



CLIENT APPLICATION QUALIFICATION PROGRAM

Electronic Logbooks v. 7

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1. INTRODUCTION

Subsection 61(3) of the *Fisheries Act* authorizes Fisheries and Oceans Canada (DFO) to impose terms and conditions of any licence issued under this *Act* to require that fish harvesters keep a log of their catches and their fishing efforts and submit them to DFO. To date, fish harvesters have generally reported this information using paper documents.

The National Electronic Logbook (ELOG) Program will introduce the use of third-party developed client applications that will enable **fish harvesters** to submit their information to DFO, also referred to throughout this document as the client application. This approach is intended to increase the options available to **fish harvesters** by allowing them the flexibility to choose a client application that is best suited to meet their individual needs.

To ensure that **fish harvesters** can select a client application with confidence, DFO has developed a Client Application Qualification Program that will identify which client applications have met the departmental standard.

The Qualification Program seeks to strike a balance between the need to ensure that regulatory and operational requirements are met and third-party developers have the flexibility to innovate.

This document provides further details on the Qualification Program.

2. DEPARTMENTAL STANDARD FOR CLIENT APPLICATIONS

To guide developers in their efforts to develop ELOG client applications, DFO has developed a Standard (DFO Standard for the Development of Electronic Logbook Client Applications) that all client applications must meet in order to be qualified. This Standard defines the requirements, processes and best practices to be taken into account during the development of all ELOG client applications **and can be found here: [Documents for developers \(Toolbox\)](#)**.

Developed with support from the Canadian General Standards Board (CGSB), this Standard is the foundation on which the Qualification Program is built and is therefore key for client application developers to adhere to.

Section 61 of the *Fisheries Act* requires that fish harvesters keep a log of their catches and their fishing efforts and submit them to DFO. The ELOG system enables transmission of this information by fish harvesters to DFO using XML electronic files.



3. QUALIFICATION PROGRAM DESCRIPTION

As previously stated, the Qualification Program must be effective in approving client applications that meet DFO's needs without limiting opportunities for innovation.

In keeping with these guiding principles, the Client Application Qualification Program seeks to integrate into the normal client application development cycle by using information obtained during the testing phase as its primary review materials. This approach is intended to streamline the client application approval process to allow **fish harvesters** and client application developers the flexibility they require.

To augment the approval of a client application based on developer submitted required materials, DFO reserves the right to carry out client application quality assurance reviews, at the Department's discretion.

The following main areas of the Qualification Program are described below:

- Enrollment in the Qualification Program;
- Development Cycle and Preparation of Required Documents;
- Available Documents;
- Documents to be included with the Qualification request
- Review and Approval Process; and,
- Quality Assurance Review.

4. ENROLLMENT IN THE QUALIFICATION PROGRAM

To initiate the Qualification Process, interested parties must submit a letter of interest to DFO. This letter must contain the following information:

- Name of the Application Developer or Company;
- Name of the individual who will act as the point of contact in all dealings with DFO;
- Mailing address;
- Phone number;
- Email address;
- Fisheries of Interest; and,
- **Signature block of the signing authority.**

This letter must be emailed to the following address:

DFO.NAT.ELOGSqual-JBEQUAL.NAT.MPO@dfo-mpo.gc.ca.

Upon receipt of the letter of interest, DFO will enroll the applicant into the Qualification Program by entering the received information into its tracking tool. This will be followed by an email containing further instructions and **required** documentation **for development** to the point of contact listed.



This part of the Qualification Program is only required for the initial enrollment and is not required for updates to an existing client application, etc.

5. DEVELOPMENT CYCLE AND PREPARATION OF REQUIRED DOCUMENTS

Upon enrollment as an interested party for the Qualification Program, the Qualification Coordinator will provide the registrant with [an electronic link to Documents for developers \(Toolbox\)](#).

Questions [about this site](#) can be directed to the Email: DFO.NAT.ELOGSqualJBEqual.NAT.MPO@dfo-mpo.gc.ca

Information provided [on this site](#) should be strictly adhered to.

Development of the client application is the sole responsibility of the developers. DFO will provide technical assistance to developers [if required on a limited basis](#). If technical assistance is requested, DFO may require one or more of the following:

- Access to the developer's test environment;
- Web-ex sessions for onscreen review and walk-through; and/or
- Copy of test version of mobile client application.

Required documentation for qualification should be prepared after successful completion of the client application development phase.

Coordination of testing with the DFO ELOG Qualification Program will be necessary. Once the Qualification Coordinator is notified of the developers intention to commence testing of their client applications they will be provided with a TEST ELOG Key and test data.

6. AVAILABLE DOCUMENTS

The documentation available to developers for the development of an ELOG client applications can be found here: [Documents for developers \(Toolbox\)](#).

Under the "General Documentation" section you will find the following:

- [Standard for development of electronic logbook client applications;](#)
- [Client Application Qualification Program \(current document\) ;](#)
 - [Developer Attestation Test Script ;](#)
 - [Letter of Attestation;](#)
- [Reference tables ;](#)
- [Maps of NAFO areas ;](#)
- [Maps of grids ;](#)
- [XML data dictionary ; and the](#)
- [Web service technical guide.](#)



In the "[Required Forms](#)" section of the toolbox, you will find the forms that must be developed and included in the client application. The technical packages containing the information provided by DFO for the development of each of these forms can be downloaded from this location. The technical revision grids related to these forms are also available in this section. The technical revision grid for the form must be completed and included in the qualification request. Each form sent for qualification must be submitted separately and the form name clearly identified.

In the "[Fishery Specific Forms](#)" section of the toolbox, you will find a list of the forms (logbooks) available for Canada's commercial fisheries. From there, you can download the technical packages containing the information provided by DFO for the development of each of the forms. Developers can choose one or more of these forms to develop an application. The technical revision grid related to these forms is also available in this section. The Technical Revision Grid must be filled out and included in the Qualification request. Each form sent for qualification must be submitted separately and the form name clearly identified.

The qualification process relies primarily on the documentation submitted by developers when applying for qualification. Developers will need to demonstrate that their product(s) meet the standard and specifications outlined in the technical packages. It is imperative that developers carefully consider the standard and these specifications to ensure compliance and avoid rejection of the client application during the qualification process.

DFO has prepared a list of documents that must be submitted with the qualification request. All documentation should be submitted as a complete package in order to facilitate the review as efficiently as possible and to avoid delays during the qualification process.

7. DOCUMENTS TO BE INCLUDED WITH THE QUALIFICATION REQUEST

The required documentation includes the following:

1. Letter of Attestation

The Letter of Attestation must be signed and must accompany the initial request for qualification of the client application. This letter can be found in the "Client Application Qualification Program".

2. User documentation

The user documentation for the application must be written by the developer and be available in both official languages. This documentation includes, for example, the user guide, instructions, help files, etc. User documentation for the form to be qualified must be provided with the initial qualification request of the form.

3. Test Scenarios

The purpose of the test scenarios is to get confirmation from the developer that the client application has the ability to perform the tasks described in the scenarios and that the result is as expected. The developer must evaluate his application against each scenario and confirm (or not) that his application is able of performing the tasks as described in the



scenario. The test scenarios document must be filled out and provided with the application's initial qualification request.

4. Technical Revision Grid

The purpose of the technical revision grids is to provide information to the DFO Technical Team so that they can verify the compliance of the client application to the technical specifications.

The forms in the "Required Forms" section have a technical checklist specific to each form. These grids are available in the "Required Forms" section. The logbook forms, for their part, all use the same technical revision grid available in the "Fishery Specific Forms" section.

The appropriate checklist must be completed and submitted with the qualification request. The developer must ensure that the XML files associated to the scenarios of the technical grid contain EXACTLY what is requested, no more and no less. Failure to do so may result in the rejection of the qualification and therefore, significant additional delays.

All XML files identified in the technical verification grid must have been successfully transmitted by the client application into the DFO TEST environment. XML files do not need to be attached to the qualification request.

The technical revision grids may request a printout of the transmission log screen of these XML files. These are not the "validation reports" sent back to the developers. These printouts are screenshots of the client application screens and should be sent to DFO with the qualification request.

These documents will be used during the Qualification Review performed by DFO.

A DFO ELOG Test environment is available to developers to transmit their XML files.

A written confirmation will be sent by email to the client application developers upon receipt of documentation.

8. REVIEW AND APPROVAL PROCESS

Documents submitted to DFO are reviewed by the Qualification Team.

Submissions are reviewed in the order in which they are received by DFO chronologically. This process is expected to take four to six weeks per form. The clock will begin once all required documentation is submitted per form. We will not evaluate partial submissions unless specifically requested by DFO. If errors are found and documentation is returned to developers for correction, the clock will start over and the submission will again be reviewed in the order in which received by DFO chronologically. Therefore, it is imperative that companies consider the above timeframe when seeking qualification and provide all documentation requested to avoid delays in the qualification process.

During this period, DFO may request additional information and/or materials at its discretion to help facilitate the review and approval process.

Upon completion of the review, successful candidates will be required to sign a qualification agreement and will subsequently have a qualified product. Applicants who require corrections to successfully qualify will be asked to modify and resubmit. Applicants will subsequently be notified in writing by email of DFO's decision on qualification.

Successful applicants will be listed on the DFO Electronic Logbook Program web page and will be presented with DFO's seal of qualification that may be used in promotional materials.

If an issue is identified during post qualification quality assurance review, DFO will communicate with the applicant to address the situation. Qualification could be revoked at the discretion of DFO, including removal from DFO's list of qualified ELOG client applications.

9. QUALITY ASSURANCE REVIEW

To ensure the continued accuracy and integrity of the Qualification Process, DFO reserves the right to carry out quality assurance reviews which may include one or more of the following:

- Testing of the client application on various platforms;
- Access to production copy of the client application;
- Access to the developer's test environment;
- Confirmation of successful data transmission;
- Confirmation of continued compliance with data architecture and security best practices; and
- Confirmation of adherence to agreement for change management process.

Failure to adequately respond to a DFO request for a Quality Assurance Review or failure to meet Standard requirements during a Quality Assurance Review is grounds for qualification revocation, and removal of a client application from DFO's list of qualified ELOG client applications.

10. UPDATES TO EXISTING QUALIFIED CLIENT APPLICATIONS

Upgrades to existing client applications, or changes to address bugs are part of the client application development cycle and are the responsibility of the client application developer. To ensure that DFO is fully aware of all changes made to the client application and to be able to effectively communicate with **fish harvesters** about the proper qualified version, client application developers who make changes not directly affecting any of the elements listed below are required to provide in writing a letter to the Qualification Coordinator containing the following:

- Title of the client application;
- Updated version number;

- List of updated changes ;
- Date of effective changes; and,
- Signature block and signing authority.

Any changes to Forms, Fact Sheets or Instructions by DFO require resubmission for renewal of qualification through the entire process.

Additionally, any changes to a client application that affect any of the following also require a resubmission for a renewal of qualification through the entire process. These include:

- Electronic Logbook System XML Structure;
- Data Recording;
- Data Group Closure;
- Default Values;
- Generating a Unique Logbook Identifier;
- Language;
- Logbook Verification;
- Coordinates(latitude/longitude);
- Start of Trip;
- Data Transmission; and
- Security.

Failure to follow these procedures is grounds for qualification revocation and can result in removal from the list of qualified ELOG client applications.

11. DFO REQUESTED MODIFICATIONS

If any modifications are identified as necessary by DFO, they will be communicated and addressed through the Change Management Process (See [Documents for developers \(Toolbox\)](#), “General Documentation” section).

12. QUALIFICATION AGREEMENT

Upon successful qualification, developers will be requested to sign a qualification agreement. This will be provided with your notification of approval.

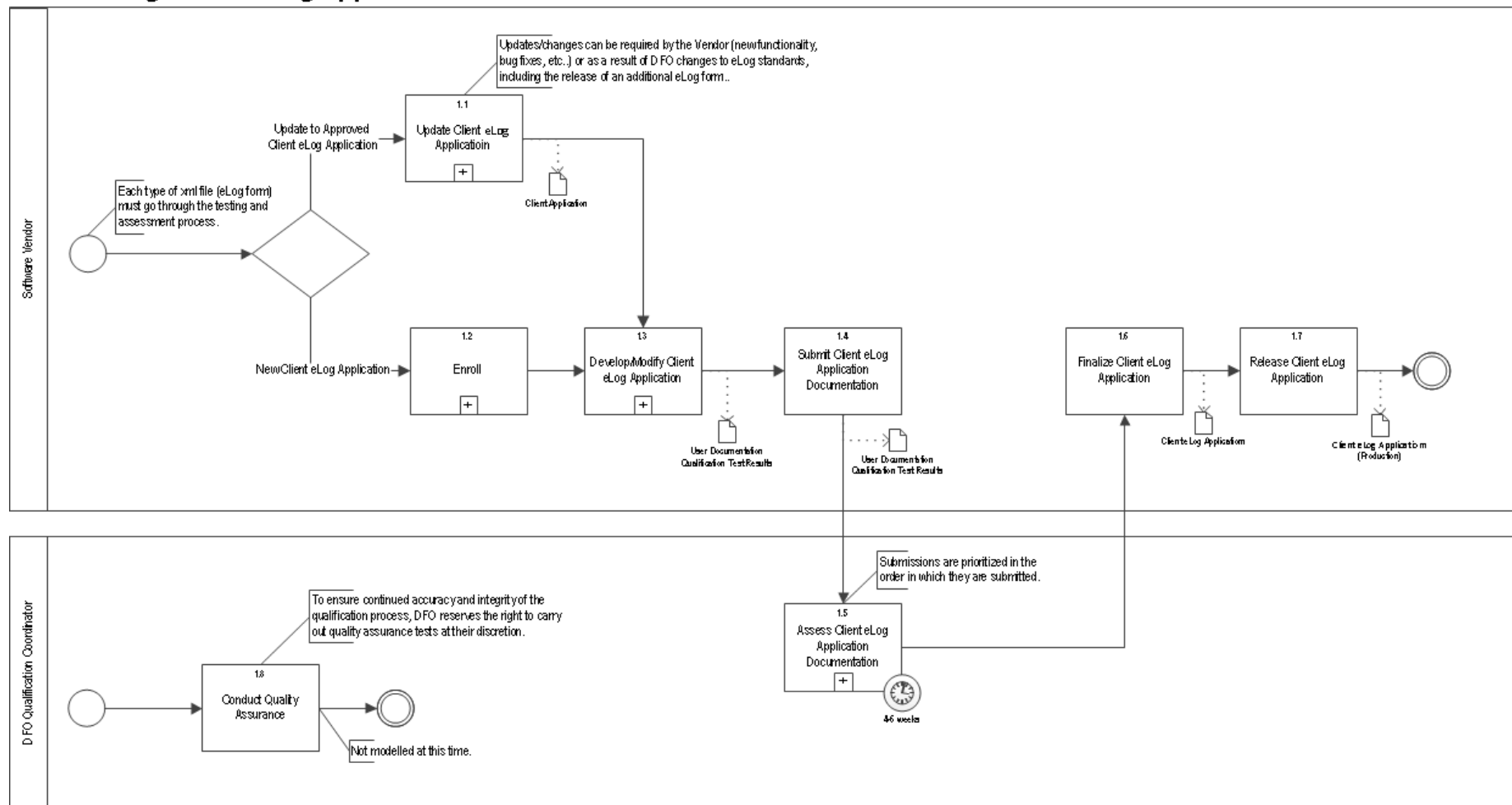


13. QUALIFICATION PROCESS FLOW

Below are process flow diagrams for the Qualification Program.

1.0 – Manage Client eLog Application

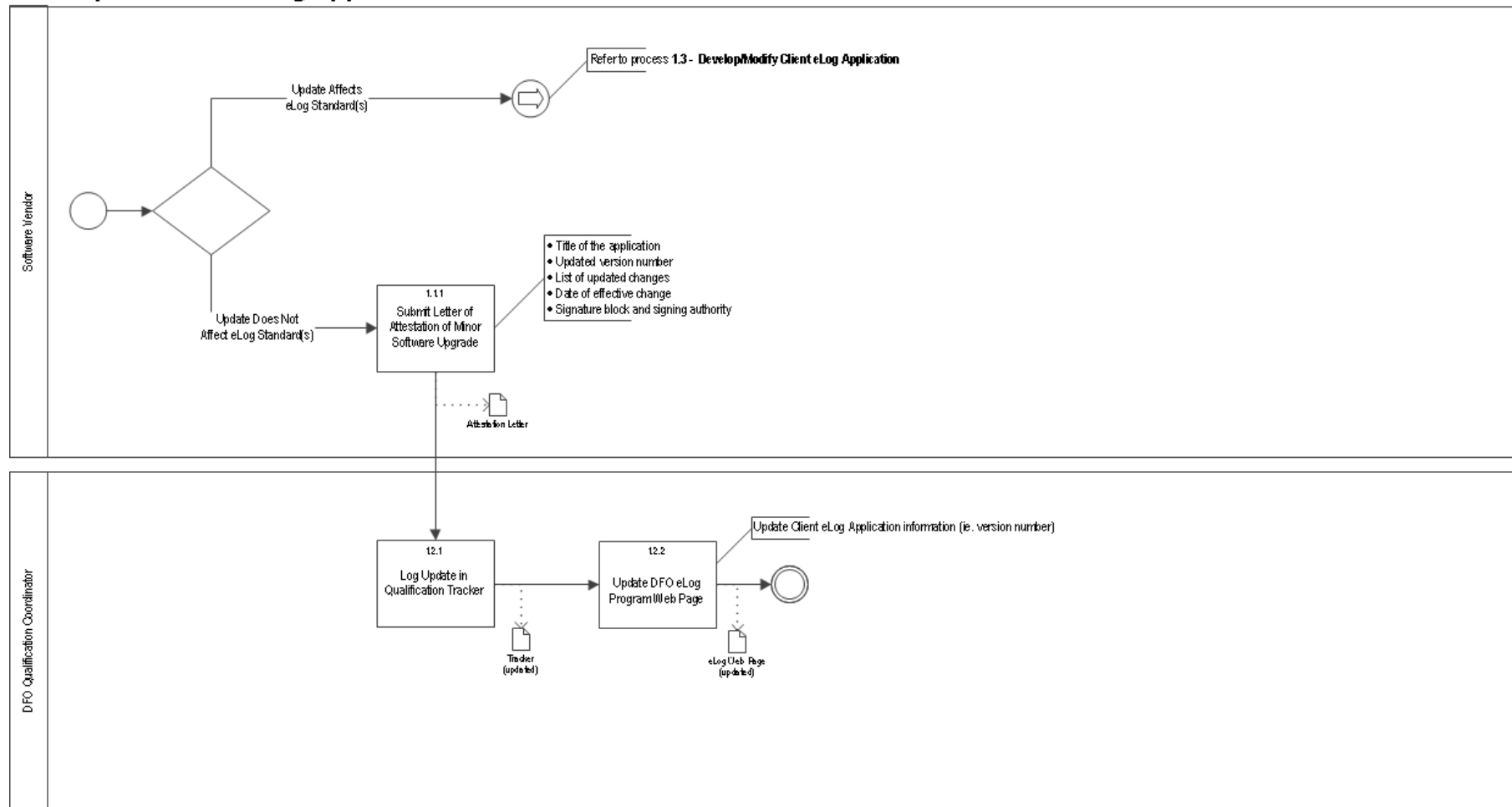
November 10, 2016
Version 1.2





1.1 – Update Client eLog Application

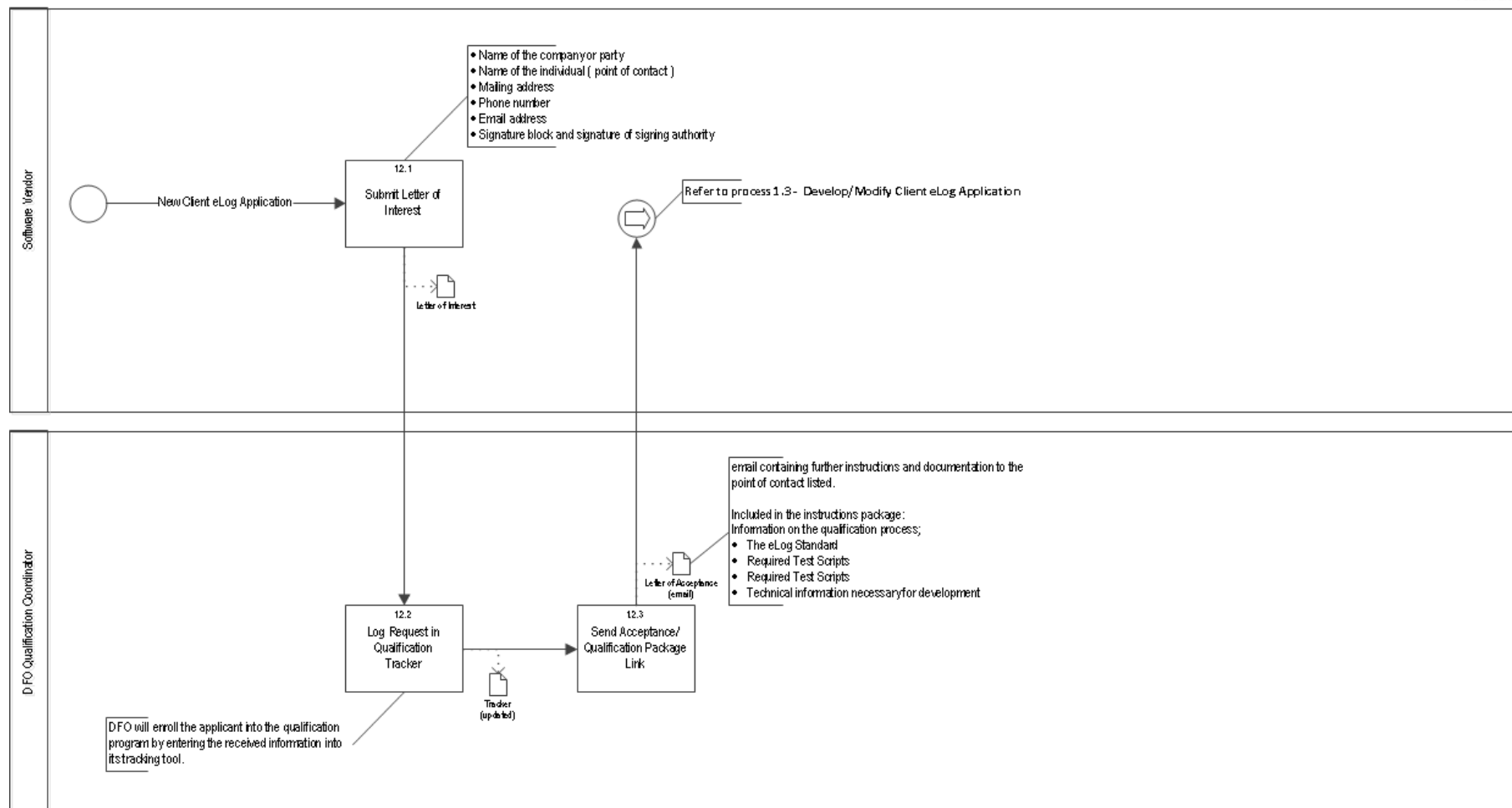
November 10, 2016
Version 1.2





1.2 – Enroll

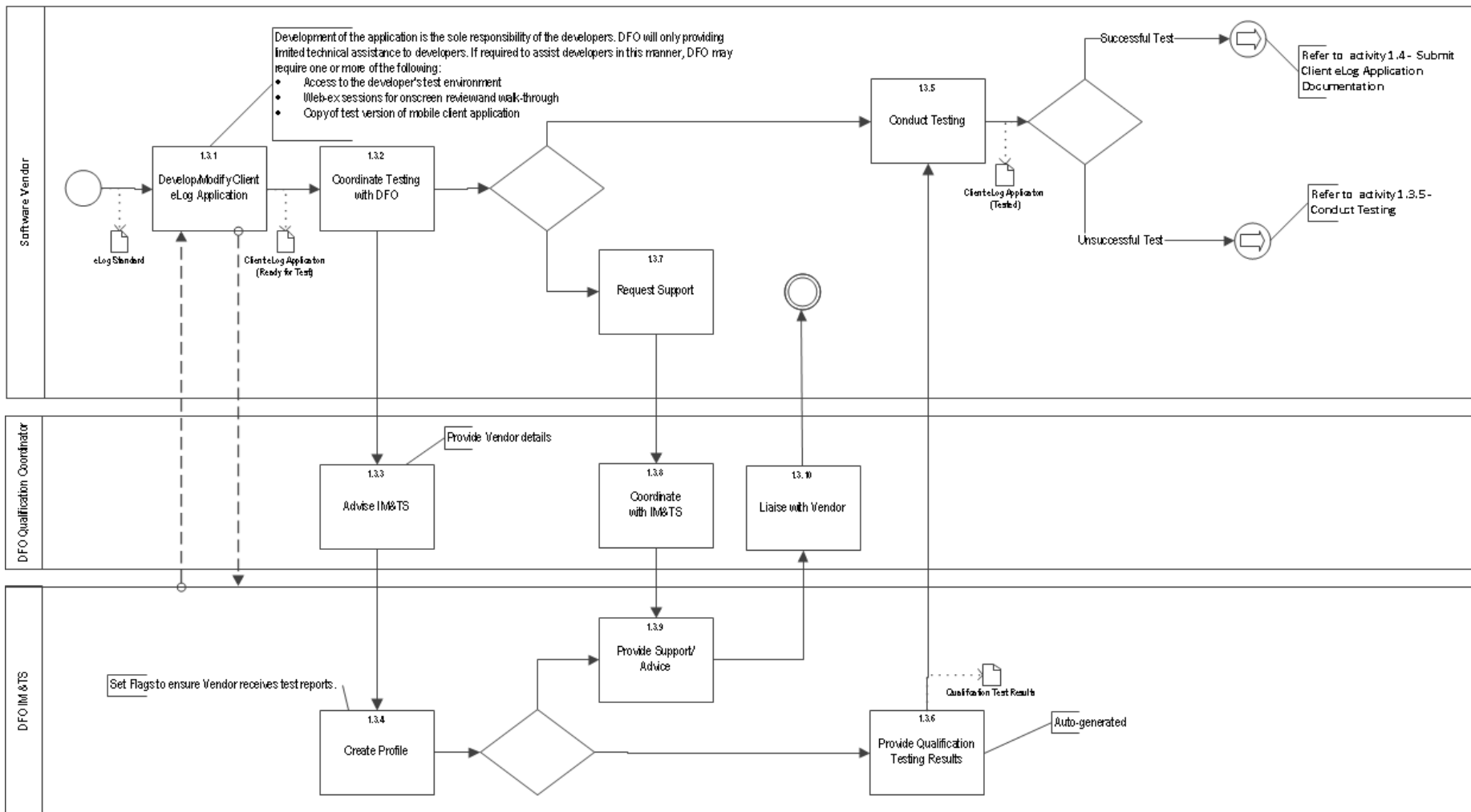
November 10, 2016
Version 1.2





1.3 – Develop/Modify Client eLog Application

November 10, 2016
Version 1.2





1.5 – Assess Client eLog Application Documentation

November 10, 2016
Version 1.2

