

DRAFT #1 JAN/5/93

L.A.R.C. ELECTROMAGNETIC COMPATIBILITY/IMMUNITY CTTEE

MEMBERS PRESENT--VE3ZG,VE3JAB

MEMBERS

JOHN-- VE3EMI LARC BOARD

BOB---VE3JAB

MIKE--VE3ZG

BILL--VE3EFC

LAURIE--VE3BCD

LINDAL--VE3NHX

AMATEUR RESPONSIBILITIES

1. OPERATE WITHIN REGULATIONS.
2. WHERE AN EMC PROBLEM OCCURS, WORK WITH DOC IN INITIAL PHASES.
3. LARC HAS AN EMC COMMITTEE WHICH MAY BE ACCESSED TO ASSIST THE AMATEUR AND COMPLAINANT BY SENDING A LETTER TO THE CLUB PRESIDENT BOX 2571, THUNDER BAY, ONT. P7B 5G1.

CONFIDENTIALITY

1. COMMITTEE MEMBERS WILL NOT DISCUSS THE PROBLEM SOURCE WITH OTHER AMATEURS.
2. COMMITTEE MEMBERS SHALL WHERE NECESSARY DISCUSS THE PROBLEM WITH EXTERNAL RESOURCES, SUCH AS DOC, AREA TECHNICAL REPS, MANUFACTURER REPS ETC.
3. THE PERSON WITH THE PROBLEM SHALL BE RESPONSIBLE FOR THEIR OWN CONFIDENTIALITY. KEEP THE PROBLEM\NEIGHBOURS OUT OF THE DISCUSSION WITH OTHERS.

COMMITTEE GUIDELINES

**GOALS - TO EDUCATE THE AMATEUR
COMPLAINANT
SUPPLIERS
SERVICE PERSONNEL**

- INVESTIGATOR RESPONSIBILITIES:
 - MAKE NO PROMISES ON BEHALF OF THE COMMITTEE, CLUB OR BODY.

- PROMPTNESS OF INVESTIGATION - START TO COMPLETION.
- BUILD A BODY OF EMC DATA FOR LARC, AND NATIONAL BODIES, TO PRESSURE MANUFACTURERS/FEDERAL GOVT.ETC IN RECOGNIZING PRODUCT DEFICIENCIES.

COMMITTEE PROCEDURE

1. COMMITTEE MEMBERS WILL BE ACTIVATED FOR AN EMC INVESTIGATION ONLY THROUGH A LETTER FROM THE CLUB PRESIDENT REQUESTING THEIR ACTION, AND DETAILING THE NAME, ADDRESS AND PHONE NUMBER OF THE COMPLAINANT.
2. MUST HAVE CONSENT OF THE COMPLAINANT TO CONDUCT AN INVESTIGATION AND ARRANGING FOR A RESOLUTION.
3. THE COMMITTEE MUST DOCUMENT IN DETAIL, ALL ACTIONS TAKEN.
4. WE REQUIRE AN OPEN LETTER OF INTRODUCTION FROM D.O.C., WITH COMMITTEE MEMBER IDENTIFICATION STATING THE PURPOSE OF THE VISIT.
5. MUST HAVE A LETTER OF CONSENT FROM COMPLAINANT RE DATE AND PURPOSE OF THE VISIT.
6. HAVE ON HAND A LETTER (ON LARC LETTERHEAD) TO EQUIPMENT MANUFACTURER-(FILL IN THE BLANKS) CONCERNING THE EQUIPMENT AND THE PROBLEM. THE LETTER SHOULD BE DATED, SIGNED AND MAILED BY COMPLAINANT. COPY TO EMC COMMITTEE FILES.
7. INVESTIGATIONS CONDUCTED AND DOCUMENTED BY THE DEPARTMENT OF COMMUNICATIONS WILL NOT BE REPEATED BY THE EMC COMMITTEE. THE COMMITTEE WILL ONLY VERIFY THAT NO MAJOR CHANGES HAVE BEEN MADE BY THE RADIO STATION AND VERIFY WHETHER RECOMMENDED ACTION BY THE COMPLAINANT HAS BEEN CARRIED OUT.
8. ADDITIONAL RADIO SENSITIVE EQUIPMENT ADDED BY THE COMPLAINANT SUBSEQUENT TO ANY OFFICIAL INVESTIGATION BY THE D.O.C. MAY BE TESTED AT THE COMPLAINANTS REQUEST OR WITH THEIR PERMISSION, AND THE COOPERATION OF THE TRANSMITTING STATION. THESE TESTS SHOULD FOLLOW THE PROCEDURES EMPLOYED BY D.O.C. IN THEIR TESTS OF SIMILAR EQUIPMENT.
9. THE EMC COMMITTEES PURPOSE WILL BE TO EDUCATE THE COMPLAINANT TO THE FACT THAT TRANSMITTING STATIONS CANNOT BE HELD TOTALLY RESPONSIBLE FOR THE SENSITIVITY OF DEVICES FOUND IN HOMES OR BUSINESSES, AND THAT IT HAS BEEN RECOGNIZED IN LAW THAT SUCH DEVICES MUST BE MODIFIED TO BE ABLE TO CO-EXIST IN RADIO ENVIRONMENTS.
10. THE EMC COMMITTEE WILL PROVIDE THE COMPLAINANT WITH THE RESOURCES TO APPROACH DISTRIBUTORS, MANUFACTURERS AND SERVICE

PERSONNEL, THROUGH WRITTEN DOCUMENTS OR DIRECT VISITS, TO OBTAIN RESPONSES AND ACTION. THE COMMITTEE WILL PREPARE LETTERS FOR THE COMPLAINANTS SIGNATURE AND MAILING, KEEPING COPIES AND REQUESTING COPIES OF CORRESPONDENCE RECEIVED.

THE CORRESPONDENCE WILL REQUEST MANUFACTURERS/DISTRIBUTORS TO SUPPLY DETAILED DIRECTIONS IN INSTALLATION OF FILTERING REQUIRED, THE NECESSARY MATERIALS AND NOMINATION OF SERVICE PERSONNEL COMPETENT IN INSTALLATION. WHERE NECESSARY TO KEEP EXPENSES FOR THE COMPLAINANT TO A MINIMUM, THE EMC'S TECHNICAL EXPERTS MAY INSTALL SUPPLIED OR RECOMMENDED FILTERING, SUBJECT TO AGREEMENT BY THE COMPLAINANT AND THE TECHNICAL ADVISOR.

11. THERE SHALL BE AGREEMENT BETWEEN THE COMPLAINANT AND LARC THAT THE CLUB, EMC COMMITTEE MEMBERS, OR INDIVIDUALS WILL NOT BE LEGALLY OR FINANCIALLY RESPONSIBLE TO THE COMPLAINANT IN ANY WAY.

LARC