

# Official Checklist

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Description automatically generated**General Compliance and Rebuilding**

**General Compliance Checklist**

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| **Step 1: Ongoing Compliance Tasks** | **Implementation** | **Notes, Action Items** |
| Discover all FOSS early in the procurement/development cycle. | * Complete * Partial * Not available * Not applicable |  |
| Review and Approve all FOSS packages used. | * Complete * Partial * Not available * Not applicable |  |
| Verify the information necessary to satisfy FOSS obligations. | * Complete * Partial * Not available * Not applicable |  |
| Review and approve any outbound contributions to FOSS projects. | * Complete * Partial * Not available * Not applicable |  |

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| **Step 2: Support Requirements** | **Implementation** | **Notes, Action Items** |
| Ensure adequate compliance staffing and designate clear lines of responsibility. | * Complete * Partial * Not available * Not applicable |  |
| Adapt existing business processes to support the FOSS compliance program. | * Complete * Partial * Not available * Not applicable |  |
| Have training on the organization’s FOSS policy available to everyone. | * Complete * Partial * Not available * Not applicable |  |
| Track progress of all compliance activities. | * Complete * Partial * Not available * Not applicable |  |

**Checklist for Rebuilding Product {X} – This checklist can be part of the review process for ensuring**

**“complete and corresponding” source code is available when distributing products**

**containing GPL code.**

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| **Item** | **Implementation** | **Notes, Action Items** |
| Is a complete description of the build environment provided? This should include package versions and any similar information critical to ensuring compliance. | * Yes * No * Not available * Not applicable |  |
| Is a list of rebuild steps provided? | * Yes * No * Not available * Not applicable |  |
| Has a rebuild been successfully completed on a clean machine? | * Yes * No * Not available * Not applicable |  |
| Have the rebuild results been verified? | * Yes * No * Not available * Not applicable |  |
| Have any uncertainties been escalated to the Open Source support team? | * Yes * No * Not available * Not applicable |  |