begin to restart this project.	Randy L.	Open	Spring Meeting	
2025-10-04	Resolve comments from this latest version of C63.34, reach out to Andy G of SC1 for proposed input, and then send to SC6 for voting by the end of Nov 2025.	Randy L.	Open	End of Nov 2025	
2025-10-05	Fix link to previous minutes in agenda/minutes.	Randy L.	Open	Next meeting	

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**
202505-01	Send updated roster to Jerry R. for the SC6 committee	Randy L.	Closed	31May25	
202505-02	Reach out to Andy G of SC1 to discuss potential improvement to Annex C for Antennae and D for LISNs.	Randy L.	Open	31May25	

11. Time and place of next meeting: Week of May 4th, 2026 at NIST Boulder

12. Closing remarks and Adjournment: Adjourned (Motion Bob D., seconded by Victor K., at 1542 PDT

********** 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.

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 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 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.