Linux Foundation Open Compliance Program:

A Template for Approval Request Form For The Use of Free and Open Source Software

This document is part of the free resources made available by The Linux Foundation Open Compliance Program. It offers a template for the Approval Request Form used by developers to request approval to use Free and Open Source Software (FOSS) in a commercial product. The company's Open Source Review Board (OSRB) then reviews the submission and determines approval. In most cases, the submission, reviewal and approval of such requests is managed via an online submission system that is part of the company's FOSS compliance management process.

OPEN COMPLIANCE
PROGRAM

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Approval request for the use of Free and Open Source Software (FOSS)

1. Fill out all green fields in the following table. Please see the adjacent column for explanatory comments about information requested.
2. Send the completed approval request form to the Open Source Review Board at <email address>

FOSS Package Information		
FOSS Package Name		
FOSS Package Version(s)		
FOSS Package Description and Intended Use		
FOSS Package Homepage URL		
URL(s) From Which the FOSS Package(s) Has Been Downloaded		*Indicate the URL for the specific package used.*
FOSS License(s) (e.g. GPL, LGPL, Mozilla, Proprietary License Agreement, Etc.)		*If the license itself is versioned, indicate the license version number that applies.*
URL to the License Agreement(s)		

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Organizational-Specific Information		
Development Team Requesting OSRB Review		
Technical Lead		*Indicate the point of contact for technical follow-up questions.*
Managerial Lead		*The development manager should be aware of and endorse the contents of this approval request.*
OSS Champion		*If the development or product team has a local FOSS champion, provide the contact info.*
Platform And/Or Product that is including the package		
Buildline(s)/Release(s) of the Platform/Product that this FOSS Package will be included in		*This will facilitate response to future inquiries about the FOSS content of particular products/versions.*
Feature ID		*Intent is to associate use of the package with implementation of a product feature.*
Location where the Package Source Code will be maintained in the configuration management system (e.g. pathname).		

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Open Source Package Usage Information		
Is this a re-approval related to a previously approved FOSS approval request? If yes, provide FOSS case ID of previously approved plan, and explain why re-approval is being sought.		
Is the FOSS Package Subject to Export Control?		*If source code for the FOSS package may be distributed externally and involves technology subject to export control procedures, additional approvals may be required.*
Will this FOSS package or any part of it be conveyed (i.e., included, embedded in, distributed, made available by download or by other means) outside <company> as part of or included in any <company> product, service, or component. If yes, how and to whom?		*FOSS license obligations typically are triggered by external conveyance, so it is important to know whether this will occur.*
If the answer to previous question is "yes", specify all forms of conveyance (source, binary).		
Has the source code of this package been modified, or will it be modified, compared with the original, pristine package source (as published by FOSS community)?		*Some licenses require that modifications to source be made available, on request, in addition to the original source code.*
Does this FOSS package link to, combine into a same program with, include header files from, or inherit from (e.g. subclass from, is based on, derived from, etc) any other FOSS software? If yes list all packages, their licenses, and provide references to FOSS Approval Requests for those FOSS packages.		*An architectural dependency diagram may be required to show interactions and licenses for software components related to this specific FOSS approval request.*
Does any other FOSS link to or inherit from this package? If yes list.		
Add any additional comments that you consider useful.		

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Additional Information (To be filled out only if FOSS package is newly written or modified, AND source code will be made publicly available)		
Briefly describe modifications made to the FOSS package.		
Have any "Documents of Interest" been used, or will they be used to add/modify source code in this package? (If the answer is yes, fill out information in the Documents section below.) **Definition: "Documents of Interest" = all docs/specs/info that served as input or were otherwise used by \<company\> to make modifications/additions to this package, such that:** **1. Doc/spec/info is authored or owned by 3rd party, OR** **2. Doc/spec/info is authored by \<company\>, but includes material or information obtained from 3rd party.**		*Information will be analyzed to determine whether any responsibility to 3rd party to protect proprietary information will conflict with obligation to fulfill FOSS license terms. See "Documents and Specifications" section below.*

License Obligations Applicable to Engineering Team Integrating the Package (Leave blank, to be filled out by OSRB)		
Use of this FOSS package imposes the following license obligations on the engineering organization. OSRB approval of the use of this package is contingent upon engineering organization's commitment to meeting these obligations.		

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Engineering Team Commitment to Meet Requirements Listed Above (To be filled out only after OSRB provides requirements)		
Have you reviewed requirements listed above, and do you commit to meeting these requirements? (State explicitly any of the requirements that you can not meet, and explain the reasons.)		

License Obligations Applicable to Product/Platform Team (Leave blank, to be filled out by OSRB)		
Use of this FOSS package imposes the following additional license obligations on <company>. Meeting these obligations requires involvement of organizations beyond the engineering team directly responsible for package integration, such as platform or product organization. OSRB approval of the use of this package is contingent upon those organizations' commitment to meeting these obligations.		

Product/Platform Team Commitment to Meet Requirements Listed Above (To be filled out only after OSRB provides requirements)		
Have you reviewed requirements listed above, and do you commit to meeting these requirements? (State explicitly any of the requirements that you can not meet, and explain the reasons.)		

License Obligations Applicable to Product/Platform Team (Leave blank, to be filled out by OSRB)		
Have you reviewed requirements listed above, and do you commit to meeting these requirements? (State explicitly any of the requirements that you can not meet, and explain the reasons.)		

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Documents and Specifications (To be filled out only if answer to Q37 is "yes" - Provide data below once for each doc/spec)		
Have you reviewed requirements listed above, and do you commit to meeting these requirements? (State explicitly any of the requirements that you can not meet, and explain the reasons.)		
Document publicly available (yes/no)?		
Location from which the document was originally obtained (e.g. external URL).		
Location of the internal (archival) copy.		
Is document under confidentiality agreement?		
List any terms, contracts, or licenses <company> had to agree to in order to obtain the document (including any click-through licenses on websites)		
Do we have permission from the document author/owner to use the document in creation and publication of an open source software implementation? If yes, provide details.		

Compliance Resources

- **Open Compliance Program:** http://www.linuxfoundation.org/programs/legal/compliance
- **Professional and Comprehensive Compliance Training:** The Linux Foundation offers hands-on training from compliance experts for individuals and companies responsible for achieving compliance with open source licenses and establishing an open source compliance program, as well as for those who simply want to learn more about compliance. Options available include live onsite training in addition to instructor-led live remote training. http://www.linuxfoundation.org/programs/legal/compliance/training-and-education
- **Open Compliance Program Self-Assessment Checklist:** An extensive checklist of practices found in industry-leading compliance programs. Companies can use this checklist as a confidential internal tool to assess their progress in implementing a rigorous compliance process and help them prioritize their process improvement efforts. http://www.linuxfoundation.org/programs/legal/compliance/self-assessment-checklist
- **Compliance Publications:** http://www.linuxfoundation.org/publications
- **Open Compliance Directory and Rapid Alert System:** http://www.linuxfoundation.org/programs/legal/compliance/directory
- **Compliance Tools:** http://www.linuxfoundation.org/programs/legal/compliance/tools
- **The Software Package Data Exchange™:** The SPDX™ specification is a standard format for communicating the components, licenses and copyrights associated with a software package. http://www.spdx.org/
- **FOSSBazaar:** An open community of technology and industry leaders who are collaborating to accelerate adoption of free and open source software in the enterprise. http://fossbazaar.org/