



**USNC Conformity Assessment Policy Coordinating Committee  
DRAFT MINUTES**

**Hosted by Legrand/Pass & Seymour  
4515 Enterprise Drive NW  
Concord, NC 28027**

**Tuesday, 15 January 2019  
9:00 am – 4:00 pm (EST)  
(Meeting #28)**

**Members Participating**

Tim Duffy – USNC VP CA, Chair  
Steve Margis – USNC CAPCC Vice-Chair  
Wynn Bowman  
Bill Fiske  
Ryan Franks\*  
Elisabeth George  
Paul Green  
Jennifer Kitchen  
Bill Lawrence  
Evans Massey  
Richard McDermott  
Edward Mikoski  
Paul Moliski  
Robert Sherwin  
Joel Solis\*  
Joan Sterling  
Matt Williams  
Jianchao Zeng\*  
Steven Rood, USNC VP Finance  
Sonya Bird, USNC VP Technical  
Tony Zertuche, General Secretary

Rockwell Automation  
Underwriters Laboratories Inc. b  
Star Associates International  
Intertek  
CSA America, Inc.  
Philips  
Intel  
GE Power  
FM Approvals LLC  
ABB Motors and Mechanical Inc.  
ECC Corporation  
ECIA  
Intertek  
ARESCA  
NEMA  
Intertek  
AHAM  
FDA  
Legrand, North and Central America  
Underwriters Laboratories Inc.  
USNC / ANSI

**Guests Participating**

David Bain  
Kazimier Gawrzyjal  
Marianna Kramarikova  
Bob Kretschmann  
Kevin Lippert  
Florence Otieno  
Kristen Palma  
Kevin Robinson\*  
Kendall Szulewski-Francis  
Karen Willis

TIA  
Dell Technologies  
TIA  
Rockwell Automation  
Eaton  
TIA  
USNC  
OSHA  
USNC  
NEMA

**Members Not Participating**

Gabriel Alsenas	Florida Atlantic University
Don Baker	CTrends
Dan Brake	NextEra Energy
Jonathan Colby	Verdant Power
Ed Donahue	Mutual Cornell Environmental
Dalia El Tawy	Siemens USA
Lane Hallenbeck	ANSI
Ben Johnson	Thermon Industries
George Kelly	Sunset Technology Inc.
Paul Kelly	Underwriters Laboratories Inc.
F. Scott Kiddle	ABB Inc.
Amy Phelps	NIST
Kevin Wolf	Intertek
Michael Woodford	AHRI

\* = Via Teleconference

**Section 1 – Welcome, Opening Remarks and Introductions**

**1.1 Welcome, Opening Remarks, Introductions**

Mr. Tim Duffy called the meeting to order at 9:03 AM (EST). Mr. Steve Rood thanked everyone for attending and for allowing Legrand/Pass & Seymour to host. Mr. Duffy thanked Mr. Rood and Legrand/Pass & Seymour for hosting the January USNC Management Meetings.

The CAPCC members and guests, around the room and over the phone, introduced themselves and their organizations.

**1.2 Approval of Draft Agenda**

Mr. Duffy drew attention to the meeting's agenda, **USNC/CAPCC 226A**. Mr. Duffy asked the committee for changes or additions to the agenda. Mr. Duffy requested to add an additional topic section following Section 16, ANSI By-Laws. No other comments were offered. It was moved, seconded and

**VOTE #1 To Approve the Agenda (USNC/CAPCC 226A)  
(This motion was approved unanimously)**

**1.2.1 Approval of Consent Agenda**

**(a) Approval of the Minutes**

Mr. Duffy drew attention to the minutes from the September 2018 Meeting in Arlington, VA. No comments were offered. It was moved, seconded and

**VOTE #2 To Approve the Minutes from the CAPCC Meeting in TIA on September 2018  
(USNC/CAPCC 225)  
(This motion was approved unanimously)**

## **Section 2 – Outstanding Action Items**

**#2018-01-04** – The USNC staff completed the first draft of the USNC Meeting Guide. This guide will be distributed shortly for review by the CAPCC, Council and TMC.

**Status: Pending**

**#2018-09-01** – The CAPCC Subcommittee on Operating Procedures will release their first draft of operating procedures to the CA Systems by next CAPCC meeting.

**Status: Pending**

**#2018-09-02** – The USNC CAPCC agreed to recommend to Council that the USNC explore and address the CAPCC members' concerns regarding USNC's presence on the [ANSI website](#).

**Status: Completed**

**#2018-09-03** – Mr. Gary Schrempp will send version 7 of ISO/IEC 22603 to USNC Staff, who will then distribute the document to CAPCC.

**Status: Completed**

**#2018-09-04** – The USNC staff will distribute a call for nominations for CAPCC Communications Task Force Chair, as a result of Mr. Gary Schrempp stepping down.

**Status: Completed**

**#2018-09-05** – Mr. Lane Hallenbeck will send the block-chain presentation to USNC Staff, who will then circulate the presentation to CAPCC.

**Status: Completed**

**#2018-09-06** – Mr. Gary Schrempp will reach out to Mr. Gordon Gillerman of NIST for more information regarding possible workshops or information sessions on the use of ISO/IEC 22603.

**Status: Pending**

**#2018-09-07** – The USNC will distribute a call for nominations for the position of USNC Vice President – Conformity Assessment/IEC CAB Representative.

**Status: Pending**

**#2018-09-08** – The USNC CAPCC agreed to recommend to Council that the US vote for Professor Byoung Kuk Lee (South Korea) and Mr. Fredrik Wennersten (Sweden) for three-year terms on the IEC CAB.

**Status: Completed**

**#2018-09-09** – It was requested that USNC Council, TMC and CAPCC members submit suggested agenda topics for the bilateral meetings taking place during the IEC General Meeting in October 2018.

**Status: Completed**

*Secretary's Note:* Mr. Steve Margis suggested that the USNC ask and collect bilateral agenda topics at the May USNC Meeting in preparation for the bilateral meetings that will take place at the IEC General Meeting (**Action Item #2019-01-01**).

## **Section 3 – Kevin Robinson's Presentation on OSHA's Nationally Recognized Testing Laboratory (NRTL) Directive**

Mr. Robinson began by introducing himself as the director of the Office of Technical Programs and Coordination Activities, where one of his responsibilities is to oversee the NRTL program.

The new directives are in the final stages of development and will be released by the summer of 2019. Mr. Robinson then addressed the major changes and updates that will be occurring in program policies with ISO/IEC 17025 and ISO/IEC 17065. The current NRTL initiatives will be incorporated into the new directives. The directives require the NRTL to be independent of stakeholders, manufacturers, employers, and vendors in order to avoid concerns regarding partiality. The program will include a supplemental program where NRTLs can accept external members like the IEC schemes and outside laboratories. The new directives will also have revised definitions. For ISO/IEC 17025, the 2005 version will still be used since the 2017 version will not be in place in time for the circulation of the new directives. Furthermore, Mr. Robinson emphasized that manufacturers may experience procedural adjustments, but they should not be greatly concerned over significant changes. In conclusion, the overall goal is to put up the directives, receive meaningful feedback, and continue with any necessary changes in the near future.

Mr. Duffy thanked Mr. Robinson for the provided information. He then ensured that the following informational links will be circulated to the CAPCC:

[The NRTL Website](#)

[The NRTL Directive - FAQs](#)

[Draft NRTL Directive](#)

Opening the floor to questions, Mr. Duffy inquired as to the start date of the new program in relation to the announcement of the new directives. Mr. Robinson responded that the new program will be eased in due to the many changes that may impact existing NRTLs. Existing NRTLs will be given time to come into accordance with the new directives.

A member asked Mr. Robinson for an update regarding scope expansion and federal registers regarding NRTL activity. Mr. Robinson replied that federal registers are not being published due to furlough. He went on to say that they will not be published unless they are directly tied to the safety of the country, and will be on hold until the agency comes back into full operation.

Mr. Duffy questioned the procedures for OSHA when notifying government agencies regarding applications in countries who do not have reciprocity. Mr. Robinson replied that an attempt to roll out clarifications on reciprocity will occur, and that there will be some federal registers that will touch on that. Mr. Robinson went on to say that, there might be some changes in existing policy. He concluded by saying that over the next several months, they will be coming out with some clarifications and policy changes that will be open to public comment.

Another question dealt with whether reciprocity would be restricted to certification bodies, or if it will include laboratories as well. Mr. Robinson noted that current regulations recognize NRTLs, and do not distinguish being a certification body or testing laboratory. He stated that in a conversation with the United States Trade Representative (USTR), if a NRTL has headquarters in the US, then the reciprocity issues go away. However, Mr. Robinson noted that concerns might be raised if an NRTL is headquartered in another country or has departments in other countries.

Mr. Duffy invited Mr. Robinson to provide an update at a future CAPCC meeting regarding reciprocity guidance. Mr. Robinson accepted the invitation.

#### **Section 4 – Report on WG 10 CAB Policy and Strategy**

Mr. Margis provided a report on the activities of WG 10 CAB Policy and Strategy. He noted that in December the two main items of discussion were the Masterplan Implementation Plan (MPIP) and the IEC conformity assessment directives document.

Based on WG 10's meeting in December, Mr. Margis relayed that the chair of the IEC Standardization Management Board for MPIP attended the meeting that led to positive collaboration and contributions. The critical activities of the WG include revising existing materials for the new MPIP template. Mr. Margis and USNC Staff will circulate these materials once they are completed (**ACTION ITEM #2019-01-02**).

The IEC conformity assessment directives document are currently under development. They will be further addressed at the next WG 10 meeting in Singapore in March of 2019.

### **Section 5 – Report on WG 18 BizL**

Mr. Margis provided a report on the Frankfurt meeting from December 2018 regarding the CAB business watch list.

Mr. Margis gave a brief overview of what the watch list is. He outlined that the watch list's purpose is to evaluate what conformity assessment service opportunities are available. As part of the MPIP, the watch list has expanded its scope. Mr. Margis reported that the IEC Conformity Assessment Systems reviewed the watch list. Based on feedback, the watch list had been modified to a new structure and will be circulated back to the IEC Conformity Assessment Systems this quarter.

### **Section 6 – Report on USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems**

Mr. Margis provided a report on the activities of the CAPCC Subcommittee and the status of the Conformity Assessment Systems' harmonized Operating Procedures.

The first draft of the operating procedures is ready for comment and will be circulated to the CAPCC membership for a thirty-day comment period (**ACTION ITEM #2019-01-03**). Following this, an editing period of two weeks will occur for revisions and final changes. After those two weeks, there will be another 30-day ballot period for approval.

Core IEC conformity assessment documents will be used to model the template of the USNC conformity assessment systems' supplements. These supplements will be distributed for a 30-day comment period, have an editing period of two weeks, and a final approval at the September USNC CAPCC meeting.

The subcommittee provided the following recommendations on CAPCC voting as part of the outcome of the subcommittee's meeting;

- All US conformity assessment system officers sit on CAPCC as ex-officio members, and each system will have one representative vote.
- All at-large members will have their vote pooled so that they comprise a single vote.
- In total, there would be five votes, one for each system and one for the at-large CAPCC members.

These recommendations were discussed, and then rejected by the CAPCC members present.

Following this discussion, Mr. Duffy asked the USNC Nominations Committee to analyze the balance of CAPCC members, and document the need for such balance in the CAPCC Terms of Reference.

### **Section 7 – Status Report on USNC CAPCC E-Labeling Task Force**

Mr. Kazimier Gawrzyjal reported on the USNC CAPCC E-Labeling Task Force, and drew attention to **USNC/CAPCC 227**, ISO/IEC 22603 version 7. Mr. Gawrzyjal stated that the standard is in the CD stage with comments due in the next few weeks. WG 8 will be meeting on 28 February 2019 to review the

comments generated by the national committees.

Mr. Duffy noted that Action Item #2018-09-06 still needs to be addressed by this task force.

Mr. Duffy opened the floor for nominations, and Mr. Richard McDermott volunteered to become the new chair of the USNC CAPCC E-Labeling Task Force as a result of Mr. Schrempp stepping down from his position (**Resolution #1**).

### **Section 8 – Report on the USNC CAPCC Communications Task Force**

Mr. Duffy and Ms. Kristen Palma provided a brief report on the USNC CAPCC Communications Task Force. Mr. Duffy drew attention to the completed and posted conformity assessment brochure, **USNC/CAPCC 228**. Mr. Duffy announced that Mr. Jonathan Colby has been appointed as the new chair of the task force as a result of Mr. Schrempp stepping down. Mr. Colby will be chairing his first task force meeting at the end of January. Ms. Palma noted that a call for task force volunteers will be distributed to CAPCC (**ACTION ITEM #2019-01-04**).

### **Section 9 – Liaison Reports**

**9.1 ANSI Conformity Assessment Policy Committee (CAPC)** – Ms. Joan Sterling noted that there was nothing to report from the last CAPC meeting.

**9.2 ANSI International Conformity Assessment Committee (ICAC)** – Mr. Duffy drew attention to an ICAC Summary of CASCO Ballots and Resolutions (**ATTACHMENT A**). Mr. Duffy reviewed the list of ICAC documents and noted documents with comments due. The USNC Staff will circulate the reviewed ICAC Summary of Ballots to CAPCC (**ACTION ITEM #2019-01-05**).

### **Section 10 – Reports on the Conformity Assessment Systems**

**10.1 IECRE and USNC/IECRE** – Mr. Robert Sherwin provided a report on the activities of IECRE and the USNC/IECRE. Mr. Sherwin drew attention to the distributed USNC/IECRE report, **USNC/CAPCC 232**. He noted that the USNC/IECRE is financially stable despite the issues with IECRE at the international level. Mr. Sherwin shared that there is pushback on the IECRE budget at the IECRE member-body level. Conclusive financial numbers have not yet been distributed by the IECRE. Mr. Sherwin also shared concerns regarding meeting quorum due to locations of IECRE meetings.

**10.2 IECEE and USNC/IECEE** – Mr. Duffy provided a brief status report on the activities of the IECEE and the USNC/IECEE. Mr. Duffy noted that the group has not met since the previous USNC CAPCC meeting. The IECEE WG meetings will be taking place over a two-week period in Germany soon. Mr. Duffy also stated that the USNC/IECEE will have its member body meeting in Fort Lauderdale, Florida on 11-12 March 2019 and noted that the USNC/IECEE will be cohosting the Management Committee with Chile in Santiago in June.

**10.3 IECEX and USNC/IECEX** – Mr. Evans Massey provided a status report on the activities of the IECEX and the USNC/IECEX. Mr. Massey drew attention to the distributed USNC/IECEX report, **USNC/CAPCC 229**. Mr. Massey drew attention to a correction in the report; the IECEX annual working group meeting will take place between 6 – 10 May 2019 in Singapore.

**10.4 IECQ and USNC/IECQ** – Mr. McDermott provided a status report on the activities of the IECQ and the USNC/IECQ. Mr. McDermott drew attention to the distributed USNC/IECQ report,

## **USNC/CAPCC 230.**

### **Section 11 – Report on US Government Activities Related to Conformity Assessment**

Ms. Amy Phelps was unable to provide an update due to the partial government shutdown.

Mr. Jianchao Zeng gave a verbal report on the Federal Drug Administration's (FDA) Accreditation Scheme for Conformity Assessment (ASCA). ASCA has a five-year pilot term. Mr. Zeng also stated that a draft guidance document for public comment will be distributed.

More information can be found at the following two links that Mr. Zeng has forwarded to Ms. Palma:

[FDA's ASCA Pilot Program Website](#)

[ASCA Workshop Website](#)

Ms. Palma will circulate this information to the CAPCC (**ACTION ITEM #2019-01-06**).

### **Section 12 - USNC Vice President – Conformity Assessment Nominations**

Mr. Duffy's term for USNC VP, Conformity Assessment will be ending in December of 2019 and a thirty-day call for nominations will take place in February of 2019. Any nominations received by USNC Staff will be vetted by the USNC Nominations Committee, and then forwarded to the USNC Council for ballot.

Mr. Duffy then continued, the vice-chair position will be handled solely within CAPCC. A separate call will be issued once the USNC Council votes on USNC VP, Conformity Assessment. Mr. Duffy indicated that the Nominations Committee will review the CAPCC vice-chair nominations, and then CAPCC will vote on vice-chair, and resulting vote will go to USNC Council for endorsement.

### **Section 13 – Review of the CAB Decision List and Debrief from Busan Meeting in October**

Mr. Duffy reviewed the CAB Decision List, **CAB/1803/DL** from the October CAB Meeting in Busan. Mr. Duffy congratulated Mr. Margis on his election as IEC Vice-Chair and Mr. Wynn Bowman on his approval for his second term as Treasurer of IECQ.

### **Section 14 – The 87<sup>th</sup> IEC General Meeting in Egypt**

Mr. Zertuche informed the CAPCC of the potential concerns surrounding the location of the 87<sup>th</sup> IEC General Meeting, which will take place in 2023 in Egypt. Mr. Zertuche noted that there are some security concerns, and opened the floor to input in regards to the host location. It was noted that the ability of USNC members to attend meetings is controlled primarily by the delegates employers who use multiple external services (e.g., US State Department warning and International SOS) when determining countries/locations of concern. It was suggested that the response to the concerns should indicate that it is still very early to allow for countries to raise concerns and suggests that the IEC make use of external organizations mentioned as the meeting date gets closer.

### **Section 15 – Conformity Assessment Issues in the Americas**

Mr. Paul Moliski provided an update to CAPCC regarding conformity assessment issues from his perspective as the Chair of the ANSI RSC-Americas. Mr. Moliski drew attention to the new administrations in Mexico and Brazil, where significant staff changes will occur.

### **Section 16 – USNC Interface with Other Regional & International Organizations**

Mr. Zertuche and Mr. Moliski provided regional updates:

**16.1 APCF** – Mr. Zertuche noted that WG 1 is ready to submit recommendations to the

management bodies of the IEC regarding regional balance.

**16.2 USNC Country Mentoring Program** – Mr. Zertuche noted that there may be a CROSQ collaboration with the 2020 IECEE Meeting. He also noted that the USNC Officers had a productive meeting with Vietnam in Busan during the 2018 General Meeting.

**16.3 FINCA** – Mr. Zertuche noted that FINCA's previous meeting occurred in September 2018 in Mexico City. The next FINCA meeting will be hosted by the Canadian National Committee, but will held in Lima, Peru. The USNC will be hosting FINCA in 2020.

**16.4 COPANT** – Mr. Zertuche noted that the next COPANT meeting will take place in Cartagena, Columbia.

**16.5 CENELEC** – Mr. Moliski drew attention to **USNC/CAPCC 231**, CENELEC's letter on the impact of Brexit on BSI and CEN-CENELEC membership. Mr. Moliski noted that BSI will continue to be a member in CENELEC through the end of 2020.

### **Section 17 – ANSI By-Laws**

Mr. Zertuche discussed how the new ANSI By-Laws might affect USNC conformity assessment activities, including their relation to the ANSI CAPC and ICAC. The revised by-laws and FAQ documents will be distributed to all CAPCC members for review and comment. Mr. Zertuche shared that the comment period will be ending on 4 February 2019. Members noted concerns with the change from policy level committee to advisory committees and had major concerns with the removal of the Conformity Assessment Policy Committee. Members were encouraged to send their input by the comment deadline.

### **Section 18 - USNC and CAPCC/CAB Meeting Schedule 2019 and Beyond**

Mr. Duffy reviewed the upcoming USNC and international meeting schedule for the 2019 year and beyond.

### **Section 19 – Summary of Votes and Action Items**

Please see, **USNC/CAPCC 233** – Resolutions – January 2019.

### **Section 20 – Adjournment**

Mr. Duffy again thanked all those in attendance and Legrand/ Pass & Seymour for hosting these USNC meetings. Mr. Duffy adjourned the CAPCC meeting at 3:57 PM (EST).