



# American National Standards Committee C63

## Electromagnetic Compatibility

### Subcommittee 6 - Accreditation/Conformity Assessment

**Chair:** Doug Kramer

**Vice Chair:** Megan McConnell

**Secretary:** Randy Long

May 7, 2027; 10:15 AM – 12:00 PM - EDT

**TÜV Rheinland of North America Inc.**  
400 Beaver Brook Rd., Boxborough, MA 01719

### DRAFT Meeting Minutes

1. **Call to Order:** Chair 1015am
- 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="#">Johnson, Nic</a>	Member	Eurofins Product Service, GmbH
<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="#">McDonald, Amanda</a>	Member	NIST (NVLAP) Technical Expert
<a href="#">Nixon, Jason</a>	Member	Innovation, Science and Economic Development Canada
<a href="#">Potts, Nate</a>	Member	Keysight Technologies
<a href="#">Reitz, Richard</a>	Member	Retlif Testing Laboratories
<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
Benitez, Henry	IMI
O'Neil	ETS Lindgren
Abbondante	Intertek
Mitchell, Bob	TUV Rheinland

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Fanning, Craig	Elite Engineering
Brown, Rueben	SEL
Gjerde, Ken	Starkey
Lin, Grace	Hytorc
Decker, Richard	TUV Rheinland
Wall, Art	Retired
Mendoza, Ernesto	Signity
Graff, Bill	TCB Council
Rajamani, Vignesh	R&S
Molaei, Nima	Online participant
Hirvela, John	Online participant
Elliot, Mac	Online participant
Royer, Tim	Online participant
Koster, Steve	Online participant
Anderson	Online participant

**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)

**AI – Communicate with Jerry R. to add Amanda McDonald to the SC roster.**

## 2. Approval of the Agenda: Secretary

**2.1 Approval of the previous Minutes** - [Minutes of the previous meeting](#) Dan moved, Victor

**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:

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#### 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	5/15/24	10/02/24	5/7/25
<a href="#">DeLisi, Bob</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Hodes, Harry</a>		Y	N	N	N	Y	Y	N
Johnson, Nic								N
<a href="#">Hoolihan, Dan</a>	N	Y	Y	Y	Y	Y	Y	Y
<a href="#">Kiemel, Greg</a>	Y	Y	Y	N	Y	Y	Y	N
<a href="#">Klinger, Jeff</a>	N	Y	Y	N	Y	Y	Y	N
<a href="#">Kramer, Doug</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Kuczynski, Victor</a>	N	Y	Y	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	Y	N
<a href="#">McConnell, Megan</a>	N	Y	Y	Y	Y	Y	Y	Y
McDonald, Amanda							N	Y
<a href="#">Nixon, Jason</a>	Y	Y	Y	Y	Y	Y	Y	Y
<a href="#">Potts, Nate</a>	Y	Y	Y	N	Y	Y	Y	Y
Reitz, Richard								Y
<a href="#">Schaefer, David</a>	Y	Y	Y	N	Y	Y	N	Y
<a href="#">Zimmerman, Dave</a>	N	Y	Y	Y	Y	Y	N	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: (send letter to each member at risk)

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

Richard Reitz

Nic Johnson

#### 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



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## Electromagnetic Compatibility

### Subcommittee 6 - Accreditation/Conformity Assessment

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.

- Motion to accept revised scope by Victor K, seconded by Dan H.

#### **4.1 Election of Officers** (next scheduled for Fall 2025)

- Invited attendees to consider submitting names for next meeting.

**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 <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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#### **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 <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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- Working group to meet and discuss the current draft. Doug K. - LISN, Antenna calibration, SC1 is looking to separate into other documents. Opportunity to improve a couple annexes in C63.34.
- AI – Randy L. to reach out to Andy G of SC1 to discuss potential improvement to Annex C for Antennae and D for LISNs.
- Rich R. and David Z expressed interest in participating in the review.

Name	Role within WG	Affiliation
<a href="#">Long, Randy</a>	Chair	ANSI National Accreditation Board (ANAB)
<a href="#">Kuczynski, Victor</a>	Vice Chair	Vican Electronics
<a href="#">Crumm, Allen</a>	Member	SSC Labs
<a href="#">DeLisi, Bob</a>	Member	UL LLC
<a href="#">Hodes, Harry</a>	Member	Consultant

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#### Subcommittee 6 - Accreditation/Conformity Assessment

<a href="#">Kiemel, Greg</a>	Member	Apple Inc. (Primary)
<a href="#">McConnell, Megan</a>	Member	A2LA
<a href="#">Potts, Nate</a>	Member	Keysight Technologies
<a href="#">Reitz, Richard</a>	Member	Retlif Testing Laboratories
<a href="#">Zimmerman, Dave</a>	Member	Spectrum EMC, LLC

#### 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 – Invited, no response

##### 6.2 Regulators

- FDA (as needed or available) – Invited, no response
- FCC (as needed or available) – Invited, no response
- ISED (as needed or available) – Invited, no response
- NIST (MRA and other issues) Ramona Saar provided a verbal report discussing recent FCC activities affecting Labs and TCBs
  - Reporting requirements for ABs, Labs, and TCBs
  - Further notice – too much testing in China
  - TCB laboratory impartiality
  - Comments due May 22nd

##### 6.3 Stakeholders / Interested Parties

- ACIL/ACE-PT (H. Hodes - 45 minutes) – Invited, no response
- CABs (Laboratories, Product Certifiers, etc.) – Invited, no response
- TCB Council – Invited, no response

#### 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](#).

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#### Subcommittee 6 - Accreditation/Conformity Assessment

**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.

#### 8. New Business: Chair

- **David Z** - calibration of passive devices, some standards org are proposing no need to calibrate after initial.

**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
202505-01	Send updated roster to Jerry R. for the SC6 committee	Randy L.	Open	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	

**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 review wording around LISN usage and calibration due to AB feedback.	Doug K.	Closed		
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



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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: Chair

- Week of October 5<sup>th</sup>, likely at Qualcomm in San Diego

#### 12. Closing remarks and Adjournment: Chair 1130am

\*\*\*\*\* 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.