

A2LA Electro-Mechanical Advisory Committee (EMAC) Meeting
The Sheraton Columbia Hotel
Columbia, MD

Minutes
Sunday, March 13, 2005
10:00 A.M.

The 6th meeting of the A2LA ElectroMechanical Advisory Committee (EMAC) was held on Sunday, March 13, 2005, at the Sheraton Columbia Hotel in Columbia, MD.

1. Roll Call

The meeting started at 10:00 A.M. with Larry Gradin's opening comments welcoming all participants to the committee meeting and proposing Hoosam Bandukwala as a new member for this advisory committee.

Hoosam Bandukwala was unanimously voted in as a member of EMAC.

The committee was requested to review and sign the *Conflict of Interest Policy for Advisory Committee Members*.

2. Introductions

All attendees introduced themselves.

Attendees: Hoosam Bandukwala, Philip Fanson, James Press, Greg Gogates, Larry Gradin, Derek Walton, Benoit Nadeau, Werner Schaefer, William Peverill, Dan Sigouin, Kurt Fischer, Trace McInturff, Beth Hackett, Brad Moore

3. Approval of Last Meeting Summary and Agenda (Larry Gradin)

A motion was brought forward and seconded for approving of the last meeting minutes. This motion was passed unanimously.

4. Review of Previous Open Assigned Action Items (Larry Gradin)

A discussion was held on the action items from the previous meeting. Those that remained open are included in the action items for this meeting.

ACTION 1: K. Fischer will provide definitions for verification, check, calibration, traceability, measurement uncertainty, and correction factors (per ISO/IEC Section 5.5.11) by March 27, 2005.

ACTION 2: W. Schaefer, G. Gogates, and H. Bandukwala volunteered to participate in a task group to define the requirements for scales, protractors, and other subsidiary tools and

equipment used in the EMC field. A draft document is to be submitted from this task group by June 30, 2005, for distribution to the committee for review.

ACTION 3: B. Hackett to provide L. Gradin with a copy of ISO 17000 by March 27, 2005.

MOTION A: A motion was made to request that A2LA put the 2004 and 2005 EMAC meeting minutes on the website for public review. The motion was passed pending review at the end of the meeting.

ACTION 4: A2LA staff to determine if putting the 2004 EMAC meeting minutes on the A2LA website for public review would be in violation of any confidentiality or other A2LA policy by April 13, 2005.

5. Discussion of Proposed Change to the EMAC By-Laws

W. Schaefer had proposed a change to the EMAC By-Laws in Section 8.2 to allow for the record of votes in the minutes to include the voter's name and indicate his/her vote, if requested. Based on discussion of the committee, the following wording was determined:

At the specific request of a meeting participant who voted on a subject, his/her name is to be recorded in the meeting minutes to indicate the vote.

MOTION B: A motion was made to accept the revised wording for Section 8.2 of the EMAC By-Laws to include the name of the voter at his/her request. The motion passed unanimously.

ACTION 5: A2LA staff to provide this proposed change to the Board of Directors at their June 2005 meeting for review and approval.

6. Discussion of Proficiency Testing Sub-disciplines (this section also takes into account open action item 9 from the previous meeting)

L. Gradin provided a review of a document (entitled *EMAC PT/QC Guideline*) that would lend guidance as to what laboratories can do for specific testing to meet the *A2LA Proficiency Testing Requirements*. This document would provide laboratories with guidance as to what they can perform for specific tests on their Scope to meet the A2LA requirements. (Attachment 1)

ACTION 6: L. Gradin to forward to EMAC members a copy of the draft *EMAC PT/QC Guideline* for review and revisions. Members are asked to modify and return suggested revisions by June 30, 2005.

MOTION C: A motion was made to use the *EMAC PT/QC Guideline*, once the revision is complete, as a guidance document for laboratories to use in determining what PT can be performed to satisfy the *A2LA Proficiency Testing Requirements*. The motion was passed unanimously.

MOTION D: A motion was made to use the sub-categories listed in the ACIL checklist as a basis, with other input, for determining the PT sub-disciplines for the EMAC areas of interest. The motion was passed unanimously.

ACTION 7: B. Hackett will create a list of the sub-categories listed in the ACIL checklist and will forward to the committee for review and comment by April 13, 2005.

ACTION 8: B. Hackett to gather all revisions to the draft list of sub-disciplines within the EMAC field of interest from the committee members by April 27, 2005.

7. Review of Measurement Uncertainty Annex.

L. Gradin made the committee aware that the revision to the *A2LA Policy on Estimating Measurement Uncertainty for Testing Laboratories* and the *Annex to the A2LA Policy on Estimating Measurement Uncertainty for Electro-Mechanical Testing Laboratories* were complete to date, and these documents are located on the A2LA website.

8. Old Business/New Business

There was no additional business that was discussed by the EMAC.

9. Date for Next Meeting

The next meeting is scheduled for Monday, August 8, 2005, at the IEEE Symposium in Chicago, IL.

ACTION 9: T. McInturff is to contact Mary Jo DiBernardo at NIST to determine the logistics for the EMAC meeting facility at the IEEE Symposium by June 30, 2005.

The meeting was adjourned at 1:35 P.M.

Minutes prepared by Bethany Hackett, A2LA Senior Laboratory Services Officer.