

# OpenChain Cheat Sheet - How to achieve OpenChain Conformity (1-pager)



<b>G1: Know your Responsibilities</b>	<b>R1: Written FOSS Policy exists and is internally communicated</b> <ul style="list-style-type: none"> <li>• documented FOSS policy</li> <li>• documented awareness procedure</li> </ul>	<b>R2: Mandatory FOSS training</b> <ul style="list-style-type: none"> <li>• FOSS training covers minimal aspects</li> <li>• documented tracking of completion</li> <li>• at least 85% of staff completed training</li> </ul>	<b>R3: Procedures to identify obligations exist</b> <ul style="list-style-type: none"> <li>• documented review procedure to identify rights granted by each license</li> </ul>
<b>G2: Assign Responsibilities</b>	<b>R4: FOSS liaison appointed and communicated</b> <ul style="list-style-type: none"> <li>• Publicly visible identification of FOSS Liaison</li> <li>• Internal procedure of receiving (and handling) FOSS inquiries</li> </ul>	<b>R5: Internal roles identified</b> <ul style="list-style-type: none"> <li>• Compliance roles as well as names of persons identified</li> </ul>	<ul style="list-style-type: none"> <li>• Internal or external legal expertise available</li> <li>• documented procedure assigning internal responsibilities</li> </ul>
<b>G3: Review and approve FOSS</b>	<b>R6: Process to create BoMs</b> <ul style="list-style-type: none"> <li>• documented procedure to identify, track and archive FOSS components</li> <li>• FOSS component records for each Supplied Software release</li> </ul>	<b>R7: FOSS capable of handling common license use cases</b> <ul style="list-style-type: none"> <li>• documented procedure for handling common FOSS use cases</li> </ul>	
<b>G4: Deliver FOSS Artifacts</b>	<b>R8: Process will deliver FOSS Compliance Artifacts</b> <ul style="list-style-type: none"> <li>• Documented procedure ensuring Compliance Artifacts are created and distributed with each release</li> <li>• Copies are archived and it planned to exist at least as long as the Supplied Software is offered</li> </ul>		
<b>G5: Understand Community</b>	<b>R9: Policy governing organizational FOSS contributions exists</b> <ul style="list-style-type: none"> <li>• documented FOSS contribution policy</li> <li>• documented awareness procedure</li> </ul>	<b>R10: If policy permits organizational FOSS contributions it will be implemented</b> <ul style="list-style-type: none"> <li>• documented procedure governing contributions</li> </ul>	
<b>G6: Certify adherence with OC requirements</b>			