



Conformance in Questions

# Context

The OpenChain Project builds trust in open source by making open source license compliance simpler and more consistent. The OpenChain Specification defines a core set of requirements every quality compliance program must satisfy. The OpenChain Curriculum provides the educational foundation for open source processes and solutions, whilst meeting a key requirement of the OpenChain Specification. OpenChain Conformance allows organizations to display their adherence to these requirements. The result is that open source license compliance becomes more predictable, understandable and efficient for participants of the software supply chain.

This document contains a series of questions to determine whether a company is OpenChain Conformant. If each of these questions can be answered with a "yes" then that company meets all the requirements of conformance to the OpenChain Specification version 1.2. If any of the questions are answered with a "no" then the company can clearly identify where additional investment is needed to improve the compliance process.

## G1: Know Your Open Source Responsibilities

Section	Number	Spec Ref	Question Text
G1: Know Your Open Source Responsibilities	1.a	1.1, 1.1.1	Do you have a documented policy that governs open source license compliance of the Supplied Software distribution (e.g., via training, internal wiki, or other practical communication method)?
G1: Know Your Open Source Responsibilities	1.b	1.1	Is the policy internally communicated?
G1: Know Your Open Source Responsibilities	1.c	1.1.2	Do you have a documented procedure that communicates the existence of the open source policy to all Software Staff?
G1: Know Your Open Source Responsibilities	1.d	1.2, 1.2.1	Do you have open source training materials (e.g., slide decks or online course) covering the following topics?
G1: Know Your Open Source Responsibilities	1.d.i	1.2	- The open source policy and where to find it,
G1: Know Your Open Source Responsibilities	1.d.ii	1.2	- Basics of Intellectual Property law pertaining to open source and open source licenses,
G1: Know Your Open Source Responsibilities	1.d.iii	1.2	- Open source licensing concepts (including the concepts of permissive and copyleft licenses),
G1: Know Your Open Source Responsibilities	1.d.iv	1.2	- Open source project licensing models,
G1: Know Your Open Source Responsibilities	1.d.v	1.2	- Software Staff roles and responsibilities pertaining to open source compliance specifically and the open source policy in general,
G1: Know Your Open Source Responsibilities	1.d.vi	1.2	- Process for identifying, recording and/or tracking of open source components contained in Supplied Software?

Section	Number	Spec Ref	Question Text
G1: Know Your Open Source Responsibilities	1.e	1.2.2	Do you track the completion of the training for all Software Staff?
G1: Know Your Open Source Responsibilities	1.f	1.2, 1.2.3	Have 85% or more of the Software Staff completed an open source training within the last 24 months?
G1: Know Your Open Source Responsibilities	1.g	1.3	Do you have a process for reviewing the Identified Licenses to determine the obligations, restrictions and rights granted by each license?
G1: Know Your Open Source Responsibilities	1.h	1.3.1	Do you have a documented procedure to review and document the obligations, restrictions and rights granted by each license?

## G2: Assign Responsibility for Achieving Compliance

Section	Number	Spec Ref	Question Text
G2: Assign Responsibility for Achieving Compliance	2.a	2.1, 2.2.1	Have you assigned individual(s) responsible for receiving external open source compliance inquiries ("Open Source Liaison")?
G2: Assign Responsibility for Achieving Compliance	2.b	2.1.1	Is the Open Source Liaison function publicly identified (e.g. via an email address and/or the Linux Foundation's Open Compliance Directory)?
G2: Assign Responsibility for Achieving Compliance	2.c	2.1.2, 2.2.3	Do you have a documented procedure that assigns responsibility for receiving open source compliance inquiries?
G2: Assign Responsibility for Achieving Compliance	2.d	2.2.1	Have you assigned a person, group or function responsible for managing internal open source compliance? The Open Source Compliance role and Open Source Liaison can be the same individual.
G2: Assign Responsibility for Achieving Compliance	2.e	2.2.2	Is legal expertise pertaining to open source compliance accessible to the Open Source Compliance Role (e.g., internal or external)?
G2: Assign Responsibility for Achieving Compliance	2.f	2.2.3	Have you assigned responsibilities to develop and maintain open source compliance policy and processes?
G2: Assign Responsibility for Achieving Compliance	2.g	2.1.2, 2.2.4	Do you have a documented procedure for handling review and remediation of non-compliant cases?

## G3: Review and Approve Open Source Content

Section	Number	Spec Ref	Question Text
G3: Review and Approve Open Source Content	3.a	3.1.1	Do you have a documented procedure for identifying, tracking and archiving information about the collection of open source components from which a Supplied Software release is comprised?
G3: Review and Approve Open Source Content	3.b	3.1.2	Do you have open source component records for each Supplied Software release which demonstrates the documented procedure was properly followed?
G3: Review and Approve Open Source Content	3.c	3.2.1	Have you implemented a procedure that handles at least the following common open source license use cases for the open source components of each supplied Supplied Software release?
G3: Review and Approve Open Source Content	3.c.i	3.2	- distributed in binary form;
G3: Review and Approve Open Source Content	3.c.ii	3.2	- distributed in source form;
G3: Review and Approve Open Source Content	3.c.iii	3.2	- integrated with other open source such that it may trigger copyleft obligations;
G3: Review and Approve Open Source Content	3.c.iv	3.2	- contains modified open source;
G3: Review and Approve Open Source Content	3.c.v	3.2	- contains open source or other software under an incompatible license interacting with other components within the Supplied Software;
G3: Review and Approve Open Source Content	3.c.vi	3.2	- contains open source with attribution requirements.

## G4: Deliver Open Source Content Documentation and Artifacts

Section	Number	Spec Ref	Question Text
G4: Deliver Open Source Content Documentation and Artifacts	4.a	4.1.1	Do you have a documented procedure that describes a process that ensures the Compliance Artifacts are distributed with Supplied Software as required by the Identified Licenses?
G4: Deliver Open Source Content Documentation and Artifacts	4.b	4.1.2	Do you archive copies of the Compliance Artifacts of the Supplied Software?
G4: Deliver Open Source Content Documentation and Artifacts	4.c	4.1.2	Can you easily retrieve the archived copies of the Compliance Artifacts of the Supplied Software?
G4: Deliver Open Source Content Documentation and Artifacts	4.d	4.1.2	Are the copies of the Compliance Artifacts archived for at least as long as the Supplied Software is offered or as required by the Identified Licenses (whichever is longer)?

## G5: Understand Open Source Community Engagement

Section	Number	Spec Ref	Question Text
G5: Understand Open Source Community Engagement	5.a	5.1	Do you have a policy to explicitly permit or forbid contributions of your employees to open source projects on behalf of the organization?
G5: Understand Open Source Community Engagement	5.b	5.1.1	Do you have a documented open source contribution policy?
G5: Understand Open Source Community Engagement	5.c	5.1.2	Is your Software Staff aware of the existence of the open source contribution policy (e.g. via training, internal wiki, or other practical communication method)?
G5: Understand Open Source Community Engagement	5.d	5.2.1	Provided the open source contribution policy permits contributions, do you have a documented procedure that describes the open source contribution process?